

ELLIS COUNTY BAIL BOND BOARD

Designation of Board Members

Rule 101. Board Members

Ellis County shall have a bail bond board known as the "Ellis County Bail Bond Board", hereinafter "Board," consisting of the following persons:

- (a) The sheriff or a Designee from the Sheriff's Office who must be the Sheriff's Administrator or a Deputy Sheriff of the rank of at least Sergeant;
- (b) A District Judge of the County having jurisdiction over criminal matters and designated by the presiding judge of the administrative judicial district or a Designee of the District Judge who is approved by the Presiding Judge;
- (c) The County Judge, a member of the Commissioners Court designated by the County Judge, or a designee approved by the commissioners court;
- (d) A Judge of a County Court or a County Court-at-Law in the County having jurisdiction over criminal matters and designated by the Commissioners Court or a Designee of the Judge who is approved by the Commissioner's Court;
- (e) The District Attorney or an Assistant District Attorney designated by the District Attorney;
- (f) A licensed bail bond surety or agent for a corporate surety in the county elected under Section 1704.0535, or a bail bond surety or agent for a corporate surety licensed in the county who is designated by the elected surety or agent;
- (g) A Justice of the Peace;
- (h) The District Clerk or the Clerk's designee;
- (i) The County Clerk or the Clerk's designee, if the County Clerk has responsibility over criminal matters;
- (j) If appointed by the Board, a presiding Judge of a Municipal Court in the County;
- (k) If the county's principal municipality designates a presiding judge in the municipal court system, the presiding judge or a municipal judge from the system designated by the presiding judge;
- (l) The County Treasurer or the Treasurer's designee, or, if appointed by the Commissioner's Court in a County that does not have a County Treasurer, the person designated by the County Commissioner's Court to perform the duties of the County Treasurer; and
- (m) a criminal defense attorney practicing in the county and elected by other attorneys whose principal places of business are located in the county and who are not legally prohibited from representing criminal defendants or the designee of the criminal defense attorney.

TO THE ELLIS COUNTY BAIL BOND BOARD:

NAME OF DESIGNEE: Erik Test

TITLE OF DESIGNEE: Chief of Staff, Office of County Judge

REPRESENTING OFFICE OF: County Judge



 SIGNATURE

1/4/2019

 DATE

ELLIS COUNTY BAIL BOND BOARD

A5

Designation of Board Members

Rule 101. Board Members

Ellis County shall have a bail bond board known as the "Ellis County Bail Bond Board", hereinafter "Board," consisting of the following persons:

- (a) The sheriff or a Designee from the Sheriff's Office who must be the Sheriff's Administrator or a Deputy Sheriff of the rank of at least Sergeant;
- (b) A District Judge of the County having jurisdiction over criminal matters and designated by the presiding judge of the administrative judicial district or a Designee of the District Judge who is approved by the Presiding Judge;
- (c) The County Judge, a member of the Commissioners Court designated by the County Judge, or a designee approved by the commissioners court;
- (d) A Judge of a County Court or a County Court-at-Law in the County having jurisdiction over criminal matters and designated by the Commissioners Court or a Designee of the Judge who is approved by the Commissioner's Court;
- (e) The District Attorney or an Assistant District Attorney designated by the District Attorney;
- (f) A licensed bail bond surety or agent for a corporate surety in the county elected under Section 1704.0535, or a bail bond surety or agent for a corporate surety licensed in the county who is designated by the elected surety or agent;
- (g) A Justice of the Peace;
- (h) The District Clerk or the Clerk's designee;
- (i) The County Clerk or the Clerk's designee, if the County Clerk has responsibility over criminal matters;
- (j) If appointed by the Board, a presiding Judge of a Municipal Court in the County;
- (k) If the county's principal municipality designates a presiding judge in the municipal court system, the presiding judge or a municipal judge from the system designated by the presiding judge;
- (l) The County Treasurer or the Treasurer's designee, or, if appointed by the Commissioner's Court in a County that does not have a County Treasurer, the person designated by the County Commissioner's Court to perform the duties of the County Treasurer; and
- (m) a criminal defense attorney practicing in the county and elected by other attorneys whose principal places of business are located in the county and who are not legally prohibited from representing criminal defendants or the designee of the criminal defense attorney.

TO THE ELLIS COUNTY BAIL BOND BOARD:

NAME OF DESIGNEE: Patricia Marshall

TITLE OF DESIGNEE: Designee of the Judge for County Court at Law No. 2

REPRESENTING OFFICE OF: County Court at Law No. 2 of Ellis Co.

Patricia Marshall
SIGNATURE

1-23-19
DATE

FI

ELLIS COUNTY BUDGET
2018/2019 LINE ITEM ADJUSTMENT

I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to my 2018/2019 Budget as follows:

TRANSFER FROM:

| ACCOUNT NO. | ACCOUNT TITLE | AMOUNT |
|-----------------|----------------|--------|
| 001-0613-508110 | Auto Insurance | 249.00 |
| | | |
| | | |
| | | |
| | | |
| | | |

TRANSFER TO:

| ACCOUNT NO. | ACCOUNT TITLE | AMOUNT |
|-----------------|-----------------|--------|
| 001-0613-508210 | Uniform Expense | 249.00 |
| | | |
| | | |
| | | |
| | | |
| | | |

Curtis Polk
Signature of Department Head

1-14-19
Date Signed

Constable Pct. 3
Department

ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

APPROVED THIS _____ DAY OF _____, 2018/2019

- County Judge
- Commissioner Precinct #1
- Commissioner Precinct #2
- Commissioner Precinct #3
- Commissioner Precinct #4

Approved by County Auditor's Office:

DeVonde Spaulbeck 1/14/19

ELLIS COUNTY BUDGET
2019/2020 LINE ITEM ADJUSTMENT

I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to my
~~2019/2020~~ Budget as follows:

2018/2019

TRANSFER FROM:

| ACCOUNT NO. | ACCOUNT TITLE | AMOUNT |
|-----------------|---------------|------------|
| 009-0602-508070 | FM1- Gen misc | \$3,500.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

TRANSFER TO:

| ACCOUNT NO. | ACCOUNT TITLE | AMOUNT |
|-----------------|---------------|------------|
| 009-0602-509140 | FM1- Signs | \$3,500.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Lucy Dawson 1/14/19
 Signature of Department Head Date Signed

Road & Bridge Pct.1
 Department

ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

APPROVED THIS _____ DAY OF _____

2018/2019
2019/2020

- County Judge
- Commissioner Precinct #1
- Commissioner Precinct #2
- Commissioner Precinct #3
- Commissioner Precinct #4

Approved by County Auditor's Office:

DeVonde Spawler 1/15/19



CERTIFICATION OF ADDITIONAL REVENUE

**Ellis County
Auditors Department**

DATE: 1/15/19

The undersigned hereby certify to the commissioners court the receipt of revenue from a new source of revenue not anticipated before the adoption of the budget and not included in the budget for the fiscal year.

Additional Revenue Received

Insurance Reimbursement 001-0010-406590

The Exemption is being claimed by Ellis County, Texas, as a Governmental Organization in accordance with Texas Local Government Code Chapter 111.0108.

Failure to comply with this local government code results in an offense Sec. 111.012 Penalty. An offense under this section is a misdemeanor punishable by a fine of not less than \$100 or more than \$1,000, confinement in the county jail for not less than one month or more than one year, or by both fine and confinement.

The undersigned hereby certifies that she is the County Auditor of the Ellis County, Texas.

Signed



Miykael Reeve, CGFO
County Auditor



ELLIS COUNTY TAX ASSESSOR AND COLLECTOR



JOHN BRIDGES, RTA, CTA, CSTA

P.O. Drawer 188
Waxahachie, TX 75168-0188
(972) 825-5150
Fax (972) 825-5151
E-Mail: john.bridges@co.ellis.tx.us
Website: www.elliscountytax.com

January 18, 2019

Request for Approval of January 29, 2019
Commissioner's Court

| <u>Refund to be issued</u> | <u>Account #</u> | <u>Refund Amount</u> |
|--------------------------------|------------------|----------------------|
| Accumatch ✓ | 176730 ✓ | \$2,852.12 ✓ |
| Interbank Loan Operations ✓ | 172310 ✓ | \$3,416.58 ✓ |
| Great Lakes Development Inc. ✓ | 230019 ✓ | \$4,955.19 ✓ |
| Accumatch ✓ | 173489 ✓ | \$2,763.04 ✓ |

BA 1/23/19

Total: \$13,986.93 ✓

x *Michael Plave* 1/23/19
COUNTY AUDITOR SIGNATURE : DATE



JOHN BRIDGES RTA, CTA, CSTA
Ellis County Tax Assessor - Collector
 P. O. DRAWER 188
 WAXAHACHIE, TEXAS 75168-0188

Phone No: 972-925-4400
 Fax No: 972-925-4400

Print Date: 12/28/18

ACCUMATCH
 2711 LYNDON B JOHNSON FWY STE 1065
 DALLAS, TX 75234

| |
|--|
| Account Number 196530 |
| Legal Description of the Property LOT 2A & 2A & CLOSED ALLEY W & W END-REV 6/25/78 214 SPENCER ST 75133 |
| OWNER HINDS JACOB |

2018 OVERAGE AMOUNT **\$2,852.42**

70 ELLIS COUNTY, 170 LTRD, 212 WAXAHACHIE ISD, 390 CITY OF WAXAHACHIE

Dear Taxpayer:

Our records indicate that an overpayment exists on the property tax account listed above as of the date of this letter. If you paid the taxes on this account and believe you are entitled to a refund, please complete the application below, sign it, and return it to our office. If the taxes were paid by your mortgage lender, company or any other party, you must obtain a written letter of release in order for the refund to be issued in your name. If you did not make the payment(s) on this account, please forward this letter to the person who paid these taxes. You may also request the transfer of tax overpayment to other tax accounts and/or tax years in the space provided or by attaching an additional sheet if necessary. Your application must be processed within three years from the date of the overpayment, or you waive the right to the refund (Sec. 31.11(c), Government Code). Approval is restricted for refunds in excess of \$2500.

APPLICATION FOR PROPERTY TAX REFUND

| | | | |
|--|---|--------------|-------------------|
| Step 1. Identify the refund recipient. Name of the refund recipient (Name of the person or company to whom the refund is to be issued) | Name: Accumatch ✓ | | |
| Address of the refund recipient | Address: 2711 LBJ Fwy Suite 1065 | | |
| City, State, Zip | City, State, Zip: Dallas TX 75234 | | |
| Daytime Phone No.: | E-Mail Address: | | |
| Step 2. Provide payment information. Provide information on all payments made to the account (date, amount, check number) | Check No. | Date Paid | Amount Paid |
| | Accumatch | 42897 | 12/28/18 |
| | | | \$2,852.42 |
| | TOTAL AMOUNT PAID (sum of the above amounts) | | \$2,852.42 |
| Step 3. Provide reason for this refund. Please list any accounts and/or years that you intended to pay with this overage. | Please check one of the following: | | |
| | <input checked="" type="checkbox"/> I paid this account in error and I am entitled to the refund. | | |
| | <input type="checkbox"/> I overpaid this account. Please refund the excess to the address listed in Step 1. | | |
| | <input type="checkbox"/> This payment should have been applied to other tax account(s) and/or year(s) (listed below): | | |
| Step 4. Sign the form. Unsigned applications cannot be processed. | By signing below, I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct. (If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under the Texas Penal Code, Sec. 37.10.) | | |
| | SIGNATURE OF REQUESTOR (REQUIRED) | | DATE |
| | Upma Beethel | | 1/1/2019 |

TAX OFFICE USE ONLY: Approved Denied By: _____ Date: _____

This application must be completed, signed, and submitted with supporting documentation to be valid.

Summary Query

Summary

| Deposit No. | Account No. | Remit Seq No. | Check No. | Payment Amount | Account No. | Payment Agreement No. | | |
|-------------------------|--------------|---------------|-----------|----------------|--------------------|-----------------------|-------------|------------------------|
| PAYACCU0001 | 176730 | | | | | | | |
| Check Deposit Image No. | Receipt Date | Remit Seq No. | Check No. | Payment Type | Payment Amount | Transaction Type | Account No. | Payer |
| 200103223182 | 01/01/9999 | 0 | | CH | \$210.58 | 176730 | 176730 | UNKNOWN |
| 200103223182 | 01/01/9999 | 0 | | CH | \$16.13 | 176730 | 176730 | UNKNOWN |
| 200103223182 | 01/01/9999 | 0 | | CH | \$12.56 | 176730 | 176730 | UNKNOWN |
| 200103223182 | 01/01/9999 | 0 | | CH | \$104.64 | 176730 | 176730 | UNKNOWN |
| PAYACCU0001 | 12/28/2018 | 39498224 | 42897 | CH | \$1,357,848.17 | 176730 | 176730 | 23466451-ACCUMATCH |
| TC181205 | 12/05/2018 | 39140307 | 47667 | CH | \$770.00 | 176730 | 176730 | 1624-ELLIS COUNTY ABS |
| W181205SC | 12/05/2018 | 39136528 | | CH | \$2,852.12 | 176730 | 176730 | 28466018-ELLIS COUNTY |
| W17192017TB | 12/19/2017 | 38373521 | 34806 | CH | \$907,955.85 | 176730 | 176730 | 23466451-ACCUMATCH |
| W161222TB | 12/22/2016 | 33454261 | 22430 | CH | \$358,696.24 | 176730 | 176730 | 23466451-ACCUMATCH |
| W151208JB | 12/08/2015 | 30180464 | 9819 | CH | \$300,682.21 | 176730 | 176730 | 23466451-ACCUMATCH |
| 20141219MGM3 | 12/19/2014 | 27369883 | 009972 | CH | \$4,386.46 | 176730 | 176730 | 22718409-FIRST FINANCI |
| TC140904 | 09/04/2014 | 26558058 | 41392 | CH | \$960.00 | 176730 | 176730 | 1624-ELLIS COUNTY ABS |
| Applied Total | | | | | \$25,770.74 | | | |



JOHN BRIDGES RTA, CTA, CSTA
Ellis County Tax Assessor - Collector
 P. O. DRAWER 188
 WAXAHACHIE, TEXAS 75168-0188

Phone No.: 972-825-5151
 Fax No.: 972-825-5151

Print Date: 12/28/2018

INTERBANK LOAN OPERATIONS
 P.O. BOX 5258
 ENID, OK 73702

| |
|---|
| Account Number 172310 ✓ |
| Legal Description of the Property LOT 2A BLK 4 BULLARD-REV 516 AC 700 DUNAWAY ST 75165 |
| OWNER COLE DONALD I & PEGGY E |

2018 OVERAGE AMOUNT \$3,416.58

70 ELLIS COUNTY, 170 LTRD, 212 WAXAHACHIE ISD, 390 CITY OF WAXAHACHIE

Dear Taxpayer:

Our records indicate that an overpayment exists on the property tax account listed above as of the date of this letter. If you paid the taxes on this account and believe you are entitled to a refund, please complete the application below, sign it, and return it to our office. If the taxes were paid by your mortgage/title company or any other party, you must obtain a written letter of release in order for the refund to be issued in your name. If you did not make the payment(s) on this account, please forward this letter to the person who paid these taxes. You may also request the transfer of this overpayment to other tax accounts and/or tax years in the space provided or by attaching an additional sheet if necessary. Your application for refund must be submitted within three years from the date of the overpayment, or you waive the right to the refund (Sec. 31.11c). Governing body approval is required for refunds in excess of \$2500.

APPLICATION FOR PROPERTY TAX REFUND

| | | | | |
|--|---|--|---|-----------------|
| Step 1. Identify the refund recipient. Show information for whomever will be receiving the refund. | Who should the refund be issued to: | | | |
| | Name: <u>Interbank Loan Operations</u> ✓ | | | |
| | Address: <u>PO Box 5258</u> | | | |
| | City, State, Zip: <u>Enid, OK, 73702</u> | | | |
| Step 2. Provide payment information. Please attach copies of cancelled checks or original receipts for all cash payments you made. | Daytime Phone No.: <u>580-977-1761</u> | | E-Mail Address: <u>dorinda.linnelback@interbank.net</u> | |
| | Payment made by: <u>Interbank</u> Check No: <u>6141</u> Date Paid: <u>12-17-18</u> Amount Paid: <u>\$339.46</u> | | | |
| | TOTAL AMOUNT PAID (sum of the above amounts) | | | <u>\$339.46</u> |
| | | | | |
| Step 3. Provide reason for this refund. Please list any accounts and/or years that you intended to pay with this overage. | Please check one of the following: | | | |
| | <input type="checkbox"/> I paid this account in error and I am entitled to the refund. | | | |
| | <input checked="" type="checkbox"/> I overpaid this account. Please refund the excess to the address listed in Step 1. | | | |
| <input type="checkbox"/> This payment should have been applied to other tax account(s) and/or year(s) (listed below): | | | | |
| Step 4. Sign the form. Unsigned applications cannot be processed. | By signing below, I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct. (If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under the Texas Penal Code, Sec. 37.10.) | | | |
| | SIGNATURE OF REQUESTOR (REQUIRED) | | DATE | |
| | <u>Dorinda Linnelback</u> | | <u>12-19</u> | |
| TAX OFFICE USE ONLY: <input type="checkbox"/> Approved <input type="checkbox"/> Denied By: _____ Date: _____ | | | | |

This application must be completed, signed, and submitted with supporting documentation to be valid.

Summary Query

Summary

Deposit No. 181227JB Account No. 172310 Remit Seq No. Check No. Payment Amount Payment Agreement No.

| Check Deposit Image No. | Receipt Date | Remit Seq No. | Check No. | Payment Type | Payment Amount | Applied Amount | Transaction Type | Account No. | Payer |
|-------------------------|--------------|---------------|-----------------|--------------|----------------|----------------|------------------|-------------|-----------------------|
| 200103223182 | 01/01/9999 | 0 | BALANCING RECOF | CH | \$471.68 | \$471.68 | 172310 | 172310 | UNKNOWN |
| 200103223182 | 01/01/9999 | 0 | BALANCING RECOF | CH | \$290.33 | \$290.33 | 172310 | 172310 | UNKNOWN |
| 200103223182 | 01/01/9999 | 0 | BALANCING RECOF | CH | \$18.75 | \$18.75 | 172310 | 172310 | UNKNOWN |
| 200103223182 | 01/01/9999 | 0 | BALANCING RECOF | CH | \$120.30 | \$120.30 | 172310 | 172310 | UNKNOWN |
| 200103223182 | 01/01/9999 | 0 | BALANCING RECOF | CH | \$14.22 | \$14.22 | 172310 | 172310 | UNKNOWN |
| 181227JB | 12/27/2018 | 39471702 | 6141 | CH | \$259,224.72 | \$3,416.58 | LG | 172310 | 24048480-INTERBANK LC |
| 181227JB | 12/27/2018 | 39471702 | 6141 | CH | \$259,224.72 | \$4,922.88 | AA | 172310 | 24043486-INTERBANK LC |
| W17121MG | 12/12/2017 | 38247495 | 4805 | CH | \$298,628.98 | \$4,922.88 | PA | 172310 | 24043486-INTERBANK LC |
| TC170808 | 08/08/2017 | 35598854 | 45757 | CH | \$1,310.00 | \$10.00 | TC | 172310 | 1624-ELLIS COUNTY ABS |
| W170606EC | 05/26/2017 | 35419067 | CC001662877 | EC | \$8,953.78 | \$8,953.78 | PA | 172310 | 25574131-DONALD I CC |
| W160201CC2 | 01/29/2016 | 31456543 | CC001230530 | CR | \$7,749.76 | \$7,749.76 | PA | 172310 | 24406680-IVAN COLE |
| 150107HS4 | 12/31/2014 | 27747091 | 3465 | CH | \$27,421.53 | \$7,060.47 | PA | 172310 | COLE DONALD I |

Applied Total \$162,675.92



JOHN BRIDGES RTA, CTA, CSTA
 Ellis County Tax Assessor - Collector
 P. O. DRAWER 188
 WAXAHACHIE, TEXAS 75168-0188

Phone No.: 972-825-5150
 Fax No.: 972-825-5151

Print Date: 12/21/2018

GREAT LAKES DEVELOPMENT INC
 2221 JUSTIN RD
 STE 119 PMB 185
 FLOWER MOUND, TX 75028

| |
|---|
| Account Number 230019 |
| Legal Description of the Property LOT 2 BLK 1 WOFFORD ADDN 1 153 AC 910 E MAIN ST 76065 |
| OWNER: GREAT LAKES DEVELOPMENT INC |

2018 OVERAGE AMOUNT \$4,955.19

70: ELLIS COUNTY, 170: LTRD, 208: MIDLOTHIAN ISD, 354: CITY OF MIDLOTHIAN

Dear Taxpayer:

Our records indicate that an overpayment exists on the property tax account listed above as of the date of this letter. If you paid the taxes on this account and believe you are entitled to a refund, please complete the application below, sign it, and return it to our office. If the taxes were paid by your mortgage title company or any other party, you must obtain a written letter of release in order for the refund to be issued in your name. If you did not make the payment(s) on this account, please forward this letter to the person who paid these taxes. You may also request the transfer of this overpayment to other tax accounts and/or tax years in the space provided or by attaching an additional sheet if necessary. Your application for refund must be submitted within three years from the date of the overpayment, or you waive the right to the refund (Sec. 31.11c). Governing body approval is required for refunds in excess of \$2500.

APPLICATION FOR PROPERTY TAX REFUND

| | | | | |
|--|---|----------------------------------|-----------|-------------|
| Step 1. Identify the refund recipient. Show information for whom it will be receiving the refund. | Who should the refund be issued to: | | | |
| | Name: Great Lakes Development Inc ✓ | | | |
| | Address: 2221 JUSTIN RD #119 PMB 185 | | | |
| | City, State, Zip: Flower Mound TX 75028 | | | |
| Day time Phone No.: 469-939-9980 | | E-Mail Address: VKY63631@j90.com | | |
| Step 2. Provide payment information. Please attach copies of cancelled checks or original receipts for all cash payments you made. | Payment made by: | Check No. | Date Paid | Amount Paid |
| | Great Lakes Development | 5075 | 12/18/18 | 50,002.34 |
| | TOTAL AMOUNT PAID (sum of the above amounts) | | | 50,002.34 |
| Step 3. Provide reason for this refund. Please list any accounts and/or years that you intended to pay with this overage. | Please check one of the following: | | | |
| | <input type="checkbox"/> I paid this account in error and I am entitled to the refund. | | | |
| | <input checked="" type="checkbox"/> I overpaid this account. Please refund the excess to the address listed in Step 1. | | | |
| This payment should have been applied to other tax account(s) and/or year(s) (listed below): | | | | |
| Step 4. Sign the form. Unsigned applications cannot be processed. | By signing below, I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct. (If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under the Texas Penal Code, Sec. 37.10.) | | | |
| | SIGNATURE OF REQUESTOR (REQUIRED) | | DATE | |
| | John Bridges | | 12/28/18 | |
| TAX OFFICE USE ONLY: <input type="checkbox"/> Approved <input type="checkbox"/> Denied By: _____ Date: _____ | | | | |

This application must be completed, signed, and submitted with supporting documentation to be valid.

Summary Query

Summary

Deposit No. 181220JA Account No. 230019 Remit Seq No. Check No. Payment Amount Payment Agreement No.

| Check Deposit No. | Receipt Date | Remit Seq No. | Check No. | Payment Type | Payment Amount | Applied Amount | Transaction Type | Account No. | Payer |
|----------------------|-----------------|------------------|--------------|-----------------|-------------------|-------------------|---------------------|----------------|----------------------|
| 181220JA | 12/20/2018 | 39390331 | 5075 | CH | \$50,002.34 | \$45,047.15 | PA | 230019 | 26781364-GREAT LAKES |
| 181220JA | 12/20/2018 | 39390331 | 5075 | CH | \$50,002.34 | \$4,955.19 | LG | 230019 | 26781364-GREAT LAKES |
| W180227TB | 01/31/2018 | 37880162 | 5064 | CH | \$45,437.62 | \$45,437.62 | PA | 230019 | 26270280-GREAT LAKES |
| W161228MG | 12/28/2016 | 33517924 | 5049 | CH | \$44,355.36 | \$44,355.36 | PA | 230019 | GREAT LAKES DEVELOP |
| W160113MG3 | 01/13/2016 | 30897838 | 5043 | CH | \$40,398.00 | \$40,398.00 | PA | 230019 | GREAT LAKES DEVELOP |
| 011615BB | 01/16/2015 | 27974691 | 011350 | CH | \$40,398.00 | \$40,398.00 | PA | 230019 | OVILLA ROAD LP |
| 140114AS | 01/14/2014 | 24988639 | 011159 | CH | \$39,639.16 | \$39,639.16 | PA | 230019 | OVILLA ROAD LP |
| 130128BG | 01/28/2013 | 22625899 | 10181 | CH | \$39,514.05 | \$39,514.05 | PA | 230019 | OVILLA ROAD LP |
| 120126RC | 01/28/2012 | 20095258 | 2496 | CH | \$37,103.89 | \$37,103.89 | PA | 230019 | OVILLA ROAD LP |
| 110125JB | 01/25/2011 | 17730101 | 2335 | CH | \$35,314.88 | \$35,314.88 | PA | 230019 | OVILLA ROAD LP |
| 100121MA | 01/21/2010 | 15374957 | 2209 | CH | \$36,210.05 | \$36,210.05 | PA | 230019 | OVILLA ROAD LP |
| 090116ET | 01/16/2009 | 13153326 | 2090 | CH | \$39,217.59 | \$39,217.59 | PA | 230019 | 20401929-AMIN BATA |

Applied Total \$540,576.38



JOHN BRIDGES RTA, CTA, CSTA
Ellis County Tax Assessor - Collector
 P.O. DRAWER 188
 WAXAHACHIE, TEXAS 75168-0188

Phone No.: 972-825-5150
 Fax No.: 972-825-5151

Print Date: 12/31/2018

ACCUMATCH
 2711 LAYDON B JOHNSON FWY STE 1065
 DALLAS, TX 75234

| |
|--|
| Account Number 193489 ✓ |
| Legal Description of the Property LOT PT 165B & ALL 166 FERRIS END-REV 227 AC 209 KIRKSEY ST 75165 |
| OWNER BERGANTINO DAVID J & ANNIE |

2018 OVERAGE AMOUNT \$2,763.04 ✓

70 ELLIS COUNTY, 170 LTRD, 212 WAXAHACHIE ISD, 390 CITY OF WAXAHACHIE

Dear Taxpayer:

Our records indicate that an overpayment exists on the property tax account listed above as of the date of this letter. If you paid the taxes on this account and believe you are entitled to a refund, please complete the application below, sign it, and return it to our office. If the taxes were paid by your mortgage title company or any other party, you must obtain a written letter of release in order for the refund to be issued in your name. If you did not make the payment(s) on this account, please forward this letter to the person who paid these taxes. You may also request the transfer of this overpayment to other tax accounts and/or tax years in the space provided or by attaching an additional sheet if necessary. Your application for refund must be submitted within three years from the date of the overpayment, or you waive the right to the refund (Sec. 31.11(c), Governing body approval is required for refunds in excess of \$2500).

APPLICATION FOR PROPERTY TAX REFUND

| | | | | |
|--|---|---|-----------------|-------------------|
| Step 1. Identify the refund recipient. Show information for whomever will be receiving the refund. | Who should the refund be issued to: | | | |
| | Name: <u>Accumatch</u> ✓ | | | |
| | Address: <u>2711 LBJ Fwy, Suite 1065</u> | | | |
| | City, State, Zip: <u>Dallas TX 75234</u> | | | |
| Daytime Phone No: <u>214-658-6959</u> | | E-Mail Address: <u>yvonne.berthel@accumatch.com</u> | | |
| Step 2. Provide payment information. Please attach copies of cancelled checks or original receipts for all cash payments you made. | Payment made by: | Check No. | Date Paid | Amount Paid |
| | <u>Accumatch</u> | <u>42897</u> | <u>12/25/18</u> | <u>\$2,763.04</u> |
| | TOTAL AMOUNT PAID (sum of the above amounts) | | | <u>\$2,763.04</u> |
| Step 3. Provide reason for this refund. Please list any accounts and/or years that you intended to pay with this overage. | Please check one of the following: | | | |
| | <input checked="" type="checkbox"/> I paid this account in error and I am entitled to the refund. | | | |
| | <input type="checkbox"/> I overpaid this account. Please refund the excess to the address listed in Step 1. | | | |
| <input type="checkbox"/> This payment should have been applied to other tax account(s) and/or year(s) (listed below): | | | | |
| Step 4. Sign the form. Unsigned applications cannot be processed. | By signing below, I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct. (If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under the Texas Penal Code, Sec. 37.10.) | | | |
| | SIGNATURE OF REQUESTOR (REQUIRED) | | DATE | |
| | <u>yvonne Berthel</u> | | <u>1/7/2019</u> | |
| TAX OFFICE USE ONLY: <input type="checkbox"/> Approved <input type="checkbox"/> Denied By: _____ Date: _____ | | | | |

This application must be completed, signed, and submitted with supporting documentation to be valid.

Summary Query

Summary

| Deposit No. | Account No. | Remit Seq No. | Check No. | Payment Amount | Payment Agreement No. | | | | |
|-------------------------|--------------|---------------|-----------------|----------------|-----------------------|----------------|------------------|-------------|-----------------------|
| PAYACCU0001 | 173489 | | | | | | | | |
| Check Deposit Image No. | Receipt Date | Remit Seq No. | Check No. | Payment Type | Payment Amount | Applied Amount | Transaction Type | Account No. | Payer |
| 200103223182 | 01/01/9999 | 0 | BALANCING RECOF | CH | \$50.08 | \$50.08 | 173489 | 173489 | UNKNOWN |
| 200103223182 | 01/01/9999 | 0 | BALANCING RECOF | CH | \$21.07 | \$21.07 | 173489 | 173489 | UNKNOWN |
| 200103223182 | 01/01/9999 | 0 | BALANCING RECOF | CH | \$1.84 | \$1.84 | 173489 | 173489 | UNKNOWN |
| 200103223182 | 01/01/9999 | 0 | BALANCING RECOF | CH | \$1.03 | \$1.03 | 173489 | 173489 | UNKNOWN |
| 200103223182 | 01/01/9999 | 0 | BALANCING RECOF | CH | \$9.76 | \$9.76 | 173489 | 173489 | UNKNOWN |
| PAYACCU000 | 12/28/2018 | 39498224 | 42897 | CH | \$1,357,848.17 | ✓ \$2,763.04 | LG | 173489 | 23468451-ACCUMATCH |
| W181129SC | 11/29/2018 | 39071053 | 155098 | CH | \$2,763.04 | \$2,763.04 | PA | 173489 | 28631969-TOWN SQUAR |
| W17192017B | 12/19/2017 | 36373521 | 34806 | CH | \$907,955.85 | \$1,417.34 | AA | 173489 | 23468451-ACCUMATCH |
| W170201CC | 01/30/2017 | 34593159 | CC001533516 | CR | \$730.38 | \$730.38 | PA | 173489 | 25279796-AMY RADIER |
| W180808MG | 06/08/2016 | 32353512 | 10497 | CH | \$6,413.44 | \$6,413.44 | PA | 173489 | 20299954-PARADISE SE |
| 131007JD | 09/30/2013 | 23799056 | 26402 | CH | \$3,566.74 | \$3,566.74 | PA | 173489 | 20445736-PROPEL FINAI |
| 20130920MG | 09/20/2013 | 23769042 | | CA | \$200.00 | \$200.00 | PA | 173489 | DUNLEVY DAVID HAROL |
| | | | | | | Applied Total | | | \$25,743.62 |

F5

ELLIS COUNTY BUDGET
2019/2020 LINE ITEM ADJUSTMENT

I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to my
2019/2020 Budget as follows:

2018/2019

TRANSFER FROM:

| ACCOUNT NO. | ACCOUNT TITLE | AMOUNT |
|----------------|--------------------|------------|
| 009-0602-50909 | FM1- Repairs/Parts | \$5,000.00 |
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TRANSFER TO:

| ACCOUNT NO. | ACCOUNT TITLE | AMOUNT |
|----------------|---------------|------------|
| 009-0602-50907 | FM1- Tires | \$5,000.00 |
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 Signature of Department Head Date Signed

Road & Bridge Pct.1
Department

ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

APPROVED THIS _____ DAY OF _____,

~~2019/2020-~~
2018/2019

- County Judge
- Commissioner Precinct #1
- Commissioner Precinct #2
- Commissioner Precinct #3
- Commissioner Precinct #4

RECEIVED
 JAN 22 2019
 ELLIS COUNTY
 AUDITOR

Approved by County Auditor's Office:

DeVonda Spivey 1/22/19

FL6

ELLIS COUNTY BUDGET
2018/2019 LINE ITEM ADJUSTMENT

I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to my
~~2007~~2019 Budget as follows:
2018

TRANSFER FROM:

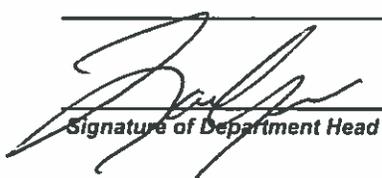
| ACCOUNT NO. | ACCOUNT TITLE | AMOUNT |
|----------------------|----------------------------|-------------|
| RB2 GENERAL EXPENSES | 004-0652-508070-000000-000 | \$60,000.00 |
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POSTED
PCT2
COMPUTER

TRANSFER TO:

| ACCOUNT NO. | ACCOUNT TITLE | AMOUNT |
|---------------|----------------------------|-------------|
| RB2 EQUIPMENT | 004-0652-508020-000000-000 | \$60,000.00 |
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POSTED
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COMPUTER


Signature of Department Head

1/22/2019
Date Signed

Ellis Co. Commissioner, Pct. 2
Department

ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

APPROVED THIS _____ DAY OF _____, ~~2007~~2019
2018

County Judge
Commissioner Precinct #1
Commissioner Precinct #2
Commissioner Precinct #3
Commissioner Precinct #4

Approved by County Auditor's Office:


DeVonda Spaulding 1/23/19

F7

ELLIS COUNTY BUDGET
2018/2019 LINE ITEM ADJUSTMENT

I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to my ~~2007~~/2019 Budget as follows:
2018

TRANSFER FROM:

| ACCOUNT NO. | ACCOUNT TITLE | AMOUNT |
|-----------------------------|----------------------------|-------------|
| RB2 FUND BALANCE CARRY OVER | 004-0652-303010-000000-000 | \$42,000.00 |
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PCT2
COMPUTER

TRANSFER TO:

| ACCOUNT NO. | ACCOUNT TITLE | AMOUNT |
|---------------|---------------------------|-------------|
| RB2 EQUIPMENT | 004-0652-508020-00000-000 | \$42,000.00 |
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POSTED
PCT2
COMPUTER

Signature of Department Head

1/22/2019

Date Signed

Ellis Co. Commissioner, Pct. 2

Department

ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

APPROVED THIS _____ DAY OF _____, ~~2007~~/2019
2018

- County Judge
- Commissioner Precinct #1
- Commissioner Precinct #2
- Commissioner Precinct #3
- Commissioner Precinct #4

Approved by County Auditor's Office:

DeVinde Spiclock 1/23/19

F8

ELLIS COUNTY BUDGET
2018/2019 LINE ITEM ADJUSTMENT

I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to my 2018/2019 Budget as follows:

TRANSFER FROM:

| ACCOUNT NO. | ACCOUNT TITLE | AMOUNT |
|-----------------|-----------------------|---------------|
| 001-0210-409640 | Contracting Elections | (\$11,700.00) |
| | | |
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| | | |
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TRANSFER TO:

| ACCOUNT NO. | ACCOUNT TITLE | AMOUNT |
|----------------|----------------|-------------|
| 001-0210-50848 | Holding Salary | \$11,700.00 |
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| | | |


Signature of Department Head

1-22-2019
Date Signed

Elections
Department

ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

RECEIVED

JAN 22 2019

ELLIS COUNTY
AUDITOR

- County Judge
- Commissioner Precinct #1
- Commissioner Precinct #2
- Commissioner Precinct #3
- Commissioner Precinct #4

Approved by County Auditor's Office:

 1/23/19



CERTIFICATION OF ADDITIONAL REVENUE

**Ellis County
Auditors Department**

DATE: 1/23/19

The undersigned hereby certify to the commissioners court the receipt of revenue from a new source of revenue not anticipated before the adoption of the budget and not included in the budget for the fiscal year.

Additional Revenue Received

Contracting Elections 001-0210-469640 \$ 11,700.00

The Exemption is being claimed by Ellis County, Texas, as a Governmental Organization in accordance with Texas Local Government Code Chapter 111.0108.

Failure to comply with this local government code results in an offense Sec. 111.012 Penalty. An offense under this section is a misdemeanor punishable by a fine of not less than \$100 or more than \$1,000, confinement in the county jail for not less than one month or more than one year, or by both fine and confinement.

The undersigned hereby certifies that she is the County Auditor of the Ellis County, Texas.

Signed Mykael Reeve
Mykael Reeve, CGFO
County Auditor

ELLIS COUNTY BUDGET
2018/2019 LINE ITEM ADJUSTMENT

I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to my 2018/2019 Budget as follows:

TRANSFER FROM:

| ACCOUNT NO. | ACCOUNT TITLE | AMOUNT |
|--------------------------|-------------------------------|-----------|
| 001-0140-50560-00000-000 | Compens/Fringe Liab/ Staffing | 24,980.00 |
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TRANSFER TO:

| ACCOUNT NO. | ACCOUNT TITLE | AMOUNT |
|--------------------------|-----------------|-----------|
| 001-0390-50502-00000-000 | Deputies Salary | 21,000.00 |
| 001-0390-50553-00000-000 | Soc Sec | 1,608.00 |
| 001-0390-50554-00000-000 | Retirement | 2,372.00 |
| | | |
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Signature of Department Head

1/24/2019
Date Signed

Department

ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

APPROVED THIS _____ DAY OF _____, 2018/2019

- County Judge
- Commissioner Precinct #1
- Commissioner Precinct #2
- Commissioner Precinct #3
- Commissioner Precinct #4

Approved by County Auditor's Office:


1/24/19

ELLIS COUNTY BUDGET
2018/2019 LINE ITEM ADJUSTMENT

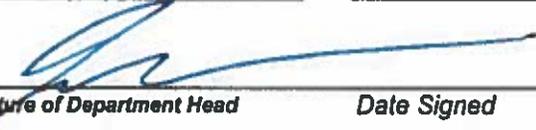
I am requesting that the Ellis County Commissioners' Court make necessary Line Item adjustments to my 2018/2019 Budget as follows:

TRANSFER FROM:

| ACCOUNT NO. | ACCOUNT TITLE | AMOUNT |
|--------------------------|-------------------------------|----------|
| 001-0140-50560-00000-000 | Compens/Fringe Liab/ Staffing | 6,584.00 |
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TRANSFER TO:

| ACCOUNT NO. | ACCOUNT TITLE | AMOUNT |
|--------------------------|-----------------|----------|
| 001-0380-50502-00000-000 | Deputies Salary | 5,528.00 |
| 001-0380-50553-00000-000 | Soc Sec | 423.00 |
| 001-0380-50554-00000-000 | Retirement | 633.00 |
| | | |
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 Signature of Department Head _____ Date Signed 1-23-19

County Clerk of Court #1
 Department _____

ELLIS COUNTY COMMISSIONERS' COURT FINDS THAT THIS TRANSFER OF FUNDS IS FOR COUNTY PURPOSES AND IS AN APPROPRIATE REQUEST.

APPROVED THIS _____ DAY OF _____, 2018/2019

County Judge
 Commissioner Precinct #1
 Commissioner Precinct #2
 Commissioner Precinct #3
 Commissioner Precinct #4

Approved by County Auditor's Office: DeVonde Spivey 1/24/19



425 E. Ross St.
Waxahachie, TX 75165

Invoice for Services

FY 2019

PREPARED FOR
Cheryl Chambers
Ellis County Treasurer
109 S Jackson St, Third Floor
Waxahachie, TX 75165

PREPARED DATE
December 12, 2018

Thank you for your continued support of the Ellis County Children's Advocacy Center. We continue to see an increase in the number of children in our county who need CAC services. Last year we provided 396 forensic interviews for alleged victims of child abuse. We are on track to provide well over 400 interviews this fiscal year 2019 as our county grows. Your contribution to our community's CAC is valuable to the work we do.

| Date of Service/Task | | TOTAL |
|--|--|----------|
| FY 2019 (September 2018 – August 2019) | | \$20,000 |

\$20,000.00

Respectfully Submitted,

Leslie A. Deen
Executive Director

VENDOR CODE 02422 Gingerbread House
APPROVAL _____
DEPT _____
DATE _____
LINE ITEM 001-0140-508660



AGENDA ITEM 1.1
Ellis County Commissioners Court
January 29, 2019



SHORT TITLE:

Road frontage variance for 1137 Epps Road, Suburban Estates Lot 91R
Parcel ID - 156406.

LEGAL CAPTION:

Consider & act upon a request to grant a one-time variance from Section IV (B)(2) (Residential Lots) of the Subdivision Development Standards and Section 10 of the Adopted Septic Order to allow one (1) lot without meeting the minimum road frontage and minimum lot size requirement. The property contains ± 0.994 acres of land at 1137 Epps Road in Suburban Estates, Lot 91R ± 668 feet north of Goliad Circle in Palmer, Road & Bridge Precinct No. 1.



APPLICANT(S):

Francisco Gonzalez



PURPOSE:

The applicant wishes to replat his property to include the purchase of additional property from his next-door neighbor (1127 Epps Rd) to make it a legal lot of record. Previously, the property was illegally subdivided without going through the platting process. The proposed lot will not meet the minimum road frontage requirement; the applicant's property has ± 146.85 feet of road frontage and falls ± 262 square feet short of the acre requirement.



HISTORY:

Suburban Estates was filed with the Ellis County Clerk on September 17, 1970. Per the Subdivision Development Standards, a variance from this requirement is needed before proceeding with the plat approval process.



OTHER RELEVANT INFORMATION:

Section VIII (B) outlines the criteria below for granting relief from the rules and regulations.

1. *That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this Order would deprive the applicant of the reasonable use of his land; and,*
2. *That the relief is necessary for the preservation and enjoyment of a substantial property right of the applicant; and,*
3. *That the granting of the relief will not be detrimental to the public finances, health, safety or welfare, or injurious to other property in the area; and,*



4. *That the granting of the relief will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of the Order.*
5. *That the situation causing the hardship or difficulty is neither self-imposed or self-created.*

Section VIII (A) (1) (i) requires notice be sent to property owners within 200 feet of the property with the requested variance at least fifteen (15) days prior to the meeting date. Staff sent out eight (8) notices via regular mail to satisfy this requirement.



ANALYSIS:

Although the applicant has purchased additional land from his neighbor, this property could not obtain the 150 minimum road frontage required by ± 3.15 feet or ± 262 square feet to meet the acre requirement and meets the criteria for granting a variance.



RECOMMENDATION:

Staff recommends **approval** of this variance to Section IV (B) (2) (Lots) of the Subdivision & Development Standards and Section 10 of the Adopted Septic Order, subject to the following conditions

- 1) An application for replat shall be submitted for review that closely mirrors Exhibit A.



ATTACHMENTS:

1. Applicant's Request
2. Draft Order



APPROVED AND PRESENTED BY:

Alberto Mares, AICP, DR
Director of Planning & Development
Ellis County



DEPARTMENT OF DEVELOPMENT
Ellis County

✉: dod@co.ellis.tx.us
☎: 972-825-5200
🌐: co.ellis.tx.us/dod

ATTACHMENT NO. 1

Proposal letter for a variance to replat properties

Ellis County Commissioners Court
109 S Jackson St
Waxahachie, TX 75165

RCVD DEC 31 2018 4:12:10
ELLIS CTY-DEPT. OF DEV.

December 31, 2018

Dear Ellis County Commissioners Court,

This letter is to ask you in the most sincere way for a variance against the 1 acre rule and 150 feet of frontage to replat. My address is 1137 EPPS Rd in Palmer, TX 75152 and my neighbors address is 1127 EPPS Rd Palmer, TX 75152. I and my neighbor made a deal where I bought an extra piece of land from him and we are trying to fix all the paperwork to make it legal since he just recently sold the property. The piece that we agreed on is fenced with my property. ~~Lot~~ 91R Suburban Estates Property ID 156406, the lot will be 0.0994 acres and have 146.85 feet of frontage.

Respectfully submitted,

Francisco Gonzalez

Francisco Gonzalez
1137 Epps RD Palmer, TX 75152
469-337-0260
egonzalez9448@gmail.com



DEPARTMENT OF DEVELOPMENT
Ellis County

: dod@co.ellis.tx.us
: 972-825-5200
: co.ellis.tx.us/dod

ATTACHMENT NO. 2



COMMISSIONERS COURT OF ELLIS COUNTY
ORDER NO. _____

On this the 29th day of January 2019, the Commissioners' Court of Ellis County, Texas, convened in a regular session of said court on the 2nd Floor of the Ellis County Historic Courthouse located at 101 West Main Street, Waxahachie, Texas, with the following members present, to wit:

COUNTY JUDGE:

- Judge Todd Little

COMMISSIONERS:

- Randy Stinson, Commissioner, Pct. 1
- Paul Perry, Commissioner, Pct. 3
- Lane Grayson, Commissioner, Pct. 2
- Kyle Butler, Commissioner, Pct. 4

AND AMONG OTHER PROCEEDINGS, THE FOLLOWING ORDER WAS PASSED AS FOLLOWS:

AN ORDER OF THE COMMISSIONERS' COURT OF ELLIS COUNTY, TEXAS GRANTING A ONE-TIME VARIANCE FROM SECTION IV (B) (2) (LOTS) OF THE SUBDIVISION & DEVELOPMENT STANDARDS , AND SECTION X OF THE ADOPTED SEPTIC ORDER TO ALLOW ONE (1) LOT WITHOUT MEETING THE MINIMUM ROAD FRONTAGE REQUIREMENT AND MINIMUM LOT SIZE. THE PROPERTY CONTAINS ± .994 ACRES OF LAND AT 1137 EPPS ROAD, IN SUBURBAN ESTATES, LOT 91R, PARCEL ID NO. 156406 LOCATED IN PALMER, ROAD & BRIDGE PRECINCT NO. 1, WITH PROPERTY MORE FULLY DESCRIBED IN EXHIBIT "A", PROVIDING A CONFLICTS CLAUSE; PROVIDING A SEVERABILITY CLAUSE, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Commissioners' Court of Ellis County, Texas, in compliance with the laws of the State of Texas and the orders of Ellis County, Texas, have given the requisite notices and otherwise, and after holding and affording a full and fair hearing to all interested persons, and in the exercise of its legislative discretion, have concluded that this proposal should be approved;

NOW, THEREFORE BE IT ORDAINED BY THE COMMISSIONERS' COURT OF ELLIS COUNTY TEXAS, THAT:

SECTION 1. GRANTING OF A VARIANCE.

The Commissioners' Court finds that the variance criteria outlined in Section VIII (B) of the Subdivision & Development Standards apply and are set forth above are incorporated into the body of this order as if fully set forth herein and the granting of relief in the form of a lesser standard will not impact adversely



on public health, safety, general welfare, traffic conditions, and not alter the nature, character, and quality of the subdivision.

SECTION 2. CONDITIONS OF APPROVAL.

The variance for the above-described property is hereby granted a one-time variance from the Ellis County Rules for relief on the 150 feet of road frontage requirement and minimum 1-acre requirement, subject to the following conditions:

- 1) An application for replat shall be submitted for review that closely mirrors Exhibit A.

SECTION 3. CONFLICTS.

To the extent of any irreconcilable conflict with the provisions of this Order and other orders of Ellis County governing the use and development of the Property and which are not expressly amended by this Order, the provisions of this Order shall be controlling.

SECTION 4. SEVERABILITY CLAUSE

If any section, paragraph, sentence, phrase, or word in this order is held invalid or unconstitutional, such holding shall not affect the validity of the remaining portions of this order; and the Commissioners Court hereby declares it would have passed such remaining portions of the Order despite such invalidity, which remaining portions shall remain in force and effect

SECTION 5. EFFECTIVE DATE.

This Ordinance shall become effective from and after the date of its passage, and it is accordingly so ordained.

PASSED, APPROVED, AND ADOPTED IN OPEN COURT BY THE COMMISSIONERS' COURT OF ELLIS COUNTY, TEXAS ON THIS THE 29TH DAY OF JANUARY 2019.

Todd Little, County Judge

Commissioner Randy Stinson, Precinct No. 1

Commissioner Lane Grayson, Precinct No. 2

Commissioner Paul Perry, Precinct No. 3

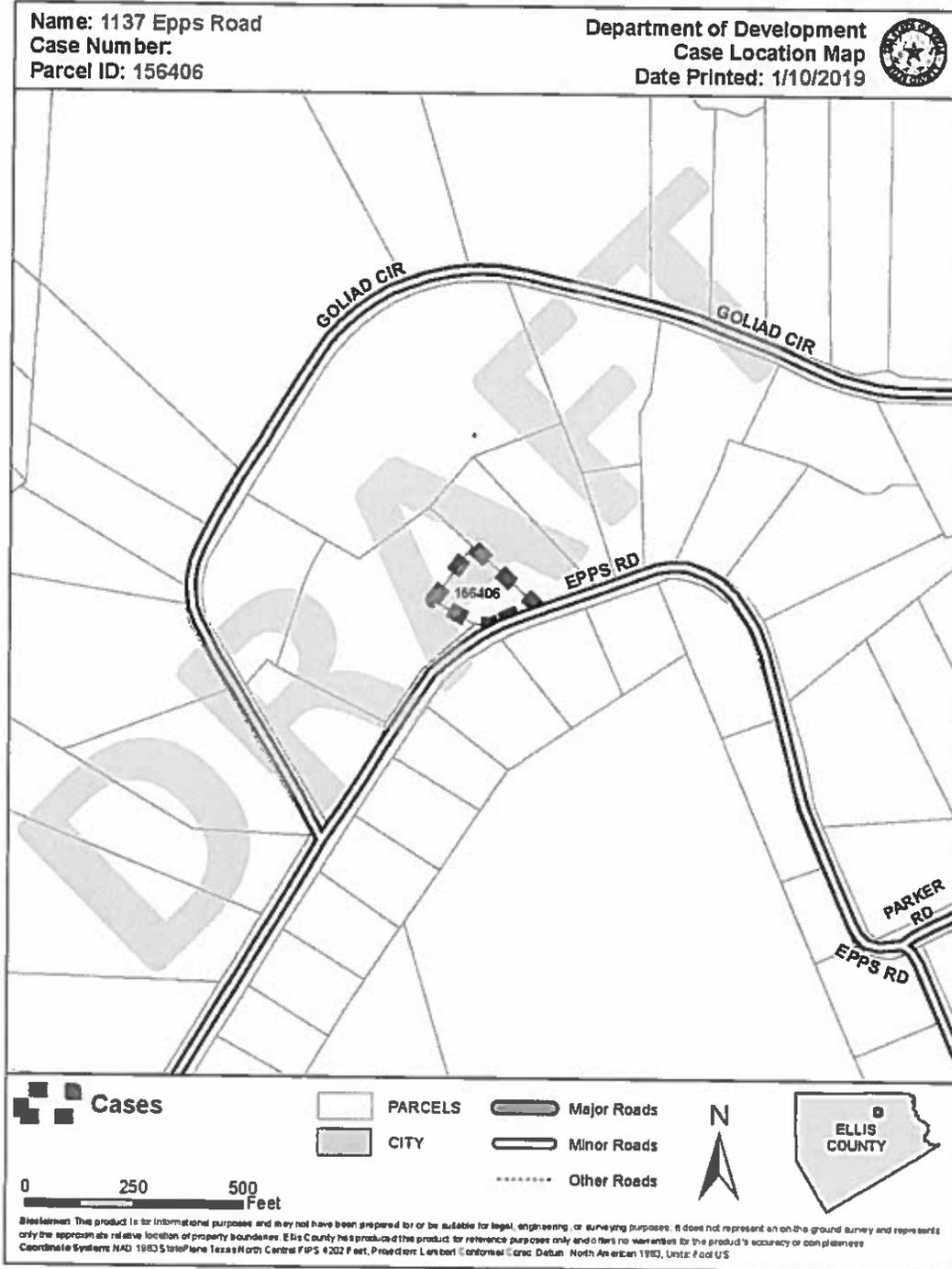
Commissioner Kyle Butler, Precinct No. 4

ATTEST:

Krystal Valdez, County Clerk



EXHIBIT A
Location Map & Survey

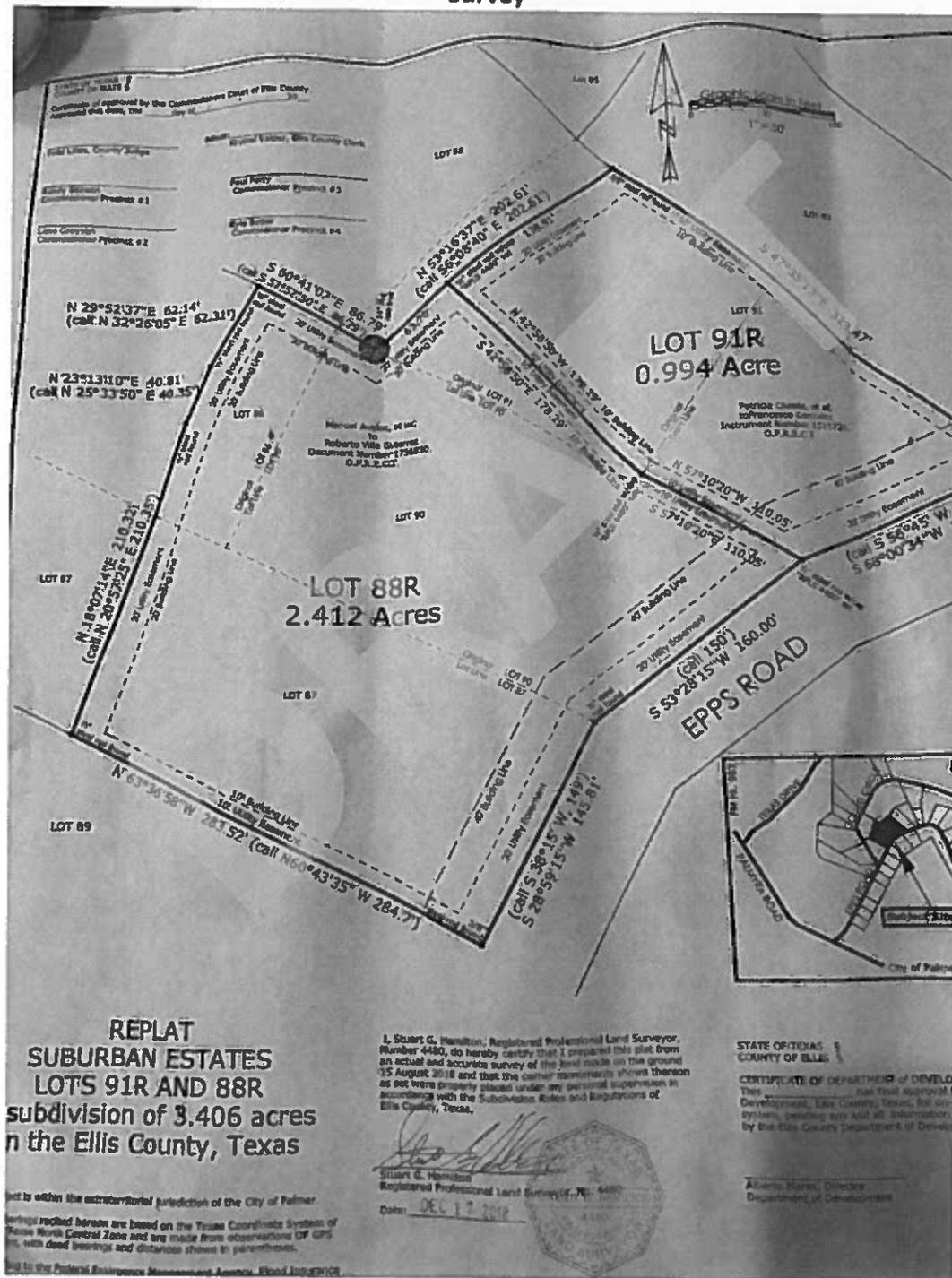




DEPARTMENT OF DEVELOPMENT
Ellis County

✉: dod@co.ellis.tx.us
☎: 972-825-5200
🌐: co.ellis.tx.us/dod

EXHIBIT A
Survey



REPLAT
SUBURBAN ESTATES
LOTS 91R AND 88R
subdivision of 3.406 acres
in the Ellis County, Texas

I, Stuart G. Hamilton, Registered Professional Land Surveyor, Number 4480, do hereby certify that I prepared this plat from an actual and accurate survey of the land made on the ground 15 August 2018 and that the corner monuments shown thereon as set were properly placed under my personal supervision in accordance with the Subdivision Rules and Regulations of Ellis County, Texas.

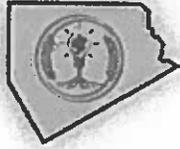
Stuart G. Hamilton
 Stuart G. Hamilton
 Registered Professional Land Surveyor, No. 4480
 Date: DEC 17 2018

STATE OFFICIALS
 COUNTY OF ELLIS

CERTIFICATE OF DEPARTMENT OF DEVELOPMENT
 This _____ has been approved by the Department of Development, Ellis County, Texas, for this system, pending any and all information by the Ellis County Department of Development.

Alberto Flores, Director
 Department of Development

not to enter the extrajurisdiction of the City of Palmer
 bearings recited herein are based on the Texas Coordinate System of
 North Central Zone and are made from observations of GPS
 fix, with dead bearings and distances shown in parentheses.
 and to the Federal Emergency Management Agency, Flood Insurance



AGENDA ITEM 1.2
Ellis County Commissioners' Court
January 29, 2019



SHORT TITLE:

Preliminary plat Dove Meadows.
Parcel ID - 182292

LEGAL CAPTION:

Consider & act upon a preliminary plat of Dove Meadow Estates. The property contains ± 75 acres of land in the J.C. Dickey Survey, Abstract No. 298 and the A. Ferguson Survey, Abstract No. 350 located on the south side of Old Maypearl Road ± 6,600 feet east of Greathouse Road, Waxahachie, Road & Bridge Precinct No. 3.



APPLICANT:

Lance Rust



PURPOSE:

The applicant is requesting to subdivide this property into fifty-one (51) residential lots. A final plat will come before the Court after the infrastructure is complete.



HISTORY:

There is no previous subdivision history on this property. Staff discovered ± 1,100 square feet of this proposed subdivision located in Waxahachie's ETJ (near the northeast corner), which usually triggers a plat review by both the City & the County; however, the City of Waxahachie ceded their review authority for this plat due to the small amount in their ETJ (see Attachment No. 3).



OTHER RELEVANT INFORMATION:

Thoroughfare Plan:

These phases are not adjacent to any thoroughfares on the County's adopted Master Thoroughfare Plan.



ANALYSIS:

The plat meets all the requirements outlined in the regulations.

Buena Vista-Bethel SUD provides service to this site. Based on their analysis, an 8-inch line will need to extend from an existing line 3,800 feet away to provide service (see Attachment No. 4). The developer is aware of this infrastructure cost and has stated they will build it.



DEPARTMENT OF DEVELOPMENT
Ellis County

: dod@co.ellis.tx.us
: 972-825-5200
: co.ellis.tx.us/dod



ATTACHMENTS:

1. Location Map
2. Preliminary plat
3. Email
4. Water Endorsement



RECOMMENDATION:

Staff recommends approval of this request, as presented.



APPROVED AND PRESENTED BY:



Alberto Mares, AICP, DR, CPM
Director of Planning & Development
Ellis County



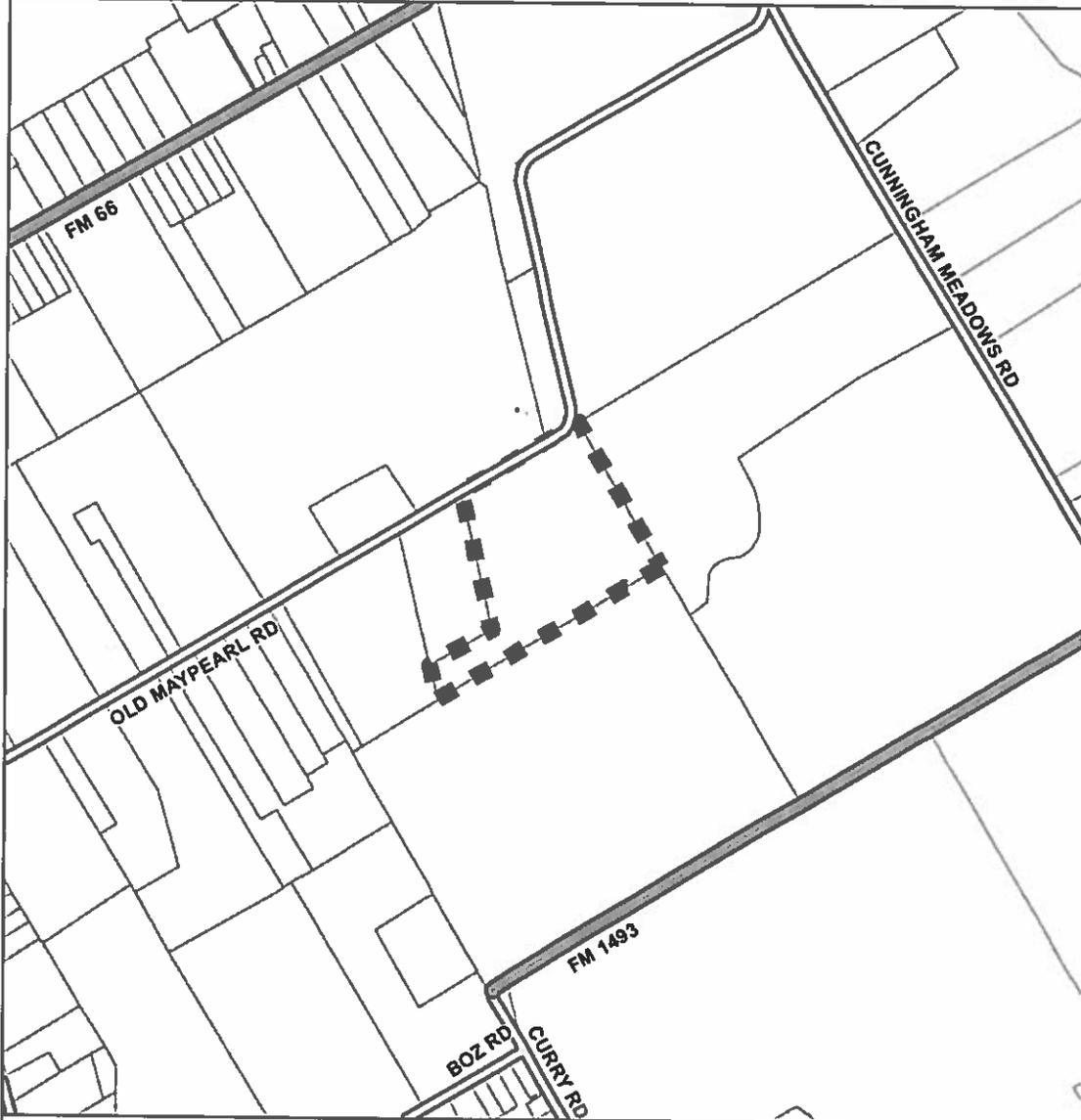
DEPARTMENT OF DEVELOPMENT
Ellis County

✉: dod@co.ellis.tx.us
 📞: 972-825-5200
 🌐: co.ellis.tx.us/dod

ATTACHMENT NO. 1

Name: Dove Meadow Prelim Plat
Case Number:
Parcel ID: 3

Department of Development
Case Location Map
Date Printed: 12/31/2018



Cases

| | | | | | |
|--|---------|--|-------------|--|--|
| | PARCELS | | Major Roads | | |
| | CITY | | Minor Roads | | |
| | | | Other Roads | | |

0 500 1,000 Feet

Disclaimer: This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. Ellis County has produced this product for reference purposes only and offers no warranties for the product's accuracy or completeness.
 Coordinate System: NAD 1983 StatePlane Texas North Central FIPS 4202 Feet, Projection: Lambert Conformal Conic, Datum: North American 1983, Units: Foot US



DEPARTMENT OF DEVELOPMENT
Ellis County

: dod@co.ellis.tx.us
: 972-825-5200
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ATTACHMENT NO. 3



Thu 11/29/2018 12:25 PM

Brooks, Shon <sbrooks@waxahachie.com>

RE: platting question

To Alberto Mares, AICP

Alberto,

I will cede to you. Not much I could do with that.

Shon

From: Alberto Mares, AICP [<mailto:alberto.mares@co.ellis.tx.us>]

Sent: Thursday, November 29, 2018 12:15 PM

To: Brooks, Shon <sbrooks@waxahachie.com>

Subject: platting question

Shon,

I have a potential plat coming forth and when looking at it closely, there is a small piece along the NE corner that is barely within Waxahachie's ETJ (approx. 1,100 sq ft out of 75 acres). Will you want this plat to go through Waxahachie's process or will you cede platting authority exclusively to the County? Let me know.

Thanks,

AM

=====
Alberto Mares, AICP, DR
Director of Planning & Development
Ellis County



DEPARTMENT OF DEVELOPMENT
Ellis County

✉: dod@co.ellis.tx.us
☎: 972-825-5200
🌐: co.ellis.tx.us/dod

ATTACHMENT NO. 4



ROBERT T. CHILDRESS, JR., P.E. • BENJAMIN S. SHANKLIN, P.E. • ROBERT T. CHILDRESS III, P.E.

July 20, 2007

Mr. Joe Buchanan, Manager
Buena Vista-Bethel Special Utility District
312 S. Oak Branch Road
Waxahachie, Texas 75167

Re: Hydraulic Analysis for
Joe Rust Property
60 Lots, Near Node 382
Sheet 22

Dear Mr. Buchanan,

In response to your request, we have examined the hydraulic capability of your system to provide the above referenced service. We understand that this is a proposed 60 lot subdivision along the south side of Old Maypearl Road. The existing lines possible to tie into include an 1 1/2" line along Old Maypearl Road and a 2" main cross country south to F.M. 1493.

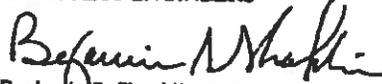
Our evaluation indicates that at this time the existing system cannot furnish the requested service. In order to provide fire protection and service for up to 60 lots, an 8" water main will need to be extended approximately 3,800 feet from the existing 10" main on Old Maypearl Road to the east line of the development at an estimated cost of \$80,000.00. However, we recommend that a 12" main be installed to take care of future growth in the system and that Buena Vista-Bethel S.U.D. will participate on the over-sizing charge.

Please be advised that this hydraulic analysis is only good for six (6) months from the date of this letter.

If you have any questions concerning this matter, please call.

Very truly yours,

CHILDRESS ENGINEERS


Benjamin S. Shanklin, P.E.

BSS/sm

10/10/07 10:00 AM

211 N. RIDGEWAY DRIVE • CLEBURNE, TEXAS 76033 • (817) 645-1118 • (817) 645-7235 FAX • CHILDRESS-ENGINEERS.COM

CENTURY TRUCKS VANS

1300 E MAIN ST
GRAND PRAIRIE, TX 75050
METRO (972)263-3952
FAX (972)264-1234

2.1

23-Jan-19

DATE

ELLIS COUNTY- PRECINCT 2

NAME OF CUSTOMER

RICH

Salesperson

(972) 825-5333

HOME PHONE

WORK PHONE

37486

STOCK #

1FTMF1C84HKC53555

VEHICLE I.D. NUMBER

34,442

MILES

| | | | | |
|------|------|------------------|------------|----------|
| 2017 | FORD | F150 REGULAR CAB | PICK UP | XL |
| YEAR | MAKE | MODEL | BODY STYLE | TRIM PKG |

EQUIPMENT:

- | | | | | |
|---|--|--|--|--|
| <input checked="" type="checkbox"/> Gas | <input type="checkbox"/> Plastic Bedliner | <input type="checkbox"/> Bucket/Captain Seats | <input type="checkbox"/> Running Boards | <input type="checkbox"/> Bobtail |
| <input type="checkbox"/> Diesel | <input type="checkbox"/> Spray Bedliner | <input type="checkbox"/> Ent. System | <input type="checkbox"/> 4 Wheel Drive | <input type="checkbox"/> stake Bed/Flatbed |
| <input checked="" type="checkbox"/> 6 cy L. | <input type="checkbox"/> PWR. Seats | <input checked="" type="checkbox"/> AM/FM Tape/ CD | <input type="checkbox"/> Leather | <input checked="" type="checkbox"/> Trailer Towing |
| <input type="checkbox"/> Automatic | <input checked="" type="checkbox"/> PWR. Locks | <input type="checkbox"/> Sliding Window | <input type="checkbox"/> Dual Rear Wheels | <input type="checkbox"/> Alum/ Fiberglass Cab |
| <input type="checkbox"/> 4 5 6 Speed | <input checked="" type="checkbox"/> PWR. Windows | <input type="checkbox"/> Aux. Fuel Tank | <input type="checkbox"/> Lift Gate | <input type="checkbox"/> Utility Bed |
| <input checked="" type="checkbox"/> Air Cond. | <input type="checkbox"/> Theft Recovery | <input type="checkbox"/> Custom Wheels | <input type="checkbox"/> Dual Air Conditioning | <input type="checkbox"/> Other |

| TRADE-IN INFORMATION | | | | |
|----------------------|------|-------|---------|--|
| Year | Make | Model | V.I.N # | |

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| | |
|---------------------------|--------------------|
| Selling Price | \$19,970.00 |
| Trade Allowance | \$0.00 |
| Trade Difference | \$19,970.00 |
| Diesel Tax | \$0.00 |
| Tax | \$0.00 |
| Vehicle Inventory Tax | \$48.63 |
| Registration | \$0.00 |
| License Fee | \$13.25 |
| State Inspection | \$25.50 |
| *Documentary Fee | \$150.00 |
| Extended Service Contract | |
| Total | \$20,207.38 |
| Lien Payoff | \$0.00 |
| Sub. Total | \$20,207.38 |
| Down Payment | \$0.00 |
| Balance Due | \$20,207.38 |

Payment of vehicle may be made by cash, cashier's check, or by drafting instructions from lending institution. This proposal is for customer information only and is not a binding document. No money has been collected. Selling price, equipment, and trade allowances subject to change without notice.

CENTURY TRUCKS VANS

1300 E MAIN ST
 GRAND PRAIRIE, TX 75050
 METRO (972)263-3952
 FAX (972)264-1234

23-Jan-19

DATE

ELLIS COUNTY- PRECINCT 2

NAME OF CUSTOMER

(972) 825-5333

HOME PHONE

WORK PHONE

1FTMF1C84HKC53555

VEHICLE I.D. NUMBER

RICH

Salesperson

37486

STOCK #

34,442

MILES

| | | | | |
|------|------|------------------|------------|----------|
| 2017 | FORD | F150 REGULAR CAB | PICK UP | XL |
| YEAR | MAKE | MODEL | BODY STYLE | TRIM PKG |

EQUIPMENT:

- | | | | | |
|---|--|--|--|--|
| <input checked="" type="checkbox"/> Gas | <input type="checkbox"/> Plastic Bedliner | <input type="checkbox"/> Bucket/Captain Seats | <input type="checkbox"/> Running Boards | <input type="checkbox"/> Bobtail |
| <input type="checkbox"/> Diesel | <input type="checkbox"/> Spray Bedliner | <input type="checkbox"/> Ent. System | <input type="checkbox"/> 4 Wheel Drive | <input type="checkbox"/> stake Bed/Flatbed |
| <input checked="" type="checkbox"/> 6 cy L. | <input type="checkbox"/> PWR. Seats | <input checked="" type="checkbox"/> AM/FM Tape/ CD | <input type="checkbox"/> Leather | <input checked="" type="checkbox"/> Trailer Towing |
| <input type="checkbox"/> Automatic | <input checked="" type="checkbox"/> PWR. Locks | <input type="checkbox"/> Sliding Window | <input type="checkbox"/> Dual Rear Wheels | <input type="checkbox"/> Alum/ Fiberglass Cab |
| <input type="checkbox"/> 4 5 6 Speed | <input checked="" type="checkbox"/> PWR. Windows | <input type="checkbox"/> Aux. Fuel Tank | <input type="checkbox"/> Lift Gate | <input type="checkbox"/> Utility Bed |
| <input checked="" type="checkbox"/> Air Cond. | <input type="checkbox"/> Theft Recovery | <input type="checkbox"/> Custom Wheels | <input type="checkbox"/> Dual Air Conditioning | <input type="checkbox"/> Other |

TRADE-IN INFORMATION

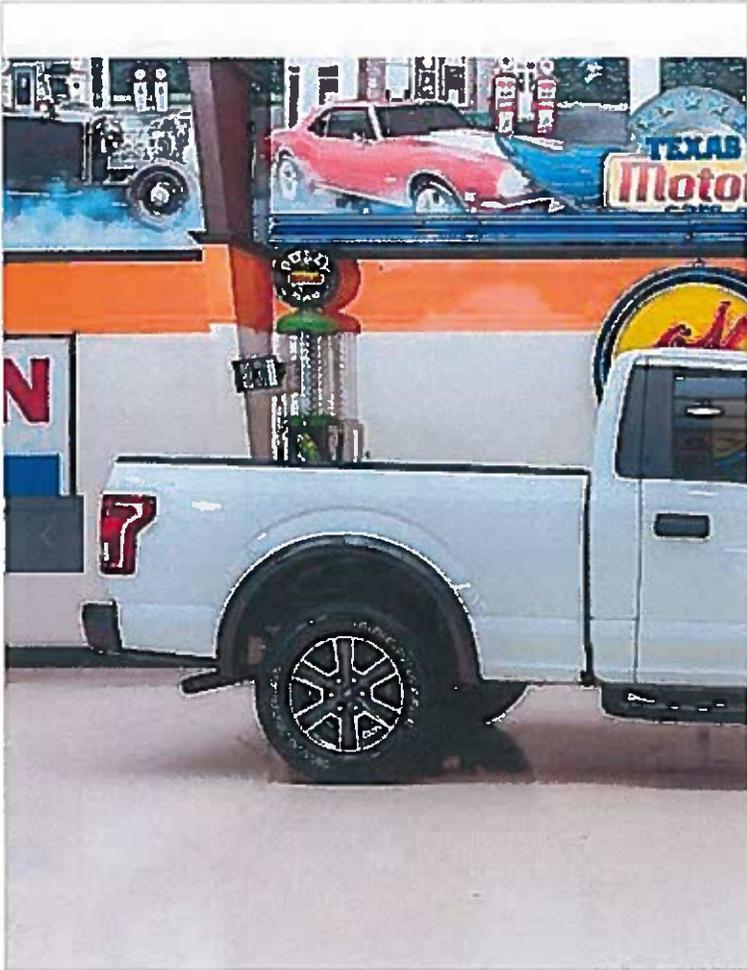
| Year | Make | Model | V.I.N # |
|------|------|-------|---------|
|------|------|-------|---------|

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**WITH EXTENDED SERVICE CONTRACT
 WRAP GOOD TILL MANUFACTURE'S EXTENDED
 POWERTRAIN WARRANTY EXPIRES AND HAS
 A \$100 DEDUCTIBLE.**

| | |
|---------------------------|--------------------|
| Selling Price | \$19,970.00 |
| Trade Allowance | \$0.00 |
| Trade Difference | \$19,970.00 |
| Diesel Tax | \$0.00 |
| Tax | \$0.00 |
| Vehicle Inventory Tax | \$48.63 |
| Registration | \$0.00 |
| License Fee | \$13.25 |
| State Inspection | \$25.50 |
| *Documentary Fee | \$150.00 |
| Extended Service Contract | \$1,207.00 |
| Total | \$21,414.38 |
| Lien Payoff | \$0.00 |
| Sub. Total | \$21,414.38 |
| Down Payment | \$0.00 |
| Balance Due | \$21,414.38 |

Payment of vehicle may be made by cash, cashier's check, or by drafting instructions from lending institution. This proposal is for customer information only and is not a binding document. No money has been collected. Selling price, equipment, and trade allowances subject to change without notice.



Price & Payment

GREAT VALUE ► **\$19,982**

\$331/mo est.

10% down / 60 months [Edit](#)

Dealer Info

Texas Motorcars Inc.

📍 16000 Midway Rd
Addison, TX 75001

☎ (855) 770-0443

📱 (855) 770-0443

🕒 9am - 7pm

▼ [Show Full Business Hours](#)

No Accident or Damage Reported 2-Owner Personal Use Service History

Vehicle Info

| | |
|----------------|--------------|
| Price | \$19,982 |
| Mileage | 28,809 miles |
| Location | Addison, TX |
| Exterior Color | White |
| Interior Color | Gray |

CARFAX Snapshot

- ✓ No accidents reported to CARFAX
- ✓ No damage reported to CARFAX
- 👥 2 Previous owners
- 📧 At least 1 open recall
- 🛢 Regular oil changes
- 🚗 28,809 Last reported odometer reading

| | |
|--------------|-------------------|
| Drive Type | RWD |
| Transmission | Automatic |
| Body Style | Pickup |
| Engine | 6 Cyl 3.5 L |
| Fuel | Flexible-Fuel |
| MPG City/Hwy | 17/24 |
| VIN | 1FTMF1C88GFB36746 |
| Stock # | B36746 |

[View FREE CARFAX Report](#)

Seller Description

2016 Ford F-150 XL White 2016 Ford F-150 XL with 3.5L V6 TI-VCT FFV and ELECTRONIC 6-SPEED AUTOMATIC transmission. CLEAN CARFAX with no accidents, regular oil changes and no accidents. Texas and Tenne...

2016 Ford F-150 XL \$19,982

Dealer Disclaimer: Features and options are descriptive of what can be expected on the vehicle. Actual options should be verified by the customer and dealer. Price may exclude taxes, license, title, registration and processing fees. Please contact the dealer to confirm price and vehicle availability. Current mileage may vary due to test drives and vehicle relocation.

The value of used vehicles varies with mileage, usage and condition and should be used as an estimate. The CARFAX Vehicle History products and services are based only on information supplied to CARFAX and available as of 01/24/2019 at 08:00 (CDT). Other information that may affect the value may not have been reported to CARFAX. The CARFAX Vehicle History Report for the vehicle may contain more current information. Vehicle descriptions and details on this page may have been provided, in part or entirely, by the seller or its agent. CARFAX does not verify these descriptions and details, and is not responsible for the accuracy of the information. Please refer to the CARFAX Terms of Use for more information.

CENTURY TRUCKS VANS

1300 E MAIN ST
 GRAND PRAIRIE, TX 75050
 METRO (972)263-3952
 FAX (972)264-1234

23-Jan-19

DATE

ELLIS COUNTY- PRECINCT 2

NAME OF CUSTOMER

RICH

Salesperson

(972) 825-5333

HOME PHONE

WORK PHONE

37624

STOCK #

1FTMF1C83FKD62392

VEHICLE I.D. NUMBER

108,905

MILES

| | | | | |
|------|------|------------------|------------|----------|
| 2015 | FORD | F150 REGULAR CAB | PICK UP | XL |
| YEAR | MAKE | MODEL | BODY STYLE | TRIM PKG |

EQUIPMENT:

- | | | | | |
|---|--|--|--|--|
| <input checked="" type="checkbox"/> Gas | <input type="checkbox"/> Plastic Bedliner | <input type="checkbox"/> Bucket/Captain Seats | <input type="checkbox"/> Running Boards | <input type="checkbox"/> Bobtail |
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| <input checked="" type="checkbox"/> 6 cy L. | <input type="checkbox"/> PWR. Seats | <input checked="" type="checkbox"/> AM/FM Tape/ CD | <input type="checkbox"/> Leather | <input checked="" type="checkbox"/> Trailer Towing |
| <input type="checkbox"/> Automatic | <input checked="" type="checkbox"/> PWR. Locks | <input type="checkbox"/> Sliding Window | <input type="checkbox"/> Dual Rear Wheels | <input type="checkbox"/> Alum/ Fiberglass Cab |
| <input type="checkbox"/> 4 5 6 Speed | <input checked="" type="checkbox"/> PWR. Windows | <input type="checkbox"/> Aux. Fuel Tank | <input type="checkbox"/> Lift Gate | <input type="checkbox"/> Utility Bed |
| <input checked="" type="checkbox"/> Air Cond. | <input type="checkbox"/> Theft Recovery | <input type="checkbox"/> Custom Wheels | <input type="checkbox"/> Dual Air Conditioning | <input type="checkbox"/> Other |

TRADE-IN INFORMATION

| Year | Make | Model | V.I.N # |
|------|------|-------|---------|
|------|------|-------|---------|

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| | |
|---------------------------|--------------------|
| Selling Price | \$14,970.00 |
| Trade Allowance | \$0.00 |
| Trade Difference | \$14,970.00 |
| Diesel Tax | \$0.00 |
| Tax | \$0.00 |
| Vehicle Inventory Tax | \$36.45 |
| Registration | \$0.00 |
| License Fee | \$13.25 |
| State Inspection | \$25.50 |
| *Documentary Fee | \$150.00 |
| Extended Service Contract | \$0.00 |
| Total | \$15,195.20 |
| Lien Payoff | \$0.00 |
| Sub. Total | \$15,195.20 |
| Down Payment | \$0.00 |
| Balance Due | \$15,195.20 |

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CENTURY TRUCKS VANS

1300 E MAIN ST
GRAND PRAIRIE, TX 75050
METRO (972)263-3952
FAX (972)264-1234

23-Jan-19

DATE

ELLIS COUNTY- PRECINCT 2

NAME OF CUSTOMER

RICH

Salesperson

(972) 825-5333

HOME PHONE

WORK PHONE

37624

STOCK #

1FTMF1C83FKD62392

VEHICLE I.D. NUMBER

108,905

MILES

| | | | | |
|------|------|------------------|------------|----------|
| 2015 | FORD | F150 REGULAR CAB | PICK UP | XL |
| YEAR | MAKE | MODEL | BODY STYLE | TRIM PKG |

EQUIPMENT:

- | | | | | |
|---|--|--|--|--|
| <input checked="" type="checkbox"/> Gas | <input type="checkbox"/> Plastic Bedliner | <input type="checkbox"/> Bucket/Captain Seats | <input type="checkbox"/> Running Boards | <input type="checkbox"/> Bobtail |
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| <input checked="" type="checkbox"/> Air Cond. | <input type="checkbox"/> Theft Recovery | <input type="checkbox"/> Custom Wheels | <input type="checkbox"/> Dual Air Conditioning | <input type="checkbox"/> Other |

| TRADE-IN INFORMATION | | | | |
|----------------------|------|-------|---------|--|
| Year | Make | Model | V.I.N # | |
| | | | | |

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| | |
|---------------------------|--------------------|
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| Trade Allowance | \$0.00 |
| Trade Difference | \$14,970.00 |
| Diesel Tax | \$0.00 |
| Tax | \$0.00 |
| Vehicle Inventory Tax | \$36.45 |
| Registration | \$0.00 |
| License Fee | \$13.25 |
| State Inspection | \$25.50 |
| *Documentary Fee | \$150.00 |
| Extended Service Contract | \$2,195.00 |
| Total | \$17,390.20 |
| Lien Payoff | \$0.00 |
| Sub. Total | \$17,390.20 |
| Down Payment | \$0.00 |
| Balance Due | \$17,390.20 |

WITH EXTENDED SERVICE CONTRACT GOOD FOR 36 MONTHS/45K MILES (WHICHEVER COMES FIRST) AND HAS A \$100 DEDUCTIBLE. PLAN OFFERED IS THE BASE PLAN WHICH INCLUDES POWERTRAIN

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2013 KENWORTH T300 For Sale In West Allis, Wisconsin



For Sale Price: **\$79,900**

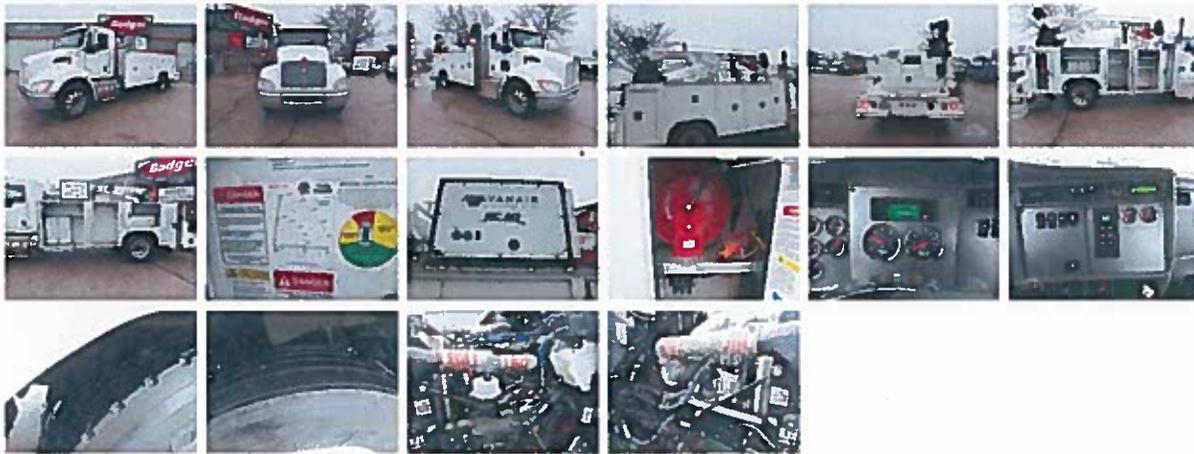
Contact Information

Badger Truck Center Inc

9 [West Allis, Wisconsin 53227](#)

Phone: [\(414\) 435-7016](#)

Contact: Sales Staff



Description

2013 Kenworth T300, PX8 300 hp, Allison Auto, STI Eagle Pro II service body, 1061 Tiger Crane, Vanair air compressor, PS, AC, power windows, locks, mirrors

Specifications

| | | | |
|---------------------|----------|----------------------|-------------------|
| Quantity | 1 | Stock Number | 41620 |
| Year | 2013 | Manufacturer | KENWORTH |
| Model | T300 | Condition | Used |
| A/C | Yes | Number of Rear Axles | Single |
| Color | white | Differential Lock | Yes |
| Drive | 4x2 | Drive Side | Left Hand Drive |
| Engine Manufacturer | Paccar | Engine Brake | Yes |
| Engine Type | PX8 | Front Axle Weight | 12,000 lb |
| Fuel Type | Diesel | Gross Vehicle Weight | 33,000 lb |
| Horsepower | 300 | Mileage | 236,000 mi |
| Overdrive | Yes | Rear Axle Weight | 21,000 lb |
| Suspension | Spring | Transmission | Automatic |
| Wheels | Aluminum | VIN | 2NKHHN7XXDM362985 |

Century Trucks & Vans

1300 East Main Street
Grand Prairie, TX (Texas) 75050
Call Us: (972) 263-3952
//www.centurytrucks.com/

2010 KENWORTH T-300 REGULAR CAB SELLING PRICE - \$49,950.00

Low Mile - Diesel Service Truck

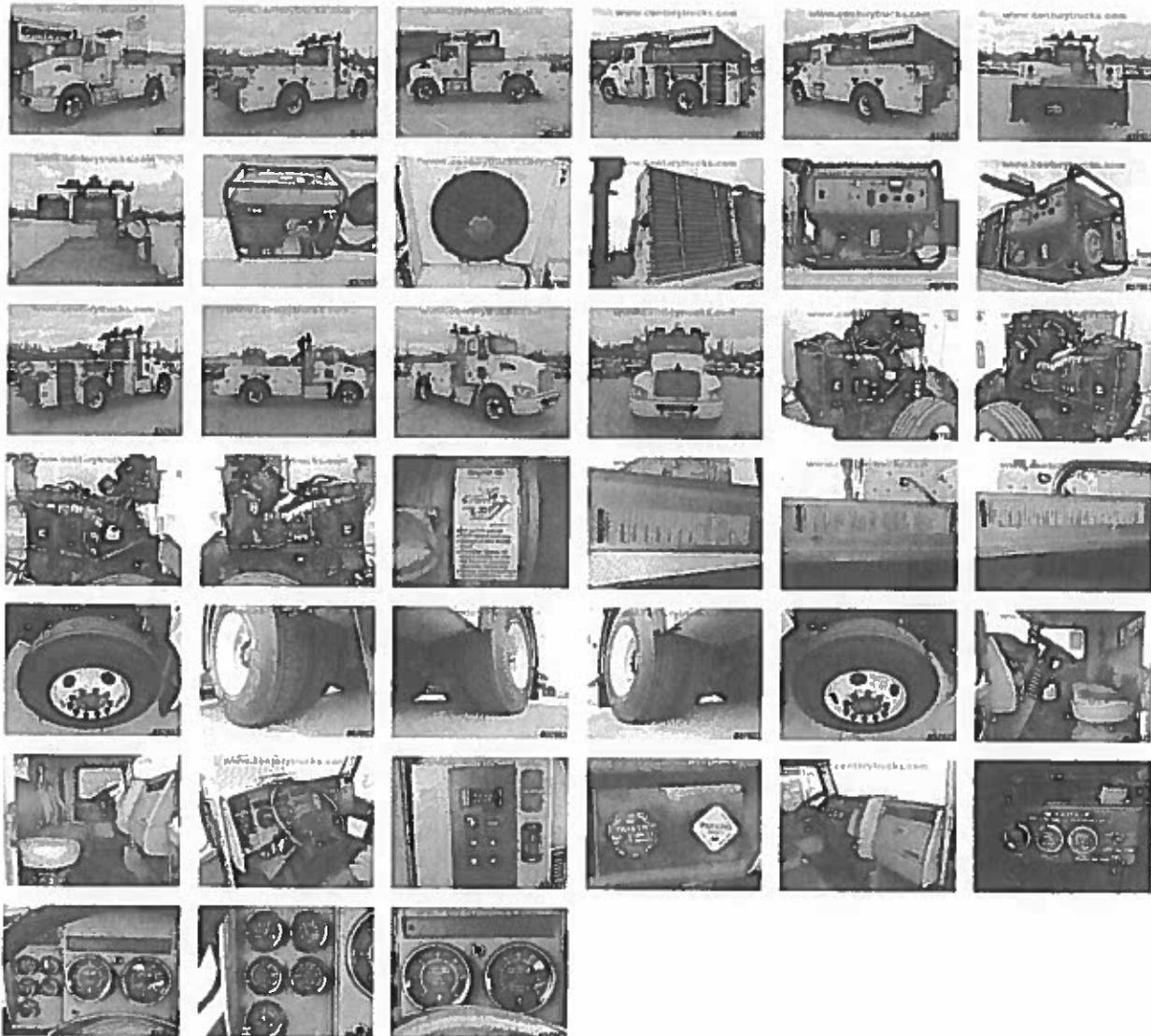


INFORMATION

- 10' Omaha service body bed
- Muncie PTO
- Van Air mobile air compress system
- Hanney hose reel
- Onan power generation generator
- 6.7 Paccar diesel engine with 260 hp at 2400 rpm
- Allison automatic transmission
- Dual rear wheels
- Air conditioning, cruise, and tilt
- Competitive in house financing available!

214-412-1322
cc. Rich Davis

PHOTOS



HIGHLIGHTS

- **Sale Price** \$49,950.00
- **Location** Grand Prairie, Texas
- **Condition** Pre-Owned
- **Stock Number** 37923
- **Year** 2010
- **Make** Kenworth
- **Model** T-300 REGULAR CAB
- **VIN** 2NKHHM7X0AM273707
- **Color** WHITE
- **Engine** 6.7 Paccar
- **Mileage** 60,910

- **Horsepower** 260
- **Engine Size** 6.7
- **Fuel Type** Diesel
- **Status** Available
- **Trim** Base
- **Doors** 2
- **Engine Model** Paccar
- **Transmission Mfg** Allison

SPECIFICATIONS

| | |
|------------------|----------------|
| gvwr | 33000 |
| trim | Base |
| doors | 2 |
| engine model | Paccar |
| engine size | 6.7 |
| transmission mfg | Allison |

- Dual rear wheels
- Air conditioning, cruise, and tilt
- Competitive in house financing available!

PHOTOS ▼

VIDEOS ▼

SPECIFICATIONS ▼

ADVERTISEMENT ▼

| | |
|---|-----------------------------|
| Sale Price | \$49,950.00 |
| (/--xt-xInquiry?fr=xInventoryDetail&oid=6410684) | |
| Location | Grand Prairie, Texas |
| Condition | Pre-Owned |
| Stock Number | 37923 |
| Year | 2010 |
| Make | Kenworth |
| Model | T-300 REGULAR CAB |
| VIN | 2NKHHM7X0AM273707 |
| Color | WHITE |
| Engine | 6.7 Paccar |
| Mileage | 60,910 |
| Horsepower | 260 |
| Engine Size | 6.7 |
| Fuel Type | Diesel |
| Trim | Base |
| Doors | 2 |
| Engine Model | Paccar |
| Transmission Mfg | Allison |

Recommendations

Kenworth T300 Mechanic / Utility / Service Trucks For Sale

Shop by Specifications

[Automatic](#)[9 Speed Manual](#)[10 Speed Manual](#)

2008 Kenworth T300 Service / Utility Truck

\$98,000 USD

Auto Crane Service Body, Auto Crane 10006H Service Crane, Ingersoll-Rand 2475 Air Compressor, Air Ride Suspension, Cummins ISC-260 Diesel Engine, 260 Adv Horsepower, Engine Brake, Eaton...

| | |
|---------------------|-------------------------|
| Usage | 158,939 Miles |
| Duty Class | Heavy Duty |
| Transmission | 10 Speed Manual |
| Suspension | Air Ride |
| Stock Number | 1508 |
| MLS Number | 9033907 |
| Location | Bardstown, Kentucky, US |
| Listed by | Team Boone |
| Last Updated | 1/9/2019 |



**2008 Kenworth T300 Single Axle Mechanic / Service Truck, Paccar PX-8, 360HP, Automatic
\$89,500 USD**

2008 Kenworth T300 mechanics truck for sale!, PACCAR PX-8 8.3L - 360 HP, Allison automatic transmission, AM/FM/CD, Cruise control, Engine brake, Differential lock, A/C, Power locks, Air ride...

| | |
|---------------------|--------------------------|
| Duty Class | Heavy Duty |
| Horse Power | 360 HP |
| Engine Model | Paccar PX-8 |
| Transmission | Automatic |
| Suspension | Spring |
| Rear Axle | Single Axle |
| Stock Number | 18190 |
| MLS Number | 9580020 |
| Location | Salt Lake City, Utah, US |
| Listed by | MTS, Inc. |
| Last Updated | 12/27/2018 |



1998 Kenworth T300 Single Axle Mechanic / Service Truck, Caterpillar 3126-C7, 210HP, 9 Spd

Call for price

1998 KENWORTH T300, Large Hydraulic Wire Spool, (2) Wagon Power Inverters, Bench Mark Control System, Controllers Are Electric Over Hydraulic. TRUCK: Odo Shows 246,643 Miles, Cat 3126-C7...

| | |
|---------------------|----------------------------|
| Usage | 246,643 Miles |
| Duty Class | Medium Duty |
| Horse Power | 210 HP |
| Engine Model | Caterpillar 3126-C7 |
| Transmission | 9 Speed Manual |
| Suspension | Spring |
| Rear Axle | Single Axle |
| Stock Number | 5601 |
| MLS Number | 9594967 |
| Location | Abilene, Texas, US |
| Listed by | Circle D Truck Sales, Inc. |
| Last Updated | 12/12/2018 |

Did you find what you were looking for?



Service Agreement:

Between: Ellis County (Business Name),

109 S. Jackson St., 3rd Floor, 443rd District Court (Address), Waxahachie, Texas, 75165 (City, State, Zip) (The Customer)

and Shred America at 3831 FM 2181, Corinth, TX 76210 (The Company).

Scope of Work: Shred America will pick up material from The Customer, using our secure, locked containers. The contents of the containers will be destroyed on-site using a mobile destruction vehicle. Service Provider assumes responsibility only when security driver takes control of document/materials. All work will be done in a timely and secure manner to insure complete confidentiality. Shred America shall maintain general liability insurance in coverage amounts acceptable to the Customer, and shall provide evidence of such insurance upon request of Customer from time to time. Shred America carries \$2 million in general liability insurance, \$1 million in excess/umbrella liability insurance, and an additional \$1 million in E/O coverage.

Containers: Shred America provides collection containers at no extra charge. All containers/cabinets shall remain the sole property of Shred America. Customer agrees that if cabinets are damaged or removed while in customer's possession, customer will reimburse Shred America for replacement cost of new container.

Services to be Furnished: ShredAmerica will provide mobile shred services for the secure destruction of records ("Services"). Company will furnish a Certificate of Destruction to Customer.

The Service Provider agrees to service the containers on the schedule describe below, or as needed by the Customer. The pick-up locations and schedule are as follows:

- \$__ first Wooden Console serviced \$__ per additional
- \$^{39.99} 65/95 Gallon Tote \$__ additional
- \$__ PDC, Shredinator \$__ additional
- \$__ other

Contact Person

Olivia Tucker

Email/Phone

olivia.tucker@co.ellis.tx.us
972-825-5284

Service Frequency

every 4 weeks

Additional locations and containers can be added anytime.
The pick-up schedule can be modified with mutual agreement.

Services by Third Parties: Company may procure the services of any responsible third party to perform all or part of the Services, insofar as said third party complies with all security standards and procedures required of Company by Customer, and further that said third party shall accept in writing the fiduciary responsibility requisite of the transfer of custody. Shred America will remain liable for all Services performed for Customer. Shred America will make Customer aware of any use of any subcontractor, including their identity.

Prohibition of Contract with Certain Companies

compliance with the provisions of §2252.152 and §2252.153 of the Texas Government Code, which states in part, contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations are prohibited. A governmental entity may not enter into a contract with any company listed on the Comptroller of the State of Texas website identified under Section 806.051 or Section 2253.253, which do business with Iran, Sudan or any Foreign Terrorist Organization. By submitting a signed response to this solicitation, contractor verified to Ellis County that it is not on any such list.

Israel

In accordance with § 2270.002 of the Texas Government Code, "Vendor Name" does not boycott Israel currently and will not boycott Israel during the term of this Agreement.

Pursuant to Section 2252.152, Texas Government Code, by executing this Agreement, you verify that you, your company, and your employees are not engaged in business with Iran, Sudan, or any company identified on the list referenced in Section 2252.152, Texas Government Code.

Appropriations Clause

Funds for payment of this contract have been provided through the County budget approved by Commissioners Court for this fiscal year only. State of Texas law prohibits the obligations and expenditures of **public funds beyond the fiscal year**

However, the performance of this contract may extend beyond the current fiscal year. The fiscal year for Ellis County extends from October 1 of each calendar year to September 30 of the following calendar year. It is the expectation of County that funding will be available to pay for the expenditures related to this Contract. Notwithstanding anything to the contrary within this contract, if at any time during the term of this contract the Commissioners Court of Ellis County, Texas (1) fails to provide funding for this contract during the following fiscal year at Ellis County, Texas; (2) does not adopt a budget for expenditures; (3) or is only able to partially fund the expenditures required by this contract, then Ellis County may, upon giving the Seller written notice of such failure to fund and termination, terminate this contract, or part thereof, without any further liability, effective (30) days after Ellis County notifies Seller in writing of such failure to fund and termination. Ellis County shall pay Seller for work completed up to that date. There shall be no recourse for the Seller as to sums beyond those for work performed to that date, including no recovery allowed for consequential damages, interruption of business, or lost profits anticipated being made hereunder.

Material Descriptions: Shred America cannot confirm specific documents/materials that are shredded. (provided by customers). Shred America will provide time stamped certificate of destruction showing time, quantity and personnel that performed the destruction.

Confidentiality: "Confidential Information" means any information relating to Customer's property, business and affairs shall be held in confidence by Company and shall be used only for the purposes provided in this Agreement. Company shall use the same degree of care to safeguard Customer's confidential information as it uses to safeguard its own.

Term: This Agreement shall commence on the Effective Date set forth below and, unless otherwise terminated in accordance with below Termination section, continue for two years and then a month-to-month agreement shall continue in effect, unless written notice of non-renewal is delivered by either party to the other not less than thirty (30) days prior.

Termination: Either party may terminate this Agreement if the other is in material or repeated breach of any of its obligations hereunder and the breaching party has not cured the breach within thirty (30) days after written notice from the non-breaching party.

Limitation of Liability: Company shall not be responsible or liable in any manner whatsoever for the release or loss of any materials deposited in bins or otherwise delivered to it for secure destruction unless the release or loss is due to Company's negligence or willful misconduct. Company's maximum liability for any and all claims arising with respect to the Services provided under this Agreement shall not exceed the aggregate amounts paid by Customer with respect to the Services provided at the particular Customer location during the twelve (12) months preceding the event which gives rise to a claim. In no event shall Company be liable for any consequential, incidental, special or punitive damages, regardless of whether the action is brought in tort, contract or any other theory.

CUSTOMER

By: _____

Name: _____

Title: _____

Date: _____

COMPANY

By: ShredAmerica Texas

Name: Jason McCray

Title: President

Date: 15 January 2019





**INTERLOCAL AGREEMENT BETWEEN THE
NORTH CENTRAL TEXAS EMERGENCY COMMUNICATIONS DISTRICT AND
[Company]
FOR REGIONAL 9-1-1 SERVICE**

Section 1: Parties and Purpose

- 1.1. The North Central Texas Emergency Communications District (hereinafter "NCT9-1-1") is a regional emergency communications district and a political subdivision of the State of Texas organized under the Texas Health and Safety Code, Subchapter H, Chapter 772, as amended. NCT9-1-1 has developed an annual budget to operate and maintain 9-1-1 service within the district.
- 1.2. [Company] (hereinafter "Public Agency") is a local government that operates one or more Public Safety Answering Points ("PSAPs") that participate in NCT9-1-1 as authorized by Texas Health and Safety Code Chapter 772.
- 1.3. This Interlocal contract is entered into between NCT9-1-1 and Public Agency pursuant to Texas Government Code Chapter 791 so that it can operate and maintain its PSAPs, upgrade 9-1-1 equipment and train its personnel to participate in the Next Generation 9-1-1 emergency communications system in the District. For purposes of carrying out NCT9-1-1's duties and obligations under this agreement, the parties understand and agree that references to NCT9-1-1 includes its employees, officers, directors, volunteers, agents (including North Central Texas Council of Governments – hereinafter "NCTCOG"), and their representatives individually, officially, and collectively.

Section 2: Rights and Duties of the Public Agency

The Public Agency will:

2.1. Financial/Insurance

- 2.1.1. Return or reimburse NCT9-1-1 any 9-1-1 funds used in noncompliance with applicable laws and/or rules within 60 days after discovery of noncompliance, unless an alternative repayment plan is approved, in writing, by both parties.
- 2.1.2. Reimburse NCT9-1-1 for damage to 9-1-1 equipment caused by intentional misconduct, abuse, misuse, or negligence by Public Agency employees or other persons granted access to the PSAP, as well as acts of force majeure. This provision does not include ordinary wear and tear or day-to-day use of the equipment.
- 2.1.3. Maintain accurate fiscal records and supporting documentation of all 9-1-1 funds distributed to Public Agency and all 9-1-1 funds spent by such Public Agency for 9-1-1 service, with specific detail for 9-1-1 funds received.
- 2.1.4. Purchase and maintain adequate insurance policies on all 9-1-1 equipment in amounts sufficient to provide for the full replacement of such equipment in cases of loss due to anything other than daily use and normal wear-and-tear. Public Agency shall name NCT9-1-1 as an Additional Insured or equivalent for all such insurance policies.

2.2. Inventory

- 2.2.1. Report any lost or stolen equipment to NCT9-1-1 immediately upon discovery.
- 2.2.2. Notify NCT9-1-1 30 days in advance of disposition of equipment due to obsolescence, failure, or other planned replacement.

2.3. Security

- 2.3.1. Protect the Customer Premise Equipment (CPE), ancillary, and database maintenance/GIS equipment by implementing measures that secure the premises (including equipment room) of its PSAPs or addressing office against unauthorized entrance or use.
- 2.3.2. Operate within local standard procedures and take appropriate security measures as may be necessary to ensure that non-approved third-party software applications cannot be integrated into the PSAP(s)' CPE/integrated or workstations.
- 2.3.3. Not attach nor integrate any hardware device (i.e. external storage devices) or software application without prior written approval of NCT9-1-1. Further, no unauthorized person shall configure, manipulate, or modify any hardware device or software application. Such authority can only be granted by NCT9-1-1.
- 2.3.4. Adhere to Health and Safety Code, Section 772.002(C), Confidentiality of Information.
- 2.3.5. Ensure each person who is authorized to receive, store, process, and/or transmit CPE information has a unique identification login and be logged into such equipment identifying their legitimacy for use.

2.4. Maintenance

- 2.4.1. Maintain 9-1-1 equipment and areas ensuring cleanliness.
- 2.4.2. Notify NCT9-1-1's Technical Team when there is any scheduled maintenance on commercial power backup generators at least 48 hours prior to work commencing.
- 2.4.3. Notify NCT9-1-1's Technical Team immediately of any power or generator outages. If the outage affects the 9-1-1 system, trouble reporting procedures should be followed.
- 2.4.4. (If administrative telephone system is integrated with NCT9-1-1 equipment) Maintain a contingency plan identifying the back-up solution for the administrative telephone system. If a contingency plan is not provided to NCT9-1-1 within 30 days of contract execution, NCT9-1-1 reserves the right to remove the administrative phone lines from the 9-1-1 equipment.
- 2.4.5. Notify NCT9-1-1's Technical Team of technical issues immediately upon discovery. The Public Agency will utilize one of the following methods:
 - a. Via telephone by calling (888) 311-3911
 - b. Via email to Support@NCT911.org
 - c. Via the Trouble Ticket System (accessed by using the icon on the toolbar)
 - d. Via the website at <https://SCC.NCT911.org>
- 2.4.6. Test generators at least monthly and conduct a load test at least once a year, to ensure that all NCT9-1-1 equipment remains functional.

2.5. Geographic Information Systems (GIS) / Data

- 2.5.1. Meet GIS requirements (Attachment A) in order to receive reimbursement. These requirements may be revised annually. If Public Agency cannot meet these requirements, the planned funds shall be used by NCT9-1-1 to procure/provide those services for Public Agency.
- 2.5.2. Acknowledge County Addressing Offices are responsible for coordinating GIS operations, policies and procedures with the cities in their county, as well as incorporating GIS data into the county datasets.
- 2.5.3. Provide and maintain GIS maintenance functions in return for funding through NCT9-1-1 and within the guidelines of the GIS Data Maintenance Model (Attachment B). At a minimum, Public Agency agrees to:
 - a. Select a 9-1-1 Addressing Coordinator to serve as a single point of contact for NCT9-1-1.
 - b. Assign street addresses and ranges, name streets, and resolve addressing conflicts and problems. County 9-1-1 Addressing Coordinator shall not allow for duplicate street and community names anywhere in the county.
 - c. Provide a physical address to any citizen requesting it as long as doing so complies with local policies/procedures/ordinances.
 - d. Establish efficient procedures for updating and maintaining all addressing data through review and revisions due to changes in Public Agency ordinances and/or subdivision regulations.

- e. Maintain addressing/database equipment and data.
- f. Adhere to Health and Safety Codes, Section 772.002 (C), Number and location identification in maintaining 9-1-1 and addressing databases.
- g. Protect the confidentiality of addressing databases and of information furnished by telecommunications providers and notify NCT9-1-1 in writing within two business days of the receipt of a request for addressing databases or information made under the Texas Public Information Act.
- h. Notify NCT9-1-1 in writing at least 30 days prior to a 9-1-1 office move.
- i. Respond to any database errors within in 72 hours of receipt.

2.6. Training

- 2.6.1. Schedule telecommunicators to receive 9-1-1 equipment training within 120 days of his/her hire date.
- 2.6.2. Ensure that telecommunicators receive TDD/TTY training every six months as mandated by the Department of Justice.
- 2.6.3. Ensure that 9-1-1 PSAP supervisory personnel or designee attend quarterly training/meetings offered by NCT9-1-1. A minimum attendance of two meetings per year are required for each PSAP.
- 2.6.4. PSAP Telecommunicators, Training Coordinators, Supervisors/Managers, and other essential personnel identified by the Supervisor/Manager are required to attend CPE training associated with the implementation of new technology software. This training will be completed during specific dates and times, but there is the option to attend at other times if PSAP scheduling does not allow personnel to attend their designated time slot.
- 2.6.5. Request the use of training facilities by sending an email to 911OperationsTeam@NCTCOG.org and specifying the date of request, time of request and type of resources needed such as Solacom or Criticall.

2.7. Facilities

- 2.7.1. Meet minimum requirement for back room requirements (Attachment C). Any expenses associated with this requirement are the responsibility of the Public Agency.
- 2.7.2. Ensure equipment room and 9-1-1 communications area maintain a temperature between 65-85 degrees Fahrenheit.
- 2.7.3. Ensure 9-1-1 equipment room and communications area complies with the Americans with Disabilities Act of 1990.
- 2.7.4. Provide access to NCT9-1-1 staff and contracted vendors that meet CJIS requirements on a 24/7/365 basis without prior notice.

2.8. Supplies

- 2.8.1. Purchase supplies such as printer paper, printer ink, cleaning materials, and other expendable items necessary for the continuous operations of its PSAPs.

2.9. Monitoring/Reporting

- 2.9.1. Maintain financial, statistical, and ANI/ALI records adequate to document performance, costs, and receipts under this contract in accordance with applicable records retention schedules. Public Agency agrees to maintain these records at Public Agency's offices and provide or make available for inspection upon request by NCT9-1-1.
- 2.9.2. Cooperate fully with all reasonable monitoring requests from NCT9-1-1 for the purposes of assessing and evaluating Public Agency's performance under this Agreement.

2.10. Media Relations

- 2.10.1. Refrain from commenting on social media, to the media, or to the public about 9-1-1 service other than that provided directly by Public Agency.

- 2.10.2. Make every effort to communicate accurate information in social media posts and/or interaction with the media, specifically as it relates to NCT9-1-1. Public Agency must first coordinate with NCT9-1-1 before making comments on social media and/or speaking to the media regarding technology and/or service concerns.
- 2.10.3. Refer media directly to NCT9-1-1 for discussions related to NCT9-1-1 technology and other NCT9-1-1 program specific questions.

2.11. Operations

- 2.11.1. Sign the contingent PSAP agreement provided by NCT9-1-1 and provide annually as part of the site visit. Changes to contingent PSAPs must be approved by NCT9-1-1.
- 2.11.2. Designate PSAP supervisory personnel or a designee and provide related contact information (to include after hour contact information) as a single point of contact for NCT9-1-1.
- 2.11.3. Provide a minimum of 120 days' prior notice of any change that affects the 9-1-1 system.
- 2.11.4. Test all 9-1-1 equipment for proper operation and user familiarity at least once per month, including tests for wireless calls, wireline calls, texts to 9-1-1 and TTYs.
- 2.11.5. Power cycles each 9-1-1 position at least once per each week.
- 2.11.6. Test all 9-1-1 TDD/TTYs for proper operation and to maintain user familiarity at least once per month.
- 2.11.7. Log all TDD/TTY calls and test calls.
- 2.11.8. Keep at least one 10-digit emergency telephone number that is not part of an automated system to be used for 9-1-1 transfer calls and default routing. These numbers shall be answered by a live person 24/7/365 and should have the ability to be call forwarded. Any change in the 10-digit emergency telephone number must be reported to NCT9-1-1 in writing. The number shall be provided to the public during 9-1-1 outages (via notification system, website, social media and/or emergency management).
- 2.11.9. Notify NCT9-1-1 in writing at least 90 days prior to changing emergency services providers including medical, law enforcement, and fire.
- 2.11.10. Submit a signed Manual ALI Request form (Attachment D) to NCT9-1-1 annually and agree to use ALI lookup feature only in the handling and processing of an emergency telephone call. Have an emergency plan for 9-1-1 communications that includes, at a minimum,
 - a. Emergency generator information and how to operate said generator
 - b. Documented procedures for the transfer of administrative lines when the call center is evacuated.
- 2.11.11. Comply with NCT9-1-1 policy and procedures for PSAP moves and changes.
- 2.11.12. Report discrepancies to NCT9-1-1 utilizing the tools in the dispatch mapping solution with 72 hours.
- 2.11.13. Ensure that each Telecommunicator logs into the 9-1-1 software at the beginning of his/her shift and logs out at the end of his/her shift.
- 2.11.14. Protect the confidentiality of 9-1-1 database information and of information furnished by telecommunications providers, and notify NCT9-1-1 in writing within two business days of the receipt of the request for 9-1-1 database information made under the Texas Public Information Act.
- 2.11.15. Be responsible for all furniture, administrative telephones, copier machines, and administrative desktop computers located within the Public Agency's operating area.

Section 3: Rights and Duties of NCT9-1-1

NCT9-1-1 will:

3.1. Financial

- 3.1.1. Develop a plan to meet Public Agency needs for the establishment and operation of 9-1-1 service throughout the region served, according to standards established and approved by the NCT9-1-1 Board of Managers.
- 3.1.2. Provide 9-1-1 service throughout the region as funded by emergency service fees.

3.1.3. Maintain accurate fiscal records and supporting documentation of all 9-1-1 activities including specific details of funds distributed to Public Agency.

3.2. Inventory

3.2.1. Conduct a physical inventory of critical hardware annually and reconcile inventory quarterly.

3.3. Maintenance

3.3.1. Practice preventative maintenance on all NCT9-1-1 owned or leased CPE database maintenance, software, and databases including, at a minimum, backing up data as necessary. NCT9-1-1 shall be responsible for any maintenance costs on NCT9-1-1 owned or leased equipment.

3.4. Operations

3.4.1. Inspect contingent PSAP agreements quarterly.

3.4.2. Implement upgrades of its PSAPs equipment and software, as authorized in the current annual budget, through the appropriate NCT9-1-1 processes for the purchase of new equipment and software.

Section 4: Effective Date and Term of Contract

4.1. This Interlocal contract shall take effect upon dual execution and shall continue until September 30, 2019, unless sooner terminated under 8.1 Early Termination of Contract.

Section 5: Ownership, Transference and Disposition of Equipment

5.1. NCT9-1-1 shall establish ownership of all 9-1-1 and ancillary equipment procured with 9-1-1 funds as defined herein and located within the Public Agency's jurisdiction. NCT9-1-1 may maintain ownership, or it may transfer ownership to Public Agency. Before any such transfer of ownership, NCT9-1-1 will evaluate the adequacy of controls of Public Agency to ensure that sufficient controls and security exist by which to protect and safeguard the equipment procured with 9-1-1 funds for the purpose of delivery of 9-1-1 calls. It is understood that the ancillary equipment may or may not be procured by NCT9-1-1 on behalf of Public Agency, according to NCT9-1-1's Strategic Plan.

5.2. The basic equipment categories are:

a. 9-1-1 Equipment

- Customer Premise Equipment (CPE) – telephone equipment located at the PSAPs which may include telephones, integrated workstations, servers, ANI controllers, software, monitors, gateways, routers, and any other equipment necessary for 9-1-1 call delivery to the PSAP;
- Telecommunications Device for the Deaf (TDD)/Teletypewriter (TTY)

b. Database Maintenance/GIS Equipment

- GIS workstations and software

c. Ancillary Equipment

- Uninterruptable Power Supply (UPS)
- Recorders

5.3. Transfer-of-ownership documents shall be prepared by NCT9-1-1 and signed by both parties upon transference of ownership of any ancillary equipment. NCT9-1-1 shall maintain ownership of 9-1-1 CPE.

Section 6: Relationship between the Parties, Assignment, and Subcontracting

6.1. Public Agency is not an employee or agent of NCT9-1-1, but provides services under this agreement as an independent contractor.

- 6.2. Public Agency may not assign its rights or subcontract its duties, without prior written consent of NCT9-1-1. An attempted assignment or subcontract in violation of this agreement is void.
- 6.3. If NCT9-1-1 consents to Public Agency subcontracting its duties, each subcontract is subject to all terms and conditions of this agreement and the Public Agency agrees to furnish a copy of this agreement to each of its subcontractors.

Section 7: Records and Monitoring

- 7.1. NCT9-1-1 is entitled to inspect and copy, during normal business hours at Public Agency's office, the records maintained under this contract for as long as they are maintained.
- 7.2. NCT9-1-1 is entitled to visit Public Agency's offices, talk to its personnel, and audit its applicable 9-1-1 records during normal business hours to assist in evaluating its performance under the contract.

Section 8: Early Termination of Contract

- 8.1 NCT9-1-1 reserves the right to terminate this Agreement in whole or in part. Notice of termination shall be provided to Public Agency in writing, shall set forth the reason(s) for termination, and provide for a minimum of thirty (30) days to cure the defect(s). Termination is effective only in the event Public Agency fails to cure the defect(s) within the period stated in the notice subject to any written extensions. If the Agreement is terminated, Public Agency shall fully cooperate with NCT9-1-1 to ensure an orderly transition of services. Further, all equipment shall be returned to NCT9-1-1 in working condition and NCT9-1-1 shall only be liable for payment for services rendered before the effective date of termination. Certain reporting requirements in the Agreement shall survive termination.

Section 9: Notice to Parties

- 9.1. Notice under this contract must be in writing and received by the party or his/her representative or replacement, to which the notice is addressed. Notice is considered received by a party when it is:
 - a. Delivered to the party personally;
 - b. On the date shown on the return receipt if mailed by registered or certified mail, return receipt requested, to the party's address as specified in paragraph 14.2 and signed on behalf of the party; or
 - c. Three business days after its deposit in the United States Mail, with first-class postage affixed, addressed to the party's address specified in paragraph 14.2.

- 9.2. Notices shall be sent to the following address for each party:

| | |
|-----------------|--|
| If to NCT9-1-1: | PO Box 5888 Arlington, Texas 76005 Attn: Mike Eastland |
|-----------------|--|

| | |
|----------------------|-------------------|
| If to Public Agency: | [Company Address] |
|----------------------|-------------------|

Section 12: General Provisions

- 10.1. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of Texas, United States of America. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Tarrant County, Texas.

10.2. Hold Harmless. To the maximum extent permitted by law, Public Agency shall defend, indemnify, and hold harmless NCT9-1-1, NCT9-1-1's affiliates, NCTCOG and any of their respective directors, officers, employees, agents, subcontractors, successors, and assigns from any and all suits, actions, claims, demands, judgments, liabilities, losses, damages, costs, and expenses (including reasonable attorneys' fees and court costs) (collectively, "Losses") arising out of or relating to: (i) Services performed and carried out pursuant to the contract; (ii) breach of any obligation, warranty, or representation in the contract, (iii) the negligence or willful misconduct of Public Agency and/or its employees or subcontractors; or (iv) any infringement, misappropriation, or violation by Public Agency and/or its employees or subcontractors of any right of a third party.

Public Agency shall name NCT9-1-1 and NCTCOG, including their representatives and agents, as additional insured under the Public Agency's general liability insurance policy or membership agreement in any governmental risk pool or other similar entity with a duty to provide a defense, and which is provided by policy or membership agreement so that NCT9-1-1 and/or NCTCOG may seek coverage upon demand by NCT9-1-1 and/or NCTCOG in the event of a covered claim.

10.3. Limitation of Liability. In no event shall either party be liable for special, consequential, incidental, indirect or punitive loss, damages or expenses arising out of or relating to this Agreement, whether arising from a breach of contract or warranty, or arising in tort, strict liability, by statute or otherwise, even if it has been advised of their possible existence or if such loss, damages, or expenses were reasonably foreseeable.

Notwithstanding any provision hereof to the contrary, neither party's liability shall be limited by this agreement with respect to claims arising from breach of any confidentiality obligation, arising from such party's infringement of the other party's intellectual property rights, covered by any express indemnity obligation of such party hereunder, arising from or with respect to injuries to persons or damages to tangible property, or arising out of the gross negligence or willful misconduct of the party or its employees.

10.4. Procurement. Public Agency agrees to comply with all applicable federal, State and local laws, rules and regulations for purchases under this Agreement. Failure to do so may result in ineligibility and denial of reimbursement by NCT9-1-1.

10.5. Force Majeure. In the event that either party hereto is prevented from or delayed in the performance of any of its obligations hereunder by reason of force majeure, defined as acts of God, war, riots, storms, fires or any other cause whatsoever beyond the reasonable control of the party, the party so prevented or delayed shall be excused from the performance of any such obligation to the extent and during the period of such prevention or delay. The period of time applicable to such requirement shall be extended for a period of time equal to the period of time such Party was delayed. Each Party must inform the other in writing within reasonable time of the existence of such force majeure.

Waive any duty NCT9-1-1 owes Public Agency by virtue of this agreement in the event any act, event, or condition adversely impacts the cost of performance of, or adversely affect the ability of NCT9-1-1 to perform any obligation under this agreement and if such act, event or condition, in light of any circumstances is beyond the reasonable control and is not a result of the willful or negligent act, error, omission, or failure to exercise reasonable diligence on the part of NCT9-1-1 such action or inaction shall not be construed as a breach of this agreement or a willful or negligent act, error, omission or lack of reasonable diligence on the part of NCT9-1-1 such action or inaction shall not be construed as a breach of this agreement or a willful or negligent act, error, omission or lack of reasonable diligence of NCT9-1-1. Circumstances included above, by way of example only, are:

- a. An act of God, landslide, earthquake, fire, explosion, flood, hurricane, tornado, sabotage, or similar occurrence, actions of a public enemy, terrorism, extortion, war, blockade, insurrection, riot or civil disturbance;
- b. The failure of any appropriate governmental agency or private utility to provide and maintain utilities;

- c. Any failure of title to the facilities or any placement or enforcement of any lien, charge, or encumbrance on the facilities or on any improvements thereon that is not consented to in writing by, or arising out of any action or agreement entered into by, either party to the Agreement;
- d. The inability of NCT9-1-1 and its subcontractors to gain and maintain access to all areas of the facilities and/or adjoining the facilities to work is required to be performed hereunder;
- e. The preemption, confiscation, diversion, destructions, or other interference by, on behalf, or with authority of a governmental body relating to a declared or asserted public emergency or any condemnation or other taking by eminent domain or similar action, in the possession of property, equipment, or materials located at the facilities, or in performance of the services to be performed by NCT9-1-1 hereunder;
- f. Strikes, work stoppages, or labor disputes affecting NCT9-1-1 and any subcontractor, excluding materials suppliers, of NCT9-1-1;
- g. With respect to NCT9-1-1, damage to the facilities caused by third parties not related to or under the control of NCT9-1-1, including, but not limited to, contractors and subcontractors for the NCT9-1-1; and,
- h. The failure of any NCT9-1-1 subcontractor or supplier to furnish services, materials or equipment on the dates agreed to, but only if such failure is the result of an event that would constitute Force Majeure if it affected NCT9-1-1 directly, and the NCT9-1-1 is not able after exercising all reasonable efforts to timely maintain substitutes.

10.6. Entire Agreement. This Agreement and any attachments/addendums, as provided herein, constitute the entire agreement of the parties and supersedes all other agreements, discussions, representations or understandings between the parties with respect to the subject matter hereof.

10.7. Availability of Funding. Public Agency acknowledges that NCT9-1-1's sole source of funding for this contract is the 9-1-1 fees collected by service providers and remitted to NCT9-1-1. If fees sufficient to pay Public Agency under this contract are not paid to NCT9-1-1, the suspension of services will be effective 10 calendar days after Public Agency's receipt of notice. Upon suspension of payment, Public Agency's obligations under this contract are also suspended until NCT9-1-1 resumes receipt of funding.

10.8. Amendments. This Agreement may be amended only by a written amendment executed by both Parties, except that any alterations, additions, or deletions to the terms of this Agreement, which are required by changes in Federal and State law or regulations or required by the funding source, are automatically incorporated into this Agreement without written amendment hereto and shall become effective on the date designated by such law or regulation.

10.9. Nondiscrimination and Equal Opportunity. Public Agency shall not exclude anyone from participating under this contract, deny anyone benefits under this contract, or otherwise unlawfully discriminate against anyone in carrying out this contract because of race, color, religion, sex, age, disability, handicap, or national origin.

10.10. Immunity. It is expressly understood and agreed that, in the execution of this Agreement, no party waives, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions, including but not limited to sovereign and governmental immunity.

10.11. Attorney Fees. If it becomes necessary for NCT9-1-1 to employ the services of any attorney(s) to enforce the provisions of this Agreement, Public Agency agrees that NCT9-1-1 shall be entitled to recover its reasonable attorney(s) fees and costs in addition to any other relief to which it may be entitled.

10.12. **Dispute Resolution.** The parties to this Agreement agree to the extent possible and not in contravention of any applicable State or Federal law or procedure established for dispute resolution, to attempt to resolve any dispute between them regarding this Agreement informally through voluntary mediation, arbitration or any other local dispute mediation process before resorting to litigation.

At the written request of either party, each party shall appoint one non-lawyer representative to negotiate informally and in good faith to resolve any dispute arising under this contract. The representatives appointed shall determine the location, format, frequency, and duration of the negotiations.

If the representatives cannot resolve the dispute within 30 calendar days after the first negotiation meeting, the parties agree to refer the dispute to a mutually designated legal mediator. Each party shall pay half the cost of the mediation services

The parties agree to continue performing their duties under this contract, which are unaffected by the dispute during the negotiation and mediation process.

| | |
|-----------|--|
| [Company] | NORTH CENTRAL TEXAS EMERGENCY COMMUNICATIONS DISTRICT |
|-----------|--|

| | |
|---------------------|----------------------------------|
| By: _____ | By: _____ |
| Name: _____ | Name: Mike Eastland |
| Title: _____ | Title: Executive Director |
| Date: _____ | Date: _____ |

Date of governing body approval: _____

Attachments:

- Attachment A: Requirements for Database and GIS Maintenance**
- Attachment B: GIS Data Maintenance Model**
- Attachment C: Equipment Room and Electrical Requirement**
- Attachment D: Manual ALI Request Form**



Attachment A

Requirements for Database and GIS Maintenance

Only applies to County Addressing Authorities

Updated: December 3, 2018

The “County” shall coordinate 9-1-1 GIS activities within the county’s jurisdictional boundaries including all municipalities to develop and enhance the 9-1-1 GIS coverage required for mapped ALI, and Next Generation 9-1-1 (NG9-1-1).

Spatial Data Layers

The 9-1-1 Addressing Coordinator must develop, compile and maintain current, seamless countywide coverage for the following layers:

- I. Address Structure Points
- II. Road Centerlines
- III. City Boundaries
- IV. County Boundaries
- V. Emergency Service Zones (ESZs)
- VI. Emergency Service Boundaries (ESBs) such as Fire, Law, EMS, and PSAP where applicable¹
- VII. MSAG Community Boundaries
- VIII. Exchange Boundaries
- IX. Fire Hydrants
- X. Mile Markers
- XI. PSAP Point locations
- XII. Zip Code Boundaries (where possible)

The County shall provide data to the NCT9-1-1 GIS Department with 100% complete attribution for all data features containing the following information:

- Road centerlines spatially accurate to within + or – 10 feet verified by GPS, or digitized over spatially accurate Satellite or Aerial Imagery, and drawn in the correct direction for the corresponding address range;
 - The following fields at a minimum need to be attributed:
 - Data Source
 - User ID
 - Date Modified
 - Range information (Left From, Left To, Right From, Right To, High and Low)
 - Pre-directional
 - Street Name
 - Road Type
 - Post Directional (Suffix)
 - Road Full Name
 - Road Class
 - ESN Left and Right
 - County Left and Right
 - State Left and Right

¹ NCT9-1-1 will discuss editing procedures for Emergency Service Boundaries (ESBs) with the counties. In certain cases, editing of these layers will be disabled on county datasets.

- MSAG Community Left and Right
 - Exchange Boundary Left and Right
- Addressed Structure Points spatially accurate to within + or – 25 feet;
 - The following fields at a minimum need to be attributed:
 - Data Source
 - User ID
 - Date Modified
 - Structure Number
 - Structure address Prefix (if applicable)
 - Structure Road Name
 - Structure Type
 - Structure address Suffix (if applicable)
 - Road Full Name
 - Structure Full Name
 - Structure Class (if applicable)
 - Structure Type (if applicable)
 - ESN Number
 - MSAG Community Name
 - Community Name
 - Exchange Boundary Left and Right
- City Boundary polygons spatially accurate to within + or – 50 feet of their true location
 - The following fields at minimum need to be attributed:
 - Data Source
 - User ID
 - Date Modified
 - City Name
 - County Name
- County Boundary polygons spatially accurate to within + or – 50 feet of their true location²
 - The following fields at minimum need to be attributed:
 - Data Source
 - User ID
 - Date Modified
 - County Name
- Emergency Service Boundary (ESB) polygons
 - Based on the Next Generation 9-1-1 Requirements and Industry Standards³, accuracy is paramount when editing the spatial properties of the ESB boundaries and attributing the fields.
 - NCT9-1-1 will need to work with each county on a case-by-case basis to resolve any spatial and attribute changes to the ESB boundaries and tables.
- Emergency Service Zone (ESZ) polygons spatially accurate to within + or – 50 feet of their true location
 - The following fields at a minimum will be attributed:
 - Data Source
 - User ID
 - Date Modified
 - Emergency Service Number (ESN)
 - ESN City Name
 - ESN County Name
 - Law Responders
 - Fire Responders
 - Medical Responders

² NCT9-1-1 understands that this may not always be possible based on political decisions and surveyor error

³ NENA 08-003v1 and NENA 71-501v1

- PSAP Name
- 9-1-1 MSAG Community polygons spatially accurate to within + or – 50 feet of their true location.
 - The following fields at a minimum will be attributed:
 - Data Source
 - User ID
 - Date Modified
 - 9-1-1 Community Name
 - County Name
- Exchange Boundary polygons spatially accurate to within + or – 50 feet of their true location.
 - The following fields at a minimum will be attributed:
 - Data Source
 - User ID
 - Date Modified
 - Exchange Telco Name
 - Exchange Name
 - Exchange Tandem Name

GIS Data Update Process

The 9-1-1 Addressing Coordinator shall ensure that the 9-1-1 Child Replica Database is synchronized with the NCT9-1-1 Parent Database on a daily basis⁴ using Web / Geodata Services hosted by NCT9-1-1. The 9-1-1 Addressing Coordinator shall be responsible for updating all GIS data in the county including municipalities within their jurisdiction as frequently as possible.

Delta-MSAG Process

The counties and cities GIS data is/will be the only authoritative data source for use in the Public Safety GIS database in the NCT9-1-1 region. The counties GIS Road Centerline data is converted to a “Geo-MSAG.” Once this conversion has taken place, all updates to the MSAG are managed by the “Delta Geo-MSAG” provisioning process. Due to the 72-hour turnaround time that exists with the existing MSAG/ALI process, the same 72-hour turnaround applies to GIS Road Centerline data. I.e., once a new road is requested, within 72-hours the relevant Road Centerline and the resulting Delta-MSAG must provision to all Public Safety Systems and the Relational Database Management System (RDBMS). The success of the Delta-MSAG process is dependent on County and City staff working collaboratively and ensuring timely updates to the NCT9-1-1 GIS Databases.

Quality Control

The 9-1-1 Addressing Coordinator shall perform Quality Control on their data prior to synchronizing the 9-1-1 Child Replica Database with the NCT9-1-1 Parent Database. The County shall resolve conflicts and problems related to the 9-1-1 GIS data maintained by the County daily, and communicate issues with each of the municipalities within its jurisdiction as often as possible. If any matter arises in the GIS data which the County cannot resolve, the County must contact NCT9-1-1 within three business days to determine the best course of action to resolve the issue⁵. The 9-1-1 Addressing Coordinator shall adhere to the requirements outlined in the Enterprise Geospatial Data Management System (EGDMS) and all other NCT9-1-1 termed QA/QC methodology.

Data Backup

At a minimum, the County shall: Maintain weekly backup copies of critical 9-1-1 GIS data, stored on a removable media device within a secure location⁶.

⁴ NCT9-1-1 provides automated processes to ensure synchronization. In certain instances, the tools may not function as intended and a manual sync may need to be executed

⁵ NCT9-1-1 supplies QA/QC scripts, tools or services to assist the County

⁶ NCT9-1-1 will coordinate with each County Addressing Office to automate this backup process

GIS and Addressing Standards

The 9-1-1 Addressing Coordinator shall comply with NENA GIS and Addressing Standards, in particular, the following NENA documents can be used as a reference⁷:

- 02-014
- 02-015
- 71-501
- 08-502

The 9-1-1 Addressing Coordinator shall familiarize themselves with the following Next Generation 9-1-1 / i3 NENA Standards documentation:

- 08-002
- 08-751
- STA-004.1-2014

NCT9-1-1 will supply documentation to each County Addressing Office that will assist the County in “Workflow” processes such as Standard Operating Procedures (SOPs). This documentation will be made available to the County Addressing Office via a secure website, USB device, or email, and updated on a regular basis. The County shall review this documentation and provide updates, recommendations, or comments to NCT9-1-1 as frequently as possible and at a minimum of once per quarter of the Financial Year. It is imperative that the documentation is updated by the County Addressing Coordinator to ensure the success of the 9-1-1 operations in the counties and the safety of its citizens.

Communication and meetings

The 9-1-1 Addressing Coordinator shall attend regularly scheduled meetings at NCT9-1-1. NCT9-1-1 will aim to host a 9-1-1 GIS / Addressing meeting once per quarter, either at NCT9-1-1’s location or via virtual web technology.

The 9-1-1 Addressing Coordinator shall track County Commissioner’s Court and City Council meetings that relate to development and improvement of GIS implementation for emergency services delivery. If an issue arises where either the County commissioner’s court or City Council takes a course of action that would interfere with or be inconsistent with the data development and maintenance procedures followed by the County, the County needs to notify NCT9-1-1 personnel within two business days.

⁷ A full list of all NENA Standards documentation can be found here: <http://www.nena.org/?page=Standards>



Attachment B
GIS Data Maintenance Model
Only applies to County PSAPs

The “County Data Maintenance Model” is designed to provide additional financial incentive for NCT9-1-1 Addressing Authorities with the purpose of ensuring GIS/database integrity and accuracy in the NCT9-1-1 region.

Distribution of funds is calculated by quantifying GIS errors in the respective counties (Figure 1). Number of errors determines the “Payment Ratio Tier.”

| Payment Ratio Tier | Current Errors | Payment % |
|---------------------------|-----------------------|------------------|
| I | <=100 | 100 |
| II | <=250 | 75 |
| III | >250 | 50 |

Figure 1

Fund allocation involves a two-step process:

- Step 1) Total Annual Disbursement Potential is calculated per annum determining the total dollar amount a county is eligible to receive based on the highest Payment Ratio Tier.
- Step 2) Quarterly Distribution is determined by the Payment Ratio Tier a respective county is placed once GIS errors are quantified. This step is executed at the end of each fiscal quarter.



Attachment C: Equipment Room and Electrical Requirements

Backroom Equipment:

- There should be sufficient space to remove equipment from the backroom or 911 closet in the event of an upgrade or replacement of faulty equipment i.e. Removal of the UPS battery system, or large rack mounted servers.
- There should be elevator access to backroom equipment or 911 demarcation closets located upstairs.

Fire Protection:

- Dry pipe high temperature type systems are recommended if sprinkler heads are to be located in the 9-1-1 equipment room.
- If possible, non-combustible material should be used for the room construction.

Security Precautions:

- You may need to extend and improve existing building security to provide adequate protection for the 9-1-1 equipment.
- Electric locks or push button access code or card readers are not recommended unless you provide a battery backup system.

Temperature and Humidity control:

- A stable ambient operating temperature of 72 degrees Fahrenheit is recommended. Maximum tolerances are from 59 to 86 degrees non-condensing.
- Air conditioning units must be able to handle the heat produced by the backroom equipment.
- For estimates on BTU output of the equipment, please consult with onsite installation personnel.

Static Electricity:

Static can damage circuitry permanently, interrupt system operation and cause lost data. To prevent static:

- The equipment room humidity must be constant.
- The room floor should not be carpeted.
- The room floor should be sealed, (preferably tiled), but not waxed.

Lighting:

- Lighting must not be powered from the switch room service panel.



**Attachment D
Manual ALI Request Form**

For reference only. To be sent as a separate agreement to Chief/Sheriff and Communications Supervisor.

Updated: December 3, 2018

PSAP Name: _____

Date: ____/____/____

This letter is to request that the "Manual ALI Query" feature be enabled at _____.
(PSAP NAME)

The 9-1-1 customer premises equipment (CPE) provided by NCT9-1-1 has been configured to allow manual queries, and is compatible with the manual ALI query protocol of NCT9-1-1 and the database provider. MANUAL ALI QUERY SERVICES WILL ONLY BE USED IN THE HANDLING OF EMERGENCY CALLS. All manual ALI queries must also be documented using the reason feature.

This PSAP and the Telecommunicators with access to 9-1-1 fully understand and agree to comply with the terms and conditions set forth under which this feature may be provided.

The NCT9-1-1 operations staff has access to a statistical report of Manual ALI Query per PSAP. Misuse of the proprietary ALI information may be cause for the termination of this feature for the PSAP.

Acknowledgement signatures by authorized representatives of contracting 9-1-1 agency:

Chief / Sheriff

Date

Communications Supervisor / Manager

Date

Example Quarterly Departmental Report Schedule

May 7, 2019

Audit
Department of Development
Emergency Management
Engineer

May 21, 2018

Fire Marshal
Human Resources
Maintenance
Purchasing

August 13, 2019

Audit
Department of Development
Emergency Management
Engineer

August 27, 2019

Fire Marshal
Human Resources
Maintenance
Purchasing

Example Biannual Departmental Report Schedule

July 16, 2019

Accounts Payable
Elections
Indigent Defense
Indigent Health Care

July 30, 2019

Information Technology
Juvenile Services
Law Library
Agrilife Extension
Veterans Services



ELLIS COUNTY
Dec 18 2018
Human Resources



3.4

Dear THERESA TAYLOR,

RE: ELLIS COUNTY

Nationwide is proud to partner with the National Association of Counties and state associations of counties to provide county employees with a 457(b) Deferred Compensation Program. Our goal is to help America's workers prepare for and live in retirement.

One of the ways we work to achieve this goal is by periodically evaluating our suite of products, tools and resources. These evaluations lead to adjustments which allow for the continued delivery of an *On Your Side*® service experience to you and your participants.

We've recognized a need to change the Guaranteed Minimum Interest Rate of the fixed annuity contract available in your plan. As a contract holder, you have options. The following packet includes all the steps required to make the necessary changes to your plan.

Next Steps

As part of this change, we are asking you to consider the options outlined in the *Guaranteed Minimum Interest Rate Change: Explanation of Options* and take the associated actions by 2/1/2019. As Plan Sponsor, you have a responsibility to make decisions on behalf of the Plan regarding products and features available to your Plan participants.

Please take time to review the options and sign and return the required documents to Nationwide. If you do not select one of the options provided, new contributions will no longer be accepted to your current Fixed contract. This includes, but is not limited to, payroll contributions, rollovers, transfers and exchanges.

Questions?

Refer to the enclosed FAQ for more information. If you have additional questions about this change or the options available for the adjustment, please contact our service center at 877-496-1630 or your local Nationwide Retirement Solutions Representative. Our specialists are available Monday through Friday, 8 a.m. to 8 p.m. Eastern time.

Thank you for your partnership as we mutually work to help your participants prepare for and live in retirement.

Sincerely,
Nationwide Retirement Solutions

Matthew D. Chase
Executive Director
National Association of Counties

Nationwide Retirement Solutions and Nationwide Life Insurance Company (collectively 'Nationwide') have endorsement relationships with the National Association of Counties. More information about the endorsement relationships may be found online at www.nrsforu.com. Nationwide, the Nationwide N and Eagle and Nationwide is on your side are service marks of Nationwide Mutual Insurance Company. © 2018 Nationwide.

NRM-17216AO-NX (10/18)



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Guaranteed Minimum Interest Rate Change: Explanation of Options

Please consider your available options before making a selection on the *Guaranteed Minimum Interest Rate Change: Options Form* (the *Options Form*). The *Options Form* and required documents can be found in the enclosed folder.

1) Option One

Your contract is amended to lower the Guaranteed Minimum Interest rate annually on the following schedule:

| 2018 | 2019 | 2020 | 2021 | 2022 |
|------|------|------|------|------|
| 3.5% | 3.0% | 2.5% | 2.0% | 1.0% |

The contract's quarterly Crediting Rate¹ will continue to be set based on Nationwide's normal business practices and may vary depending on market conditions and investment performance.

2) Option Two

The contract is amended to lower the Guaranteed Minimum Interest Rate annually on the same schedule shown in Option One. Additionally, the per participant exchange and transfer limit is also increased from 20% to 40%.

The contract's quarterly Crediting Rate will continue to be set based on Nationwide's normal business practices and may vary depending on market conditions and investment performance. However, because of the increased exchange and transfer limit, the Crediting Rate under this option will be less than under Option One. At the time of this letter, this difference is 0.1% annually, but the variance is not guaranteed to remain at this level.

3) Option Three (Default Option)

The existing balance in your current Fixed Contract will maintain the current GMIR for these existing balances only, unless otherwise agreed to by Nationwide and the Plan Sponsor. New contributions will no longer be accepted to your current Fixed contract. This includes, but is not limited to, payroll contributions, rollovers, transfers and exchanges. This change will be effective 2/1/2019.

Accordingly, you will need to provide direction for your participants' future allocations to replace their current Fixed allocation. Two options are available. If this option is chosen, you will also need to select a sub-option:

- A. Continue to offer Nationwide Fixed Contract: An application for a new Fixed contract is enclosed. This contract will be established with an initial Crediting Rate of 1.2% and a 1.0% GMIR.
- B. Utilize the Plan's existing Default Investment Alternative (DIA): If the Participant does not elect a new investment to replace the Fixed option, it will be treated as if no investment direction has been given and the Default Investment Alternative will be used for future contributions. Your plan's current fund lineup can be viewed online at www.nrsforu.com.

Please Note: if you do not take action, you are electing to place those participant allocations in your existing DIA. The participants will be notified of the change so that they may have the opportunity to change their allocation.

¹The Crediting Rate is the interest rate credited as an annual effective yield.



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FAQ: Guaranteed Minimum Interest Rate

What is changing?

We're adjusting the GMIR to ensure we can continue offering current and future participants valuable retirement plan solutions. Accordingly, Nationwide must align with the market and gradually reduce the GMIR in our fixed annuity contracts.

Why is Nationwide making this change now?

As we survey the retirement plans market, we've recognized a need to change a feature of our product suite—the Guaranteed Minimum Interest Rate (GMIR) of the fixed annuity contract available in your plan. Over the past five years, many providers have lowered their GMIRs. During that time, Nationwide did not take any action; however, interest rates have only increased modestly, creating an interest rate environment in which we can no longer offer an above-market rate.

For the last several years, the industry has operated in a consistently low interest rate environment, which has directly impacted the investment returns available in the market. During this time, Nationwide has continued to provide an above-market rate to participants invested in our fixed contract, but now recognizes the need to adjust the GMIR.

What is a Crediting Rate?

The Crediting Rate is the interest rate credited as an annual effective yield to participants that are invested in the fixed annuity on a daily basis. The Crediting Rate is determined on a quarterly basis by Nationwide and is different than the GMIR.

What is a Guaranteed Minimum Interest Rate?

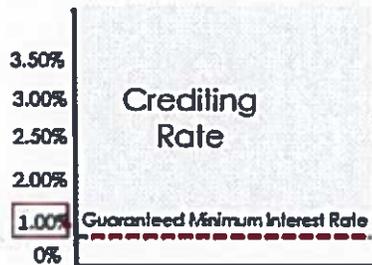
The Guaranteed Minimum Interest Rate is the lowest Crediting Rate that Nationwide will credit to participant accounts under the terms of the contract.

What is the difference between a Crediting Rate and a GMIR?

While the quarterly Crediting Rate may vary depending on market conditions and investment performance, the GMIR is the minimum interest rate established under the Contract. It is meant to act as a floor, meaning regardless of market conditions or investment performance, participants with assets invested in the Contract will not receive a rate of return less than the GMIR.

What happens when the crediting rate wants to drop below the GMIR but is limited by the guarantee?

Nationwide's goal is to pay a competitive crediting rate to participants. Reducing the Guaranteed Minimum Interest Rate may not have a direct impact on the crediting rate that is paid to the participant. Even though Nationwide will annually step down the Guaranteed Minimum Interest Rate to 1.0%, the crediting rate may change quarterly. And while it may be reduced occasionally due to market conditions or investment performance, it will never drop below the Guaranteed Minimum Interest Rate. See the graphic below:



What can I expect from Nationwide?

You can expect Nationwide to continue to offer a competitive crediting rate to your participants. Our goal is to help America's workers prepare for and live in retirement and we will help do this through the products and services that we offer. Nationwide can also provide materials and tools to help communicate this change to affected participants upon request.

The following applies to Options 1 or 2 only:

When will the change to the GMIR be effective for Options 1 and 2?

This adjustment will begin in the first quarter of 2019, meaning participants with assets invested in the fixed annuity contract will still receive their current GMIR throughout 2018. Additionally, the GMIR will step down over a period of five years, giving participants ample time to evaluate future asset allocation decisions. Please refer to the Guaranteed Minimum Interest Rate Amendment: Option Sheet for an illustration of the schedule.

What is the schedule of the GMIR step down?

| 2018 | 2019 | 2020 | 2021 | 2022 |
|------|------|------|------|------|
| 3.5% | 3.0% | 2.5% | 2.0% | 1.0% |

Please note: reducing the GMIR may not have a direct impact on the crediting rate that is paid to the participant. Even though Nationwide will gradually step down the GMIR to 1.0%, the crediting rate may change quarterly. And while it may be reduced occasionally due to market conditions or investment performance, it will never drop below the GMIR.

What is the exchange and transfer limit under Option 2? (note: appropriate language will populate for the plan)

The percentage of the participant's assets invested in the contract which can be exchanged or transferred out of the contract per year. If the limit is exceeded, no further exchanges or transfers will be permitted until the following year.



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Guaranteed Minimum Interest Rate Change: Options Form

Plan Name: ELLIS COUNTY

Entity Number: 0024678001

Please select only one of the options below, sign the bottom of this page, and return both this Options Form and any required documents by 2/1/2019.

- Option One: Crediting Rate**
 - Return Signed Options Form
 - Return Signed Amendment

- Option Two: Increased Participant Level Exchange and Transfer Limit**
 - Return Signed Options Form
 - Return Signed Amendment

Please Note: if you do not take action, you are electing to place those participant allocations in the most conservative investment option in the plan's core fund line up. The participants will be notified of the change so that they may have the opportunity to change their allocation.

The signed documents can be returned to Nationwide in one of three ways:

- Return in the provided envelope
- Scan and email to NRSFORU@nationwide.com
- Fax directly to 1-877-677-4329

For information about each option, please refer to the *Guaranteed Minimum Interest Rate Change: Explanation of Options.*

OPTION 1

Or

OPTION 2

REQUIRED
DOCUMENTS

Plan Sponsor Signature

Date

By signing above, I certify that I have the authority to act on behalf of the Plan and that I have fully reviewed the information provided to me. The unregistered group variable and fixed annuity is issued by, and any guarantees are subject to the claims-paying ability of, Nationwide Life Insurance Company, Columbus, OH.

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PNM-17094AO (05/18)



Nationwide
Is on your side

Guaranteed Minimum Interest Rate Change: Options Form

Plan Name: ELLIS COUNTY

Entity Number: 0024678001

Please select only one of the options below, sign the bottom of this page, and return both this Options Form and any required documents by 2/1/2019.

Option Three: New Investment Option

Select a sub-option:

A. Sign a new Nationwide Fixed Application

- Return Signed Options Form
- Return Signed Nationwide Fixed Application

B. Use existing Default Investment Alternative or name a new default investment option

- Return Signed Options Form

OPTION 3

**REQUIRED
DOCUMENTS**

Please Note: if you do not take action, you are electing to place those participant allocations in your existing Default Investment Alternative on file, or in the most conservative investment option in the plan's core fund line up if a DIA does not exist. The participants will be notified of the change so that they may have the opportunity to change their allocation.

The signed documents can be returned to Nationwide in one of three ways:

- Return in the provided envelope
- Scan and email to NRSFORU@nationwide.com
- Fax directly to 1-877-677-4329

For information about each option, please refer to the *Guaranteed Minimum Interest Rate Change: Explanation of Options.*

Plan Sponsor Signature

Date

By signing above, I certify that I have the authority to act on behalf of the Plan and that I have fully reviewed the information provided to me. The unregistered group variable and fixed annuity is issued by, and any guarantees are subject to the claims-paying ability of, Nationwide Life Insurance Company, Columbus, OH.

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PNM-17095AO (05/18)



APPLICATION FOR
GROUP FLEXIBLE PURCHASE PAYMENT DEFERRED FIXED ANNUITY CONTRACT

underwritten by
Nationwide Life Insurance Company
One Nationwide Plaza
Columbus, Ohio 43215
1-877-677-3678

APPLICANT

(the "Applicant"), applies to be the Contract Owner of
a Group Flexible Purchase Payment Deferred Fixed Annuity Contract (the "Contract") underwritten by Nationwide Life Insurance Company ("Nationwide").
The Group Flexible Purchase Payment Deferred Fixed Annuity Contract applied for will become effective on the "Effective Date of Contract" if the initial Purchase
Payment and this application are accepted by Nationwide. In the event the initial Purchase Payment or this application are not accepted, Nationwide's liability will be
limited to a return of the initial Purchase Payment, and any subsequent Purchase Payments remitted.

PURCHASE PAYMENT

Applicant agrees to permit Participants in its Plan to allocate Purchase Payments to the Contract as of the "Effective Date of Contract".

TRANSFER AND EXCHANGE LIMITATION ELECTION

Select One:

- Contract Level Aggregate Exchange Limitation (the limitation on Outgoing Exchanges from the Fixed Account is determined based on total assets held in the
Contract's Fixed Account's value under the Contract as of the last Business Day preceding the current calendar year).
Participant Level Exchange Limitation (the limitation on Outgoing Exchanges from the Contract is applied to each Participant Account under the Contract. The
Contract Owner, or its designated Record Keeper is responsible for applying this limitation).

STATE INSURANCE FRAUD WARNINGS

FOR DC RESIDENTS ONLY: WARNING: It is a crime to provide false or
misleading information to an insurer for the purpose of defrauding the insurer
or any other person. Penalties include imprisonment and/or fines. In addition,
an insurer may deny insurance benefits if false information materially related
to a claim was provided by the applicant.

NOTICE TO FL, MN, ND, SC, SD, TX AND VT RESIDENTS ONLY:
Annuity payments, death benefits, surrender values, and other Contract Values
are subject to a market value adjustment, and are not guaranteed as to fixed
dollar amount, unless otherwise specified.

NOTICE TO OK AND PA RESIDENTS ONLY: Any person who
knowingly and with intent to defraud any insurance company or other person
files an application for insurance or statement of claim containing any
materially false information or conceals for the purpose of misleading
information concerning any fact material thereto commits a fraudulent
insurance act, which is a crime and subjects such person to criminal and civil
penalties.

FOR WA RESIDENTS ONLY: Any person who knowingly presents a false
or fraudulent claim for payment of a loss or knowingly makes a false
statement in an application for insurance may be guilty of a criminal offense
under state law.

NOTICE TO AR, CO, KY, LA, ME, NM, OH, AND TN RESIDENTS
ONLY: Any person who, knowingly and with intent to injure, defraud or
deceive any insurance company or other person, files an application for
insurance or statement of claim containing any materially false information or
conceals for the purpose of misleading, information concerning any fact
material thereto commits a fraudulent insurance act, which may be a crime and
may subject such person to criminal and civil penalties, fines, imprisonment,
or a denial of insurance benefits.

FOR NJ RESIDENTS ONLY: Any person who includes any false or
misleading information on an application for an insurance policy is subject to
criminal and civil penalties.

ADDITIONAL STATE NOTICES

FOR FL RESIDENTS ONLY: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application
containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

SIGNATURES

Signed on behalf of _____ this ___ day of _____

- Do you have existing life insurance or annuity contracts?
Will the applied for Contract replace any existing life insurance or annuity contracts?

(Authorized Signature of Applicant) _____ Date _____

(Title) _____
Do you have any reason to believe the Contract applied for is to replace existing annuities or insurance?

(Authorized Nationwide Agent/Representative Signature) _____ Date _____

(Title) _____
Florida License Identification #: (Florida Agents only) _____

Guaranteed Interest Rates

No later than the last Business Day of a calendar year, Nationwide declares the Annual Guaranteed Interest Rate for the Contract for the next calendar year. In addition, no later than the last Business Day of a calendar quarter, Nationwide will declare the Quarterly Guaranteed Interest Rate, that is calculated on an annualized basis, to be credited for the next calendar quarter. Notwithstanding the preceding, the Withdrawal Value will be subject to a market value adjustment described herein due to termination.

Crediting Interest to the Contract

Nationwide interest rates are all declared as annual effective yields. An effective yield takes into account the effect of interest compounding. Nationwide credits interest to the Contract Value on each Business Day. Annual effective yields are converted by Nationwide into a daily interest rate factor. The current Contract Value is calculated by taking the daily interest rate factor and multiplying it by the previous Business Day's Contract Value. Because interest is credited only on Business Days, interest from multiple non-Business Days (e.g., days falling on a weekend or holidays) accumulate and are credited on the next available Business Day.

Calculating the Contract Value

The Contract Value on any given Business Day is equal to:

- (1) total Purchase Payments allocated to the Contract; plus
- (2) the daily interest earned; plus
- (3) Exchanges or Transfers to the Contract; minus
- (4) Exchanges or Transfers out of the Contract; minus
- (5) Withdrawals from the Contract; minus
- (6) Participant Benefit Payments; minus
- (7) any applicable Contract Maintenance Charge, the aggregate Participant Account Charge, charges associated with plan expenses or additional services, additional expense charges that are applied to Participant Accounts.

Calculating a Participant Account Value under the Contract

A Participant Account Value on any given Business Day is equal to:

- (1) total Participant Contributions allocated to the Contract; plus
- (2) the daily interest earned on the Participant's Account; plus
- (3) Exchanges or Transfers to the Contract; minus
- (4) Exchanges or Transfers out of the Contract; minus
- (5) Withdrawals from the Contract; minus
- (6) Participant Benefit Payments; minus
- (7) any applicable Contract Maintenance Charge, the aggregate Participant Account Charge, charges associated with plan expenses or additional services, additional expense charges that are applied to Participant Accounts.

**NATIONWIDE LIFE INSURANCE COMPANY
ONE NATIONWIDE PLAZA
COLUMBUS, OHIO 43215**

**Amendment
to
Group Flexible Purchase Payment Deferred Fixed Annuity Contract**

General Information Regarding this Amendment

This amendment is made a part of the Group Flexible Purchase Payment Deferred Fixed Annuity Contract ("the Contract") to which it is attached. Non-defined terms shall have the meaning given to them in the Contract.

WHEREAS, the above-referenced group annuity contract was issued to the Contract Owner for the benefit of the Participants and their Beneficiaries in the Contract Owner's Plan by Nationwide Life Insurance Company ("Nationwide"); and

WHEREAS, Nationwide and the Contract Owner wish to modify this Contract pursuant to the Alteration or Modification section of the Contract.

NOW, THEREFORE, pursuant to the agreement of Nationwide and the Contract Owner, the Contract is hereby modified as follows:

1. DEFINITIONS

The following definitions are hereby deleted from the contract in their entirety and replaced with the following:

Annual Guaranteed Interest Rate - The minimum guaranteed interest rate applied to the Fixed Account for a calendar year. Nationwide determines this rate at its sole discretion.

Quarterly Guaranteed Interest Rate - The minimum guaranteed interest rate applied to the Fixed Account for a calendar quarter. This rate may be equal to or greater than the applicable Annual Guaranteed Interest Rate. Nationwide determines this rate at its sole discretion.

Guaranteed Minimum Interest Rate - A minimum interest rate established under the Contract. All rates under the Contract are guaranteed to be at least as great as the Guaranteed Minimum Interest Rate.

2. CONTRACT EXPENSES

The "CONTRACT EXPENSES" section of the Contract is hereby deleted in its entirety and replaced with the following:

CONTRACT EXPENSES

Nationwide is authorized to deduct the applicable charges described herein. The contract charges described herein are deducted from Participant Accounts.

Exchanges and Transfers out of the Fixed Account are subject to certain limitations. The Contract Owner elects at the time of application to accept a Participant level Exchange and Transfer limitation or an aggregate Contract level Exchange and Transfer limitation. Liquidations of Contract Value via Exchange and Transfer are combined into a single percentage limitation. The type of limitation and percentage limitation are listed on the Contract Specifications Page.

Nationwide, in its sole discretion, may agree not to impose any Exchange or Transfer restrictions. If no such Exchange or Transfer restrictions will be imposed, this will be reflected on the Contract Specifications Page. In the event that Exchange or Transfer restrictions are imposed under the Contract, Nationwide may agree to waive any Exchange and/or Transfer restrictions listed on the Contract Specification Page on Exchanges and Transfers involving Participants actively utilizing asset allocation models or asset allocation services available under the Plan.

All Exchange and Transfer limitations are set, or reset, on a calendar year basis. The permissible Exchange and Transfer amount cannot be rolled from year to year or otherwise "banked" for utilization in subsequent calendar years.

The Contract Owner may request to change the type of Exchange and Transfer limitation for the next calendar year if Nationwide receives, in a form acceptable to Nationwide, the request by at least ninety (90) days prior to the end of the preceding calendar year.

All Exchanges to and from the Fixed Account are done in conjunction with a Companion Investment Option. In order for Nationwide to accept Exchanges to or from a Companion Investment Option, the Contract Owner must identify the Companion Investment Option to Nationwide in writing and Nationwide must agree to accept Exchanges to or from the identified Companion Investment Option. Nationwide may discontinue accepting Exchanges to or from a Companion Investment Option by giving the Contract Owner at least thirty (30) days advance written notice.

In the event the Contract Owner elects to add a Companion Investment Option to the Plan with characteristics in structure, investment time horizon, rate setting, or any other characteristics that could compel on-going Exchanges between the Fixed Account and such Companion Investment Option, the Contract Owner shall provide Nationwide with notice of the addition of such a Companion Investment Option to the Plan at least ninety (90) days prior to the addition of such Companion Investment Option. If such a Companion Investment Option is added to the Plan, then Nationwide may impose an equity wash that prohibits direct Exchanges between the Fixed Account and such Companion Investment Option. Nationwide will notify the Contract Owner in the event an equity wash will be imposed with regard to Exchanges with a Companion Investment Option and the Fixed Account.

Nationwide processes Transfer requests within seven (7) Business Days of the date the request is received and accepted by Nationwide from the Contract Owner on behalf of the Participant, or directly from the Participant if permitted by the Plan. Nationwide may require Transfer requests to be on a form it provides.

Sixty Month Exchange or Transfer Program

If the Contract Owner has elected a Participant level Exchange and Transfer limitation, Nationwide may permit Participants to direct the complete liquidation of amounts attributable to a Participant Account that are allocated to the Fixed Account via a monthly Exchange or Transfer over a period of sixty (60) months. Nationwide may, in its sole discretion, permit the Contract Owner, on behalf of a Participant, to direct the complete liquidation of amounts attributable to a Participant Account that are allocated to the Fixed Account via monthly Exchange or Transfer over a period of sixty (60) months. Any such sixty (60) month

- 1) Lump-sum Payment. If the Contract Owner elects to have funds Withdrawn from the Contract in one-lump sum payment, Nationwide will pay to the Contract Owner the Withdrawal Value of amounts attributable to the Contract less a market value adjustment if the present value of amounts attributable to the Withdrawal are less than the present Contract Value of such amounts. The market value adjustment is determined by Nationwide at its sole discretion, but will be done in a manner consistent with making a reasonable approximation of the present value of assets attributable to the Contract. Nationwide will provide the Contract Owner the current procedures it uses to determine the market value adjustment upon request.
- 2) Sixty (60) Monthly Installments. If the Contract Owner elects to have funds Withdrawn from the Contract in sixty (60) monthly installments, Nationwide will begin installment Withdrawals no later than ninety (90) days following the effective date of termination of the Contract, unless otherwise mutually agreed by the Contract Owner and Nationwide. The amount of each installment is determined by the following:
 - a) The Contract Value on the date before the installment is Withdrawn; divided by
 - b) the number of remaining installments.

Contract Withdrawals in addition to installment Withdrawals will not be permitted, nor will any Exchanges or Transfers be permitted.

Recapture of Acquisition Expenses

If Nationwide has provided any additional credits to the initial Purchase Payment that have not been recouped upon termination, Nationwide will deduct any unrecouped expenses associated with such credits from the Withdrawal Value.

7. This Amendment is made a part of the Contract to which it is attached. To the extent the terms of the Contract, which include any previous amendments or endorsements, are contrary or inconsistent with the terms of this Amendment, this Amendment shall control the Contract accordingly. Non-defined terms shall have the meaning given to them in the Contract.

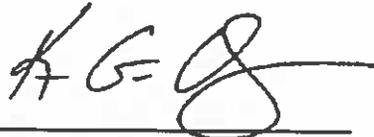
IN WITNESS WHEREOF, the parties have caused this Amendment to be executed this ____ day of _____, 201__.

APPROVED:

CONTRACT OWNER: _____

NATIONWIDE LIFE INSURANCE
COMPANY:

By: _____

By:  _____

ANNEX D

Radiological Protection

**EMERGENCY
MANAGEMENT
FOR
Ellis County, TX**



January 14, 2019

APPROVAL & IMPLEMENTATION

Annex D

Radiological Protection

Written herewith is Annex D – Radiological Response for the County of Ellis and the signatory cities of Alma, Bardwell, Ferris, Garrett, Italy, Maypearl, Midlothian, Milford, Oak Leaf, Ovilla, Palmer, and Pecan Hill. This annex supersedes any previous Hazardous Materials & Oil Spill Response (Annex Q) and Radiological Response (Annex D) developed and promulgated for this purpose. It provides a framework in which the county and the signatory cities can plan and perform their respective functions during an emergency when an activation of the Emergency Operations Plan (EOP) is necessary.

This annex is in accordance with existing federal, state and local statutes and understandings of the various departments and agencies involved. It has been concurred upon by Ellis County, the signatory cities, and the Texas Governor's Division of Emergency Management (DEM). All recipients of this annex are requested to advise Ellis County Office of Emergency Management as to any changes that might result in its improvement or increase its usefulness.

This annex will be reviewed and maintained by the Ellis County Fire Marshal Office.

This annex is hereby approved for implementation and supersedes all previous editions.



Tim Birdwell, Fire Marshal
County of Ellis, TX

01/14/2019

Date

ANNEX D

RADIOLOGICAL PROTECTION

I. AUTHORITY

- A. Refer to Section I of the basic plan for general authorities.
- B. OSHA Regulation 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response*.
- C. Annex D, Radiological Emergency Management, to *the State of Texas Emergency Management Plan*.

II. PURPOSE

The purpose of this annex is to define organizational concepts and procedures, establish the local organization, and to assign responsibilities for an effective operational radiological protection program (RPP) for preparation and response in the event of a radiological emergency affecting the Ellis County/Signature Cities. This will allow our jurisdiction to provide a coordinated response to emergencies involving radioactive materials and for determination and implementation of local measures to protect life, property, and the environment during the course of the event.

III. EXPLANATION OF TERMS

| | |
|-------|---|
| DOE | (US) Department of Energy |
| DHS | Department of Homeland Security |
| DPS | Department of Public Safety |
| DSHS | Department of State Health Services |
| EOC | Emergency Operations Center |
| EMC | Emergency Management Coordinator |
| FEMA | Federal Emergency Management Agency |
| OSHA | Occupational Safety and Health Administration |
| IC | Incident Commander |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| NIMS | National Incident Management System |
| NRC | Nuclear Regulatory Commission |
| RCP | Radiation Control Program |
| RO | Radiological Officer |
| RPP | Radiation Protection Program |
| SMRAP | The Southern Mutual Radiation Assistance Plan |
| SOP | Standard Operating Procedures |
| TDEM | Texas Division of Emergency Management |
| TLETS | Texas Law Enforcement Telecommunications System |
| TxDOT | Texas Department of Transportation |

IV. SITUATION & ASSUMPTIONS

A. Situation

1. General.

- a. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
- b. Radioactive materials are hazardous materials that receive special coverage in state and federal laws and regulations covering such materials. However, radiological materials are also subject to a number of specific state and federal laws and regulations that control the handling and use of such materials, and plans that establish unique state and federal procedures for handling incidents involving them. In addition, the state and federal agencies that provide advice and assistance to local governments during radiological incidents differ from those that provide advice and assistance during most other hazardous materials incidents
- c. Except for radiological incidents involving federal facilities or federally owned nuclear materials, the State or local government has the responsibility for taking required emergency response actions. Response from this jurisdiction will be in compliance with the National Incident Management System (NIMS) operating principles and protocols, and will constitute general guidance for all responders to the radiological incident. Support may be requested from federal agencies pursuant to the National Response Framework (NRF). The Department of Homeland Security (DHS) has overall responsibility of all actual and potential incident of national significance and accidents or incidents involving nuclear or radioactive materials that may or may not rise to the level on an incident of national significance. Various federal coordinating agencies will lead the response to incidents of lesser severity by coordinating federal radiological monitoring assistance to state and local governments
- d. The Department of State Health Services, Radiation Control Program (DSHS/RCP), as the state radiation control agency, has primary responsibility for the state radiological protection program. DSHS/RCP also provides statewide training for ROs and radiological monitors.
- e. The federal agency responsible for accidents at nuclear facilities licensed by the State of Texas or incidents involving shipments of radioactive materials licensed by the State is the Nuclear Regulatory Commission (NRC). The US Department of Energy (DOE) and Department of Defense (DOD) have the lead federal role in incidents at their facilities or accidents involving their shipments. Each of these federal agencies in addition to the United States Coast Guard (USCG), the Environmental Protection Agency (EPA), and the National Aeronautics and Space Administration (NASA) may serve as a coordinating agency for DHS.
- f. Additional external resources may be available and requested by the State of Texas in accordance with the Southern Mutual Radiation Assistance Plan (SMRAP).

2. Radiological Hazards.

- a. This jurisdiction is not susceptible to accidents involving radioactive materials at fixed sites and/or in transport. Hospitals and medical facilities use a wide range of radioactive sources in nuclear medicine, as well as, in research and development programs. Radioactive sources are used to x-ray pipe welds, in well logging, and for many other common industrial and business uses. These sources can be extremely hazardous (life threatening) when removed from their containers, either intentionally or by accident. A variety of radioactive materials are transported on our highways and rail systems, sometimes in unmarked vehicles. Additionally, radioactive materials may be present on some aircraft.

B. Assumptions

1. We may experience radiological emergency situations, which may threaten public health and safety, private or public property and/or the environment, which will necessitate the implementation of protective actions for the public at risk.
2. A nuclear attack against the United States is considered highly unlikely. The deliberate release of radioactive materials by criminals or terrorists in the local area is possible, but considered unlikely.
3. Proper development and execution of a RPP can significantly reduce the number of casualties that could result from a radiological accident. A combination of trained local radiological personnel, operational detection equipment, and containment/decontamination equipment and facilities should be available to detect, assess the threat posed by, and contain radiological accidents.
4. We must be prepared to carry out the initial emergency response on an independent basis. If our resources alone are inadequate to cope with a radiological incident we may request state assistance through our Disaster District. The DSHS/RCP, as the state radiation control agency, will provide advice and assistance to local personnel in responding to an incident involving an actual or suspected radiological release.
5. Local emergency operations, including the use of mutual aid resources, will be directed by local officials, except in those situations where state or federal law requires that a state or federal agency exercise lead responsibility or where local responders lack the necessary expertise and/or equipment to cope with the incident and agree to permit those with the expertise to take charge.
6. The State may request supplemental emergency assistance from other states or from the federal government when local and state resources are insufficient to deal with the emergency.

V. CONCEPT OF OPERATIONS

A. General

1. A basic local radiation protection program (RPP) consists of the Emergency Operations Center (EOC) and an incident response capability that includes one or more Radiological Officers (ROs) to manage the program and trained radiological monitors equipped with appropriate radiation detection and communication equipment.
2. To conduct an effective RPP, we will:
 - a. Maintain information on radiological monitoring instruments by type, number, location, and owner. We possess radiation detection equipment on loan from the State. See Appendix 1 for a list of radiological monitoring resources within our jurisdiction.
 - b. Establish procedures for initial emergency response to radiological accidents. See the Radiological Incident Response Checklist in Appendix 2.
 - c. Establish a radiological incident reporting system. See Appendix 3.
 - d. Appoint personnel and provide training to local emergency responders, emergency management personnel, ROs, and radiological monitors. See Appendix 4.
 - e. Establish procedures for decontamination and recovery operations.

B. Radiological Accidents

1. **Discovery.** Radiological accidents may be discovered by the public, by businesses that use or transport such materials, or by local responders who are summoned to an accident site. Local personnel are likely to be first emergency responders on the scene of a radiological accident. The first local emergency responder at the scene will take charge, initiating the incident command system (ICS), and serve as the Incident Commander until relieved by a more senior or more qualified individual.
2. **Local Notification.** The Incident Commander will provide information on the incident to local officials through Ellis County Dispatch Center using the Hazardous Materials Incident Report provided in Tab A to Appendix 3. The Incident Commander shall make an initial assessment of the situation, to include an estimate of the likelihood of a release of radiological materials. If it appears that radiological materials have been released into the environment or such a release appears likely, the EOC will be activated to support the incident response.
3. **Response Actions.** The Incident Commander should identify response resources required and direct the on-scene response to contain or prevent spread of contamination at the incident site. The initial response should be accomplished in accordance with established hazardous materials response criteria and the general checklist in Appendix 2. At least one trained RO or radiological monitor should participate in the response to a known or suspected radiological incident.
4. **Protective Actions.**

a. Short Term.

- 1) If it appears that a release of radiological materials has occurred or is possible, the Incident Commander is responsible for determining and implementing appropriate protective actions for the public in the immediate area of the incident. The Incident Commander is also responsible for advising personnel responding to the incident of potential hazards and determining requirements for personal protective equipment (PPE). Responders who lack appropriate hazardous materials training and appropriate PPE should not be committed to radiological incidents.
- 2) If it appears that a radiological release has or may affect areas beyond the incident site, the incident commander should coordinate with the EOC to agree upon a division of responsibilities for warning the public, making required notifications, implementing protective actions for the public in areas beyond the incident site, and obtaining additional resources and technical assistance.
- 3) Suitable initial public protective actions for a radiological incident may include evacuation and/or sheltering in place. Appendix 4 to Annex Q, Hazardous Materials & Oil Spill Response provides additional information on selecting public protective measures.

b. Long-term Protective Measures. DSHS/RCP will normally conduct a detailed incident assessment, identify affected areas through radiological monitoring, recommend follow-on protective measures to protect public health, and oversee recovery operations. Long-term protective measures may be implemented by DSHS or other state regulatory agencies and may include controls on the movement and use of livestock, foodstuffs, milk, and feed from contaminated areas and on the use of drinking or irrigation water from contaminated sources.

5. State and Federal Notifications. Ellis County Dispatch Center or the EOC, if activated, shall be responsible for making required emergency notifications to state and federal agencies. Radiological releases should be reported to:

- a. The local Department of Public Safety (DPS) office in Garland, Texas, at 214-886-4008, which will relay information to the Disaster District Committee (DDC) and the Texas Division of Emergency Management.
- b. The DSHS/RCP at 512-458-7460 (24-hour).
- c. The State Environmental Hotline at 1-800-832-8224.
- d. The National Response Center at 1-800-424-8802.
- e. If incident involves a deliberate release of radiological materials, the FBI office in Dallas, Texas at 214-559-5000

See Appendix 3, Texas Radiological Incident Reporting System, and Tab A to Appendix 3, Hazardous Materials Incident Report, for additional information.

6. State & Federal Assistance. The EOC is responsible for coordinating with the DSHS/RCP to obtain technical advice and assistance regarding radiological issues. The DSHS/RCP staff in Austin has the capability to provide advice by telephone to the EOC or directly to the Incident Commander until DSHS/RCP personnel arrive on the scene. The DSHS/RCP may formulate requests for the Governor for additional radiological

monitoring and assessment assistance from the federal government or from other states, if required. The County Judge/Signature Cities Mayor may request other types of state assistance through the Disaster District Committee Chairperson.

7. **Situation Updates.** The Incident Commander shall provide situation updates to the EOC; the EOC should prepare and transmit situation reports to the Disaster District. See Annex N for guidance on situation reporting.
8. **Monitoring of Emergency Workers.** Exposure records and medical follow-up will be provided for responders who have entered contaminated areas.
9. **US Government Nuclear Materials.** In the event of a radiological accident involving nuclear weapons, special nuclear material (SNM), or classified components, the federal agency, which owns that material may declare a National Defense Area (NDA) or National Security Area (NSA) around the site and take exclusive control within that area. NDAs and NSAs are established to safeguard classified information or restricted data, equipment, or material.

C. Deliberate Acts

The deliberate release of radioactive materials is a crime under a number of state and federal laws. Any incident of this type must be promptly reported to local and state law enforcement agencies. The Federal Bureau of Investigation (FBI) has lead responsibility for criminal investigations of terrorist acts or terrorist threats involving weapons of mass destruction (WMD), including improvised radiological dispersion devices; the Department of Public Safety (DPS) is the lead state agency. The DHS is responsible for overall coordination of all actual and potential Incidents of National Significance and accidents or incidents involving radiological materials that may or may not rise to the level of an incident of national significance; TDEM is the lead state agency. If a release of radiation is believed to be an act of terrorism, we will ensure the incident is reported to both to the Texas Department of Public Safety (DPS) and the FBI. More information on dealing with terrorist events is provided in Annex V, Terrorist Incident Response.

D. Activities by Phases of Emergency Management

1. **Prevention**
 - a. Maintain an effective public warning system.
2. **Preparedness**
 - a. Establish a RPP system.
 - b. Select and train RPP personnel.
 - c. Ensure responders have data available on local facilities that are licensed to use, store, or transport radiological materials. This information may be obtained from the DSHS/RCP.
 - d. Ensure radiation detection instruments are available and operational.

e. Educate the public about radiological hazards and protective actions.

3. Response

a. Activate the RPP system

b. Respond in accordance with the guidelines in Appendix 2.

c. Provide information and instructions to the public.

4. Recovery

a. Ensure radiation source material is removed and ensure access to contaminated areas is controlled until they are cleaned up. Cleanup will normally be performed by a contractor supervised by state or federal agencies and paid for by the responsible party, if one can be located.

b. Work with state and federal agencies to assess damage, if any.

c. Work with the DSHS/RCP to continue area radiation monitoring, if required.

d. Work with the DSHS/RCP to determine the cause of the incident and determine liability.

e. Keep the public informed about the status of the incident.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Radiological Officer (RO) is in charge of the RPP on a day-to-day basis. Once a radiological accident occurs, responsibility for managing and directing the response is assigned to the Incident Commander and responsibility for coordinating external support is assigned to the EOC staff.
2. Effective response to a radiological incident requires a coordinated response by local departments, agencies, and officials, together with representatives of the facility or company responsible for the incident, augmented, in certain circumstances, by state and federal agencies with responsibilities for radiological incidents. Technical assistance for a radiological incident may be provided by the facility, by state and federal agencies, or by industry. See paragraph V.B.6, this annex for more information on state and federal assistance.

B. Assignment of Responsibilities

1. The EMC will designate one or more Radiological Officers to coordinate all radiological protection program activities.
2. The Incident Commander (IC) will:

- a. Manage emergency response resources and operations at the incident site to control the incident.
 - b. Determine and implement protective actions for emergency responders and the public in the vicinity of the incident site.
3. Fire Service(s) will:
- a. Provide personnel and equipment to contain or control radiological incidents.
 - b. Carry out initial radiological monitoring needed to assess the situation and determine protective actions. State or federal agencies may provide follow-on radiological monitoring assistance.
 - c. Carry out initial decontamination where needed. Large-scale decontamination, if needed, may be coordinated by state or federal agencies.
 - d. Assist in evacuation, if necessary.
4. The Radiological Officer [position] will:
- a. In March of each year, obtain a current listing of local licensed users of radiological materials from DSHS/RCP, maintain a copy of that list, and provide copies to emergency response elements for use in operational planning.
 - b. Ensure a sufficient number of radiological detection instruments are in-place and operational.
 - c. Ensure selected emergency responders are provided training in radiological monitoring.
 - d. Schedule and conduct an annual review of this annex and coordinate update of the annex, if needed.
5. Law Enforcement will:
- a. Restrict access to incident sites and contaminated areas to protect public health and safety.
 - b. Organize and conduct evacuations and provide traffic control as needed, if necessary.
 - c. Assist in warning the public, as necessary.
 - d. If the release of radiation appears deliberate, control the scene, apprehend suspects, conduct an investigation, and if, the incident appears to be terrorism-related, ensure DPS and the FBI are advised.
6. EMS will:
- a. Provide medical care and transportation for casualties.

- b. Alert hospitals of the potential for contaminated victims.
7. Hospital(s) will:
- a. Provide medical care for casualties as needed.
 - b. Be prepared to decontaminate contaminated patients.
8. Other [Departments & Agencies] will:
- a. Provide personnel, equipment, and supplies requested to support emergency operations.
 - b. Provide technical assistance to the Incident Commander and the EOC upon request.
 - c. In accordance with established procedures, provide personnel to staff the Incident Command Post (ICP) or EOC when activated.

VII. DIRECTION & CONTROL

- A. Guidance.** The Ellis County Judge/Signature Cities Mayor will establish local policies relating to radiological protection and may provide general guidance for emergency operations.
- B. Program Management.** The RO will carry out day-to-day management of the RPP.
- C. Operational Direction.** During radiological incidents, the IC will manage radiological response operations at the incident site. The IC and the EOC shall agree upon a division of responsibilities for specific tasks. Typically, the EOC will conduct support operations, including activating additional resources and requesting external resources, making required notifications and reports, coordinating large scale evacuations and area traffic control, disseminating emergency public information, and other tasks to sustain emergency operations.
- D. Communications.** Telephone, radio, teletype, e-mail, and/or facsimile will be used to transmit reports of radiological incidents, obtain technical assistance, exchange information, and provide direction and control.

VIII. READINESS LEVELS

Most radiological incidents typically occur without warning. Hence, developing a systematic set of increased readiness actions is difficult.

A. Level IV - Normal Conditions.

See the prevention and preparedness activities in Section V.D, Emergency Management Activities by Phase.

- B. Level III - Increased Readiness.** Increased Readiness may be appropriate if there is a greater than normal threat of a radiological incident. Initiating conditions may include a radioactive source missing in our region, notification that a significant radioactive shipment will be transiting our area, or a significant change in the Homeland Security Threat Level due to a radiological threat. Level 3 readiness actions may include:
1. Monitoring the situation.
 2. Informing first responders of the situation.
 3. Ensuring the hazardous materials response team (if available) is aware of the situation and can respond if necessary.
- C. Level II - High Readiness.** High Readiness may be appropriate if there is an increased risk of a radiological incident. Initiating conditions may include a significant radiological shipment is transiting through our area, a radioactive source is missing in our jurisdiction, or notification of a significant change in the Homeland Security Threat Level due to a specific radiological threat. Level 2 readiness actions may include:
1. Monitoring the situation.
 2. Alerting personnel for possible emergency duty and deploying personnel and equipment to investigate incidents.
 3. Checking equipment and increasing short-term readiness if possible.
 4. Issuing public warning and providing public information if necessary.
- D. Level I - Maximum Readiness.** Maximum readiness is appropriate when there is a significant possibility of a radiological release. Initiating conditions might include a lost radioactive source being located in the local area, activation of radiological alarms at a landfill screening point, an incident at a facility licensed to use radiological materials, or notification of a significant change in the Homeland Security Threat Level due to a specific radiological threat addressing this jurisdiction or facilities possessing radioactive materials. Level 1 readiness actions may include:
1. Investigating the situation and partially or fully activating the EOC to monitor it.
 2. Placing first responders in alert status; placing off-duty personnel on standby.
 3. Advising appropriate state and federal agencies.
 4. Preparing to issue and issuing public warning if it becomes necessary.

IX. ADMINISTRATION & SUPPORT

A. Agreements & Contracts

Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from mutual aid agreements, state and/or federal agencies, and industry in accordance with existing mutual-aid agreements and contracts.

B. Reports & Records

1. **Situation Reports.** If there has been an actual release of radioactive materials, the EOC should prepare and disseminate a periodic situation report to state and federal agencies, through the DDC, until the situation is resolved. It may be desirable to also disseminate this report to nearby jurisdictions and to those cities or counties that are providing mutual aid resources. See Annex N, Direction and Control, for the format of and instructions for this report.
2. **Activity Logs.** The ICP and the EOC shall maintain accurate logs recording key response activities; activities to be logged are outlined in Section IX of our Basic Plan.
3. **Response & Recovery Expenses.** As it may be possible to recover some expenses incurred in responding to a release of radiological materials from the responsible party, insurers, or the federal government, each department or agency shall maintain detailed records of labor costs, equipment usage, and supplies expended to respond to or recover from an actual radiological release.
4. **Post-Incident Review.** A post-incident critique shall be conducted in the aftermath of any incident that resulted in an actual release of radiological materials.

C. Maintenance of Radiological Equipment

1. All radiological monitoring devices owned by Ellis County/Signature City will be maintained in accordance with the manual of instructions for those instruments.
2. State-owned instrument sets obtained from DSH/RCP are normally exchanged periodically by the DSHS/RCP so they can be serviced and calibrated. The RO will coordinate instrument exchanges, calibrations, and any out-of-cycle maintenance requirements for state-owned instruments with DSHS/RCP.

D. Training

Federal law requires that individuals, who respond to hazardous materials incidents, including radiological incidents, should be adequately trained and equipped for the tasks they will perform. Training is available through a combination of federal, state, and local sources; see Appendix 4.

X. PLAN DEVELOPMENT & MAINTENANCE

- A. Development.** The Ellis County Fire Marshal is responsible for developing and maintaining this annex.
- B. Maintenance.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the basic plan.

XI. REFERENCES

U.S. Department of Transportation and Transport, *Emergency Response Guidebook*.

FEMA, *Guide for All-Hazard Emergency Operations Planning*, SLG-101.

FEMA, *Guidance for Developing State, Tribal, and Local Radiological Emergency Response Planning and Preparedness for Transportation Accidents*, FEMA-REP-5.

APPENDICES:

Appendix 1.....Radiological Instrument Inventory
Appendix 2..... Radiological Incident Response Checklist
Appendix 3..... Texas Radiological Incident Reporting System
 Tab A..... Hazardous Materials Incident Report
Appendix 4..... Radiological Response Training & Instruments

RADIOLOGICAL INSTRUMENT INVENTORY

| Type of Instrument | Number in Stock | Location (Office, Vehicle) | City | Owner (Local/State) |
|--------------------|-----------------|----------------------------|------------------|---------------------------|
| | 0 | | Alma | Alma VFD |
| | 0 | | Avalon | Avalon VFD |
| | 0 | | Bardwell | Bardwell VFD |
| | 0 | | Bristol | Bristol VFD |
| | 0 | | Garrett | Garrett VFD |
| | 0 | | Garrett | Garrett Area Rural VFD |
| | 0 | | Midlothian | Midlothian Area Rural VFD |
| | 2 | | Ovilla | Ovilla Fire Department |
| | 3 | | Red Oak | Red Oak Fire & Rescue |
| | 0 | | Telico | Telico VFD |
| | 8 | | Waxahachie | Waxahachie FD |
| | 0 | | Waxahachie Rural | ESD#6 VFD |
| | | | | |
| | | | | |

| |
|---|
| RADIOLOGICAL INCIDENT RESPONSE CHECKLIST |
|---|

| □ | Action Item | Assigned |
|---|--|----------|
| | 1. If the situation requires it, isolate the site and deny access. <ul style="list-style-type: none"> • Use emergency vehicles, barricades, barrier tape, etc. | |
| | 2. Classify incident, provide basic situation information to dispatch, and identify response resources required. See Incident Classification page 3, this appendix. <ul style="list-style-type: none"> • Level I – Incident • Level II – Emergency • Level III – Disaster | |
| | 3. Record situation on a Hazardous Materials Incident Report (see Appendix 3, Tab A) and provide to Ellis County Dispatch Center. | |
| | 4. Ellis County Dispatch Center should relay situation information to emergency responders, who should dispatch forces in accordance with their SOPs. If separate fire and law enforcement [Dispatch/ Communications Centers] are used, the center receiving the initial report should pass it to the other dispatch center. | |
| | 5. Determine extent of danger to responders and establish requirements for personal protective equipment (PPE) and specialized response equipment. See Response Personnel Safety in Annex Q, Appendix 4. | |
| | 6. Ascertain extent of danger to general public; determine specific areas and special facilities (schools, hospitals, nursing homes, prisons, and other institutions), if any, at risk. | |
| | 7. Develop initial action plan to contain and control the release of radiological material. | |
| | 8. Determine appropriate protective actions for the public and special facilities. See Annex Q, Appendix 4. If evacuation is contemplated, see the General Evacuation Checklist in Annex E, Evacuation. | |
| | 9. Initiate warning and issue protective action recommendations for the general public. See Annex A, Warning, and Annex I, Emergency Public Information. | |
| | 10. Warn special facilities, provide protective action recommendations and instructions, and determine requirements for assistance. Provide assistance requested. | |
| | 11. If evacuation will be conducted, provide traffic control and be prepared to provide transportation to those who lack it. | |
| | 12. If evacuation will be conducted, provide traffic control and be prepared to provide transportation to those who lack it. | |
| | 13. Warn other communities that may be threatened by the radiological release. | |
| | 14. If possibility exists of casualties that are contaminated with radiological material, ensure EMS units and hospitals are so advised. | |
| | 15. If evacuation is recommended, staff and open temporary shelters for evacuees. See Annex C, Shelter and Mass Care. | |

| □ | Action Item | Assigned |
|---|---|----------|
| | <p>16. Notifications: See Tab A to Appendix 3 for notification procedures and telephone numbers. The DSHS/RCP must be contacted for radiological accidents. They can provide assistance as needed. See paragraph V.B.6, this annex.</p> <ul style="list-style-type: none"> • Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations. • If the County/City is responsible for the release, it must make required notifications to state and federal agencies. • If the responsible part cannot be identified/located, County/City should make required notifications, making it clear that the responsible party is presently unknown. | |
| | 17. If water or wastewater systems are threatened by radioactive contamination, advise system operators so they may implement preventative measures. | |
| | 18. If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies. | |
| | <p>19. If additional response resources are required, request them.</p> <ul style="list-style-type: none"> • Invoke mutual aid agreements. • Summon HAZMAT response contractor, if one is under contract. • Request assistance from the State through the Disaster District. | |
| | 20. Provide updated information on the incident to the public through media releases. | |
| | 21. Continuously document actions taken, resources committed, and expenses incurred. | |
| | 21. Retain message files, logs, and incident-related documents for use in incident investigation and legal proceedings and to support claims for possible reimbursement from the responsible party or state and federal agencies. | |
| | 22. Assess contamination and determine which areas are safe to re-enter. Determine and implement remediation measures for other areas. | |
| | 23. As evacuated areas are determined to be safe to reenter, advise evacuees and special facilities they may return, providing traffic control as needed. | |
| | 24. Curtail shelter and mass care operations as evacuees depart. | |
| | 25. If some areas will require long-term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas. NOTE: Clean up is the responsibility of the responsible party. | |
| | 26. If some areas will require long-term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas. NOTE: Clean up is the responsibility of the responsible party. | |
| | 27. Assist evacuees who cannot return to their homes in finding temporary housing and obtaining social services. | |
| | 28. Conduct post-incident review of response operations. | |

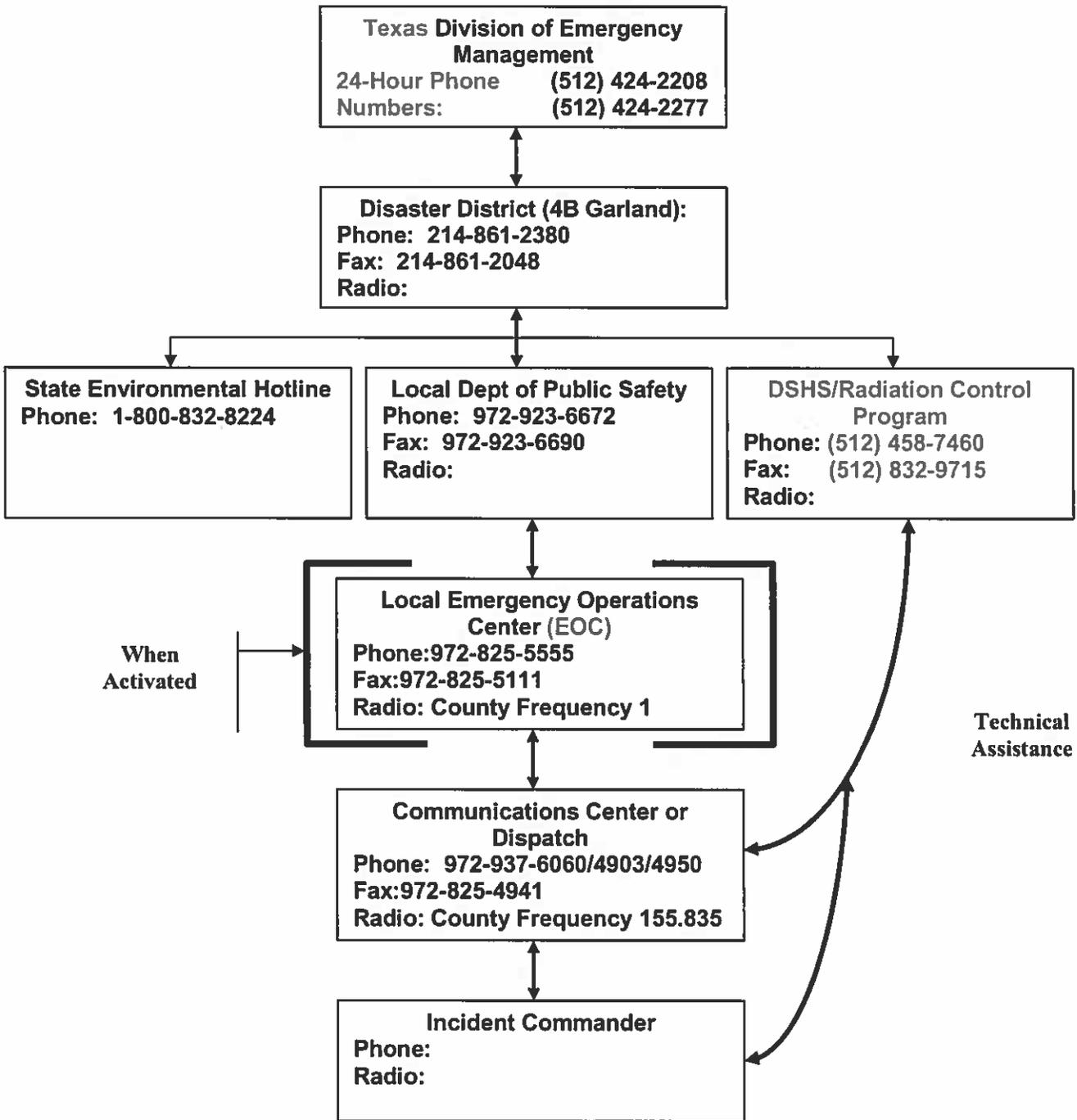
Incident Classification.

Level I – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an Incident Commander (IC), and may require limited external assistance from other local response agencies or contractors.

Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an IC; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.

Level III – 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. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

TEXAS RADIOLOGICAL INCIDENT REPORTING SYSTEM



HAZARDOUS MATERIALS INCIDENT REPORT

INITIAL CONTACT INFORMATION

Check one: This is an ACTUAL EMERGENCY This is a DRILL/EXERCISE

1. Date/Time of Notification: _____ Report received by: _____
2. Reported by (name & phone number or radio call sign): _____
3. Company/agency and position (if applicable): _____
4. Incident address/descriptive location: _____

5. Agencies at the scene: _____
6. Known damage/casualties (do not provide names over unsecured communications): _____

CHEMICAL INFORMATION

7. Nature of emergency: (check all that apply)
 Leak Explosion Spill Fire Derailment Other
 Description: _____

8. Name of material(s) released/placard number(s): _____

9. Release of materials:
 has ended is continuing Estimated release rate & duration: _____
10. Estimated amount of material, which has been released: _____
11. Estimated amount of material, which may be released: _____
12. Media into which the release occurred: air ground water
13. Plume characteristics:
 a. Direction (Compass direction of plume): _____ c. Color: _____
 b. Height of plume: _____ d. Odor: _____
14. Characteristics of material (color, smell, liquid, gaseous, solid, etc) _____

15. Present status of material (solid, liquid, gas): _____
16. Apparently responsible party or parties: _____

ENVIRONMENTAL CONDITIONS

17. Current weather conditions at incident site:
 Wind From: _____ Wind Speed (mph): _____ Temperature (F): _____
 Humidity (%): _____ Precipitation: _____ Visibility: _____

18. Forecast: _____

19. Terrain conditions: _____

HAZARD INFORMATION
(From ERG Guidebook, MSDS, CHEMTREC, or facility)

20. Potential hazards: _____

21. Potential health effects: _____

22. Safety recommendations: _____

- Recommended evacuation distance: _____

IMPACT DATA

23. Estimated areas/ populations at risk: _____

24. Special facilities at risk: _____

25. Other facilities with Hazmat in area of incident: _____

PROTECTIVE ACTION DECISIONS

26. Tools used for formulating protective actions
- _____ a. Recommendations by facility operator/responsible party
 - _____ b. *Emergency Response Guidebook*
 - _____ c. Material Safety Data Sheet
 - _____ d. Recommendations by CHEMTREC
 - _____ e. Results of incident modeling (CAMEO or similar software)
 - _____ f. Other: _____

27. Protective action recommendations:
- Evacuation Shelter-In-Place Combination No Action
 Other _____
- Time _____ Actions Implemented _____
- _____
- _____
- _____

28. Evacuation Routes Recommended: _____

EXTERNAL NOTIFICATIONS

29. Notification made to:
- | | |
|--|----------------------|
| _____ National Response Center (Federal Spill Reporting) | _____ 1-800-424-8802 |
| _____ Texas Environmental Hotline (State Spill Reporting) | _____ 1-800-832-8224 |
| _____ CHEMTREC (Hazardous Materials Information) | _____ 1-800-424-9300 |
| _____ TCEQ (Most Hazmat spills, except as indicated below) | _____ 1-800-832-8224 |
| _____ RRC (Oil/gas spills - production facilities, intrastate pipelines) | _____ 512-463-6788 |
| _____ DSHS/RCP (Radiological incidents) (24 Hours) | _____ (512) 458-7460 |
| _____ Disaster District [Location: Garland, Texas (4B)] | _____ (214) 861-2380 |
| _____ GDEM State Operations Center (SOC) Austin (24 Hrs) | _____ (512) 424-2277 |

30. Other Information: _____

RADIOLOGICAL RESPONSE TRAINING & INSTRUMENTS

1. The Ellis County/Signatory City Radiological Officer (RO) is responsible for coordinating the procedures in this appendix.
2. The purpose of this appendix is to provide guidelines and procedures for maintaining an adequate number of personnel trained to deal with radiological accidents and to maintain radiation detection instruments in operational condition.

a. Personnel training.

- 1) Cities/counties with populations over 5,000 should have at least two (2) individuals trained as radiological officers. Cities/counties with populations over 20,000 should have four (4) or more individuals trained as radiological officers
- 2) DSHS Community Preparedness Section provides training for Radiological Officers and radiological monitors. Courses available include:
 - a) Fundamentals Course for Radiological Monitors – 8 hours
 - b) Advanced Course for Radiological Monitors – 32 hours

Additional training is also available from the Federal Emergency Management Agency (FEMA) in the form of independent study or residential training.

- 3) Personnel trained in radiological protection and decontamination techniques should receive the FEMA-approved refresher training at least every three (3) years
- 4) The Fire Department/Hazmat Response Team shall have at least one individual trained in radiological response and on the use of radiation detection instruments on each shift.

b. Radiation detection instruments

- 1) Inspections, maintenance, and repair of radiation detection instruments will be completed according to the owner's manual for those devices owned by Ellis County/Signatory City.
- 2) Instruments on loan from the State will be inspected, maintained, and repaired according to instructions from the DSHS Community Preparedness Section.
- 3) Instruments sets used to respond to a possible radioactive material accident should be located in vehicles or 24-hour dispatch offices, such as fire stations, law enforcement, or emergency medical service facilities.
- 4) All other radiation detection/measuring instruments, not maintained in 24-hour facilities, should be secured in a dry (low humidity) location.



ANNEX F
Firefighting
EMERGENCY
MANAGEMENT
FOR
Ellis County



November 2018

APPROVAL & IMPLEMENTATION

Annex F

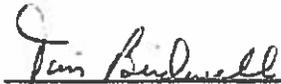
Firefighting

Written herewith is Annex F -- Firefighting for the County of Ellis and the signatory cities of Alma, Bardwell, Ferris, Garrett, Italy, Maypearl, Midlothian, Milford, Oak Leaf, Ovilla, Palmer, and Pecan Hill. This annex supersedes any previous Firefighting annex developed and promulgated for this purpose. It provides a framework in which the county and the signatory cities can plan and perform their respective functions during an emergency when an activation of the Emergency Operations Plan (EOP) is necessary.

This annex is in accordance with existing federal, state and local statutes and understandings of the various departments and agencies involved. It has been concurred upon by Ellis County, the signatory cities, and the Texas Governor's Division of Emergency Management (DEM). All recipients of this annex are requested to advise Ellis County Office of Emergency Management as to any changes that might result in its improvement or increase its usefulness.

This annex will be reviewed and maintained by the Office of the Ellis County Fire Marshal

This annex is hereby approved for implementation and supersedes all previous editions.



Tim Birdwell, Fire Marshal
County of Ellis

November 7, 2018
Date

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the annex may sign the annex.

APPROVAL & IMPLEMENTATION

Annex F

Firefighting

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ANNEX F

FIREFIGHTING

I. AUTHORITY

See Section 1 of the Basic Plan for general authorities.

II. PURPOSE

The purpose of this annex is to outline operational concepts and organizational arrangements for firefighting during emergency situations in our community. In addition to firefighting, the fire service has the responsibility for rescue, warning, and radiological protection operations as addressed in Annexes R, A, and D, respectively.

III. EXPLANATION OF TERMS

A. Acronyms

| | |
|--------|---|
| DDC | Disaster District Committee |
| ECOEM | Ellis County Office of Emergency Management |
| EMC | Emergency Management Coordinator |
| EMS | Emergency Medical Services |
| EOC | Emergency Operations Center |
| HAZMAT | Hazardous Materials |
| IC | Incident Commander |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| JFO | Joint Field Office |
| NIMS | National Incident Management System |
| NRF | National Response Framework |
| RRP | Regional Response Plan |
| SOC | State Operations Center |
| SOP | Standard Operating Procedures |
| TFS | Texas Forest Service |
| TIFMAS | Texas Intrastate Fire Mutual Aid System |
| TRRN | Texas Regional Resource Network |
| VFD | Volunteer Fire Department |

B. Definitions

1. **Consequence Management.** Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management. The requirements of crisis management and consequence management are combined in the National Response Framework (NRF).

2. **Crisis Management.** Measures taken to define the threat and identify terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law Enforcement agencies will normally take the lead role in crisis management. The requirements of crisis management and consequence management are combined in the NRF.
3. **Expedient Evacuation.** Evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander (IC) at the scene.
4. **Hazmat.** Hazardous Materials. The NRF defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated under the provisions of 49 CFR 172.101. The term is also intended to mean hazardous substances, pollutants, and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.
5. **Incident Action Plan.** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of an incident during one or more operational periods.
6. **Terrorist Incident.** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

IV. SITUATION AND ASSUMPTIONS

A. Situation

1. Ellis County depends on 13 fire departments / volunteer, municipal, and combination fire departments for fire protection.
2. The challenges of fire prevention and control are exacerbated when other emergency situations occur simultaneously or have already impacted the local area.
3. Uncontrolled fires may reach such proportions as to become a major emergency situation. If not promptly controlled, even small fires can threaten lives and cause significant destruction of property and the environment.
4. Natural hazards and emergencies, such as flash flooding, may necessitate the use of fire service resources.
5. Fire scenes may present problems requiring a response by law enforcement, public works, utilities, public health authorities, and environmental protection agencies. In these cases, effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.

6. Large-scale emergencies, disasters, and acts of terrorism may adversely impact firefighting personnel, equipment, facilities, and communications systems.

B. Assumptions

1. During emergency situations, we will use our firefighting resources and those available pursuant to inter-local agreements, including mutual aid established, and automatic aid with neighboring communities.
2. Our resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. State and/or federal resources will be available to augment our firefighting requirements.
3. During major emergency situations, our firefighting resources may be damaged and specialized supplies depleted.

V. CONCEPT OF OPERATIONS

A. General

1. The fire service has the primary responsibility for protecting our community from fire hazards, hazmat spills, and radiological incidents. Our firefighting resources include:
 - a. The Dallas Fire Department.
 - b. Red Oak Heavy Rescue Truck.
 - c. Ennis Communications Van.
 - d. Lancaster Mass Casualties Vehicle/Technical Decon Unit.
 - e. Ovilla Light and Air Vehicle.
 - f. Alma VFD
 - g. Avalon VFD
 - h. Bardwell VFD
 - i. Bristol VFD
 - j. Cedar Hill FD
 - k. Ennis Fire Dept.
 - l. ESD#6 VFD
 - m. Ferris FD
 - n. Forrester VFD
 - o. Garrett Area Rural VFD
 - p. Garrett VFD
 - q. Glenn Heights VFD
 - r. Italy FD
 - s. Maypearl VFD
 - t. Midlothian Fire Dept.
 - u. Milford VFD
 - v. Ovilla Fire Dept.
 - w. Red Oak Fire Rescue
 - x. Telico VFD
 - y. Waxahachie Fire Dept.
2. Fire service responsibilities in emergency situations are basically the same as in daily operations. These responsibilities include fire control, hazmat and oil spill response, and

radiological protection operations. The fire service is responsible for certain rescue operations. During emergency situations, fire service teams may also be assigned to perform additional emergency tasks. These tasks may include, assisting law enforcement personnel in route alerting, or going door-to-door to warn citizens who cannot be reached by primary warning systems.

B. Implementation of NIMS/ICS

1. The first official responder on the scene of an emergency situation should initiate the ICS and establish an Incident Command Post (ICP). As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. For fire, hazmat, and radiological incidents, the senior firefighter will generally assume the role of IC. The IC will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.
2. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System. The EOC is central to this System, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations. In the event of a catastrophic incident, considerations will be made for the implementation of the Regional Response Plan (RRP).

C. Protective Action Recommendations

Fire service personnel are generally the most knowledgeable regarding the threats posed by fire, radiological materials, and other hazardous materials. As such, they are responsible for assessing threat hazards and recommending to the IC appropriate protective actions for emergency responders, including requirements for personal protective equipment. Fire service personnel are also responsible for recommending appropriate protective actions to ensure public safety in the immediate vicinity of a threat.

D. Evacuation Operations

1. The IC may direct an expedient evacuation at the incident site, isolation area, or protective action area associated with a fire, hazmat spill, or radiological incident. Fire service and other emergency responders on site will normally initiate the evacuation pending the arrival of follow-on forces.
2. Major fires, hazardous material spills, or a terrorist incident may require a large-scale evacuation. Law enforcement is the lead agency responsible for pre-planning evacuation of known risk areas and carrying out large-scale evacuation operations. During such evacuations, fire service teams may be tasked to:
 - a. Alert residents in the affected area, when deemed safe to do so, who have not been warned by other means.
 - b. Evacuate individuals who require assistance, when safe to do so by the IC.

E. Terrorist Incident Response

1. **Crisis Management.** Law enforcement agencies generally have the lead in terrorism crisis management activities. The fire service will provide support as requested. Refer to Annex V, Terrorist Incident Response, for more information on the response to terrorist threats and activities.
2. **Consequence Management.** Coordination will be paramount during terrorist incident consequence management activities due to multi-agency involvement and potentially overlapping roles and responsibilities. The ranking official from the agency with primary responsibility for the incident will assume the position of IC. Emergency management agencies normally have the lead role in consequence management; signatory cities Fire Service will normally have the lead local role in consequence management for terrorist incidents involving conventional explosives, radiological materials, and chemical agents. During consequence management, the IC will coordinate response and recovery operations with law enforcement authorities conducting crisis management operations. Refer to Annex V, Terrorist Incident Response, Section V.B.2, for further information on terrorist incident consequence management.

F. Requesting External Assistance

1. If our local fire resources are inadequate to deal with an emergency situation, the Fire Chief/IC or other authorized official may request additional fire resources pursuant to inter-local (mutual aid) agreements to which local fire departments are a party. The Ellis County Fire Marshal may also request assistance from industries and businesses with firefighting resources that have agreed to assist us during emergencies.
2. If our fire service resources and those obtained pursuant to inter-local agreements are insufficient to deal with an emergency situation, statewide mutual aid will be requested in accordance with the *Texas Fire and Rescue Mutual Aid Plan* (see *State of Texas Emergency Management Plan*, Annex F, Section IV.H).
3. If the foregoing resources are inadequate to deal with an emergency situation, the Ellis County Judge / Signatory City Mayor may request state firefighting assistance, in accordance with Section V.F. of the Basic Plan, from the DDC #4 in Garland, TX.
4. During times of extreme fire danger, the TFS will pre-stage firefighting resources in several parts of the state. The TFS assistance is limited to forest or grassland fires. Their assistance is not for structure fires. The EMC shall make requests for these resources to the DDC. During emergency situations where time is of the essence, the EMC may make resource requests directly to a TFS Regional Fire Coordinator.

G. Actions by Phases of Emergency Management

1. **Prevention**
 - a. Enforce fire codes.
 - b. Conduct fire safety education programs for the public.
 - c. Recommend fire prevention activities such as brush clearance, outdoor burning restrictions, and use of fireworks when conditions warrant.

- d. Maintain current information on the types and quantities of hazardous materials present in local businesses and industrial facilities.
- e. Maintain current information on known fire hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.

2. Preparedness

- a. Maintain a list of all firefighting resources (see Annex M). In accordance with Section IX.A of the Basic Plan, Ellis County resources are entered into the Texas Regional Resource Network (TRRN), as required, to facilitate assistance pursuant to mutual aid agreements.
- b. Inspect and maintain all equipment.
- c. Stockpile specialized supplies.
- d. Ensure all fire service personnel are properly trained on fire control, hazmat response, rescue, and NIMS/ICS. Our emergency response personnel meet the NIMS national qualification and certification standards.
- e. Develop communications procedures to ensure adequate communications between fire units, law enforcement units, and other emergency responders.
- f. Plan and execute NIMS compliant training exercises for all firefighting personnel on a regular basis.
- g. Test, maintain, and repair equipment on a scheduled basis.
- h. Revise and update response plans at regular intervals.

3. Response

- a. Contain, control, and extinguish fires.
- b. Initiate rescue missions, as necessary.
- c. Alert and advise all emergency response personnel and decision-makers to the dangers associated with hazmat and fire during emergency operations.
- d. Control hazmat incidents within departmental capabilities giving priority to public and firefighter safety and protecting property, respectively (see Annex Q).
- e. Conduct radiological monitoring and assessment within departmental capability. Maintain an operational Radiological Protection Program in accordance with state and federal standards (see Annex D). The NRF Nuclear/Radiological Incident Annex addresses the federal response to incidents involving radiological materials.
- f. Initiate evacuation of emergency scenes, if necessary.

- g. Provide fire inspections and fire protection for temporary shelter and mass care facilities.
4. Recovery
- a. Perform fire inspections of restored or reconstructed buildings.
 - b. Perform or assist in decontamination and cleanup.
 - c. Assess damage to fire equipment and facilities, if necessary.
 - d. Recommend condemnation of unsafe buildings.
 - e. Review fire codes in relation to an incident or disaster and recommend improvements to Ellis County Commissioners/City Councils.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

1. Our normal emergency organization, described in Section VI.A and depicted in Attachment 3 of the Basic Plan, shall coordinate firefighting efforts conducted as part of emergency operations in accordance with NIMS. Most fires can be handled by fire service personnel, with limited support from one or two other emergency services, operating under an IC. The EOC will normally be activated during major emergencies and disasters involving significant fires or fires occurring simultaneously with other hazards. These situations may require the commitment of all emergency services and external assistance. In such incidents, transition to a Multiagency Coordination System is advisable. In the event of a catastrophic incident, considerations will be made for the implementation of Regional Response Plan (RRP).
2. The Signatory Fire Chief or their designee from each department shall serve as the Chief Fire Officer and coordinate emergency firefighting operations. A fire officer shall normally serve as the IC for the response to fires, hazmat incidents, oil spills, and radiological incidents.
3. The Commissioner's Court may restrict outdoor burning and use of fireworks if drought conditions are determined to exist by the TFS (see Annex U, Legal).

B. Task Assignments

1. The Ellis County ESD and City Fire Departments will:
 - a. Coordinate all fire service activities.
 - b. Provide fire control and protection.
 - c. Assist in warning and operation of warning sirens (see Annex A).
 - d. Provide support for radiological protection (see Annex D).
 - e. Provide assistance during evacuations (see Annex E).

- f. Respond to hazmat accidents/incidents (see Annex Q).
 - g. Enforce fire codes.
 - h. Prepare and execute inter-local agreements.
 - i. Provide support for other public safety operations, as necessary.
 - j. Conduct search and rescue operations (see Annex R).
 - k. Provide qualified individuals when available to staff the EOC and ICPs when activated.
 - l. Coordinate body recovery with the Dallas County Medical Examiner's Office, if needed, when site is safe and available manpower can respond.
2. The IC will:
- a. Establish an ICP and control and direct emergency response resources.
 - b. Assess the incident, request any additional resources needed, and provide periodic updates to the EOC, if activated.
 - c. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
 - d. Approve the Incident Action Plan and all requests pertaining to the procurement and release of incident resources.
 - e. Establish a specific division of responsibilities between the incident command operation and the EOC, if activated.
 - f. During an incident of national significance, make a situation assessment and coordinate resource needs, as required, with the NRF, ESF #4. Coordination shall be made through the DDC, SOC, and TFS to the JFO (See NRF, ESF #4-Fire-fighting Annex).
3. Law Enforcement will:
- Upon request of the IC, initiate evacuation actions and provide perimeter access control around incident sites.
4. The Public Works/Road & Bridge Department will:
- Upon request of the IC, provide heavy equipment support for fire control operations.
5. The TFS will:
- a. Detect and/or coordinate response to wildland fires in the state.
 - b. Process requests for state firefighting assistance.

- c. Coordinate firefighting ESF group actions to develop and implement mutual aid programs and procedures.
- d. Coordinate firefighting activities and issues involving fire departments.
- e. Within capabilities, provide personnel and equipment to assist local governments and industry in conducting fire suppression operations.
- f. Conduct wildland fire training academies for state and local personnel.

6. The U.S. Forest Service will:

Upon request from the TFS, provide support for local fire control operations when U.S. Forest Service lands are threatened.

7. Ellis County/ Signatory City Attorney will:

Upon request, assist the Commissioner's Court or City Council by drafting legal documents enforcing outdoor burning and/or the use of fireworks (see Annex U).

| |
|-----------------------------------|
| VII. DIRECTION AND CONTROL |
|-----------------------------------|

A. General

- 1. For most emergency situations, an IC will establish an ICP to direct and control fire service operations at the scene from the ICP. The individual most qualified to deal with the specific type of emergency situation present should serve as the IC. This will typically be the senior fire service officer present. All fire service teams will carry out mission tasks assigned by the IC. The IC will be assisted by a staff, determined by the anticipated needs of the situation.
- 2. In some situations, the EOC may be activated without an incident command operation. This organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area (such as the predicted landfall of a hurricane), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior fire service officer will normally report to the EOC to coordinate fire service actions.
- 3. External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the IC or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.
- 4. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

B. Incident Command System – EOC Interface

When both the EOC and an ICP are activated, it is essential to establish a division of responsibilities between the IC and the EOC. A general division of responsibilities is outlined in Section V.D of Annex N, Direction and Control.

C. Line of Succession

Line of succession to each department director will be according to the SOP's established by each department. As a rule, the line of succession for the Fire Chief is:

1. Deputy Fire Chief Operations
2. Deputy Fire Chief Training or Fire Marshal
3. On duty Battalion chief or Fire Officer
4. Assistant Chief or Fire Captain

VIII. INCREASED READINESS ACTIONS

A. Readiness Level IV – Normal Conditions

See the mitigation and preparedness activities in paragraphs V.G.1 and V.G.2 above.

B. Readiness Level III – Increased Readiness

1. Monitor the situation and consider situation briefings for senior staff.
2. Alert key personnel, determine personnel availability, and update staff call lists.
3. Check readiness of all equipment and repair or replace as needed.
4. Check status of supply items and restock as needed.
5. Review inter-local agreements for use of firefighting resources operated by other agencies.
6. Review plans and procedures and update them, if necessary.

C. Readiness Level II – High Readiness

1. Alert personnel of possible emergency duty.
2. Place selected personnel and equipment on standby.
3. Identify personnel to staff the EOC and ICP when activated.
4. Prepare to implement inter-local agreements.

D. Readiness Level I – Maximum Readiness

1. Mobilize selected fire service personnel.
2. Consider precautionary deployment of personnel and equipment, if appropriate.
3. Dispatch fire service representative(s) to the EOC when activated.

IX. ADMINISTRATION AND SUPPORT

A. Reporting

In addition to reports that may be required by their parent organization, fire service departments participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and periodic Situation Reports. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N (Direction and Control).

B. Records

1. **Activity Logs.** The IC and, if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. See Section IX.B of Annex N, Direction and Control, for more information on the types of information that should be recorded in activity logs.
2. **Documentation of Costs.** Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazmat incidents may be recoverable from the responsible party. Hence, all fire service elements will maintain records of personnel and equipment used and supplies consumed during large-scale emergency operations.

C. Preservation of Records

Vital records should be protected from the effects of a disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

D. Resources

1. A listing of local fire department resources is found in Annex M, Resource Management.
2. Our jurisdiction has implement(ed) a firefighting equipment acquisition program to ensure our equipment complies with the relevant NIMS performance and interoperability standards. Our firefighting resources are categorized by size, capacity, capability, and skill.

E. Communications

The fire service communications network is shown in Appendix 1. The fire service will operate a base station in the EOC communications room during response operations.

F. Post Incident Review

For large-scale emergency operations, the Ellis County EMC shall organize and conduct an after action critique of emergency operations in accordance with the guidance provided in

Section IX.F of the Basic Plan. The After Action Report will serve as the basis for an Improvement Plan.

X. ANNEX DEVELOPMENT AND MAINTENANCE

- A.** The Ellis County Fire Marshal or Designee is responsible for developing and maintaining this annex.
- B.** This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C.** Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

XI. REFERENCES

- A.** *State of Texas Emergency Management Plan.*
- B.** *Texas Fire and Rescue Mutual Aid Plan.*

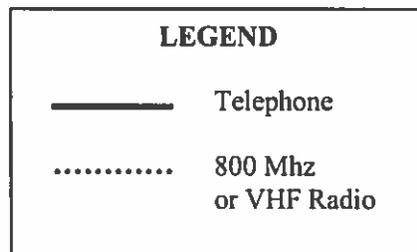
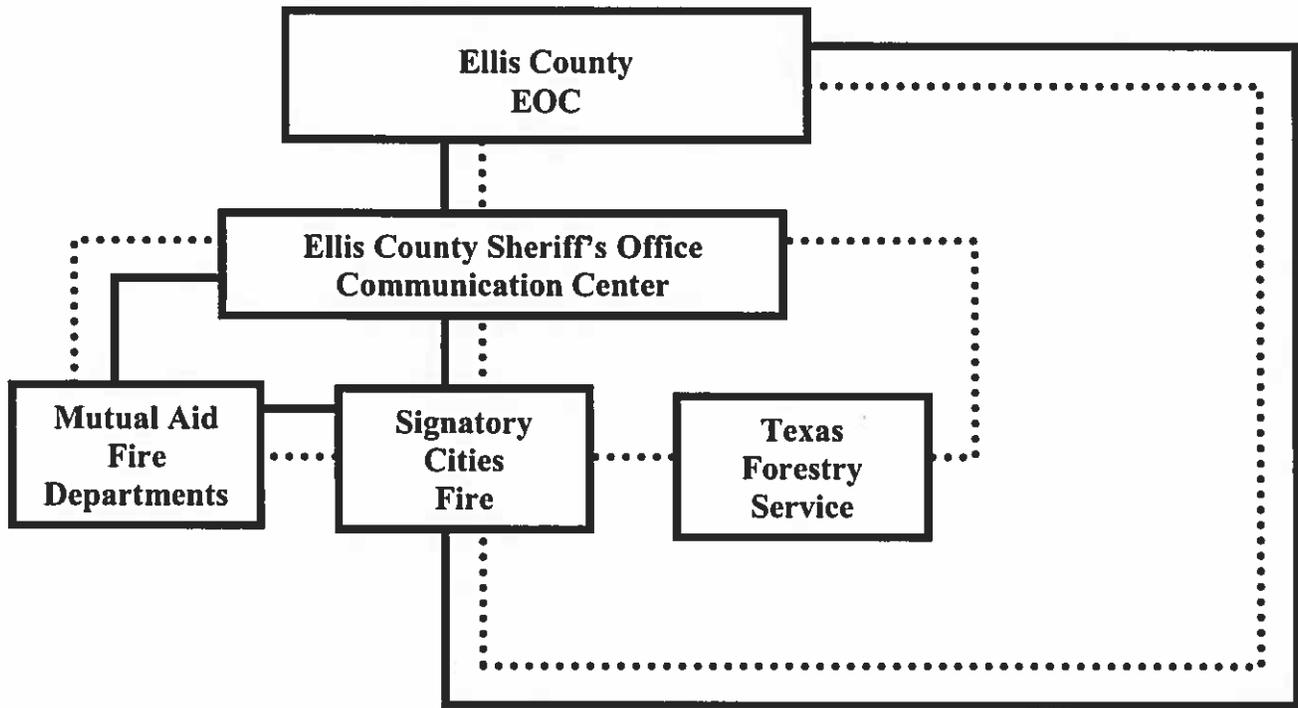
APPENDICES

Appendix 1: Fire Service Communications Network

Appendix 2: Fire Service Resources List

Appendix 3: ICS 213 General Message Form

Appendix 1—Fire Service Communication Network



Appendix 2—Fire Service Resources List

| Fire Departments | Phone Numbers | FAX | Specialty |
|------------------------|------------------------|----------------|-----------|
| Alma VFD | (972) 875-6832 | | |
| Avalon VFD | (972) 267-0075 | | |
| Bardwell VFD | (972) 921-0695 | (972) 646-5117 | |
| Bristol VFD | (972) 646-0229 | | |
| Cedar Hill FD | (972) 291-1011 | | |
| Ennis Fire Dept. | (972) 875-6151 | (972) 875-4615 | |
| Ennis VFD | (972) 878-4761 | (972) 878-1018 | |
| ESD#6 VFD | (469) 309-7318 | (214) 862-8540 | |
| Ferris FD | (972) 544-2233 | (972) 544-3625 | |
| Forreston VFD | (972) 921-0906 | | |
| Garrett Area Rural VFD | (972) 875-5898 | (972) 875-5898 | |
| Garrett VFD | (972) 875-5898 | (972) 875-0226 | |
| Glenn Heights VFD | (972) 223-1690 ext 212 | (972) 274-4507 | |
| Italy FD | 972-483-7329, ext 300 | (972) 483-2800 | |
| Maypearl VFD | (972) 435-2411 | (972) 435-2082 | |
| Midlothian Fire Dept. | (972) 775-7660 | (972) 775-7120 | |
| Milford VFD | (469) 628-5608 | | |
| Ovilla Fire Dept. | (972) 617-7375 | (972) 617-5793 | |
| Red Oak Fire Rescue | (469) 218-7714 | (469) 218-7719 | |
| Telico VFD | (214) 850-6160 | (972) 875-7955 | |
| Waxahachie Fire Dept. | (972) 937-1200 | (972) 937-8507 | |

Departments outside the county

| Fire Departments | Phone Numbers | FAX | Specialty |
|----------------------|----------------|----------------|-------------------------------------|
| Dallas County Fire | (972) 286-7707 | (214) 904-8097 | Water Tanker |
| Dallas Fire / Rescue | (214) 670-4607 | (214) 670-4564 | Bomb, Dive Team, HAZMAT, High Angle |
| D/FW Airport | (972) 574-5560 | (972) 574-8601 | Bomb, High Angle, HAZMAT, Trench |

Other Resources

| | |
|------------------------------------|--|
| Div. of Emergency Management (DEM) | (512) 424-2208 Duty (512) 424-2208 Non-Duty (512) 424-7160 FAX |
| Disaster District 1-A | (214) 861-2040 Metro (214) 424-2000 |
| State Fire Marshal's Office | (512) 676-6800, (800) 578-4677 Fax: (512) 490-1063 |

ANNEX R
Search & Rescue
EMERGENCY
MANAGEMENT
FOR
Ellis County, TX



January 14, 2019

APPROVAL & IMPLEMENTATION

Annex R

Search & Rescue

Written herewith is Annex R – Search and Rescue for the County of Ellis and the signatory cities of Alma, Bardwell, Ferris, Garrett, Italy, Maypearl, Midlothian, Milford, Oak Leaf, Ovilla, Palmer, and Pecan Hill. This annex supersedes any previous Search and Rescue Annex (Annex R) developed and promulgated for this purpose. It provides a framework in which the county and the signatory cities can plan and perform their respective functions during an emergency when an activation of the Emergency Operations Plan (EOP) is necessary.

This annex is in accordance with existing federal, state and local statutes and understandings of the various departments and agencies involved. It has been concurred upon by Ellis County, the signatory cities, and the Texas Governor's Division of Emergency Management (DEM). All recipients of this annex are requested to advise Ellis County Office of Emergency Management as to any changes that might result in its improvement or increase its usefulness.

This annex will be reviewed and maintained by the Ellis County Fire Marshal Office.

This annex is hereby approved for implementation and supersedes all previous editions.



Tim Birdwell, Fire Marshal
County of Ellis, Texas

01/14/2019

Date

ANNEX R

SEARCH & RESCUE

I. AUTHORITY

See Basic Plan, Section 1.

II. PURPOSE

The purpose of this annex is to outline operational concepts and organizational arrangements for SAR operations during emergency situations in our community. This annex is applicable to all agencies, organizations and personnel assigned SAR functional responsibilities.

III. EXPLANATION OF TERMS

A. Acronyms

| | |
|--------|-------------------------------------|
| DDC | Disaster District Committee |
| EMC | Emergency Management Coordinator |
| EOC | Emergency Operations Center |
| IC | Incident Commander |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| JP | Justice of the Peace |
| ME | Medical Examiner |
| NIMS | National Incident Management System |
| SAR | Search and Rescue |
| SOP | Standard Operating Procedures |
| TEEX | Texas Engineering Extension Service |
| TX-TF1 | Texas Task Force 1 |
| US&R | Urban Search and Rescue |
| VFD | Volunteer Fire Department |

B. Definitions

1. Hazmat. Hazardous materials.
2. Secondary Hazard. A situation that occurs as a result of an initial hazard. For example, a chemical release from a tank car involved in a train derailment or a gas leak within a collapsed building.
3. Terrorist Incident. A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political and social objectives.
4. Texas Task Force 1. Also known as TX-TF1, this task force is the state's urban search and rescue team, headquartered at the Texas Engineering Extension Service's

Emergency Response and Rescue Training Field in Bryan, Texas. Its members are from city and county agencies throughout the state. They respond to mass casualty disasters anywhere in the state. Their assistance is not limited to heavy US&R. They also have a Flood Rescue Strike Team to assist during flooding situations.

IV. SITUATIONS AND ASSUMPTIONS

A. Situations

1. The jurisdictions who are party to this plan depend[s] on municipal fire department(s)/volunteer fire department(s)/other] for SAR.
2. Local buildings are subject to severe structural damage from, tornado, flood, earthquake, explosion, and acts of terrorism, which could result in injured people trapped in the damaged and collapsed structures.
3. In emergency situations involving structural collapse, large numbers of people may require rescue.
4. The mortality rate among trapped victims rises dramatically after 72 hours; therefore, search and rescue operations must be initiated without delay.
5. Secondary hazards may compound problems and threaten both disaster victims and rescue personnel.
6. Weather conditions such as rain, temperature extremes, and high winds, may pose additional hazards to disaster victims and rescue personnel.
7. Large-scale emergencies, disasters, and acts of terrorism may adversely impact SAR personnel, equipment, and facilities as well as communications systems.

B. Assumptions

1. A trained, equipped, organized rescue service will provide the capability to conduct methodical SAR operations, shore up and stabilize weakened structures, release trapped persons, and locate the missing and dead.
2. Access to disaster areas may be limited because of damaged infrastructure.
3. If our resources and those obtained pursuant to inter-local agreements are insufficient and additional support is required, we will request assistance from the State.
4. During major emergency situations, our SAR resources may be damaged and specialized supplies depleted.

V. CONCEPT OF OPERATIONS

A. General

1. The fire service has the primary responsibility of providing our community with SAR operations. Our SAR resources include:

Red Oak Fire Rescue swift water rescue team
TP&W swift water teams
Waxahachie Fire Rescue dive team
Texas Task Force 1
Ellis Dallas Unified Cooperative Teams departments

2. The responsibilities of our SAR team will be extensive during some types of emergency situations. These responsibilities include the search for and extrication of victims during events such as structural collapse, hazmat accidents, flooding incidents, radiological incidents, and major fires or explosions.

B. Implementation of ICS

The first responder on the scene of an emergency situation should initiate the ICS and establish an Incident Command Post (ICP). As other responders arrive, this jurisdiction will implement the Incident Command System (ICS). The individual present, most qualified to deal with the specific situation will be designated as the Incident Commanders (IC). The IC will implement ICS to direct and control responding resources and designate emergency operating areas.

C. Terrorist Incident Response

During terrorist incident response it is essential that the incident command team establish operating areas and formulate a plan of action that will allow SAR personnel to conduct operations in such a way as to minimize the impact to the crime scene. Emergency responders should be especially watchful for any signs of secondary devices usually set off for the purpose of injuring responders. Refer to Annex V, Terrorist Incident Response, for more information on the response to terrorist threats and activities.

D. Requesting External Assistance

1. If our local SAR resources are inadequate to deal with an emergency situation, SAR resources covered by mutual aid agreements will be requested by the Fire Chief/Police Chief/County Fire Marshal or other individuals who are specifically authorized to do so.
2. If our SAR resources and those obtained pursuant to inter-local agreements are insufficient to deal with an emergency situation, statewide mutual aid will be requested in accordance with the *Texas Fire and Rescue Mutual Aid Plan* during an emergency situation (see *State of Texas Emergency Management Plan*, Annex R, Section IV.G).

3. If the foregoing resources are inadequate to deal with an emergency situation, the County Judge may request SAR assistance from the State through the Disaster District in Garland Texas.

E. Activities by Phases of Emergency Management

1. Prevention

- a. Maintain up-to-date information on known hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.
- b. Maintain up-to-date information on type and quantities of hazardous material present in local businesses and industrial facilities.

2. Preparedness

- a. Maintain a schedule for testing, maintenance, and repair of rescue equipment.
- b. Maintain a list of all SAR resources (see Annex M) and stock specialized supplies.
- c. Make arrangements for responders to obtain building plans during emergencies.
- d. Identify sources of dogs that can be used for SAR operations.
- e. Develop communications procedures to ensure adequate communications between SAR units, fire units, law enforcement units and other emergency responders.
- f. Plan and execute training exercises for all SAR personnel on a regular basis.
- g. Revise and update response plans at regular intervals.

3. Response

- a. Initiate rescue missions, as necessary.
- b. Mobilize support resources.

4. Recovery

- a. Perform or assist in decontamination and cleanup.
- b. Assess damage to SAR equipment and facilities, if necessary.
- c. Inventory and replace depleted supplies.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, shall carry out the function of providing SAR services in emergency situations. We have no SAR capabilities and will rely on mutual aid agreements with neighboring jurisdictions for assistance with SAR operations. The EOC will normally be activated for major emergencies and disasters that require extensive SAR operations and a commitment of all emergency services as well as external assistance.
2. The first on scene Incident Commander shall serve as the Chief Rescue Officer and coordinate emergency SAR operations.

B. Task Assignments

1. The Incident Commander will:
 - a. Coordinate all SAR operations using County/Cities adhering to this plan resource or those obtained pursuant to inter-local agreements.
 - b. Provide assistance during evacuations (see Annex E).
 - c. Prepare and execute inter-local agreements for SAR support.
 - d. Provide support for other public safety operations, as necessary.
 - e. Establish an ICP and control and direct emergency response resources.
 - f. Assess the incident, request any additional resources needed, and provide periodic updates to the EOC, if activated.
 - g. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site
 - h. Establish a specific division of responsibilities between the incident command operation and the EOC, if activated.
2. Law Enforcement will:
 - a. Upon request of the IC, provide control access to and control traffic around incident sites.
 - b. Coordinate body recovery activities with the JP's office, if needed.
3. The Public Works/County Commissioners will:
 - a. Upon request of the IC, provide heavy equipment support for SAR operations.
 - b. Upon request of the IC, shut off gas or power to collapsed structures.

4. AMR/ EMS/Contract EMS will:

Provide trained personnel and equipment to administer emergency medical support, if necessary.

5. PD/SO/FD/EM will:

Coordinate body recovery activities with the JP's/ME's office, if needed.

| |
|-----------------------------------|
| VII. DIRECTION AND CONTROL |
|-----------------------------------|

A. General

1. For most emergency situations, an IC will establish an ICP and direct and control emergency operations at the scene from that ICP. All SAR resources will carry out missions assigned by the IC. The IC will be assisted by a staff with the expertise and of a size required for the tasks to be performed. The individual most qualified to deal with the specific type of emergency situation present should serve as the IC.
2. In some situations, the EOC may be activated without an incident command operation. This type of organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area (such as the predicted landfall of a hurricane), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior SAR officer will normally report to the EOC to coordinate any response by SAR personnel.
3. External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the IC or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

B. Incident Command System (ICS) – EOC Interface

If both the EOC and an ICP are operating, the IC and the EOC must agree upon a specific division of responsibilities to ensure proper response to the incident without duplication of efforts. A general division of responsibilities between the ICP and the ECO that can be used as a basis for more specific agreement is provided in Section V of Annex N, Direction and Control.

C. Line of Succession

Line of succession for the Chief Rescue Officer is:

1. First on Scene Incident Commander
2. Fire Chief
3. Police Chief

VIII. INCREASED READINESS ACTION

A. Readiness Level IV – Normal Conditions

See the mitigation and preparedness activities in paragraphs V.E.1 and V.E.2 above.

B. Readiness Level III – Increased Readiness

1. Monitor situation.
2. Alert key personnel.
3. Check readiness of all equipment and supply status and correct deficiencies.
4. Review inter-local agreements for use of SAR resources operated by other agencies.
5. Review plans and procedures and update them, if necessary.

C. Readiness Level II – High Readiness

1. Alert personnel of possible emergency duty.
2. Place selected personnel and equipment on standby.
3. Identify personnel to staff the EOC and ICP if those facilities are activated.
4. Prepare to implement inter-local agreements.

D. Readiness Level I – Maximum Readiness

1. Mobilize selected SAR team members.
2. Consider precautionary deployment of personnel and equipment, if appropriate.
3. Dispatch SAR representative(s) to the EOC when activated.

IX. ADMINISTRATION AND SUPPORT

A. Reporting

In addition to reports that may be required by their parent organization, SAR teams participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N (Direction and Control).

B. Records

1. **Activity Logs.** The IC and, if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operation. See Section IX.B of Annex N, Direction and Control, for more information on the types of information that should be recorded in activity logs.
2. **Documentation of Costs.** Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazmat incidents may be recoverable from the responsible party. Hence, all SAR service elements will maintain records of personnel and equipment used and supplies consumed during large-scale emergency operations.

C. Preservation of Records

Vital records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

D. Resources

A listing of local SAR resources is found in Annex M, Resource Management.

E. Communications

General emergency communications capabilities and connectivity are discussed and depicted in Annex B, Communications. The SAR team communications network is shown in Appendix 1.

F. Post Incident Review

For large-scale emergency operations, the [County Judge/Mayor/City Manager/EMC] shall organize and conduct a review of emergency operations in accordance with the guidance provided in Section IX.E of the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. SAR personnel who participated in the operations should participate in the review.

X. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The Fire Marshal/Rescue Officer/Other is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

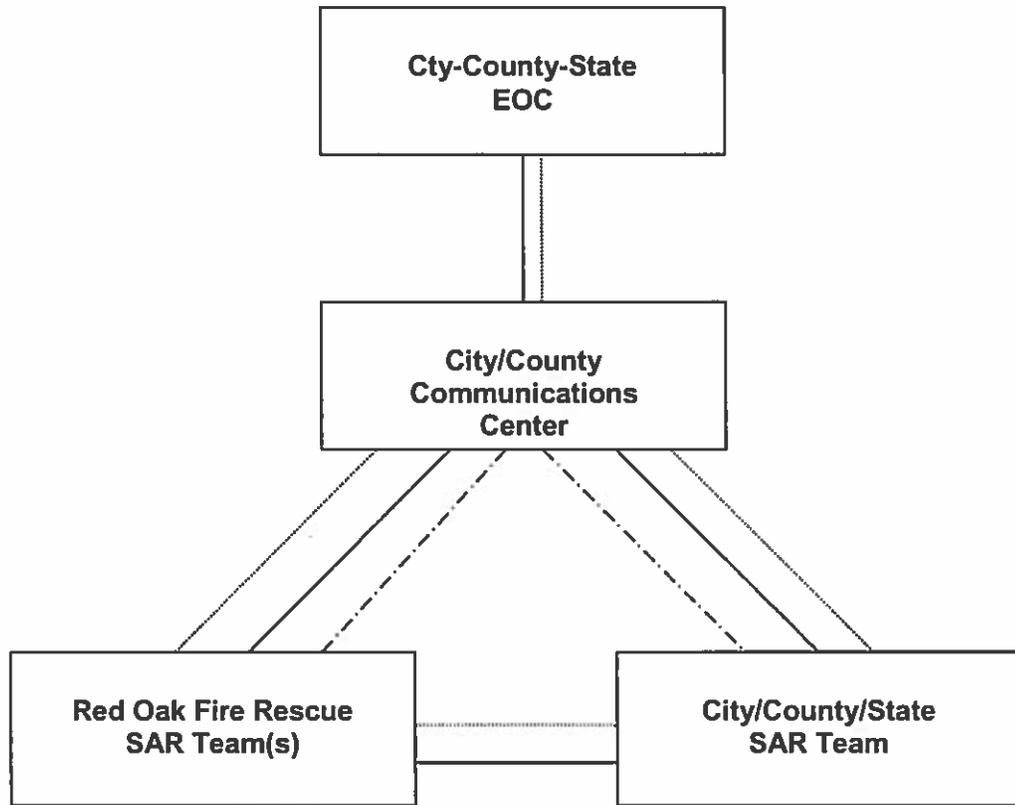
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|-----------------------|
| XI. REFERENCES |
|-----------------------|

- A. Annex R (Search and Rescue) to the *State of Texas Emergency Management Plan*.
- B. Annex U (Terrorist Incident Response) to the *State of Texas Emergency Management Plan*.
- C. *Texas Fire and Rescue Mutual Aid Plan*, May 1998.

APPENDIX

Appendix 1: Communications Network

SAR COMMUNICATIONS NETWORK



LEGEND:

- Phone
- VHF Radio
- - - - - Cell Phone

ANNEX N

Direction and Control

EMERGENCY MANAGEMENT

FOR

Ellis County



January 22, 2019

APPROVAL & IMPLEMENTATION

Annex N

Direction & Control

Written herewith is Annex N—Direction and Control for the County of Ellis and the signatory cities of Alma, Bardwell, Ferris, Garrett, Italy, Maypearl, Midlothian, Milford, Oak Leaf, Ovilla, Palmer, and Pecan Hill. This annex supersedes any previous Direction and Control Annex developed and promulgated for this purpose. It provides a framework in which the county and the signatory cities can plan and perform their respective functions during an emergency when an activation of the Emergency Operations Plan (EOP) is necessary.

This annex is in accordance with existing federal, state and local statutes and understandings of the various departments and agencies involved. It has been concurred upon by Ellis County, the signatory cities, and the Texas Governor's Division of Emergency Management (DEM). All recipients of this annex are requested to advise Ellis County Office of Emergency Management as to any changes that might result in its improvement or increase its usefulness.

This annex will be reviewed and maintained by the Ellis County Office of Emergency Management.



Tim Birdwell, Fire Marshal/Emergency Management Coordinator
County of Ellis, Texas

January 22, 2019

Date

ANNEX N DIRECTION AND CONTROL

I. AUTHORITY

Refer to Section I of the Basic Plan for general authorities.

II. PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures necessary to accomplish direction and control for this jurisdiction. This annex describes our concept of operations and organization for direction and control of such operations and assigns responsibilities for tasks that must be carried out to perform the direction and control function.

III. EXPLANATION OF TERMS

| | |
|-------|---|
| DDC | Disaster District Committee |
| DHS | U.S. Department of Homeland Security |
| DPS | Department of Public Safety |
| DSHS | Department of State Health Services |
| EMC | Emergency Management Coordinator |
| EOC | Emergency Operations Center |
| FEMA | Federal Emergency Management Agency |
| TDEM | Texas Division of Emergency Management |
| IC | Incident Commander |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| NIMS | National Incident Management System |
| NRF | National Response Framework |
| SOP | Standard Operating Procedures |
| TLETS | Texas Law Enforcement Telecommunications System |

IV. SITUATION & ASSUMPTIONS

A. Situation

1. Our community is vulnerable to many hazards, which threaten public health and safety and public or private property. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
2. Our direction and control organization must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that may

begin with a single response discipline and could expand to multidiscipline requiring effective cross-jurisdictional coordination. These emergency situations include:

- 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 of the incident, not community-wide.
 - 4) Typically resolved by one or two local response agencies or departments acting under an incident commander.
 - 5) Requests for resource support are normally handled through agency and/or departmental channels.
 - 6) May require limited external assistance from other local response agencies or contractors.
 - 7) For the purpose 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 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. The EOC may be activated.
 - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
 - 6) 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 most or all local response agencies. The EOC and one or more incident command posts (ICP) may be activated.
 - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - 6) 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.

B. Assumptions

1. Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
2. Ellis County and Signatory Cities will use our own resources to respond to emergency situations and, if needed, request external assistance from other jurisdictions pursuant to mutual aid agreements or from the State. 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.
3. Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge or where local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.
4. Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.
5. Ellis County and Signatory Cities have adopted the National Incident Management System (NIMS) and we have implemented all of the NIMS procedures and protocols, which will allow us to effectively work with our mutual aid partners, and state and federal agencies during any type of incident response.

V. CONCEPT OF OPERATIONS

A. General

1. Our direction and control structure for emergency operations is pursuant to the NIMS, which employs two levels of incident management structures.
 - a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.

- b. Multiagency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
2. An Incident Commander (IC) using response resources from one or two departments or agencies, will normally handle emergency situations classified as incidents. The EOC will generally not be activated.
3. During major emergencies, disasters, or catastrophic incidents, a Multiagency Coordination System may be advisable. Central to this System is the Emergency Operations Center (EOC), which is the nucleus of all coordination of information and resources. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.
4. For some types of emergency situations, the EOC may be activated without activating an incident command operation. Such situations may include:
 - a. When a threat of hazardous conditions exists but those conditions have not yet impacted the local area. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. When the hazard impacts, an ICP may be established, and direction and control of the response transitioned to the Incident Commander.
 - b. When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.
5. For operational flexibility, both ICS and EOC operations may be sized according to the anticipated needs of the situation. The structure of ICS is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The EOC may also be activated on a graduated basis.

B. Incident Command Operations

1. The first local emergency responder to arrive at the scene of an emergency situation will serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an ICP, provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
2. The Incident Commander is responsible for carrying out the ICS function of command – making operational decisions to manage 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 more serious emergency situations, individuals from various local departments or agencies or from external response organizations may be assigned to separate ICS staff sections charged with those functions. For these serious emergency situations, it is generally desirable to transition to a Unified Command.

3. If the EOC has been activated, the Incident Commander shall provide periodic situation updates to the EOC.
4. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

C. EOC Operations

1. The EOC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation with minimal staff; to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel.
2. The principal functions of the EOC are to:
 - a. Monitor potential threats.
 - b. Support on-scene response operations.
 - c. Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.
 - d. Analyze problems and formulate options for solving them.
 - e. Coordinate among local agencies and between the [county/city] and state and federal agencies, if required.
 - f. Develop and disseminate warnings and emergency public information.
 - g. Prepare and disseminate periodic reports.
 - h. Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.
 - i. Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State.

D. ICS - EOC INTERFACE

1. When both an ICP and the EOC have been activated, it is essential to establish a division of responsibilities between the ICP 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 IC is generally responsible for field operations, including:

- a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the population in the area of the incident and providing emergency instructions to them.
 - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the EOC.
 - g. Keeping the EOC informed of the current situation at the incident site.
3. The EOC is generally responsible for:
- a. Mobilizing and deploying resources to be employed by the IC.
 - b. Issuing community-wide warning.
 - c. Issuing instructions and providing information to the general public.
 - d. Organizing and implementing large-scale evacuation and coordinating traffic control for such operations.
 - e. Organizing and implementing shelter and mass care arrangements for evacuees.
 - f. Requesting assistance from the State and other external sources.
4. Transition of Responsibilities

Provisions must be made for an orderly transition of responsibilities between the ICP and the EOC.

- a. From EOC to the ICP. In some situations the EOC may be operating to monitor a potential hazard and manage certain preparedness activities prior to establishment of an ICP. When an ICP is activated under these circumstances, it is essential that the IC receive a detailed initial situation update from the EOC and be advised of any operational activities that are already in progress, resources available, and resources already committed.
- b. From the ICP to the EOC. When an incident command operation is concluded and the EOC continues to operate to manage residual response and recovery activities, it is essential that the IC brief the EOC on any on-going tasks or operational issues that require follow-on action by the EOC staff.

5. Extended EOC Operations

While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of EOC into the initial part of the recovery phase of an emergency. In the recovery phase, the EOC may be staffed to compile damage assessments, assess long term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.

6. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes, in which case it may be necessary to employ a Unified Area Command. In such situations, more than one incident command post may be established. In this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

E. Activities by Phases of Management

1. Mitigation

- a. Establish, equip, and maintain an EOC and an Alternate EOC.
- b. Identify required EOC staffing; see Tab B to Appendix 1.
- c. Prepare maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.
- d. Identify and stock supplies needed for ICP and EOC operations.
- e. Develop and maintain procedures for activating, operating, and deactivating the EOC. See Appendix 1 and its tabs.

2. Preparedness

- a. Identify department/agency/volunteer group representatives who will serve on the EOC staff and are qualified to serve in various ICP positions.
- b. Pursuant to NIMS protocol, conduct NIMS training for department/agency/volunteer group representatives who will staff the EOC and ICP.
- c. Maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations
- d. Test and maintain EOC equipment to ensure operational readiness.
- e. Exercise the EOC at least once a year.
- f. Maintain a resource management program that includes identifying, acquiring, allocating, and tracking resources.

3. Response

- a. Activate an ICP and the EOC if necessary.
 - b. Conduct response operations.
 - c. Deactivate ICP and EOC when they are no longer needed.
4. Recovery
- a. If necessary, continue EOC activation to support recovery operations.
 - b. Deactivate EOC when situation permits.
 - c. Restock ICP and EOC supplies if necessary.
 - d. For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our normal emergency organization, described in Section VI.A of the Basic Plan, will carry out the direction and control function during emergency situations.
2. The organization of incident command operations will be pursuant to NIMS organizational principles. The specific organizational elements to be activated for an emergency will be determined by the IC based on the tasks that must be performed and the resources available for those tasks.
3. The organization of the EOC is depicted in Tab A to Appendix 1. The EOC may be activated on a graduated basis. Department/agency/volunteer group EOC staffing requirements will be determined by the [County Judge/Mayor/City Manager/EMC] based on the needs of the situation.

B. Assignment of Responsibilities

All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.

1. The Ellis County Judge/Signatory City Mayor will:
 - a. Establish general policy guidance for emergency operations.
 - b. Direct that the EOC be partially or fully activated.
 - c. When appropriate, terminate EOC operations.
2. The Emergency Management Coordinator (EMC) will:

- a. Develop and maintain the EOC Staff Roster and EOC operating procedures.
 - b. Activate the EOC when requested or when the situation warrants.
 - c. Serve as an EOC Supervisor.
 - d. Advise the Ellis County Judge or Signatory City Mayor on emergency management activities.
 - e. Coordinate resource and information support for emergency operations.
 - f. Coordinate emergency planning and impact assessment.
 - g. Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.
3. The IC will:
- a. Establish an ICP and direct and control emergency operations at the scene.
 - b. Determine the need for and implement public warning and protective actions at and in the vicinity of the incident site.
 - c. Provide periodic situation updates to the EOC, if that facility is activated.
 - d. Identify resource requirements to the EOC, if that facility is activated.
4. Departments/Agencies, and Volunteer Groups assigned responsibilities for ICP or EOC operations will:
- a. Identify and train personnel to carry out required emergency functions at the ICP and the EOC.
 - b. Provide personnel to staff the ICP and the EOC when those facilities are activated.
 - c. Ensure that personnel participating in ICP and EOC operations are provided with the equipment, resource data, reference materials, and other work aids needed to accomplish their emergency functions.

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| VII. DIRECTION & CONTROL |
|-------------------------------------|

- A. General.** The Ellis County Judge/Signatory City Mayor will provide general guidance for the direction and control function, pursuant to NIMS protocols.
- B. Incident Command Operations.** The first responder on the scene will take charge and serve as the IC until relieved by a more senior or qualified individual or an individual designated by the Ellis County Judge/Signatory City Mayor. An ICP will normally be established at the incident scene; the IC will direct and control response forces from that command post.

Attachment 7 to our Basic Plan provides a detailed description of our incident management system, the NIMS.

C. EOC Operations

1. The Ellis County Judge/Signatory City Mayor may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
2. The EMC may activate the EOC, will normally determine the level of EOC staffing required based upon the situation, and also notify appropriate personnel to report to the EOC.
3. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that the Ellis County Judge/Signatory City Mayor activate the EOC to provide a suitable facility to work the issue.
4. The EMC will serve as the EOC Supervisor.

VIII. READINESS LEVELS

A. Level IV--Normal Conditions

See the mitigation and preparedness activities in sections V.E.1 and V.E.2.

B. Level III--Increased Readiness

1. Check status of EOC equipment and repair or replace as needed.
2. Check status of EOC supplies and restock as needed.
3. Update EOC resource data.
4. Alert staffs, determine personnel availability, and update EOC staff call lists.
5. Consider limited activation of EOC to monitor situation.
6. Consider situation briefings for senior staff.

C. Level II-- High Readiness

1. Update EOC staffing requirements based on threat.
2. Determine specific EOC staff assignments and alert staff.
3. Monitor potential emergency situation and determine possible impact areas.
4. Update maps, charts, displays, and resource data.
5. Consider situation briefings for EOC staff.

6. Consider partial activation of EOC if this has not already been accomplished.
7. Check status of Alternate EOC [and Mobile Command Post].

D. Level I-- Maximum Readiness

1. Summon EOC staff and activate the EOC.
2. Monitor situation.
3. Update maps, charts, displays, and resource lists.
4. Arrange for food service if needed.
5. Determine possible hazard impact areas and potential hazard effects.
6. Conduct briefings for senior staff and EOC staff.
7. Formulate and implement precautionary measures to protect the public.
8. Coordinate with adjacent jurisdictions that may be affected.

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| IX. ADMINISTRATION & SUPPORT |
|---|

A. Facilities & Equipment

1. EOC

- a. The Ellis County EOC is located at 109 S. Jackson Street, (Courts Building) Waxahachie, Texas 75165 in the Fire Marshal office and Multi-Purpose Room and is maintained by Fire Marshal and County Law Library.
- b. The EOC is equipped with the following communication equipment necessary for conducting emergency operations:

See Annex B, Communications, for communications connectivity.
- c. The EOC is equipped with emergency generator and a 2 day supply of fuel.
- d. The EOC has emergency water supplies for 4 days of operation.
- e. Food for the EOC staff will be provided by: Food and water are not stored in the EOC but will be supplied when required. Food may also be obtained from either the American Red Cross or purchased from local vendors.

2. Alternate EOC

- a. Should the primary EOC become unusable, the alternate EOC's, located at Midlothian Police Station, 1150 US-67, Midlothian, TX 76065, will be used to manage emergency operations. or
- b. Should the primary EOC become unusable, the alternate EOC's, located at Red Oak Fire Rescue, 547 N. Methodist, Red Oak Texas, 75152.
- c. Communications available at this facility include: Landline and mobile radio
- d. Facility limitations at the Alternate EOC include: None

3. Mobile Command Post

- a. The Incident Command may request that the Mobile Command Post, operated by Ellis County Sheriff's Office, Red Oak Fire Department, or Ennis Fire Department be deployed for use as an on-scene command post.
- b. Communications capabilities of the Mobile Command Post include: Mobile Radio

B. Records

1. Activity Logs. The ICP and the EOC shall maintain accurate logs recording key response activities, including:
 - a. Activation or deactivation of emergency facilities.
 - b. Emergency notifications to other local governments and to state and federal agencies.
 - c. Significant changes in the emergency situation.
 - d. Major commitments of resources or requests for additional resources from external sources.
 - e. Issuance of protective action recommendations to the public.
 - f. Evacuations.
 - g. Casualties.
 - h. Containment or termination of the incident.

The EOC shall utilize the Emergency Operations Center Log (Tab E to Appendix 1) to record EOC activities. The ICP shall use the Unit Log (ICS form 214) or an equivalent.

2. Communications & Message Logs

Communications facilities shall maintain a communications log. The EOC shall maintain a record of messages sent and received using the EOC Message Log (Tab F to Appendix 1).

3. Cost Information

- a. **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 in preparing future department or agency budgets.
- b. **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) Operation 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 reimbursement for certain allowable response and recovery costs from the state and/or federal government.

C. Reports

1. Initial Emergency Report

An Initial Emergency Report should be prepared and disseminated for major emergencies and disasters where state assistance may be required. This short report is designed to provide basic information about an emergency situation. See Appendix 2 for the report format.

2. Situation Report

For major emergencies and disasters where emergency response operations continue over an extended period, a Situation Report should be prepared and disseminated daily. This report is designed to keep the Disaster District, other jurisdictions providing resource support for emergency operations, and jurisdictions that may be affected by the emergency situation informed about the current status of operations. See Appendix 3 for the report format.

D. Agreements & Contracts

Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other neighboring jurisdictions, other agencies, and industry in accordance with existing mutual aid agreements and contracts.

E. EOC Security

1. Access to the EOC will be limited during activation. All staff members will sign in upon entry and wear their EOC staff badge or Ellis County Badge.

2. Individuals who are not members of the EOC staff will be identified and their reason for entering the EOC determined. EOC administrative staff will issue a visitor badge to those visitors with a valid need to enter the EOC, which will be surrendered upon departure.

F. Media

Media relations will be conducted pursuant to the NIMS. See Annex I, Public Information.

X. ANNEX DEVELOPMENT & MAINTENANCE

A. Development

1. The EMC is responsible for the development and maintenance of this annex.
2. The EMC is responsible for the development and maintenance of EOC Standard Operating Procedures.

B. Maintenance.

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

XI. REFERENCES

A. TDEM, *Local Emergency Management Planning Guide (DEM-10)*

B. FEMA, *Comprehensive Preparedness Guide (CPG-101)*

APPENDICES

Appendix 1..... Emergency Operations Center

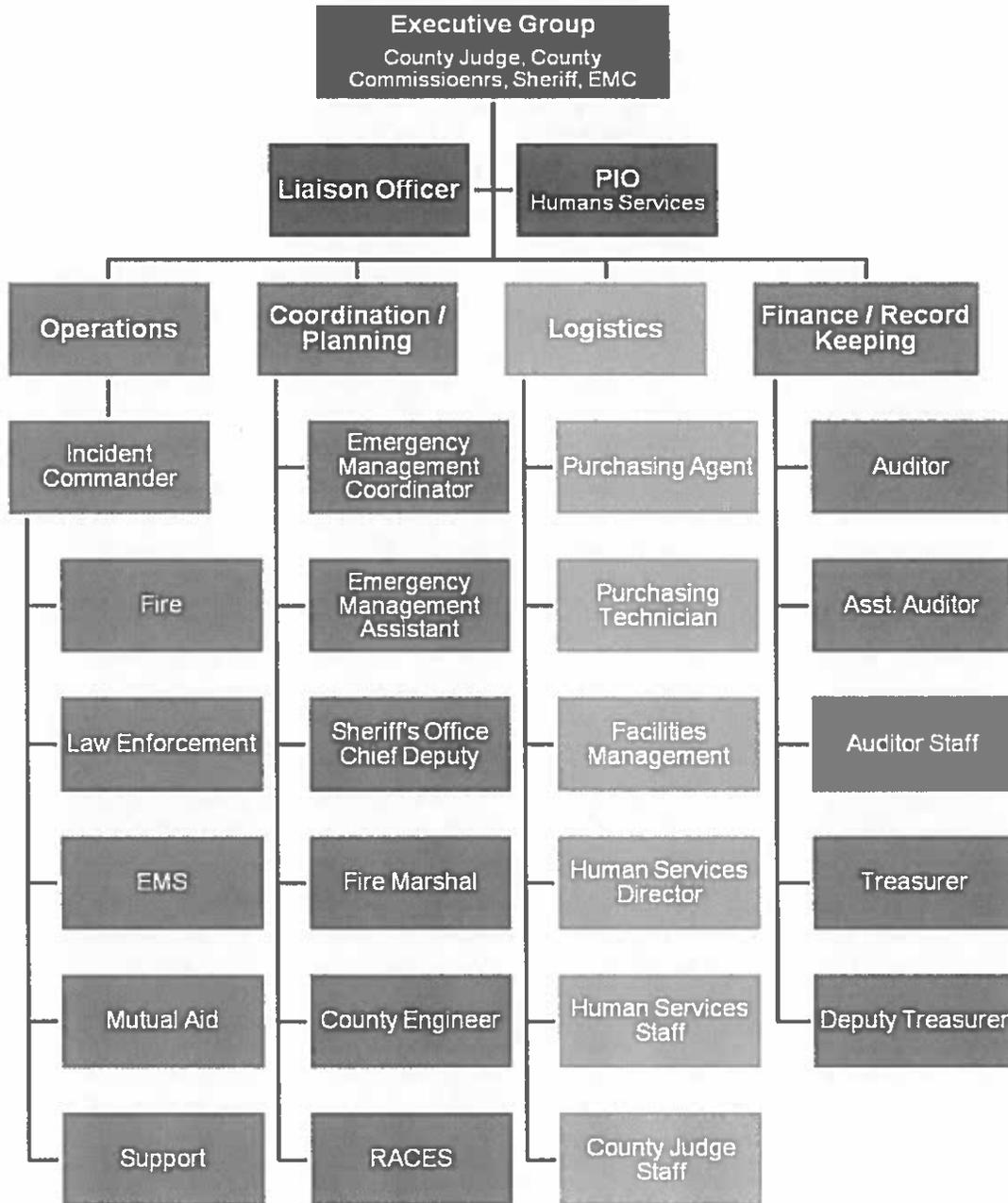
| | |
|-------|-----------------------------|
| Tab A | EOC Organization |
| Tab B | EOC Staff Roster |
| Tab C | EOC Activation/Deactivation |
| Tab D | EOC Operations |
| Tab E | EOC Log |
| Tab F | EOC Message Log |
| Tab G | EOC Message Form |
| Tab H | EOC Info/Action Record |

Appendix 2..... Initial Emergency Report

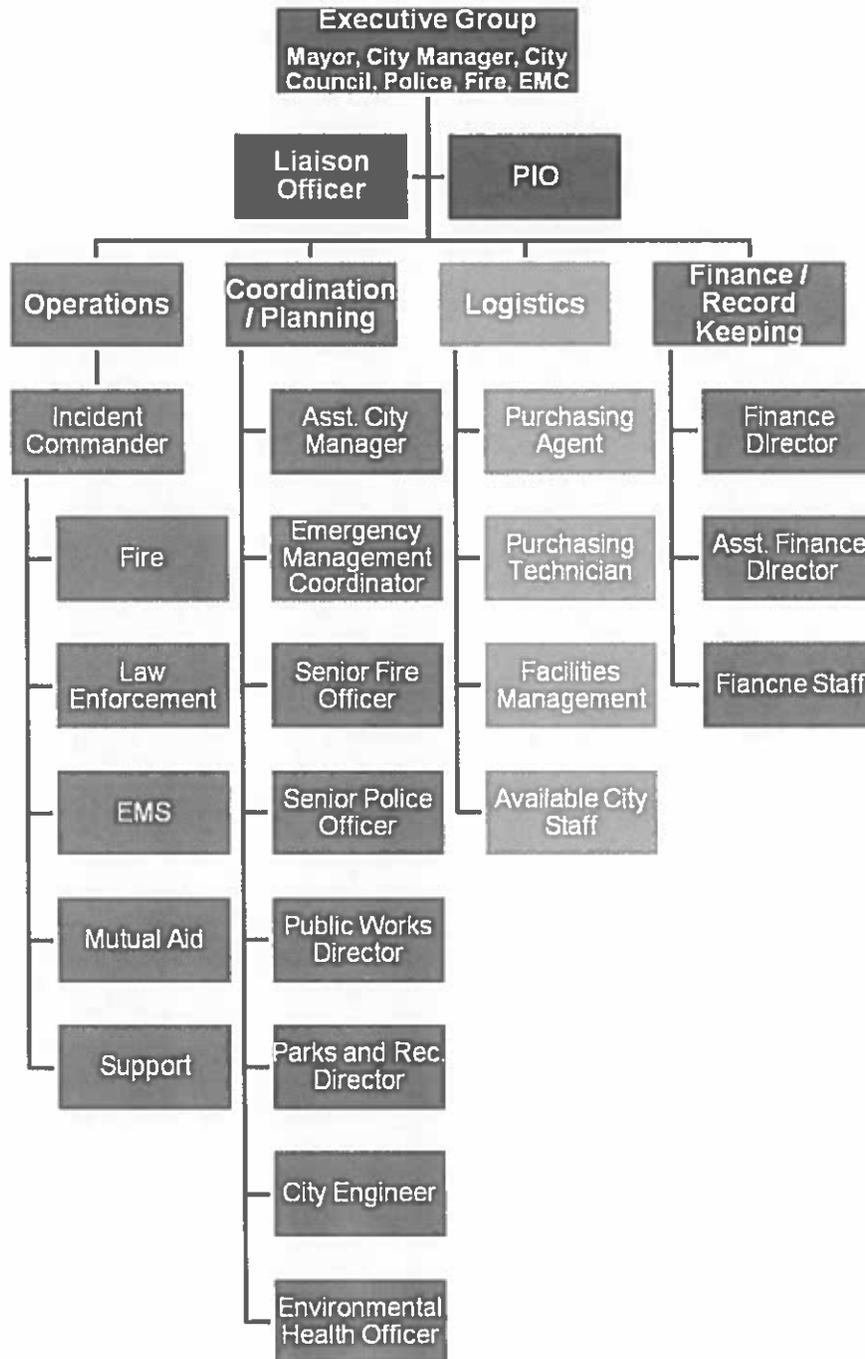
Appendix 3..... Situation Report

EMERGENCY OPERATIONS CENTER ORGANIZATION CHART

County Emergency Management Organizational Chart



City Emergency Management Organizational Chart



NOTE: Not all positions may be filled depending on differences in city staffing. Some personnel may fulfill more than one position on chart.

EOC ACTIVATION/DEACTIVATION

1. General

- a. The Ellis County Judge/Signatory City Mayor/City Manager/EMC may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
- b. The EMC may activate the EOC and will normally determine the level of EOC staffing required based upon the situation.
- c. The EMC is responsible for maintaining the EOC Staffing Roster and ensuring that appropriate EOC staff members are notified to report to the EOC in the event the facility is activated.

2. Activation Checklist

| ✓ | Action |
|--------------------------|--|
| <input type="checkbox"/> | Determine level of EOC staffing required. |
| <input type="checkbox"/> | Make notifications to the appropriate EOC staff and liaison personnel |
| <input type="checkbox"/> | Advise the [County/City] switchboard and Dispatch Center that EOC is being activated. |
| <input type="checkbox"/> | Move EOC status boards from storage closet and mount. |
| <input type="checkbox"/> | Check and clean all EOC map boards |
| <input type="checkbox"/> | Test EOC telephones |
| <input type="checkbox"/> | Turn on and test EOC fax in communications room. |
| <input type="checkbox"/> | Activate and test radios in communications room. (Qualified communications operator only) |
| <input type="checkbox"/> | Activate EOC computer and printer; test e-mail function and Internet access. |
| <input type="checkbox"/> | Check operation of EOC copier and ensure copier paper is available. |
| <input type="checkbox"/> | Turn on the two EOC TV monitors. |
| <input type="checkbox"/> | Check operation of EOC VCR and ensure blank tapes are available. |
| <input type="checkbox"/> | Check status of supplies and forms in the EOC work area and replenish from storage closet. |
| <input type="checkbox"/> | Test emergency generator and determine fuel status. Make arrangements for fuel delivery if required. |
| <input type="checkbox"/> | Secure EOC entrance and set out EOC sign-in roster. |
| <input type="checkbox"/> | Ensure Conference Room is cleared out for work use. |
| <input type="checkbox"/> | Determine requirements for food service. |
| <input type="checkbox"/> | |

3. Deactivation Checklist

| ✓ | Action |
|--------------------------|--|
| <input type="checkbox"/> | The EMC shall collect the EOC Log, EOC Message Log, the master file of incoming and outgoing messages, the EOC Sign-in Roster, and other specified materials and retain those for reference. |
| <input type="checkbox"/> | Advise County/City switchboard and Dispatch Center that EOC is being deactivated. |
| <input type="checkbox"/> | Remove EOC status boards from walls, clean, and return to storage closet. |
| <input type="checkbox"/> | Clean all EOC map boards. |
| <input type="checkbox"/> | Turn off EOC fax in communications room. |
| <input type="checkbox"/> | Deactivate radios in communications room. |
| <input type="checkbox"/> | Deactivate EOC computer and printer. |
| <input type="checkbox"/> | Turn off EOC copier and replenish copier paper. |
| <input type="checkbox"/> | Turn off the two EOC TV monitors. |
| <input type="checkbox"/> | Ensure EOC VCR is turned off. |
| <input type="checkbox"/> | Replenish working supplies and forms from storage closet. |
| <input type="checkbox"/> | Determine generator fuel status and arrange for refueling if necessary. |
| <input type="checkbox"/> | If Conference Room was used as a work area, ensure it is cleaned up. |
| <input type="checkbox"/> | Arrange for cleaning of EOC and removal of trash, if necessary, |
| <input type="checkbox"/> | |

EOC OPERATIONS

1. EOC Staff Responsibilities

A. The EOC Supervisor & Assistant

- 1) Monitor emergency operations and directs EOC operations.
- 2) Screen incoming messages, determines disposition and distribution.
- 3) Assign responsibility for responding to requests for resources or information or formulating options for solving problems to Staff Officers.
- 4) Review proposed options for solving problems and select and implement an appropriate course of action.
- 5) Approve outgoing messages and reports for release.
- 6) Make requests for external assistance or approve requests made by other members of the EOC staff.
- 7) Conduct periodic update briefings for the EOC staff and elected officials.

B. Administrative Staff

- 1) Logger
 - a) Numbers incoming & outgoing messages.
 - b) Records all messages in the EOC Message Log (Tab H to Appendix 1).
- 2) Distribution Clerk
 - a) Picks up incoming messages from Communications and delivers to EOC Supervisor.
 - b) Delivers outgoing message traffic to Communications.
 - c) Reproduces and distributes messages and other materials within the EOC.
 - d) Maintains a file of original incoming and outgoing messages.
- 3) Poster/Plotter(s)
 - a) Posts incident information on EOC display boards, other than those maintained by Action Officers.
 - b) Plots incident information on EOC maps.
 - c) Assists the Distribution Clerk.
- 4) Writer
 - a) At the direction of the EOC Supervisor, records key events in the EOC Operation Center Log (Tab F to Appendix 1).
 - b) Prepares EOC reports.
 - c) Prepares outgoing messages that require typing.
 - d) Assists the Distribution Clerk and the Logger.

C. Staff Officers

Staff Officers include representatives of departments and agencies that compose the Operations Group and the Support Group, as well as liaison personnel from volunteer groups.

- 1) Have knowledge of their organizational resources and expertise in their use.
- 2) Forward and respond to requests for emergency resources or information from their department, agency, or group, coordinating as necessary with their parent organization.
- 3) Receive emergency information and enter it into the EOC information system.

- 4) Work with other Staff Officers to resolve problems that require multi-agency action.
- 5) Maintain pertinent display boards and maps.

D. Public Information Staff

- 1) Develops and disseminates appropriate emergency public information through news releases, briefings, and, where appropriate, emergency information systems.
- 2) Handles media inquiries.

E. Communications Staff

- 1) Receives incoming EOC message and transmits outgoing EOC message.
- 2) Maintain the required communications log.

F. RACES

- 1) Receives incoming EOC message and transmits outgoing EOC message. Forward all incoming messages to the EMO. Initial outgoing messages at the bottom following transmitting the message and forward message to the EOC Activity Log Manager (TAB K to Appendix 1).
- 2) Maintain the required communications log.

2. Information Flow

A. Incoming Messages

- 1) Record Traffic. Incoming messages and faxes will be delivered to Logger for assignment of a message number and then to the EOC Supervisor or Deputy for review. Incoming messages will be numbered sequentially with an R prefix; outgoing messages will be numbered sequentially with an S prefix.
- 2) Verbal Messages. Incoming verbal messages may be received by anyone on the EOC staff. The substance of calls which request resources or information, provide information relating to the emergency situation, or are otherwise pertinent to EOC operations will be recorded by the individual receiving the verbal message on an Emergency Action Record (Tab J to Appendix 1), which will be delivered to the Logger for assignment of a message number and then to the EOC Supervisor or Deputy for review.

B. Screening Messages.

- 1) The EOC Supervisor or Deputy shall screen incoming traffic and determine how it is to be handled. Messages typically fall into two categories: (a) those that provide information about an emergency and (b) those that request resource support or information or identify problems and, thus require action.
- 2) For messages that provide
 - a) **Information only:** the EOC Supervisor or Deputy will indicate whether the information should be posted on display boards or plotted on map boards by checking the appropriate block on EOC forms or hand stamping a Disposition box on other types of messages. The EOC Supervisor or Deputy shall also

indicate the distribution of each message in the approximate block. The EOC Supervisor or Deputy may also highlight information in messages that is to be included in the periodic Situation Report. All messages that are received will be logged, but messages that are not pertinent to the emergency situation will not be distributed.

- b) **Action / Resource Request—Action / Resource Request:** messages will have a message number assigned by the EMC who will initial the bottom of the message and pass to the appropriate department or agency for tasking. Once action is taken upon the message, the recipient will initial the bottom of the message and forward to the EOC Log Manager for posting on the Activity Log and/or any appropriate status log. Once complete, the Log Manager will initial at the bottom and retain the message for documentation purposes.
- 3) The Distribution Clerk will retain originals of all messages.

C. Outgoing Messages

- 1) Any member of the staff may draft outgoing messages. Messages will be forwarded to the EOC Supervisor or Deputy for review using the EOC Message Form (Tab I to Appendix 1). If necessary, the Writer will type the final copy of an outgoing message and provide it to the EOC Supervisor for approval. The EOC Supervisor or Deputy will provide the approved message to the Distribution Clerk for dispatch.
- 2) Outgoing calls by any staff member, which deal with matters of interest to other members of the EOC staff, should be summarized on an Emergency Action Record (Tab J to Appendix 1) and provided to the EOC Supervisor or Deputy, who will determine further distribution requirements. Once complete, the Log Manager will initial at the bottom and retain the message for documentation purposes

D. Exchange of Information

- 1) All Staff Officers are expected to keep the EOC Supervisor or Deputy advised, either verbally or by a note, of important information relating to emergency operations they receive and significant response or recovery issues they identify.
- 2) Staff Officers who receive information that may affect the conduct of other emergency functions are expected to provide that information to Staff Officers responsible for those functions in a timely manner.

3. Task Response & Problem Solving

- A. The EOC Supervisor or Deputy will assign responsibility to specific Staff Officers for responding to requests for resources or information or for formulating solutions to emergency response and recovery problems. Tasks will normally be assigned using the Emergency Info/Action Record form; pertinent messages or information may be attached to the form.

B. Task Response

- 1) Staff Officers assigned tasks to provide resources or information are expected to complete the required action and close out the tasking by completing the Action

Taken block at the bottom of the Emergency Info/Action Records and returning the form to the EOC Supervisor or Deputy.

- 2) Staff Officers are expected to complete the specific task assigned as well as any other tasks implied in the original tasking. (For example, if the Shelter & Mass Care Staff Officer is given the task of obtaining 400 cots for a shelter, the task includes the explicit task of locating the cots and the implicit task of getting them transported from wherever they are to the shelter. To complete the implicit task, the Shelter and Mass Care Staff Officer may have to coordinate with the Transportation Staff Officer to arrange transportation if the supplier of the cots cannot do so.)
- 3) If requests for resources or information cannot be satisfied locally, the Staff Officer should advise the EOC Supervisor or Deputy forthwith and identify possible external sources for the resources or information.
- 4) When responding to requests for resources, it is always advisable for Staff Officers to coordinate with the requestor to confirm specific requirements and coordinate the delivery time and location. Requestors should always be advised of the disposition of their requests.
- 5) For tasks that will take some time to complete, Staff Officers should provide interim progress reports to the EOC Supervisor or Deputy.

C. Problem Solving

- 1) The EOC Supervisor or Deputy may refer specific response or recovery problems or issues to a Staff Officer or a group of Staff Officers for consideration. The EOC Supervisor or Deputy will normally indicate whether he wants either a preferred solution or a range of options to consider.
- 2) In developing a preferred solution or range of options to solve a problem, Staff Officers assigned primary responsibility for the task should coordinate with other Staff Officers who have pertinent expertise and, where appropriate, with external agencies, organizations and groups for assistance. When a range of options is required, it is desirable that those options be prioritized.

4. Status Boards & Maps

A. The following EOC status boards will be maintained by staff members as indicated:

- 1) Current Situation board: Poster/Plotter
- 2) Evacuation Status board: Law Enforcement
- 3) Shelter & Mass Care Status board: Shelter & Mass Care
- 4) Resource Commitments board: Resource Manager
- 5) Points of Contact board: Deputy EOC Supervisor
- 6) Route Status board: Law Enforcement
- 7) Damage Summary board: EMC or Asst. EMC

B. The following EOC maps will be maintained by the staff members as indicated:

- 1) Current Situation map: Poster/Plotter
- 2) Traffic Control map: Law Enforcement
- 3) Hazmat Facilities/Risk Areas map: Fire Service
- 4) Special Facilities map: Fire Service
- 5) Hurricane/Flood Risk map: EMC or Asst. EMC

5. Reports

- A. When the EOC is activated for a major emergency or disaster for which external assistance may be required, the EOC Supervisor or Deputy will instruct the Writer to prepare an Initial Emergency Report. See Appendix 2 for the format of and addresses for this report.
- B. The Writer will prepare the periodic Situation Report, with guidance on report content provided by the EOC Supervisor or Deputy. See Appendix 3 for the format of and addressees for this report. The report should be issued at least daily; more frequent reports may appropriate, particularly when circumstances change dramatically. The target time for release of daily reports is 11:00 AM.
- C. EOC Activity Log
 - 1) The EOC shall maintain accurate logs recording key response activities
 - 2) Activation and deactivation of the EOC.
 - 3) Notifications to other local governments, state, and federal agencies.
 - 4) Significant changes in the emergency situation.
 - 5) Commitments of resources or requests for additional resources.
 - 6) Issuance of protective action recommendations to the public
 - 7) Evacuations
 - 8) Casualties
 - 9) Containment or termination of the incident
 - 10) The EOC Log Manager will enter all messages concerning information about the emergency response into the EOC Operation Center Log This information can come from any department, RACES message or any information gleaned from any credible source. The EOC Operation Center Log is maintained on the EOC Computer and will be updated as messages or information is made available
 - 11) The EOC Operation Center Log will be printed out and all message forms attached. They will be turned in to an EMC when the EOC is deactivated.
- D. RACES Log
 - 1) The RACES Log (TAB K to Appendix 1) will be used to record pertinent information when RACES is activated. The RACES Radio Officer will maintain a radio log to include time received, caller's name or radio call, a summary of the information requested and provided, and the name of the group representative.
 - 2) The log with any message forms used will be turned in to the EMC when RACES is deactivated.

6. Briefings

- A. Situation Update Briefings. The EOC Supervisor or Deputy shall conduct periodic informal situation update briefings for the EOC staff, recapping the current situation and highlighting ongoing actions and issues to be resolved. Briefings shall be kept short so they will not disrupt ongoing EOC operations.
- B. Shift Change Briefing. Outgoing EOC team members shall conduct an individual face-to-face turnover briefing to update their replacement on recent and ongoing emergency

operations. Such briefings shall always include a detailed review of any tasks in progress or awaiting action that arriving personnel must monitor or complete.

- C. Media Briefings. The Public Information staff shall schedule and conduct briefings for the media as needed. To preclude disruption of EOC operations, media briefings will not be conducted in the primary EOC work area.

7. EOC Security

- A. Access to the EOC will be limited during activation. All staff members will sign in upon entry and wear their County issued ID badge and will be required to sign in on the Sign in Log (TAB G to Appendix 1).
- B. Individuals who are not members of the EOC staff will be identified and their reason for entering the EOC determined. EOC administrative staff will issue a visitor badge to those visitors with a valid need to enter the EOC, which will be surrendered upon departure. (TAB L to Appendix L).
- C. Security may be requested from the law enforcement agency for the county or signatory city when required.
- D. Departments and agencies must designate persons authorized to staff their EOC positions. Only designated people will be allowed in the EOC during emergency operations except for others personally authorized by the department director. The number from each department should be limited to necessary personnel for each shift. Departments are encouraged to bring their designated personnel to the EOC for familiarization training. Shift schedules will be prepared as necessary

| EOC MESSAGE FORM | | | |
|--------------------------------|-----------------------------------|------------------------------|---------------------------------|
| From | | | |
| To | | | |
| | | | |
| | | | |
| Subject | | | |
| Message Text | | | |
| | | | |
| Send By | | | |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Teletype | <input type="checkbox"/> Fax | <input type="checkbox"/> E-mail |
| Date: | Time: | Message #: | |
| DISTRIBUTION: | | | |

EOC INFO/ACTION RECORD

| |
|--|
| |
|--|

| | | |
|--------------|--------------|------------------|
| Date: | Time: | Message # |
|--------------|--------------|------------------|

| | |
|-------------------------------------|--|
| Received By | |
| Message From | |
| Contact Number/ Location | |

Message, Issue, Problem or Information:

| | | |
|--|---|---|
| <input type="checkbox"/> Info Only | <input type="checkbox"/> Post on Display Board | <input type="checkbox"/> Plot on Map |
| <input type="checkbox"/> Action Required. Action Assigned To: | | |

Action Taken

DISTRIBUTION:

INITIAL EMERGENCY REPORT

1. PURPOSE

The purpose of this report is to advise the State (through the local Disaster District), nearby jurisdictions that may be affected, and jurisdictions that may provide resources under a mutual aid agreement of an incident that has the potential to become a major emergency or disaster. An Initial Incident Report should be dispatched as soon as it becomes apparent that an incident has the potential to become a serious emergency situation. The report should be sent in written form (such as TLETS teletype or facsimile) if possible. If this is infeasible, a verbal report should be made by telephone or radio.

2. FORMAT

DATE/ TIME:

FROM

TO:

County/City

DPS _____, DDC Chairperson

Adjacent affected jurisdictions, jurisdictions from which resources may be requested pursuant to interlocal agreements.

SUBJECT:

INITIAL EMERGENCY REPORT

- a. TYPE OF INCIDENT:
- b. DATE & TIME OF OCCURRENCE:
- c. DESCRIPTION: (a short description of what happened or is occurring)
- d. AREA AFFECTED:
- e. RESPONSE ACTIONS UNDERWAY
- f. ASSISTANCE REQUIRED, IF ANY:
- g. POINT OF CONTACT INFORMATION:

3. **SAMPLE MESSAGE** This is a sample message. Do not include in your annex unless used for preformatted messages.

DATE/ TIME: 11-25-00/1820
FROM Ellis County EOC
TO: DPS Garland, DDC Chairperson

SUBJECT: INITIAL EMERGENCY REPORT

- a. **TYPE OF INCIDENT:** Explosion/Fire/Hazmat Spill
- b. **DATE/TIME OF OCCURRENCE:** 11-25-00/1915
- c. **DESCRIPTION:** Peyton Agro-Chem facility on S. Meridian St. exploded. Explosion & resulting fire has destroyed one city block; two more threatened. Possible hazmat plume from stored chemicals.
- d. **AREA AFFECTED:** 9 blocks, mostly residential, in Southern Disasterville
- e. **RESPONSE ACTIONS UNDERWAY:** Local fire & police at scene, mutual aid from 2 rural VFDs summoned, Tsunami City Hazmat Team enroute. TCEQ representative enroute.
- f. **ASSISTANCE REQUIRED, IF ANY:** May need SAR Team and additional Hazmat response resources. Will advise.
- g. **POINT OF CONTACT INFORMATION:** Joe Jones, EMC, 555-1222.

SITUATION REPORT

1. PURPOSE

The purpose of this report is to advise the State (through the local Disaster District), nearby jurisdictions that may be affected, and jurisdictions that are providing resources under a mutual aid agreement of the status on an ongoing major emergency situation. It may also be useful to provide this report to local officials who are not working at the EOC to keep them informed of the situation. A Situation Report should be prepared and disseminated at least once a day. The report should be sent in written form (such as TLETS teletype, facsimile, or e-mail).

2. FORMAT

DATE/ TIME: 11-25-00/1820
FROM Disasterville EOC
TO: DPS Aurora, DDC Chairperson
 Hazard County SO
 Tsunami City PD

SUBJECT: **SITUATION REPORT # 1**
FOR [event description] Covering the Period
From _____ To _____

a. CURRENT SITUATION

[What is being done about the emergency situation and by whom? Are there any problems hampering the emergency response? Is the situation getting worse, remaining stable, or winding down?]

b. AREAS AFFECTED:

c. RESPONDING AGENCIES/ORGANIZATIONS:

[Include local, state, and federal responders plus volunteer groups]

d. CASUALTIES (cumulative):

1. Fatalities
2. Injured:
3. Missing:

e. ESTIMATED DAMAGES (cumulative):

1. Homes Destroyed/Damaged:
2. Businesses Destroyed/Damaged:
3. Govt Facilities Destroyed/Damaged:
4. Other:

f. EVACUATIONS (cumulative): *[Estimated number of evacuees]*

g. SHELTERS (cumulative):

1. Number of Shelters Open:
2. Estimated Occupants:

h. ROAD CLOSURES:

i. UTILITY OUTAGES:

j. COMMENTS:

3. SAMPLE REPORT [This is a sample report. Do not include in your annex unless using as preformatted report for specific situations.]

DATE/ TIME:

FROM County/City
TO: DPS _____, DDC Chairperson
 DPS _____ [DPS Regional Headquarters]
 [Adjacent affected jurisdictions]
 [Jurisdictions providing mutual aid resources]

**SUBJECT: SITUATION REPORT # 1
 FOR PEYTON AGRO-CHEM EXPLOSION
 Covering the Period From 11-25-00 To 11-26-00**

- a. **CURRENT SITUATION:** Fires in downtown buildings have been extinguished. Chemical plant continues to burn. Search & rescue team has recovered 3 bodies in collapsed buildings in downtown area; firefighters recovered another body. Spilled hazmat in temporary dikes and berms being recovered by contractor Hazwaste, Inc. Evacuees at shelter at Wharton School operated by ARC. Pesticide residue may have contaminated 2 residential blocks south of plant; assessment underway by TNRCC and EPA.
- b. **AREAS AFFECTED:** 1 business block, 8 residential blocks
- c. **RESPONDING AGENCIES/ORGANIZATIONS:**
 Local: Disasterville FD, Floodprone VFD, Monon VFD, Casson FD.
 State: TCEQ, TxDOT, Dept of Ag, TEEX Search & Rescue Team, TDEM RLO
 Federal: US EPA
 Volunteers: ARC, Salvation Army
- d. **CASUALTIES (cumulative):**
 - 1. Fatalities: 4
 - 2. Injured: 11
 - 3. Missing: 2
- e. **ESTIMATED DAMAGES (cumulative):**
 - 1. Homes Destroyed/Damaged: 8//12
 - 2. Businesses Destroyed/Damaged: 6/2
 - 3. Govt Facilities Destroyed/Damaged: 1/0
 - 4. Other:
- f. **EVACUATIONS (cumulative):** Estimated 260
- g. **SHELTERS (cumulative):**
 - 1. Number of Shelters Open: 1
 - 2. Estimated Occupants: 120
- h. **ROAD CLOSURES:**
 - 1. Monan, Meridian, Western, Key, Travis, Fox, Tiber, Alstead, and Calhoun Streets in southern portion of city
 - 2. County Road 124 between city limits and Co. Rd 150.
- i. **UTILITY OUTAGES:** Electrical and water service shut off to four blocks of downtown.
- j. **COMMENTS:**
 - 1. Fire Marshal expects fire at chem plant to burn itself out this evening. Some fire units will be released at that time.
 - 2. TCEQ believes it will take another 24 hours to fully map contaminated areas of downtown.
 - 3. Search and rescue team believes it will complete search of collapsed bldgs this evening.

ANNEX Q
**Hazardous Materials
and Oil Spill Response**

**EMERGENCY
MANAGEMENT
FOR
Ellis County, TX**



January 22, 2019

APPROVAL & IMPLEMENTATION

Annex Q

Hazardous Materials & Oil Spill Response

Written herewith is Annex Q – Hazardous Materials & Oil Spill Response and Radiological Response (Annex D) for the County of Ellis and the signatory cities of Alma, Bardwell, Ferris, Garrett, Italy, Maypearl, Midlothian, Milford, Oak Leaf, Ovilla, Palmer, and Pecan Hill. This annex supersedes any previous Hazardous Materials & Oil Spill Response (Annex Q) developed and promulgated for this purpose. It provides a framework in which the county and the signatory cities can plan and perform their respective functions during an emergency when an activation of the Emergency Operations Plan (EOP) is necessary.

This annex is in accordance with existing federal, state and local statutes and understandings of the various departments and agencies involved. It has been concurred upon by Ellis County, the signatory cities, and the Texas Governor's Division of Emergency Management (DEM). All recipients of this annex are requested to advise Ellis County Office of Emergency Management as to any changes that might result in its improvement or increase its usefulness.

This annex will be reviewed and maintained by the Ellis County Fire Marshal Office.

This annex is hereby approved for implementation and supersedes all previous editions.



Tim Birdwell, Fire Marshal
County of Ellis, TX

01/22/2019

Date

**ANNEX Q
HAZARDOUS MATERIAL & OIL SPILL RESPONSE**

I. AUTHORITY

A. Federal

1. Public Law 96-510, *Comprehensive Environmental Response Compensation and Liability Act of 1980.*
2. Public Law 99-499, *Emergency Planning and Community Right to Know Act of 1986.*
3. 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response.*
4. 40 CFR 68, *Clean Air Act.*
5. 40 CFR 261, *Resource Conservation and Recovery Act*

B. State

1. Texas Health and Safety Code, Chapter 502, *Texas Hazard Communication Act.*
2. Texas Health and Safety Code, Chapter 505, *Manufacturing Facility Community Right-to-Know Act.*
3. Texas Health & Safety Code, Chapter 506, *Public Employer Community Right-to-Know Act.*
4. Texas Health and Safety Code, Chapter 507, *Non-manufacturing Facilities Community Right-to-Know Act.*

C. Local

See Basic Plan, Section I.

II. PURPOSE

This annex establishes the policies and procedures under which Ellis County/Signatory Cities will operate in the event of a hazardous material incident or oil spill. It defines the roles, responsibilities and organizational relationships of government agencies and private entities in responding to and recovering from an oil spill or incident involving the transport, use, storage, or processing of hazardous material.

III. EXPLANATION OF TERMS

A. Acronyms

| | |
|----------|---|
| CAA | Clean Air Act |
| CERCLA | Comprehensive Environmental Response, Compensation, and Liability Act of 1980 |
| CHEMTREC | Chemical Transportation Emergency Center |
| DPS | Department of Public Safety |
| DSHS | Department of State Health Services |
| EHS | Extremely Hazardous Substances |

| | |
|----------|--|
| EMC | Emergency Management Coordinator |
| EPCRA | Emergency Planning, Community Right-to-Know Act of 1986 |
| ERG | Emergency Response Guide (U.S. Department of Transportation) |
| TDEM | Texas Division of Emergency Management |
| GLO | General Land Office |
| HC | Hazardous chemicals |
| HS | Hazardous substances |
| ICS | Incident Command System |
| ICP | Incident Command Post |
| LEPC | Local Emergency Planning Committee |
| MSDS | Material Safety Data Sheet |
| NIMS | National Incident Management System |
| NRC | National Response Center |
| NRF | National Response Framework |
| OSHA | Occupational Safety and Health Administration |
| PPE | Personal Protective Equipment |
| RCRA | Resource Conservation and Recovery Act |
| RMP | Risk Management Plan |
| RRC | Railroad Commission |
| RRT | Regional Response Team |
| SARA III | Superfund Amendments and Reauthorization Act of 1986, Title III (Also known as EPCRA) |
| SERC | State Emergency Response Commission |
| SERT | State Emergency Response Team |
| SOC | State Operation Center |
| SONS | Spill of National Significance |
| SOP | Standard operating procedures |
| TCRA | Texas Community Right to Know Act(s) |
| TCEQ | Texas Commission on Environmental Quality |
| TxDOT | Texas Department of Transportation |

B. Definitions

1. Accident site. The location of an unexpected occurrence, failure, or loss, either at a regulated facility or along a transport route, resulting in a release of listed chemicals.
2. Acute exposure. Exposures, of a short duration, to a chemical substance that will result in adverse physical symptoms.
3. Acutely toxic chemicals. Chemicals which can cause both severe short term and long term health effects after a single, brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system and severe illness. In extreme cases, death can occur when ingested, inhaled, or absorbed through the skin.
4. CHEM-TEL. Provides emergency response organizations with a 24-hour phone response for chemical emergencies. CHEM-TEL is a private company listed in the Emergency Response Guidebook.
5. CHEMTREC. The Chemical Transportation Emergency Center (CHEMTREC) is a centralized toll-free telephone service providing advice on the nature of chemicals and steps to be taken in handling the early stages of transportation emergencies where hazardous

chemicals are involved. Upon request, CHEMTREC may contact the shipper, National Response Center, and manufacturer of hazardous materials involved in the incident for additional, detailed information and appropriate follow-up action, including on-scene assistance when feasible.

6. Cold Zone. The area outside the Warm Zone (contamination reduction area) that is free from contaminants.
7. Extremely hazardous substances (EHS). Substances designated as such by the EPA pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA). EHS inventories above certain threshold quantities must be reported annually to the SERC, LEPCs, and local fire departments pursuant to Section 312 of EPCRA and Texas community right-to-know acts (TCRAs). EHS releases which exceed certain quantities must be reported to the National Response Center, the SERC, and local agencies pursuant to Section 304 of EPCRA and state regulations. The roughly 360 EHSs, and pertinent reporting quantities, are listed in 40 CFR 355.
8. Hazard. The chance that injury or harm will occur to persons, plants, animals or property.
9. Hazard analysis. Use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site at fixed facility, or on a transportation route to the surrounding area, in order to determine which portions of a community may be affected by a release of such materials.
10. Hazardous chemicals (HC). Chemicals, chemical mixtures, and other chemical products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a product indicates it is a hazardous chemical. Facilities that maintain more than 10,000 pounds of a HC at any time are required to report inventories of such chemicals annually to the SERC in accordance with TCRAs.
11. 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 in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and the environment when improperly managed. Includes EHSs, HSs, HCs, toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
12. Hazardous substance (HS). Substances designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Facilities, which have more than 10,000 pounds of any HS at any time, are required to report inventories of such substances annually to the SERC in accordance with TCRAs. HS releases above certain levels must be reported to the National Response Center, the SERC, and local agencies pursuant to the CERCLA, Section 304 of EPCRA, and state regulations. The roughly 720 HS and pertinent reporting quantities are listed in 40 CFR 302.4.
13. Hot Zone. The area surrounding a particular incident site where contamination does or may occur. All unauthorized personnel may be prohibited from entering this zone.

14. Incident Commander. The overall coordinator of the response team. Responsible for on-site strategic decision and actions throughout the response phase. Maintains close liaison with the appropriate government agencies to obtain support and provide progress reports on each phase of the emergency response. Must be trained to a minimum of operations level and certified in the Incident Command System (ICS).
15. Incident Command System. A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all emergency responses and is applicable to small, as well as, large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management.
16. Law Enforcement—Any law enforcement agency that includes the Ellis County Sheriff's Office, Police Department of the signatory cities, state law enforcement agency that office within the county or the collective of all the law enforcement agencies within the county
17. National Response Center (NRC). Interagency organization, operated by the US Coast Guard, that receives reports when reportable quantities of dangerous goods and hazardous substances are spilled. After receiving notification of an incident, the NRC will immediately notify appropriate federal response agencies, which may activate the Regional Response Team or the National Response Team.
18. National Incident Management System (NIMS). The system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; 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, the NIMS includes a core set of concepts, principles, and terminology.
19. On-scene. The total area that may be impacted by the effects of a hazardous material incident. The on-scene area is divided into mutually exclusive on-site and off-site areas.
20. Plume. A vapor cloud formation that has shape and buoyancy. The cloud may be colorless, tasteless, odorless, and may not be visible to the human eye.
21. Regulated facility. A plant site where handling/transfer, processing, and/or storage of chemicals is performed. For the purposes of this annex, regulated facilities (1) produce, use, or store EHSs in quantities which exceed threshold planning quantities or (2) hold one or more HCs in a quantity greater than 10,000 pounds at any time. Facilities that meet either criterion must annually report their inventories of such materials to the SERC, local LEPCs, and the local fire department in accordance with TCRAs.
22. Reportable quantity. The minimum quantity of hazardous material released, discharged, or spilled that must be reported to federal state and/or local authorities pursuant to statutes and regulations.

23. Response. The efforts to minimize the hazards created by an emergency by protecting the people, environment, and property and returning the scene to normal pre-emergency conditions.
24. Risk Management Plan (RMP). Pursuant to section 112r of the CAA, facilities that produce, process, distribute or store 140 toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of the RMP must be submitted electronically to the EPA; it can be accessed electronically by local governments and the public.
25. Spill of National Significance (SONS). A spill or discharge oil or hazardous material as defined by the *National Oil and Hazardous Substance Contingency Plan (NCP)* that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of Federal, State, local, and other resources to contain or clean up. Authority to declare a SONS in an inland zone is granted to the EPA Administrator. For discharges in a coastal zone the United States Coast Guard Commandant may declare a SONS. The Department of Homeland Security may classify a SONS as an incident of national significance.
26. Toxic substances. Substances believed to produce long-term adverse health effects. Facilities which manufacture or process more than 25,000 pounds of any designated toxic substance or use more than 10,000 pounds of such substance during a year are required to report amounts released into the environment annually to the SERC and the EPA. This list of toxic substances covered is contained in 40 CFR 372.
27. Vulnerable Facilities. Facilities which may be of particular concern during an hazmat incident because they:
 - a. Are institutions with populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails),
 - b. Fulfill essential population support functions (power plants, water plants, the fire/police/EMS dispatch center), or
 - c. Include large concentrations of people (shopping centers, recreation centers)
28. Warm Zone: An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a short period of time.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. Hazardous materials are commonly used, transported, and produced in the local area; hence, Hazmat incidents may occur here.

2. We have the lead in the initial response to a Hazmat incident that occurs within its jurisdiction. Our Hazmat incident response capability may be summarized as encompassing the Operations level.
3. Although radiological materials are considered hazardous materials in most classification schemes, detailed planning for incidents involving these materials are covered in Annex D, Radiological Protection, to this plan.
4. Vulnerable facilities potentially at risk from a Hazmat release are identified in Appendix 5.
5. Regulated facilities that may create a Hazmat risk in the local area are identified in Appendix 6.
6. Hazardous materials transportation routes that may pose a threat to the local area are identified in Appendix 7.
7. Evacuation routes from risk areas surrounding regulated facilities are described in Appendix 8.
8. Pursuant to the EPCRA, a local fire chief has the authority to request and receive information from regulated facilities on hazardous material inventories and locations for planning purposes and may conduct an on-site inspection of such facilities.
9. If we are unable to cope with an emergency with our own resources and those available through mutual aid, the State may provide assistance. For Signatory Cities, the Texas Disaster Act provides that when cities require additional resources, they must first request assistance from their county before making a request to the State. When requested by the State, assistance may also be provided by federal agencies.
10. The Ellis County Local Emergency Planning Committee is responsible for providing assistance to the Ellis County and Signatory Cities in hazardous materials planning.
11. Emergency worker protection standards provide that personnel may not participate in the response to a Hazmat incident unless they have been properly trained and are equipped with appropriate personal protective equipment. See Appendix 3.

B. Assumptions

1. An accidental release of Hazmat could pose a threat to the local population or environment. A hazardous materials incident may be caused by or occur during another emergency, such as flooding, a major fire, or a tornado.
2. A major transportation Hazmat incident may require the evacuation of citizens at any location within Ellis County/Signatory Cities.
3. Regulated facilities will report Hazmat inventories to local fire department(s) and the LEPC.
4. In the event of a Hazmat incident, regulated facilities and transportation companies will promptly notify us of the incident and make recommendations to local emergency responders for containing the release and protecting the public.

5. In the event of a Hazmat incident, we will determine appropriate protective action recommendations for the public, disseminate such recommendations, and implement them.
6. The length of time available to determine the scope and magnitude of a hazmat incident will impact protective action recommendations.
7. During the course of an incident, wind shifts and other changes in weather conditions may necessitate changes in protective action recommendations.
8. If an evacuation is recommended because of an emergency, typically 80 percent of the population in affected area will relocate voluntarily when advised to do so by local authorities. Some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas may also evacuate spontaneously. People who evacuate may require shelter in a mass care facility.
9. Hazardous materials entering water or sewer systems may necessitate the shutdown of those systems.
10. The Ellis County Local Emergency Planning Committee (LEPC) will assist the Signatory Cities in preparing and reviewing hazardous material response plans and procedures.

V. CONCEPT OF OPERATIONS

A. Prevention

Hazardous materials prevention is undertaken to reduce/prevent a threat to lives and property during a Hazmat incident. Our hazardous materials prevention activities include:

1. We receive and maintain data on the Hazmat inventories at local regulated facilities for use in emergency planning. Regulated facilities are identified in Appendix 6 to this annex.
2. The Fire Department/Volunteer Fire Departments performs periodic inspection of facilities that produce, use, or store hazardous materials.
3. Ellis County monitors land use to ensure local officials are made aware of plans to build or expand facilities that make, use, or store hazardous materials so the potential impact of such facilities can be assessed and minimized.

B. Preparedness

To enhance the preparedness of its emergency responders and the public, we have:

1. Identified emergency response resources for Hazmat incidents. See Annex M, Resource Management.
2. Developed standard operating procedures for Hazmat response and recovery.
3. Obtained Hazmat release modeling software program and trained personnel in its use..

C. Response

1. Incident Classification. To facilitate the proper incident response, a three level incident classification scheme will be used. The incident will be initially classified by the first responder on the scene and updated by the incident Commander as required.
 - a. Level I – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an Incident Commander (IC), and may require limited external assistance from other local response agencies or contractors.
 - b. Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an IC; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.
 - c. Level III – 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. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
2. Initial Reporting
 - a. It is anticipated that a citizen who discovers a hazardous material incident will immediately notify Ellis County/Signatory City through the 9-1-1 system and provide some information on the incident.
 - b. Any public sector employee discovering an incident involving the potential or actual release of hazardous material should immediately notify Ellis County Dispatch Center and provide as much of the information required for the Hazardous Materials Incident Report in Appendix 2 as possible.
 - c. Operators of regulated facilities and Hazmat transportation systems are required by law to report certain types of Hazmat releases. For Hazmat incidents occurring at regulated facilities, a facility representative at a regulated site is expected to immediately notify 9-1-1 and the Ellis County Dispatch Center and provide information for a Hazardous Materials Incident Report; see Appendix 2.

3. Notification

Upon receiving a Hazardous Materials Incident report, Ellis County Dispatch Center will initiate responder notifications commensurate with the incident classification (Level I, II, or III) in accordance with its Communications SOP.

4. Response Activities

- a. The first firefighter or law enforcement officer on the scene should initiate the Incident Command System (ICS), establish an Incident Command Post (ICP), and begin taking the actions listed in the General Hazmat Response Checklist in Appendix 1. If the situation requires immediate action to isolate the site and evacuate nearby residents, the first officer on the scene should advise Ellis County Dispatch Center and begin such actions.
- b. As other responders arrive, the senior firefighter will generally assume the role of IC for Hazmat emergencies and continue taking the actions listed in the General Hazmat Response Checklist.
- c. The EOC may be activated for a Level II (Emergency) response and will be activated for Level III (Disaster) response.
- d. ICP - EOC Interface
 - 1) If the EOC is activated the IC and the EOC shall agree on and implement an appropriate division of responsibilities for the actions listed in the General Hazmat Response Checklist.
 - 2) Regular communication between the ICP and the EOC regarding checklist actions is required to ensure that critical actions are not inadvertently omitted.
- e. Determining Affected Areas and Protective Actions
 - 1) The IC shall estimate areas and population affected by a Hazmat release, and may be assisted by the EOC in that process. Aids for determining the size of the area affected may include:
 - a) *The Emergency Response Guidebook*
 - b) Computerized release modeling [using CAMEO/ALOHA and other software]
 - c) Assistance by the responsible party
 - d) Assistance by expert sources such as CHEMTREC or CHEM-TEL
 - e) Assistance by state and federal agencies
 - 2) The IC shall determine required protective actions for response personnel and the public, and may be aided in determining protective actions for the public by the EOC. See Appendix 3 for emergency responder safety considerations. See Appendix 4 for public protective action information.
 - 3) The IC will typically provide warning to and implement protective actions for the public in the immediate vicinity of the incident site. The EOC will normally oversee

dissemination of warning and implementation of protective actions for the public beyond the immediate incident site and related activities such as traffic control and activation of shelters. Sample public warning and protective action messages are provided in Annex A, Warning. Additional information on public information is provided in Annex I, Emergency Public Information.

f. Release Containment

- 1) The responsibility for selecting and implementing appropriate measures to contain the release of hazardous materials is assigned to the IC, who may obtain advice from the responsible party, state and federal agencies, and appropriate technical experts.
- 2) Containment methods may include construction or use of berms, dikes, trenches, booms and other deployable barriers, stream diversion, drain installation, catch basins, patching or plugging leaking containers, reorientation of containers, freeing of valves, or repackaging.

D. Recovery

1. When the initial response to an incident has ended, further effort may be required to control access to areas, which are still contaminated, clean up and dispose of spilled materials, decontaminate and restore areas, which have been affected, and recover response costs from the responsible party. The recovery process may continue for an extended period.
2. The spiller is, by common law, responsible for all cleanup activities. Most recovery activities will be conducted by contractors, paid for by the responsible party, and overseen by state and federal authorities. Methods of cleanup may include excavating, pumping and treating, dredging, skimming, dispersion, vacuuming, and biological remediation. Dilution is prohibited as a substitute for treatment.
3. The County Judge or Signatory City Mayor will appoint a recovery coordinator to oversee recovery efforts and serve as the local government point of contact with the responsible party, cleanup contractors, and state and federal agencies. For major incidents, it may be desirable to designate a recovery team consisting of a coordinator and representatives of the various departments and local agencies who have an interest in recovery activities.
4. The recovery coordinator or team should:
 - a. Ensure access controls are in place for contaminated areas that cannot be cleaned up immediately.
 - b. Ensure documentation and cost data relating to the incident response is preserved and maintain a list of such records which indicates their locations to facilitate claims against the responsible party and/or reimbursement by the state or federal government.
 - c. Review plans for cleanup and restoration proposed by the responsible party or state or federal agencies and then monitors their implementation.
 - d. Monitor the removal and disposition of hazardous materials, contaminated soil and water, and contaminated clothing.

- e. Review proposed mitigation programs and monitor their implementation.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. General

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will be employed to respond to and recover from incidents involving hazardous materials or oil spills.
2. Effective response to a Hazmat incident or oil spill may also require response assistance from the company responsible for the spill and, in some situations, by state and federal agencies with responsibilities for Hazmat spills. Technical assistance for a Hazmat incident may be provided by the facility, by industry, or by state and federal agencies.

B. Assignment of Responsibilities

1. Community Emergency Coordinator (EMC)
 - a. The EMC shall serve as the Community Emergency Coordinator for Hazmat issues, as required by EPCRA.
 - b. The Community Emergency Coordinator will:
 - 1) Coordinate with the emergency coordinators of regulated facilities and vulnerable facilities to maintain the list of regulated facilities in Appendix 6 and the list of vulnerable facilities in Appendix 5.
 - 2) Maintain an accurate and up-to-date Hazmat emergency contact roster that provides 24-hour contact information for regulated facilities, local Hazmat transportation companies, vulnerable facilities, state and federal Hazmat response agencies, and technical assistance organizations such as CHEMTREC. Disseminate this roster to local emergency responders.
 - 3) Ensure each regulated facility and local Hazmat transportation company is notified of the telephone number to be used to report hazmat incidents to local authorities.
 - 4) Coordinate the review of regulated facility emergency plans by local officials.
2. Fire Departments and Volunteer Fire Departments will:
 - a. Carry out the general fire service responsibilities outlined in Annex F (Firefighting).
 - b. Normally provide the IC for a hazardous materials response operation.
3. The Incident Commander will:
 - a. Establish a command post.

- b. Determine and communication the incident classification.
 - c. Develop an Incident Action Plan (IAP)
 - d. Develop a Site Safety Plan.
 - e. Take immediate steps to identify the hazard and pass that information to Ellis County Dispatch Center, who should disseminate it to emergency responders.
 - f. Determine a safe route into the incident site and advise Ellis County Dispatch Center, who should relay that information to all emergency responders.
 - g. Establish the Hazmat incident functional areas (Hot Zone, Warm Zone, Cold Zone) and a staging area.
 - h. Initiate appropriate action to control and eliminate the hazard in accordance with SOP.
 - 1) If the EOC is not activated, ensure that the tasks outlined in the General Hazmat Response Checklist in Appendix 1 are accomplished.
 - 2) If the EOC is activated for a Level II or III incident, coordinate a division of responsibility between the ICP and EOC for the tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate response tasks and the EOC should handle support tasks that require extensive planning or coordination.
4. Law Enforcement will:
- a. Maintain a radio-equipped officer at the ICP until released by the IC.
 - b. Evacuate citizens when requested by the IC. Advise Ellis County Dispatch Center and the EOC regarding the status of the evacuation. Make requests for assistance to the fire department, as necessary.
 - c. Control access to the immediate incident site for safety and limit entry to authorized personnel only. The IC will determine the size and configuration of the cordon.
 - (1) Entry of emergency personnel into the incident area should be expedited. The IC will provide information on safe routes.
 - (2) Persons without a valid reason for entry into the area, and who insist on right of entry, will be referred to the ICP or ranking law enforcement officer on duty for determination of status and/or legal action.
 - d. Perform traffic control in and around the incident site and along evacuation routes.
 - e. Provide access control to evacuated areas to prevent theft.
 - f. Provide assistance in determining the number and identity of casualties.
4. The Emergency Management Office/EMC will:

- a. Coordinate with the IC and based upon the incident classification and recommendations of the IC, initiate activation of the EOC through Ellis County Dispatch.
 - b. If the EOC is activated:
 - 1) Coordinate a specific division of responsibility between the IC and EOC for the tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate response tasks and the EOC support tasks that which require extensive planning or coordination.
 - 2) Carry out required tasks
 - a) Provide support requested by the IC.
 - b) For Level II and III incidents, ensure elected officials and the Ellis County/Signatory City attorney are notified of the incident and the circumstances causing or surrounding it.
6. EMS will:
- a. Provide medical treatment for casualties.
 - b. Transport casualties requiring further treatment to medical facilities.
7. Public Works, Road & Bridge Department will:
- a. Provide heavy equipment and materials for spill containment.
 - b. When requested, provide barricades to isolate the incident site.
 - c. Cooperate with law enforcement to detour traffic around the incident site.
8. Water & Sewer Department, Utility or Utilities will:
- a. When notified of an incident, which may impact water or sewer systems, take precautionary actions to prevent damage to those systems.
 - b. If a Hazmat incident impacts water or sewer systems, check systems for damage and restore service.
 - c. When appropriate, provide inputs to the IC or EOC for protective actions for the public relating to water and sewer systems.
9. Regulated Facilities/Hazmat Transportation Companies are expected to:
- a. Provide current emergency contact numbers to local authorities.
 - b. Upon request, provide planning support for accidental release contingency planning by local emergency responders.

c. In the event of a Hazmat incident:

- 1) Make timely notification of the incident to local officials and other agencies as required by state and federal law.
- 2) Provide accident assessment information to local emergency responders.
- 3) Make recommendations to local responders for containing the release and protecting the public.
- 4) Carry out emergency response as outlined in company or facility emergency plans to minimize the consequences of a release.
- 5) Assist local responders as outlined in mutual aid agreements.
- 6) Provide follow-up status reports on an incident until it is resolved.
- 7) Clean up or arrange for the cleanup of Hazmat spills for which the company is responsible.

d. Regulated facilities are also required to:

- 1) Report Hazmat inventories to the SERC, LEPC, and local fire department as required by federal and state statutes and regulations.
- 2) Provide MSDSs for hazardous materials produced or stored on-site, as required to the LEPC and local fire department(s).
- 3) Designate a facility emergency coordinator.
- 4) Develop an on-site emergency plan that specifies notification and emergency response procedures and recovery actions. Facilities covered by the Clean Air Act (CAA) 112(r) are required to have a more extensive Risk Management Plan (RMP); a summary of which must be filed with the EPA. Local officials can access that information via the Internet.
- 5) Coordinate the on-site emergency plan with local officials to ensure that the facility emergency plan complements the local emergency plan and does not conflict with it.

10. State Government.

- a. If local resources and mutual aid resources available to respond to a Hazmat incident are inadequate or inappropriate, we will request state assistance from the Disaster District Committee (DDC) Chairperson in Garland, Texas. The DDC Chairperson is authorized to employ those state resources within the district, except that use of Texas Military Forces (TMF) requires approval of the Governor. If the state resources within the District are inadequate, the DDC Chairperson will forward our request to the State Operations Center (SOC) for action.
- b. For major incidents, the SOC will coordinate state assistance that cannot be provided by the DDC and request federal assistance, if required.

c. The TCEQ:

- 1) Serves as the lead state agency for response to most hazardous materials and inland oil spills.
 - 2) Serves in an advisory role to the federal on-scene coordinator if federal resources are provided.
 - 3) Monitors all cleanup and disposal operations and coordinates with other state agencies.
 - 4) Determines the adequacy of containment and cleanup operations.
 - 5) If the responsible party cannot be identified or is unable to clean up the spill, the TCEQ may arrange for contractor support funded by the Texas Spill Response Fund.
- d. The Department of Public Safety (DPS) provides assistance to local law enforcement in areas of traffic control, evacuation, and protection of property.
- e. The Texas Railroad Commission (RRC) is the lead state agency for response to spills of crude oil and natural gas at exploration and production facilities and from intrastate crude oil and natural gas pipelines.
- f. The Texas Department of Transportation (TxDOT) may be able to provide heavy equipment to assist in containing spills near public roads, but TxDOT personnel are not trained or equipped as Hazmat responders.
- g. The state has established the Texas Environmental Hotline, which receives reports of Hazmat releases or oil spills and disseminates that information electronically to appropriate state agencies. See Appendix 2, Hazardous Material Incident Report, for the telephone number.

11. Federal Government

- a. A spill or discharge oil or hazardous material that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of Federal, State, local, and other resources to contain or clean up, may be determined to be a Spill of National Significance (SONS).
- b. Authority to declare a SONS in an inland zone is granted to the EPA Administrator. For discharges in a coastal zone the United States Coast Guard Commandant may declare a SONS. The Department of Homeland Security may classify a SONS as an incident of national significance.

VII. DIRECTION & CONTROL

A. General

1. The direction and control function for a Hazmat incident will be performed by the IC or, for major incidents, shared by the IC and the EOC.
2. For Level II or III Hazmat incidents, the EOC may be activated and responsibility for various hazmat response tasks will be divided between the ICP and the EOC. Effective exchange of critical information between the EOC and ICP is essential for overall response efforts to succeed.
 - a. The ICP will concentrate on the immediate response at the incident site, i.e. isolating the area, implementing traffic control in the immediate area, employing resources to contain the spill, and formulating and implementing protective actions for emergency responders and the public near the incident site. The IC will direct the activities of deployed emergency response elements.
 - b. The EOC should handle incident support activities and other tasks, which cannot be easily accomplished by an ICP. Such tasks may include notifications to state and federal agencies and utilities, requests for external resources, activation of shelters, coordinating wide area traffic control, emergency public information, and similar activities. The EMC shall direct operations of the EOC.

B. Specific

1. For hazardous materials incidents, the first fire service or law enforcement officer on-scene will initiate the ICS. The senior firefighter on the scene will normally serve as the IC. All support units will report to the IC and operate under the direction provided by that position.
2. The IC may recommend evacuation in and around the incident site. [County Judge/Mayor] should issue recommendations for large-scale evacuation, should it become necessary.

VIII. READINESS LEVELS

A. Level IV - Normal Conditions.

See the prevention and preparedness activities in section V.A and V.B, Emergency Activities by Phase.

B. Level III - Increased Readiness. Increased Readiness may be appropriate if there is a greater than normal threat of a hazardous material incident. Initiation conditions may include a significant hazardous material shipment will be transiting our area. Level 3 readiness actions may include:

1. Monitoring the situation.
2. Informing first responders of the situation.

3. Ensuring the hazardous materials response team (if available) is aware of the situation and can respond if necessary.
- C. Level II - High Readiness.** High Readiness may be appropriate if there is an increased risk of a hazardous material incident. Level 2 readiness actions may include:
1. Monitoring the situation.
 2. Alerting personnel for possible emergency duty and deploying personnel and equipment to investigate incidents.
 3. Checking equipment and increasing short-term readiness if possible.
 4. Issuing public warning and providing public information if necessary.
- D. Level I - Maximum Readiness.** Maximum readiness is appropriate when there is a significant possibility of a hazardous materials release. Initiating conditions might include an incident at or near a facility manufacturing or using hazardous materials. Level 1 readiness actions may include:
1. Investigating the situation and partially or fully activating the EOC to monitor it.
 2. Placing first responders in alert status; placing off-duty personnel on standby.
 3. Advising appropriate state and federal agencies.
 4. Preparing to issue public warning if it becomes necessary.

IX. ADMINISTRATION & SUPPORT

A. Support

When a Hazmat incident exceeds the local capability to resolve we will invoke mutual aid agreements. If these personnel, equipment, and supply resources are insufficient or inappropriate, we will request state assistance for Signatory Cities through the County to the Disaster District in Garland, Texas. If at County level we will request state assistance to the Disaster District in Garland, Texas.

B. Hazardous Materials Incident Report

A form used by Ellis County Dispatch Center, the IC, and the EOC to collect and disseminate information on a Hazmat incident is provided in Appendix 2.

C. Resources

1. General emergency response resources are described in Annex M, Resource Management.
2. Specialized Hazmat response resources are also described in Annex M.

D. Documentation & Cost Recovery

The company or individual responsible for the Hazmat release is liable for the cost of clean-up, structural and environmental damage, and personal injury or death. Ellis County/Signatory City will maintain records of personnel and equipment used and supplies expended during the response and recovery phase to support any efforts to recoup costs from the responsible party. If the responsible party cannot be identified, we may be eligible for reimbursement of certain Hazmat response costs by the U.S. Environmental Protection Agency (EPA); this program requires timely submission of an application with supporting data to EPA Region IV in Dallas.

E. Post Incident Review

For Level III incidents, the IC will prepare a short report summarizing the incident, including the cause, critique of response actions, damage assessment, expenditures, and conclusions. Resources for this report may include radio logs, tapes, regulated site records, police reports, fire reports, etc. This report will be circulated to all agencies and individuals tasked in this annex.

F. Training

To comply with emergency worker protection standards, department and agency heads will determine requirements for hazardous materials training for emergency response and medical personnel with Hazmat incident response duties, develop and disseminate schedules for training, and maintain records of such training.

G. Personal Protective Equipment

To comply with emergency worker protection standards, department heads will prescribe the use of personal protective equipment for emergency response and medical personnel who require it. Appendix 3 contains further information on the equipment required to protect against various types of hazards.

H. Plan Testing and Correction

1. Departmental and interdepartmental drills, tabletop exercises, functional exercises, or full-scale exercises dealing with Hazmat incidents shall be included in the local emergency exercise schedule. Where possible, regulated facilities and Hazmat transportation companies should be invited to participate in drills and exercises.
2. This annex should be corrected and revised, if required, based on the results of exercise critiques.

I. Communications

1. The Fire Department and EMS will communicate on Ellis County Fire Channel. Law enforcement will communicate on Ellis County Sheriffs Channel 1 & 2. Public Works will communicate on Public Works Channel 1.
2. Channel will be used for inter-departmental and interagency communications.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A. Fire Marshal is responsible for developing and maintaining this annex. Recommended changes to this annex will be forwarded to Fire Marshal as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- 2. Regulated facilities report their Hazmat inventories annually to the State Emergency Response Commission (SERC), the LEPC, and local fire departments. These reports affect the data in Appendices 5, 6, and 8, which may require more frequent update than the rest of this annex.
- 3. All agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs needed to carry out the tasks assigned in the annex.

XI. REFERENCES

- A. FEMA, *Comprehensive Preparedness Guide (CPG-101)*
- B. National Response Team, *Hazardous Material Emergency Planning Guide (NRT-1)*.
- C. US Department of Transportation, *Emergency Response Guidebook*.

APPENDICES

Appendix 1..... General Hazmat Response Checklist
Appendix 2..... Hazardous Materials Incident Report
Appendix 3..... Response Personnel Safety
Appendix 4..... Protective Actions for the Public
Appendix 5..... Vulnerable Facilities
Appendix 6..... Regulated Facilities
Appendix 7..... Hazardous Materials Transportation Routes
Appendix 8..... Evacuation Routes for Regulated Facility Risk Areas

| |
|--|
| GENERAL HAZMAT RESPONSE CHECKLIST |
|--|

| <input type="checkbox"/> | Action Item | Assigned |
|--------------------------|--|----------|
| | 1 Isolate the site and deny access. | |
| | 2. Classify incident, provide basic situation information to dispatch, and identify response resources required. See Incident Classification at the end of this checklist. <ul style="list-style-type: none"> • Level I – Incident • Level II – Emergency • Level III – Disaster | |
| | 3. Dispatch should relay situation information to emergency responders, who should dispatch forces in accordance with their SOPs. If separate fire and law enforcement dispatch centers are used, the dispatch center receiving the initial report should pass it to the other dispatch center. | |
| | 4. Identify hazardous material being released. <ul style="list-style-type: none"> • Information may be obtained from facility staff, Hazmat inventory reports, placards, shipping papers or manifest, container labels, pipeline markers, and similar materials. | |
| | 5. Determine extent of danger to responders and establish requirements for personal protective equipment specialized response equipment. See Response Personnel Safety in Appendix 3. | |
| | 6. Ascertain extent of danger to general public; determine specific areas and vulnerable facilities (schools, hospitals, nursing homes, prisons, and other institutions), if any, at risk; see Appendices 5, 6, and 7. | |
| | 7. Develop initial action plan to contain and control the release of hazardous materials. | |
| | 8. Determine appropriate protective actions for the public and vulnerable facilities. See Appendix 4. If evacuation is contemplated, check evacuation route status. | |
| | 9. Initiate warning and issue protective action recommendations for the public and vulnerable facilities. <ul style="list-style-type: none"> • See Appendix 5 for protective action data. • See Annex A, Warning, for public notification messages. • See Appendix 8 for evacuation routes for vulnerable facilities. | |
| | 10. Warn vulnerable facilities, provide instructions, and determine requirements for assistance. Provide assistance requested. | |
| | 11. If evacuation is recommended, provide traffic control and be prepared to provide transportation to those who lack it. See Annex E, Evacuation. | |
| | 12. Warn other communities that may be threatened by the Hazmat release. | |
| | 13. If possibility exists of casualties that are contaminated with hazardous substances, ensure EMS units and hospitals are so advised. | |
| | 14. If evacuation is recommended, staff and open temporary shelters for evacuees. See Annex C, Shelter & Mass Care. | |

| ☐ | Action Item | Assigned |
|---|--|----------|
| | 15. If the release threatens water or sewer systems or critical facilities such as power plants or airports, advise the companies or departments concerned so that they may take preventative actions. See Annex L, Utilities. <ul style="list-style-type: none"> • If the release impacts water or sewer systems, ensure the public is warned and provided appropriate instructions. | |
| | 16. Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations. <ul style="list-style-type: none"> • If we are responsible for the release, we must make required notifications to state and federal agencies. • If the responsible party cannot be identified/located, we should make required notifications, making it clear that the responsible party is presently unknown. | |
| | 17. If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies. | |
| | 18. If additional response resources are required request them. <ul style="list-style-type: none"> • Invoke mutual aid agreements. • Summon hazmat response contractor, if one is under contract. • Request assistance from the State through the Disaster District. | |
| | 19. Continuously document actions taken, resources committed, and expenses incurred. <ul style="list-style-type: none"> • Retain message files, logs, and incident-related documents for use in incident investigation and legal proceedings and to support claims for possible reimbursement from the responsible party or state and federal agencies. | |
| | 20. Provide updated information on the incident to the public through media releases. See Annex I, Emergency Public Information. | |
| | 21. When the release of hazardous materials is terminated, inspect potentially affected areas to determine if they are safe before ending protective actions for the public or vulnerable facilities. | |
| | 22. Advise utilities and critical facilities that were impacted by the incident when the release of hazardous materials is terminated. | |
| | 23. If some areas will require long-term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas. | |
| | 24. When it is determined to be safe to end protective actions, advise the public and functional and access needs institutions and, if an evacuation occurred, manage the return of evacuees. | |
| | 25. Conduct post-incident review of response operations. | |

Emergency Situation Classifications

Level 1 – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an incident commander, and may require limited external assistance from other local response agencies or contractors.

Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical

facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an incident commander; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.

Level III – 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. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

HAZARDOUS MATERIALS INCIDENT REPORT

INITIAL CONTACT INFORMATION

Check one: This is an ACTUAL EMERGENCY This is a DRILL/EXERCISE

1. Date/Time of Notification: _____ Report received by: _____
2. Reported by (name & phone number or radio call sign): _____
3. Company/agency and position (if applicable): _____
4. Incident address/descriptive location: _____

5. Agencies at the scene: _____

6. Known damage/casualties (do not provide names over unsecured communications): _____

CHEMICAL INFORMATION

7. Nature of emergency: (check all that apply)
 Leak Explosion Spill Fire Derailment Other
 Description: _____

 8. Name of material(s) released/placard number(s): _____
 9. Release of materials:
 _____ has ended _____ Is continuing. Estimated release rate & duration: _____
 10. Estimated amount of material which has been released: _____
 11. Estimated amount of material which may be released: _____
 12. Media into which the release occurred: _____ air _____ ground _____ water
 13. Plume characteristics:
 - a. Direction (Compass direction of plume): _____ c. Color: _____
 - b. Height of plume: _____ d. _____
- Odor: _____

14. Characteristics of material (color, smell, liquid, gaseous, solid, etc)

15. Present status of material (solid, liquid, and gas):

16. Apparently responsible party or parties:

ENVIRONMENTAL CONDITIONS

17. Current weather conditions at incident site:

Wind From: _____ Wind Speed (mph): _____ Temperature (F): _____

Humidity (%): _____ Precipitation: _____ Visibility: _____

18.

Forecast:

19. Terrain conditions:

HAZARD INFORMATION
(From ERG, MSDS, CHEMTREC, or facility)

20. Potential hazards:

21. Potential health effects:

22. Safety recommendations:

Recommended evacuation distance:

IMPACT DATA

23. Estimated areas/ populations at risk:

24. Vulnerable facilities at risk:

25. Other facilities with Hazmat in area of incident:

PROTECTIVE ACTION DECISIONS

26. Tools used for formulating protective actions

- _____ a. Recommendations by facility operator/responsible party
- _____ b. *Emergency Response Guidebook*
- _____ c. Material Safety Data Sheet
- _____ d. Recommendations by CHEMTREC
- _____ e. Results of incident modeling (CAMEO or similar software)
- _____ f. Other:

27. Protective action recommendations:

- Evacuation
 Shelter-In-Place
 Combination
 No Action
 Other

| Time | Actions Implemented |
|-------|---------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

28. Evacuation Routes Recommended:

EXTERNAL NOTIFICATIONS

29 Notification made to:

- | | |
|--|-----------------------|
| _____ National Response Center (Federal Spill Reporting) | <u>1-800-424-8802</u> |
| _____ Texas Environmental Hotline (State Spill Reporting) | <u>1-800-832-8224</u> |
| _____ CHEMTREC (Hazardous Materials Information) | <u>1-800-424-9300</u> |
| _____ TCEQ (Most Hazmat spills, except as indicated below) | <u>1-800-832-8224</u> |
| _____ RRC (Oil/gas spills - production facilities, intrastate pipelines) | <u>512-463-6788</u> |
| _____ DSHS/RCP (Radiological incidents) (24 Hours) | <u>(512) 458-7460</u> |
| _____ Disaster District [Location: Garland, Texas (4B)] | <u>(214) 861-2380</u> |
| _____ GDEM State Operations Center (SOC) Austin (24 Hrs) | <u>(512) 424-2277</u> |

30. Other Information:

| |
|----------------------------------|
| RESPONSE PERSONNEL SAFETY |
|----------------------------------|

1. General Guidelines

Response to Hazmat incidents involving skin and respiratory dangers or where the chemical involved is unknown requires responders to follow personal protection levels and procedures outlined in OSHA worker protection standards. The following establishes policies and procedures regarding the personal protection of first responders in the event of a hazardous material incident. Health and safety procedures include the following:

2. Medical surveillance

Responders to hazardous material incident will include emergency medical technicians who will be responsible for surveillance of responders working in and around the Hot Zone, for indicators of toxic exposure or acute physical symptoms.

3. Hot zone

This is the area where contamination does, or is likely, to occur. All first response personnel entering the Hot Zone must wear prescribed levels of protective equipment commensurate with the hazardous material present. Establish an entry and exit checkpoint at the perimeter of the hot zone to regulate and track the flow of personnel and equipment into and out of the zone and to verify that the procedures established to enter and exit are followed. Closely follow decontamination procedures to preclude inadvertent exposure.

4. Personal Protective Equipment (PPE)

All personnel entering the Hot Zone, for the purpose of control and containment or otherwise endangered by contamination will have appropriate protective equipment.

a. Require Level A protection when the highest level of respiratory, skin, eye, and mucous membrane protection is essential. Level A protective equipment includes:

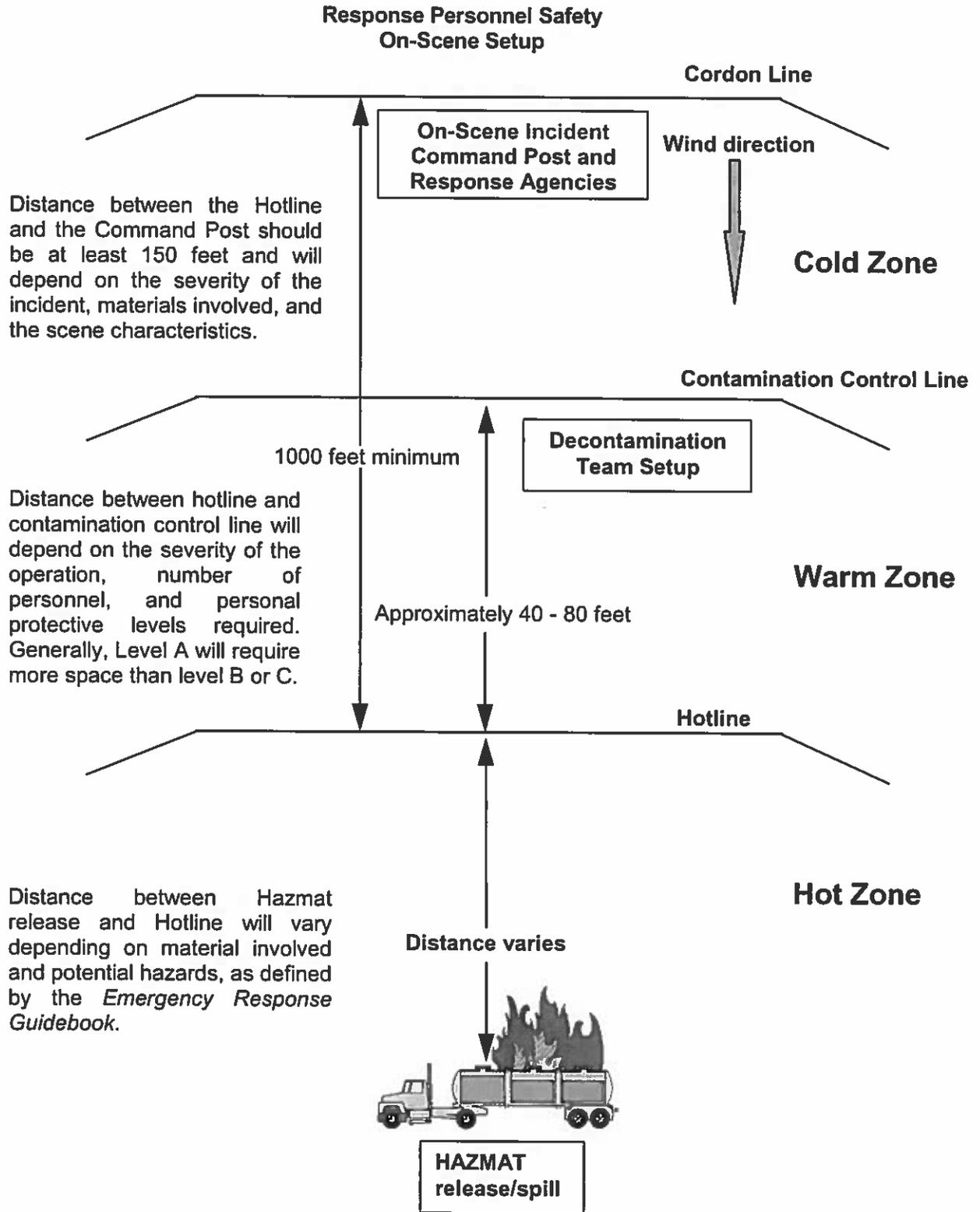
- (1) Pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand, air-line respirators.
- (2) Fully encapsulating chemical-resistant suit.
- (3) Coveralls.
- (4) Long cotton underwear (optional).
- (5) Cotton glove liners (optional)
- (6) Chemical-resistant gloves.
- (7) Chemical-resistant boots.
- (8) Hard hat, under suit (head injury hazard area).
- (9) Disposable inner gloves and boot covers.
- (10) 2-way intrinsically safe radio communications.

b. Require Level B protection when the highest level of respiratory protection is needed but a lesser level of skin and eye protection is warranted. Level B protection is the minimum level recommended on initial site entries until the hazards are identified and defined by monitoring, sampling, and/or other reliable methods of analysis. Personnel equipment must correspond to those findings. Level B protective equipment includes:

- (1) SCBA or a supplied-air respirator (MSHA/NIOSHA approved).
 - (2) Chemical resistant clothing (splash protection).
 - (3) Long cotton underwear (optional).
 - (4) Coveralls or other disposable clothing.
 - (5) Gloves (outer), chemical resistant.
 - (6) Gloves (inner), chemical resistant.
 - (7) Boot covers (outer), chemical resistant.
 - (8) Hard hat (head injury hazard area).
 - (9) 2-way radio communications.
- c. Require Level C protection when the type of airborne substance is known, concentration measured, criteria for using air-purifying respirators met, and skin and eye exposure is unlikely. Perform periodic monitoring of the air. Level C protective equipment includes:
- (1) Air-purifying respirator, full face, canister-equipped, (OSHA/NIOSH approved).
 - (2) Chemical resistant clothing (coveralls, hooded, one or two piece chemical splash suit, or chemical resistant coveralls).
 - (3) Gloves, chemical resistant.
 - (4) Boots (outer) chemical resistant, steel toe and shank.
 - (5) 2-way radio communications.

5. Safety Procedures

- a. OSHA worker protection standards require that an on-site safety monitor be assigned during any Hazmat incident response. The safety monitor must be trained to the same level of the personnel responding into the Hot Zone.
- b. Personnel entering the Hot Zone area should not proceed until a backup team is ready to respond inside the zone for rescue should any member of the team be injured while responding.
- c. Personnel entering the Hot Zone area should not proceed until the Contamination Control Line has been set up.



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| PROTECTIVE ACTIONS FOR THE PUBLIC |
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1. Factors to Consider in Selecting Protective Actions

Among the factors to be considered in determining protective actions for the public are the following:

- a. Characteristics of the hazardous material
 - (1) Degree of health hazard
 - (2) Amount of material that has been released or is expected to be released
 - (3) Time of release
 - (4) Rate of spread
- b. Weather conditions, particularly wind direction and speed for airborne hazards
- c. Population at risk
 - (1) Location
 - (2) Number
 - (3) Access and functional needs populations
 - (4) Evacuation routes
- d. Estimated warning and evacuation times
- e. Ability to predict behavior of Hazmat release (typically from release modeling software, e.g., CAMEO/ALOHA).

2. Primary Protective Strategies.

- a. The two primary protective strategies used during Hazmat incidents are shelter in place and evacuation.
 - (1) Shelter in place involves having people shelter in a building and take steps to reduce the infiltration of contaminated outside air. Shelter in place can protect people for limited periods by using the shielding provided by a building's structure to decrease the amount or concentration of Hazmat to which they are exposed. With a continuous release, the indoor concentration of Hazmat for buildings within the Hazmat plume will eventually equal the average outdoor concentration, limiting the effectiveness of this strategy in long-term releases.
 - (2) Evacuation protects people by relocating them from an area of known danger or potential risk to a safer area or a place where the risk to health and safety is considered acceptable. While evacuation can be very effective in protecting the public, large-scale evacuation can be difficult to manage, time consuming, and resource intensive.

- (3) Shelter in place and evacuation are not mutually exclusive protective strategies. Each strategy may be appropriate for different geographic areas at risk in the same incident. For example, residents within a mile downwind of an incident site may be advised to shelter in place because there is insufficient time to evacuate them, while residents of areas further downwind may be advised to evacuate.

b. **Determining Protective Actions.** The information that follows is intended to aid in weighing suitable protective actions for the public and vulnerable facilities.

(1) Shelter in place may be appropriate when:

- Public education on shelter in place techniques has been conducted.
- Sufficient buildings are available in the potential impact area to shelter the population at risk.
- In the initial stages of an incident, when the area of impact is uncertain.
- A Hazmat release is impacting or will shortly impact the area of concern.
- A Hazmat release is short term (instantaneous or puff release) and wind is moving vapor cloud rapidly downwind
- Evacuation routes are unusable due to weather or damage or because they pass through a likely Hazmat impact area.
- Specialized equipment and personnel needed to evacuate institutions such as schools, nursing homes, and jails is not available.

(2) Evacuation may be appropriate when:

- A Hazmat release threatens the area of concern, but has not yet reached it.
- A Hazmat release is uncontrolled or likely to be long term.
- There is adequate time to warn and instruct the public and to carry out an evacuation.
- Suitable evacuation routes are available and open to traffic.
- Adequate transportation is available or can be provided within the time available.
- Specialized equipment and personnel needed to evacuate institutions are available.
- The Hazmat released is or will be deposited on the ground or structures and remain a persistent hazard.
- The likely impact area includes a large outdoor population and there are insufficient structures for sheltering that population.

3. Other Protection Strategies

a. **Protection of Water Systems.** A Hazmat incident may contaminate ground water supplies and water treatment and distribution systems. Threats to the drinking water supply must be identified quickly and water system operators must be notified in a timely manner in order to implement protective actions. If water supplies are affected, the public must be warned and advised of appropriate protective actions; alternative sources of water will have to be provided.

- b. Protection of Sewer Systems. A hazardous chemical entering the sanitary sewer system can cause damage to a sewage treatment plant. If sewer systems are threatened, facility operators must be notified in a timely manner in order to implement protective actions. If systems are damaged, the public must be warned and advised what to do. It will likely be necessary to provide portable toilets in affected areas.
- c. Relocation. Some hazardous material incidents may contaminate the soil or water of an area and pose a chronic threat to people living there. People may need to move out of the area for a substantial period of time until the area is decontaminated or until natural weathering or decay reduces the hazard.

4. Disseminating Warning and Protective Action Recommendations.

- a. The normal means of warning the public of emergencies as described in Annex A of this plan will be used to warn the public of hazmat incidents.
- b. Sample public notification messages for shelter in place and evacuation are provided in Annex A, Warning, with further information in Annex I, Emergency Public Information.

VULNERABLE FACILITIES
(Functional and access needs institutions)

For current emergency contact numbers, see the [Emergency Contact Roster].

Vulnerable Facilities – Appendix 5
This list is maintained in the Office of Emergency Management

REGULATED FACILITIES

For emergency contact numbers for these facilities, see the Emergency Contact Roster.

Regulated Facilities – Appendix 6
This list and maps are maintained in the Office of Emergency Management

EVACUATION ROUTES FOR REGULATED FACILITY RISK AREAS

Evacuation Routes for the Regulated Facility Risk Area – Appendix 8
The map is maintained in the Office of Emergency Management.

ANNEX M
EMERGENCY
MANAGEMENT
Resource Management
FOR
Ellis County



January 11, 2019

APPROVAL & IMPLEMENTATION

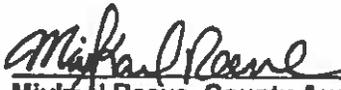
Annex M

Resource Management

Written herewith is Annex A— Resource Management for the county of Ellis and the signatory cities of Alma, Bardwell, Ferris, Garrett, Italy, Maypearl, Midlothian, Milford, Oak Leaf, Ovilla, Palmer, Pecan Hill. This annex supersedes any previous Resource Management annex developed and promulgated for this purpose. It provides a framework in which the county and the signatory cities can plan and perform their respective functions during an emergency when an activation of the Emergency Operations Plan (EOP) is necessary.

This annex is in accordance with existing federal, state and local statutes and understandings of the various departments and agencies involved. It has been concurred upon by Ellis County, the signatory cities, and the Texas Governor's Division of Emergency Management (DEM). All recipients of this annex are requested to advise Ellis County Office of Emergency Management as to any changes that might result in its improvement or increase its usefulness.

This annex will be reviewed and maintained by the Ellis County Office of Emergency Management.



Michael Reeve, County Auditor
Ellis County

1/22/19

Date

ANNEX M

RESOURCE MANAGEMENT

I. AUTHORITY

See Basic Plan, Section I.

II. PURPOSE

The purpose of this annex is to provide guidance and outline procedures for efficiently obtaining, managing, allocating, and monitoring the use of resources during emergency situations or when such situations appear imminent. Furthermore, this annex establishes procedures for the emergency hiring of personnel for deployment during an emergency or disaster.

III. EXPLANATION OF TERMS

A. Acronyms

| | |
|------|--|
| DDC | Disaster District Committee |
| EMC | Emergency Management Coordinator |
| EMD | Emergency Management Director |
| EOC | Emergency Operations or Operating Center |
| IC | Incident Commander |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| NIMS | National Incident Management System |
| NRF | National Response Framework |
| RMO | Resource Management Officer |
| SOPs | Standard Operating Procedures |
| TDEM | Texas Division of Emergency Management |

B. Definitions

Fire Service. Any fire department that services a signatory city or the collective of all fire departments within the county.

Law Enforcement. Any law enforcement agency that includes the Ellis County Sheriff's Office, Police Department of the signatory cities, state law enforcement agency that office within the county or the collective of all the law enforcement agencies within the county

Multiagency Coordination Systems. Used in the support of incident management, this system combines facilities, equipment, personnel, procedures, and communications into a common framework. A multiagency coordination system can be used to develop consensus on priorities, resource allocation, and response strategies. Representatives from within the local

government as well as external agencies and nongovernmental entities may work together to coordinate a jurisdiction's response.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. As noted in the general situation statement in section IV.A of our Basic Plan, Ellis County and the Signatory Cities are at risk from a number of hazards that could threaten public health and safety and private and public property and require the commitment of local resources to contain, control, or resolve.
2. Resource management planning during pre-disaster hazard mitigation activities is designed to lessen the effects of known hazards. During pre-disaster preparedness activities it is designed to enhance the local capability to respond to a disaster. Throughout an actual response to a disaster or during the post-disaster recovery process, resource management is essential to ensure smooth operations. Hence, we must have a resource management capability that is based on sound business practices that can function efficiently during emergency situations, and comply with the framework set forth by the National Incident Management System (NIMS) as well as including certain reporting and coordinating requirements contained in the National Response Framework (NRF).
3. Effective resource management is required in all types of emergency situations – from incidents handled by one or two emergency services working under the direction of an IC, to emergencies that require a response by multiple services and external assistance, to catastrophic incidents that require extensive resource assistance from the state and/or federal government for recovery.
4. For some emergency situations, available local emergency resources will be insufficient for the tasks that may have to be performed. Therefore, other local resources may have to be diverted from their day-to-day usage to emergency response. Additionally, we may have to request resources from other jurisdictions or the state and it may be necessary to rent or lease additional equipment and purchase supplies in an expedient manner.
5. In responding to major emergencies and disasters, the County Judge/Signatory City Mayor may issue a disaster declaration pursuant to Chapter 418 of the Government Code and the Executive Order of the Governor Relating to Emergency Management and invoke certain emergency powers to protect public health and safety and preserve property.
 - a. When a disaster declaration has been issued, the County Judge/Signatory City Mayor may use all available local government resources to respond to the disaster and temporarily suspend statutes and rules, including those relating to purchasing and contracting, if compliance would hinder or delay actions necessary to cope with the disaster. See Annex U, Legal, for additional information regarding the emergency powers of government. The county/city attorney should provide advice regarding the legality of any proposed suspension of statutes or rules. When normal purchasing and contracting rules are suspended, it is incumbent on the County/City Financial Officer and Purchasing Officer to formulate and advise government employees of the rules that are in effect for emergency purchasing and contracting.

- b. When a disaster declaration has been issued, the County Judge/Signatory City Mayor may commandeer public or private property, if necessary, to cope with a disaster, subject to compensation. This procedure should be used as a last resort and only after obtaining the advice of the County/City Attorney.

B. Assumptions

1. Much of the equipment and many of the supplies required for emergency operations will come from inventories on hand.
2. Additional supplies and equipment required for emergency operations will generally be available from normal sources of supply. However, some of our established vendors may not be able to provide needed materials on an emergency basis or may become victims of the emergency situation. Hence, standby sources should be identified in advance and provisions should be made for arranging alternative sources of supply on an urgent need basis.
3. Some of the equipment and supplies needed during emergency operations are not used on a day-to-day basis or stockpiled locally and may have to be obtained through emergency purchases.
4. Inter-local agreements will be invoked and resources made available when requested.
5. Some businesses and individuals that are not normal suppliers will be willing to rent, lease, or sell needed equipment and supplies during emergency situations.
6. Some businesses may provide equipment, supplies, manpower, or services at no cost during emergency situations. Developing agreements between local government and the businesses in advance can make it easier to obtain such support during emergencies.
7. Some community groups and individuals may provide equipment, supplies, manpower, and services during emergency situations.
8. Volunteer groups active in disaster will provide such emergency services as shelter management and mass feeding when requested to do so by local officials.
9. Donated goods and services can be a valuable source of resources.

V. CONCEPT OF OPERATIONS

A. Guidelines

1. Our resource management, in accordance with the NIMS, involves the application of tools, processes, and systems that allow for efficient and suitable resource allocations during an incident. Resources include personnel and facilities as well as equipment and supplies. In order to facilitate resource management, coordination activities will take place in the EOC.

2. When necessary, a Multi-agency Coordination System will be organized. Multi-agency coordination is important for the establishment of priorities, allocating critical resources, developing strategies for response, information sharing, and facilitating communication.
3. As established in the NIMS, resource management is based on four guiding principles:
 - a. The establishment of a uniform method of identifying, acquiring, allocating, and tracking resources
 - b. The classification of kinds and types of resources required to support incident management
 - c. The use of a credentialing system linked to uniform training and certification standards
 - d. The incorporation of resources from non-traditional sources, such as the private sector and nongovernmental organizations.
4. It is the responsibility of local government to protect the lives and property of its citizens and to relieve suffering and hardship. We will commit our available resources to do so. In the event of resource shortfalls during emergency situations, the senior officials managing emergency operations are responsible for establishing priorities for the use of available resources and identifying the need for additional resources.
5. As a basis for employing our resources to their greatest capacity during emergency situations, we will develop and maintain a current inventory of our dedicated emergency resources and other resources that may be needed during emergency operations. All of our resources, pursuant to the NIMS, are classified by kinds and types. **Our complete list of resources is extensive and updated frequently, making it impractical to include as part of this annex. A computerized resource database/complete resource list is maintained and kept at the Judge's/Mayor's/City Manager's/Other office. A complete list of our resources is included in the Ellis County Purchasing Department.**
6. In the event that all local resources have been committed and are insufficient, assistance will be sought from surrounding jurisdictions with which inter-local agreements have been established. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is absolutely critical in the establishment of such agreements. Assistance will also be sought from volunteer groups and individuals. Where possible, we will execute agreements in advance with those groups and individuals for use of their resources.
7. Some of the resources needed for emergency operations may be available only from businesses. Hence, we **have established** emergency purchasing and contracting procedures.
8. Certain emergency supplies and equipment, such as drinking water and portable toilets, may be needed immediately in the aftermath of an emergency. The Resource Manager shall maintain a list of local and nearby suppliers for these essential need's items. See Appendix 1 to this annex.
9. Although many non-emergency resources can be diverted to emergency use, certain personnel, equipment, and supplies may be required to continue essential community support functions, such a medical care and fire protection.

10. It is important to maintain detailed records of resources expended in support of emergency operations:

- a. As a basis for future department/agency program and budget planning.
- b. To document costs incurred that may be recoverable from the party responsible for an emergency incident, insurers, or from the state or federal government.

B. Management Operations

1. The IC is responsible for managing emergency resources at the incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. The ICS structure includes a Logistics Section, which is responsible for obtaining and maintaining personnel, facilities, equipment, and supplies committed to the emergency operation. The IC will determine the need to establish a Logistics Section. This decision is usually based on the size and anticipated duration of the incident and the complexity of support.
2. If the EOC is activated, the Incident Commander shall continue to manage emergency resources committed at the incident site. The Resource Manager in the EOC shall monitor the state of all resources, manage uncommitted resources, and coordinate with the Incident Commander to determine requirements for additional resources at the incident site. Departments and agencies involved in emergency operations that require additional resources should use the Emergency Resource Request form in Appendix 2 to communicate their requirements to the resource management staff.
3. If additional resources are required, the Resource Manager shall coordinate with the EMC/EOC Manager to:
 - a. Activate and direct deployment of additional local resources to the incident site.
 - b. Request mutual aid assistance.
 - c. Purchase, rent, or lease supplies and equipment.
 - d. Obtain donated resources from businesses, individuals, or volunteer groups.
 - e. Contract for necessary services to support emergency operations.
 - f. Commit such resources to the IC to manage.
4. If the resources above are inadequate or inappropriate for the tasks to be performed, the Resource Manager shall coordinate with the EMC to prepare a request for state resource assistance for approval by the County Judge/Signatory City Mayor to be forwarded to the DDC.
5. The Resource Manager should be among those initially notified of any large-scale emergency. When warning is available, key suppliers of emergency equipment and supplies should be notified that short notice orders may be forthcoming.
6. The Resource Manager shall consult with the County/City Attorney to determine potential liabilities before accepting offers of donations of supplies, equipment, or services or committing manpower from individual or volunteer groups to emergency operations.

7. Ellis County and the signatory cities assume no financial or civil liability for the use of publicly or privately-owned resources. However, accurate records will be maintained for possible reimbursement.
8. Each department head will manage their resources to include the resources available through existing mutual aid agreements.
9. The HR Director has overall responsibility for providing adequate personnel during a disaster.
10. The Purchasing Department will maintain separate records for emergency purchases.

C. Activities by Phases of Emergency Management

1. Mitigation

- a. Review the local hazard analysis and, to the extent possible, determine the emergency resources needed to deal with anticipated hazards and identify shortfalls in personnel, equipment, and supplies.
- b. Enhance emergency capabilities by acquiring staff, equipment, and supplies to reduce shortfalls and executing inter-local agreements to obtain access to external resources during emergencies.

2. Preparedness

- a. Establish and train an emergency resource management staff. Staff members should be trained to perform resource management in an incident command operation or in the EOC.
- b. Maintain a complete resource inventory list, located and on **status boards** in the EOC. This resource inventory should include resources not normally used in day-to-day incident response that may be needed during emergencies and disasters.
- c. Establish rules and regulations for obtaining resources during emergencies, including emergency purchasing and contracting procedures.
- d. Maintain the list of local and nearby suppliers of immediate needs resources; see Appendix 1.
- e. Ensure County/City emergency call-out rosters include the County/City Resource Manager, who should maintain current telephone numbers and addresses for sources of emergency resources.
- f. Ensure that after-hours contact numbers are obtained for those companies, individuals, and groups who supply equipment and supplies that may be needed during emergency operations and that those suppliers are prepared to respond to on short notice during other than normal business hours.

3. Response

- a. Advise the County Judge/Signatory City Mayor and emergency services staff on resource requirements and logistics related to response activities.
- b. Coordinate and use all available resources during an emergency or disaster; request additional resources if local resources are insufficient or inappropriate.
- c. For major emergencies and disaster, identify potential resource staging areas.
- d. Coordinate emergency resource needs with local departments, nearby businesses, industry, volunteer groups, and, where appropriate, with state and federal resource suppliers.
- e. Coordinate resources to support emergency responders and distribute aid to disaster victims.
- f. Maintain records of equipment, supply, and personnel costs incurred during the emergency response.

4. Recovery

- a. In coordination with department/agency heads, determine loss or damage to equipment, supplies consumed, labor utilized, equipment rental or lease costs, and costs of contract services to develop estimates of expenses incurred in response and recovery operations.
- b. In coordination with department/agency heads, determine repairs, extraordinary maintenance, and supply replenishment needed as a result of emergency operations and estimate costs of those efforts.
- c. Maintain records of the personnel, equipment, supply, and contract costs incurred during the recovery effort as a basis for recovering expenses from the responsible party, insurers, or the state or federal government.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. General.

1. The function of resource management during emergency situations shall be carried out in the framework of our normal emergency organization described in Section VI.A of the Basic Plan. Preplanning for resource management operations shall be conducted to ensure that staff and procedures needed to manage resources in an emergency situation are in place.
2. The **County Auditor** shall serve as the Resource Manager Officer (RMO) and will be responsible for planning, organizing, and carrying out resource management activities during emergencies. The Resource Manager will be assisted by a temporary staff, described below, assembled from those departments and agencies with the required skills and experience.

3. During an emergency or disaster, the Resource Manager will fulfill requests for additional personnel, equipment, and supplies received from emergency response elements, identify resources to satisfy such requirements, coordinate external resource assistance, and serve as the primary point of contact for external resources made available to the county/city.
4. The Human Resources Director or designee will manage the emergency activities of the HR department.

B. Task Assignments

1. The County Judge/Signatory City Mayor:
 - a. Will administer the rules and regulations regarding resource management during emergency situations established by the local governing body.
 - b. May provide general guidance on resource management and establish priorities for use of resources during emergency situations.
 - c. May issue a local disaster declaration, if the situation warrants, and use available public resources to respond to emergency situations. Furthermore, he or she may, under certain circumstances, commandeer private property, subject to compensation requirements, to respond to such situations. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to private or public property and state or federal assistance will be needed to recover from the incident. See Annex J, Recovery, and Annex U, Legal, regarding disaster declarations.
 - d. May request assistance from the State through the DDC if local resources are insufficient to deal with the emergency situation. Cities must first request assistance from their county before requesting assistance from their DDC.
2. The IC will:
 - a. Manage resources committed to an incident site.
 - b. Monitor the status of available resources and request additional resources through the Logistics Section at the ICP.
3. The Resource Manager will:
 - a. Advise elected officials and department heads regarding resource management needs and the priorities for meeting them.
 - b. Maintain the Ellis County resource inventory list.
 - c. Provide qualified staff at the ICP and the EOC to track the status of resources -- those committed, available, or out-of-service.

- d. Maintain a list of suppliers for emergency resource needs (see Appendix 1). Identify sources for additional resources from public and private entities and coordinate the use of such resources.
 - e. Determine the need for, identify, and operate facilities for resource staging and temporary storage of equipment and supplies, to include donated goods.
 - f. Monitor potential resource shortages and establish controls on use of critical supplies.
 - g. Organize and train staff to carry out the Logistics function at the ICP and the Resource Management function at the EOC.
4. The Purchasing Officer or a designated Supply & Distribution Coordinator will:
- a. Determine the most appropriate means for satisfying resource requests.
 - b. Locate needed resources using resource and supplier lists and obtain needed goods and services.
 - c. Coordinate with the Donations Coordinator regarding the need for donated goods and services (see Annex T, Donations Management).
 - d. Coordinate resource transportation requirements with the Transportation Officer (See Annex S, Transportation).
 - e. Direct and supervise the activities of the Supply and Distribution Officers.
5. The Distribution Officer will:
- a. Arrange delivery of resources, to include settling terms for transportation, specifying delivery location, and providing point of contact information to shippers.
 - b. Advise the Supply and Distribution Coordinator when the jurisdiction must provide transportation in order to obtain a needed resource.
 - c. Oversee physical distribution of resources, to include material handling.
 - d. Ensure temporary storage facilities or staging areas are arranged and activated as directed.
 - e. Track the location and status of resources.
6. The Supply Officer will:
- a. Identify sources of supply for and obtain needed supplies, equipment, labor, and services.
 - b. Rent, lease, borrow, or obtain donations of resources not available through normal supply channels.

- c. Keep the Distribution & Supply Coordinator informed of action taken on requests for supplies, equipment, or personnel.
 - d. Request transportation from and keep the Distribution Officer informed of expected movement of resources, along with any priority designation for the resources.
7. The Ellis County/City Financial Officer/Treasurer shall:
- a. Oversee the financial aspects of meeting resource requests, including record keeping, budgeting for procurement and transportation, and facilitating cash donations to the jurisdiction (if necessary and as permitted by the laws of the jurisdiction).
 - b. Advise Ellis County Judge/Signatory City officials and department heads on record keeping requirements and other documentation necessary for fiscal accountability.
8. The County/City Attorney shall:
- a. Advise the resource management staff regarding procurement contracts and questions of administrative law.
 - b. Review and advise county/city officials on possible liabilities arising from resource management operations during emergencies.
 - c. Monitor reports of overcharging/price gouging for emergency supplies and equipment and repair materials and refer such reports to the Office of the Attorney General.
9. All departments and agencies will coordinate emergency resource requirements that cannot be satisfied through normal sources of supply with the Resource Management staff.

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| VII. DIRECTION & CONTROL |
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A. General.

- 1. The County Judge/Signatory City Mayor shall, pursuant to NIMS, provide general guidance on the management of resources during emergencies and shall be responsible for approving any request for state or federal resources.
- 2. The Resource Manager may provide advice regarding resource management to the County Judge/Signatory City Mayor, Commissioner's Court, the IC, the EMC, and other officials during emergencies.
- 3. The IC will manage personnel, equipment, and supply resources committed to an incident, establishing a Logistics Section if necessary. If the EOC has not been activated, the IC may request additional resources from local departments and agencies and may request those local officials authorized to activate inter-local agreements or emergency response contracts to do so to obtain additional resources.

4. When the EOC is activated, the Resource Manager will manage overall resource management activities from the EOC. The IC shall manage resources committed to the incident site and coordinate through the Resource Manager to obtain additional resources. The Resource Manager shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.
5. The Resource Manager will identify public and private sources from which resources needed can be obtained during an emergency situation, and originate emergency procurements or take action to obtain such resources by leasing, renting, borrowing, or other means.
6. The Resource Manager will direct the activities of those individuals assigned resource management duties in the EOC during emergency operations. Normal supervisors will exercise their usual supervisory responsibilities over such personnel.

B. Line of Succession. The line of succession for the Resource Manager is:

1. 1st Assistant, County Auditor
2. Treasurer
3. Deputy Treasurer

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| VIII. READINESS LEVELS |
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A. Readiness Level IV – Normal Conditions

See the mitigation and preparedness activities in paragraphs V.C.1 and V.C.2 above.

B. Readiness Level III - Increased Readiness

1. Review the potential emergency situation, determine resource management staff availability, and review emergency tasks assigned in the emergency management plan and this annex.
2. Designate resource management personnel on call for emergency duty.
3. Update local resource inventory.

C. Readiness Level II – High Readiness

1. The Resource Manager will review resource request procedures and any known resources limitations pertinent to the potential hazard facing the local area with Ellis County/Signatory City officials and the EOC staff.
2. The Resource Manager will brief assigned staff on the potential emergency situation and plans to deal with it should it occur and ensure that on-call staff members are available by telephone and ready to report to duty if called.
3. In coordination with the EMC and department heads, determine potential resource needs based on the potential threat.

4. Contact suppliers to advise them of threat and possible needs.
5. Consider relocation or other means of protecting resources at risk.

D. Readiness Level I – Maximum Readiness

1. Designated resource management personnel will proceed to the ICP or to the EOC if requested.
2. Implement protective actions for resources.

IX. ADMINISTRATION & SUPPORT

- A. Maintenance of Records.** All records generated during an emergency will be collected and maintained in an orderly manner so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.
- B. Preservation of Records.** Vital resource management records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.
- C. Training.** Individuals who will be performing resource management duties in the EOC or at the incident command post shall receive training on their required duties and the operating procedures for those facilities.
- D. Resource Data**
1. The Resource Manager shall keep current the list of available emergency resources in Appendix 3 or the computerized resource database maintained in the Purchasing and Auditors offices of Ellis County and each respective signatory city.
 2. The Resource Manager shall keep current information on the sources of essential disaster supplies in Appendix 1
- E. Support.** The Resource Manager is responsible for coordinating standby agreements for emergency use of resources with businesses, industry, individuals, and volunteer groups. The Ellis County/Signatory City Attorney shall be consulted regarding such agreements and approve them.

X. DEVELOPMENT & MAINTENANCE

- A.** The Ellis County Auditor, who serves as the Resource Manager, is responsible for developing and maintaining this annex.
- B.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

XI. REFERENCES

Texas Local Government Code, Chapter 203 (Management and Preservation of Records)

APPENDICES

Appendix 1 Essential Disaster Supplies
Appendix 2.....Emergency Resource Request
Appendix 3.....Resource Inventory

ESSENTIAL DISASTER SUPPLIES

1. Planning Factors

a. Drinking Water

- 1) The planning factor for drinking water is 3 gallons per person per day.
- 2) Emergency drinking water is usually provided in the form of bottled water. Bottled water is available from a variety of sources already palletized and ready to ship.
- 3) People sometimes request that water tankers be emplaced in specific areas as fill-it-yourself water stations. This arrangement is often undesirable because potable water tankers are generally in short supply, a distribution system of piping and faucets must be fabricated, and such facilities usually have to be staffed.

b. Ice

- 1) Ice is needed to preserve food and medicines.
- 2) The planning factor for ice is one 8 to 10 pound bag per person per day.
- 3) Bagged ice is available from a number of distributors. When arranging for ice, keep in mind that ice is obviously perishable and you will probably need to retain the refrigerated delivery truck to preserve the product while it is being distributed.

c. Portable Toilets

- 1) The general planning factor is 8 to 10 toilets per hundred people. In areas where people are well dispersed, additional toilets may be needed to keep the walk to sanitary facilities reasonable.
- 2) In requesting portable toilets, ensure that the contract for providing the toilets includes the requirement to service them on a regular basis. A local or nearby firm that has existing arrangements for waste disposal is often preferable.
- 3) Portable toilets should be sited at least 100 feet for any water source or cooking facility. To prevent disease, it is desirable to have hand-washing facilities in the vicinity of toilets.

d. Food

- 1) Shelter and mass care facilities and mobile feeding units generally aim to provide at least two, and preferably three, simple meals per day – cereal, sandwiches, and soup. When requesting feeding service, provide not only an estimate of the number of people that need to be fed, but also indicate the number of those who are infants and children 1 to 3 years of age so that suitable food can be provided.
- 2) It may be possible to obtain packaged non-perishable meals for disaster victims who remain in their homes and cannot easily be served by fixed or mobile feeding facilities. A good estimate of the number of people who must be fed and for how long is vital in requesting such meals.

e. Plastic Sheeting & Tarps

- 1) Plastic sheeting and tarps are used to protect damaged structures from further damage by foul weather.

- 2) The planning factor for plastic sheeting is 1100 square feet per home. That amount covers half the roof of a typical 1800 square foot house.
- 3) For plastic sheeting: 4 or 5 mil thickness, 8+ feet wide – the wider the better.
- 4) For tarps: inexpensive polyethylene tarps are readily available. Tarps should have grommets.
- 5) Rope can be used to install tarps that have grommets. Furring strips are usually needed to keep plastic sheeting on roofs and walls and may also be used with tarps.

f. Sandbags

- 1) Sandbags may be used to protect structures from rising water.
- 2) Sandbags are available in quantity from a number of commercial distributors.
- 3) If you plan to use a substantial quantity of sandbags, a sandbag-filling machine can expedite filling. These machines are available from a variety of commercial vendors; sandbag distributors may be able to provide such machines or contact information for those who do.

2. Suppliers of Essential Disaster Supplies

| <u>Item</u> | <u>Local Supplier</u> | <u>Nearby Supplier</u> |
|--------------------------|-----------------------|------------------------------|
| Bottled Water | WALMART, HEB Grocery | Same |
| Ice | WALMART, HEB Grocery | Same |
| Portable Toilets | Porta Potty Rental | Contractors Choice |
| Packaged Meals | HEB Grocery | Same |
| Plastic Sheeting & Tarps | Home Depot or LOWE'S | Same |
| Sandbags | U-Line | Each Commissioner's Precinct |

RESOURCE INVENTORY

| ELLIS COUNTY PRECINCT 1 | | |
|--------------------------------|------------------|------------------|
| RESOURCE | FEMA CODE | AUTHORITY |
| CAT 140H Motor Grader | Type II | Pct 1 |
| New Holland Backhoe | Type II | PCT 1 |
| CAT T28F Loader | Type III | PCT 1 |
| CAT Excavator | Type I | PCT 1 |
| CAT Skid Steer 289C | Type II | PCT 1 |
| CAT 140M3 Motor Grader | Type III | PCT 1 |

| ELLIS COUNTY PRECINCT 2 | | |
|---|------------------|----------------------------|
| RESOURCE | FEMA CODE | AUTHORITY |
| Grader w/ Attachments | Type II | Commissioner, Lane Grayson |
| Hydraulic Excavator (Medium Mass Excavation 4cy to 1.75 cy buckets) | Type IV | Commissioner, Lane Grayson |
| Hydraulic Excavator, Truck Mounted | Type II | Commissioner, Lane Grayson |
| Road Sweeper | No Type | Commissioner, Lane Grayson |
| Track Dozer | Type III | Commissioner, Lane Grayson |
| Track Loader | Type III | Commissioner, Lane Grayson |
| Trailer, Dump | Type I | Commissioner, Lane Grayson |
| Trailer, Gooseneck | Type II | Commissioner, Lane Grayson |
| Dump Truck | Type II | Commissioner, Lane Grayson |
| Water Pump, De-watering | Other/ Gas | Commissioner, Lane Grayson |
| Water Truck (4,000 Gallons) | Type I | Commissioner, Lane Grayson |
| Wheel Loader Backhoe | Type III | Commissioner, Lane Grayson |
| Wheel Loaders (Small 7 cy to 2 cy) | Type II | Commissioner, Lane Grayson |
| Skid Steer | Type I | Commissioner, Lane Grayson |

| ELLIS COUNTY PRECINCT 3 | | |
|--------------------------------|------------------|------------------|
| RESOURCE | FEMA CODE | AUTHORITY |
| GMC DUMP TRUCK | Type II | PCT 3 |
| INTERSTATE FLATBED S/T | Type II | PCT 3 |
| INTERSTATE FLATBED TRAILER | Type II | PCT 3 |
| PRIOR PIPE CULVERT TRAILER | Type II | PCT 3 |
| MACK DUMP TRUCK | Type II | PCT 3 |
| FORD WATER TRUCK | Type I | PCT 3 |
| CHEVROLET KODIAK DUMP TRUCK | Type II | PCT 3 |
| CHEVROLET KODIAK DUMP TRUCK | Type II | PCT 3 |
| FORD F150 | TYPE IV | PCT 3 |
| CHEVROLET KODIAK DUMP TRUCK | Type IV | PCT 3 |
| FORD F150, SILVER | Type IV | PCT 3 |
| FREIGHTLINER DUMP TRUCK | Type II | PCT 3 |
| FORD F350 | Type III | PCT 3 |
| PETERBILT | Type II | PCT 3 |
| FREIGHTLINER FL80/WATER TRUCK | Type II | PCT 3 |
| FORD F250, YELLOW | Type IV | PCT 3 |
| JOHN DEERE 544H WHEEL LOADER | Type III | PCT 3 |
| JOHN DEERE 655B CRAWLER | Type III | PCT 3 |
| CATERPILLAR 120H MOTORGRADER | Type II | PCT 3 |
| GRADALL XL MODEL 3100 | Type III | PCT 3 |
| NEW HOLLAND TRACTOR TS115A | Type II | PCT 3 |
| LEACH DUMP TRAILER | Type II | PCT 3 |
| JOHN DEERE 670D MOTOR GRADER | Type II | PCT 3 |

Appendix 3 to Annex M

| | | |
|---|---------|-------|
| BROCE CR350 POWER BROOM | Type I | PCT 3 |
| CMS-232-T FLASHING SIGNAL ROAD AND TRAFFIC LIGHTS | Type I | PCT 3 |
| FORD F450 DUMP TRUCK | Type II | PCT 3 |
| SHOP MADE UTILITY TRAILER WITH WELDER UNIT | Type II | PCT 3 |
| CASE FARMALL 85C TRACTOR | Type i | PCT 3 |
| CHEVROLET 1500 CREW CAB 4X2, BLUE | Type IV | PCT 3 |
| CHEVROLET 1500 CREW CAB 4X2, BLACK | Type IV | PCT 3 |
| CHEVROLET SILVERADO | Type IV | PCT 3 |
| CHEVROLET SILVERADO 1500 DUAL CAB 4X2 | Type IV | PCT 3 |
| STREME TRAILER | Type II | PCT 3 |
| INTERNATIONAL MODEL 4400 | Type II | PCT 3 |
| INTERNATIONAL DUMP TRUCK | Type II | PCT 3 |
| WELDING SHOP MADE AG-TRAILER | Type II | PCT 3 |
| MACK DUMP TRUCK | Type II | PCT 3 |
| FORD F-350 | Type II | PCT 3 |
| JOHN DEERE 544K LOADER | Type | PCT 3 |
| DODGE RAM TRUCK 1500 | Type IV | PCT 3 |
| FORD F-350 | Type II | PCT 3 |
| STREME TRAILER | Type II | PCT 3 |
| KARAVAN UTILITY TRAILER | Type II | PCT 3 |
| PJ GOOSENECK LO PRO FLATDECK | Type II | PCT 3 |
| FORD 750 DUMP TRUCK | Type II | PCT 3 |
| NEWHOLLAND TRACTOR T6120 DUAL POWER | Type II | PCT 3 |
| FORD F-750 DUMP TRUCK | Type II | PCT 3 |
| INTERNATIONAL DUMP TRUCK | Type II | PCT 3 |

| ELLIS COUNTY PRECINCT 4 | | |
|--|------------------|------------------|
| RESOURCE | FEMA CODE | AUTHORITY |
| INTERNATIONAL MODEL 4400 | Type II | RB PCT 4 |
| CHEVROLET PICKUP / SIGN TRUCK | Type IV | RB PCT 4 |
| 4000 GALLON STORAGE DURA TANK | Type I | RB PCT 4 |
| INTERNATIONAL TR. TRACTOR MODEL 8200 | Type I | RB PCT 4 |
| INTERNATIONAL DUMP TRUCK | Type II | RB PCT 4 |
| FORD F800 W/ETRYNE DIST. #S2398/BT-2000 model | Type II | RB PCT 4 |
| FORD F250 | Type IV | RB PCT 4 |
| INTERNATIONAL TRUCK | Type II | RB PCT 4 |
| BIG TEX FB GOOSENECK | Type II | RB PCT 4 |
| FORD F250 DIESEL | Type IV | RB PCT 4 |
| FORD F550 | Type II | RB PCT 4 |
| INTERNATIONAL FLATBED | Type II | RB PCT 4 |
| BIG TEX GOOSENECK | Type II | RB PCT 4 |
| INTERNATIONAL DUMP TRUCK | Type II | RB PCT 4 |
| WELDER TRAILER WITH WELDER | Type II | RB PCT 4 |
| PETERBILT TRUCK 377 | Type II | RB PCT 4 |
| BROCE BROOM RJ350 | Type I | RB PCT 4 |
| BROCE BROOM RJT350409021 | Type I | RB PCT 4 |
| CATERPILLAR MOTORGRADER 140H MODEL 212 | Type III | RB PCT 4 |
| FORD F-350, WHITE | Type III | RB PCT 4 |
| FORD F-150, WHITE | Type IV | RB PCT 4 |
| JOHN DEERE 5093E UTILITY TRACTOR-WITH MOWER | Type III | RB PCT 4 |
| INTERNATIONAL TANKER – MODEL # 810 water truck | Type I | RB PCT 4 |
| DODGE WHITE TRUCK (SERVICE TRUCK) | Type IV | RB PCT 4 |
| FORD F-250 4X4 CREW CAB SS SRW (COMM. TRUCK) | Type IV | RB PCT 4 |
| FORD F250 | Type IV | RB PCT 4 |
| FORD F250 | Type IV | RB PCT 4 |
| CATERPILLAR MOTOR GRADER 140M3 | Type III | RB PCT 4 |
| FORD F250 4X4 CREW CAB SS SRW | Type IV | RB PCT 4 |
| INTERNATIONAL TRUCK | Type II | RB PCT 4 |
| JOHN DEERE GT80 G GRAPPLE | Type II | RB PCT 4 |
| JD SKID STEER 333G | Type I | RB PCT 4 |
| P.J. GOOSENECK TRAILER (concrete trailer) | Type II | RB PCT 4 |
| PJ GOOSENECK TILT TRAILER | Type II | RB PCT 4 |
| CW 16 HOLT CAT ROLLER | Type III | RB PCT 4 |
| INTERNATIONAL 4300 | Type II | RB PCT 4 |
| INTERNATIONAL RF dump truck | Type II | RB PCT 4 |
| FORKS (FORK LIFT) | Type III | RB PCT 4 |
| NEW HOLLAND B95C BACKHOE | Type III | RB PCT 4 |
| INTERNATIONAL 4300 added WATER TANK 6/21/18 | Type I | RB PCT 4 |
| JD LOADER 544K w/COUPLER, FORKS & BUCKET | Type II | RB PCT 4 |



Local Emergency Planning Committee Membership Update Form

State Emergency Response Commission
c/o TDEM Operations Section
Post Office Box 4087
Austin, TX 78773
(512) 424-2208
E-Mail: soc@dps.texas.gov



| BOX A | |
|--|--|
| <i>Box A must be filled in and signed by the County Judge or an appointed EMC before returning form(s) to the SERC</i> | |
| Legal Name of LEPC: Local Emergency Planning Committee for Ellis County | |
| County/Countries: Ellis County | Is this your entire LEPC membership listing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| County Judge's First Name: Todd | Last Name: Little |
| County Judge's Approval (signature required): | Date: |

LEPC Membership Categories

(In accordance with Public Law 99-499, Section 301(c))

Note: Information may be released to the public under the Texas Open Records Act. Use your work address and phone number.

| | | | | | |
|---------------------------|-----|---------------------------|-----|--------------------------|-----|
| Community Group | CG | Health | HE | Information Coordinator | IC |
| Emergency Management | EM | Hospital | HO | Print/Broadcast Media | PBM |
| Emergency Medical Service | EMS | Law Enforcement | LE | State/Local Official | SLO |
| Facility Owners/Operators | FO | Local Environmental Group | LEG | Transportation Personnel | TP |
| Firefighters | FF | Health | HE | Other | OTH |

| Box 1: Chairperson Update Information | | |
|--|------------------------------|--------------------|
| Salutation: Mr. | First Name: Tommy | Last Name: Jackson |
| Job Title: Chairman | Contact Phone: 972-937-4645 | |
| Contact Email: tjaxon51@gmail.com | Fax Number: | |
| Organization/Agency: Retired - Exxon | LEPC Membership Category: CP | |
| Address: | | |
| City: Waxahachie | State: TX | Zip Code: 75165 |

| Box 2: Vice Chairperson Update Information | | |
|---|------------------------------|--------------------|
| Salutation: Mr. | First Name: William | Last Name: Stetson |
| Job Title: Vice-Chairman | Contact Phone: 214-241-5021 | |
| Contact Email: William.Stetson@cvshealth.com | Fax Number: | |
| Organization/Agency: CVS Distribution | LEPC Membership Category: CV | |
| Address: 700 CVS Dr | | |
| City: Ennis | State: TX | Zip Code: 75119 |

Please provide a point-of-contact in the event there are questions about the information contained on these forms. Thank you.

| | | |
|----------------------------|------------------------------------|---------------------|
| Contact Name: Tim Birdwell | Email: tim.birdwell@co.ellis.tx.us | Phone: 972-825-5555 |
|----------------------------|------------------------------------|---------------------|

LEPC Member Updates

Reproduce this page if necessary.

Box A and Box 1 on first page must be completed when submitting member updates.

| | | |
|--|------------------|--|
| Salutation: Mr. | First Name: Hugh | Last Name: Grandstaff |
| Job Title: Secretary/Treasurer | | Contact Phone: 972-617-4547 |
| Contact Email: hugh@hlhmetals.com | | Is this person a new member? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Organization/Agency: hlh&r Scrap Metal - hlhr | | LEPC Membership Category: |
| Did this person replace a previous member? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | Previous member's name: Herman Cryer |
| | | |
| Salutation: | First Name: | Last Name: |
| Job Title: | | Contact Phone: |
| Contact Email: | | Is this person a new member? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Organization/Agency: | | LEPC Membership Category: |
| Did this person replace a previous member? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Previous member's name: |
| | | |
| Salutation: | First Name: | Last Name: |
| Job Title: | | Contact Phone: |
| Contact Email: | | Is this person a new member? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Organization/Agency: | | LEPC Membership Category: |
| Did this person replace a previous member? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Previous member's name: |
| | | |
| Salutation: | First Name: | Last Name: |
| Job Title: | | Contact Phone: |
| Contact Email: | | Is this person a new member? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Organization/Agency: | | LEPC Membership Category: |
| Did this person replace a previous member? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Previous member's name: |
| | | |
| Salutation: | First Name: | Last Name: |
| Job Title: | | Contact Phone: |
| Contact Email: | | Is this person a new member? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Organization/Agency: | | LEPC Membership Category: |
| Did this person replace a previous member? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Previous member's name: |
| | | |
| Salutation: | First Name: | Last Name: |
| Job Title: | | Contact Phone: |
| Contact Email: | | Is this person a new member? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Organization/Agency: | | LEPC Membership Category: |
| Did this person replace a previous member? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Previous member's name: |

FILED

JAN - 3 2019

**Local Emergency Planning Committee (LEPC)
For Ellis County**

**COUNTY CLERK
ELLIS COUNTY, TEXAS**

**January 15, 2019
10:30 to 11:30 AM**

**Southwestern Assemblies of God University (SAGU),
Hagee Communication Center, HCC Room 1050, E. University Street,
Waxahachie, TX 75165**

AGENDA

- 1. Welcome and Introductions**
- 2. Approval of minutes from previous meeting (October 16, 2018).**
- 3. Chair, Tommy Jackson: Nomination and Election of Chairman, Vice-Chairman, Secretary, Treasurer**
- 4. Chair, Tommy Jackson: Introduction of Guest Speaker, ExXon**
- 5. to speak on the following: Guest speaker Introduction**
- 6. Guest Speaker - ExXon Representative**
- 7. Presentation — Pipeline Awareness - Ellis County**
- 8. Closing Remarks/Questions**
- 9. Schedule Next Meeting: April 16, 2019**

Next Meeting

April 16, 2019, 10:30 AM – 11:30 AM

**Southwestern Assemblies of God University (SAGU),
Hagee Communication Center, HCC Room 1050, E. University Street,
Waxahachie, TX**

**Local Emergency Planning Committee (LEPC)
For Ellis County
January 15, 2019
10:30 to 11:30 AM
Southwestern Assemblies of God University (SAGU),
Hagee Communication Center, HCC Room 1050, E. University Street,
Waxahachie, TX 75165**

Minutes

The LEPC Chairman, Tommy Jackson, called to order the Quarterly meeting of the Ellis County Local Emergency Planning Committee (LEPC) at 10:30 A.M. on January 15, 2019 at SAGU, Hagee Communication Center, Room 1050.

Welcome and Introductions: The LEPC Chairman, Tommy Jackson, conducted a roll call which consisted of general introductions. There were 25 personnel in attendance at the LEPC Meeting. **Attendance Roster is attached below.**

Approval of minutes from previous meeting (October 16, 2018): Minutes from previous meeting (October 16, 2018) were read by LEPC Chairman, Tommy Jackson, in the absence of Herman Cryer, Secretary/Treasurer. The minutes were approved by voice vote when proposed by Tommy Jackson, LEPC Chairman.

Old Business: There was no Old Business presented.

New Business:

1. **Nomination and Election of Chairman, Vice-Chairman, Secretary-Treasurer:** Discussion was held on the nomination of officers for the term of 2 years (January 2019 to January 2021). The following nominations were made:

- Chairman – Tommy Jackson
- Vice-Chairman – William Stetson
- Secretary-Treasurer – Hugh Grandstaff

There was a voice vote taken by the attendees and the proposed nominations were accepted. The Officers will hold the office until the next nomination period of January 2021.

2. **Introduction of Guest Speaker:** Tommy Jackson introduced the Guest Speaker, Hugo Penilla, Engineer-Technician, ExxonMobil Pipelines.

Hugo presentation consisted of an overview of Pipeline Safety, how to identify pipeline Markers, what to look for if there is a pipeline leak, and the requirements to call 811 before digging.

There was a lot of questions and discussion on this topic by the attendees.

Closing Remarks/Questions:

Volunteer for next meeting: If any organization is interested, please contact Tommy Jackson so you can be scheduled.

Schedule Next Meeting: April 16, 2019

Adjournment: The LEPC Chairman, Tommy Jackson, requested a motion to adjourn at 11:50 A.M. Motion proposed, seconded and carried.

Minutes submitted by:

Tommy Jackson – Chairman, Ellis County LEPC

William Stetson - Vice-Chairman, Ellis County LEPC

Hugh Grandstaff – Secretary-Treasurer, Ellis County LEPC



LEPC Meeting
Agenda 01.04.2019-Minutes -10.16.2018



LEPC Meeting

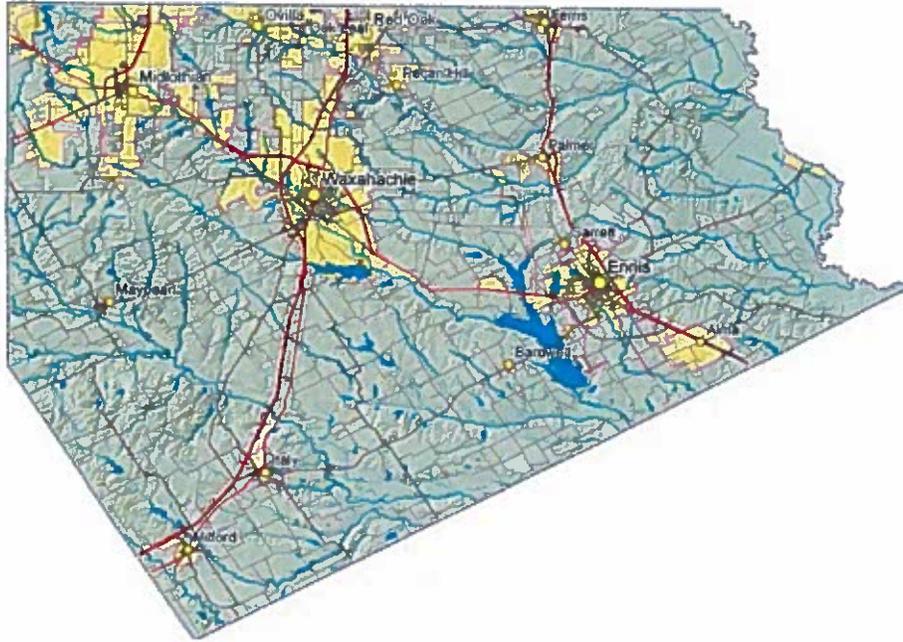


LEPC Roster (15
January 2019).xlsx

Next Meeting

April 16, 2019, 10:30 AM – 11:30 AM

**Southwestern Assemblies of God University (SAGU),
Hagee Communication Center, HCC Room 1050, E. University Street,
Waxahachie, TX**



Local Emergency Planning Committee for Ellis County By-Laws

October 18, 2016

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BYLAWS
OF
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
FOR ELLIS COUNTY

ARTICLE I: NAME AND PURPOSE

Section 1. Name - The name of this organization shall be the Local Emergency Planning Committee for Ellis County, hereinafter referred to as the "LEPC".

Section 2. Purpose - The purpose of the LEPC shall be:

- A. To carry out for jurisdictions within Ellis County those responsibilities established for the LEPC by Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986 (SARA), Title III, the Emergency Planning and Community Right-to-Know Act, (EPCRA) and related regulations, including, but not limited to:
- (1) Assistance in developing, training and exercising hazardous substances emergency response plans for jurisdictions within Ellis County.
 - (2) Development of procedures for regulated facilities to provide notification to the LEPC in accordance with EPCRA.
 - (3) Development of procedures for receiving and processing requests from the public under the community right-to-know provisions of EPCRA.
 - (4) Development of provisions for public notification of committee activities.
- B. To implement such other and further related activities as may hereafter be legally required by the federal government, the State Emergency Response Commission, (SERC), or the County Judge.

ARTICLE II: MEMBERSHIP

Section 1. Qualifications - The organization shall consist of those members nominated by the County Judge and approved by the SERC for membership in this body. Those individuals or organizations named shall represent the various professional and community groups as designated by EPCRA. Members of the LEPC shall be a resident of or conduct business in Ellis County.

A. Organizational Members: Organizations approved for membership shall designate a representative who shall have one vote for the organization. A pre-designated qualified alternate representative may present the vote for the organization.

B. Members-At-Large: Individuals who may provide expertise in areas of concern to the LEPC. These members shall have no vote or hold office and will not be carried on the LEPC state roster. These members will receive all mailings and information.

Section 2. Officers. Officers shall be elected to conduct meetings, appoint subcommittees, keep minutes of meetings, and to otherwise accomplish the work of the committee.

Section 3. Terms of Office - The membership of the LEPC, once established, will be for a period of two years. Members may be selected to succeed themselves or to move to other positions on the LEPC. No term limits are established for the jurisdictions. The term of office shall be as provided in Article III, Section 3.

Section 4. Vacancies - Any vacancy occurring in the LEPC by reason of the resignation, death, or disqualification of a member will be filled by appointment in accordance with Article II, Section 1. The Executive Committee may make suggestions for candidates to fill vacant positions to the County Judge who will make his or her recommendations to the SERC for approval.

Section 5. Duties - The LEPC shall assist established emergency planning offices within the county with planning emergency response and public information as directed by law.

Section 6. Meetings - There shall be at least four regular meetings of the committee per year (quarterly). The Chairperson may call special meetings of the LEPC at such time and place as the Chairperson may determine. The Chairperson must call a special meeting of the LEPC upon the written request of five members. The special committees shall meet as the work under their groupings proceeds.

Section 7. Quorum - The presence of thirty-three percent of the members of the LEPC at the opening of the meeting shall constitute a quorum for the transaction of business by the LEPC. For the purposes of Standing Committee meetings, the presence of three members shall constitute a quorum for the transaction of business.

ARTICLE III: OFFICERS

Section 1. Enumeration of Officers - The Officers of the LEPC shall be a Chairperson, 2 Vice-Chairperson(s), and a Secretary-Treasurer, as deemed necessary, who shall be elected by the committee as a whole in a manner herein provided. All officers shall be Organizational members of the LEPC. These Officers shall be voting member of all committees and the LEPC.

Section 2. Nomination and Election of Officers - Prior to the expiration of the officer's term of service, nomination and election of officers shall occur. Nominations will be accepted from the floor for the positions of Chairperson, Vice-Chairperson(s), and Secretary-Treasurer. The election shall be by ballot, except that when there is only one nomination for each office, election may be by voice vote. These officers shall be selected by the majority of the members of the LEPC present and voting at the meeting.

Section 3. Term of Office - The term of the officers elected shall be for a period of two years to coincide with the LEPC fiscal year.

Section 4. Chairperson - The Chairperson shall preside at all meetings of the LEPC; shall serve as ex officio member of all committees; and shall perform such duties and acts as necessary to accomplish the goals of the LEPC. The Chairperson shall be empowered to create such other ad hoc committees as necessary to accomplish the goals of the LEPC.

Section 5. Vice-Chairperson(s) - Upon resignation or death or in the absence of the Chairperson, the Vice-Chairperson(s) shall perform the duties of the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson. If more than one Vice-Chairperson is assigned the Chairperson will designate which Vice-Chairperson will fulfil the Chairperson's duties in their absences.

Section 6. Secretary Treasurer - The Secretary-Treasurer in cooperation with the Information Coordinator shall be the custodian of all books, papers, documents and other property of the LEPC. The Secretary-Treasurer shall keep a true record of the proceedings of all meetings of the LEPC. Additionally, the Secretary-Treasurer in conjunction with the Information Coordinator shall attend to the business needs of the LEPC and shall maintain an accurate record of all monies received and expended for the use of the LEPC.

Section 7. Information Coordinator - The LEPC is required to appoint an Information Coordinator. The Coordinator shall process requests from the public for information under Section 324, including Tier II information under Section 312. Additionally, the Coordinator shall assist the Secretary-Treasurer in records management and financial matters. The Information Coordinator shall be a non-voting member of all committees and the LEPC.

ARTICLE IV: COMMITTEES

Section 1. Executive Committee - The Executive Committee will consist of the Chairperson, Vice-Chairperson(s), Secretary-Treasurer and Chairpersons of the four Sub-Committees as described below. The Information Coordinator shall serve as a non-voting member of this Committee. The duties of the Executive Committee shall be to coordinate activities of the Standing and Ad Hoc Committees.

Section 2. Subcommittees - Dividing the work among subcommittees can facilitate planning and data management. Subcommittees allow members to specialize and help the process move forward more quickly because the LEPC can work on several projects at one time. The appointment of a subcommittee chairperson may ensure that work progresses efficiently. The number and type of subcommittees that an LEPC creates depends solely on the needs of the LEPC and its members. Subcommittees may be formed and disbanded as occasions arise to accomplish initial and on-going tasks of the LEPC. Subcommittee membership need not be limited to LEPC members, but use the expertise and resources of both community and industry. As a starting point the following four (4) Subcommittees are formed.

A. Right-To-Know Committee - This Committee shall be responsible for the formulation of all policies and procedures concerning the public's right-to-know program; the formulation of all chemical release reporting procedures; the establishment of trade

secret protection procedures; and the formulation of all record keeping and information dissemination procedures for the LEPC.

- B. Public Education and Information Committee** - This Committee shall be responsible for reviewing the public alert and notification program; public relations with affected communities and public at large; all publicity of the LEPC; development of public education and information program.

- C. Hazardous Materials Facilities Liaison Committee** - This Committee shall be responsible for procedures for identification and communication with affected facilities. This Committee shall work with the Emergency Response and Resources Committee and with affected facilities to review and help the local emergency management offices test a hazardous substance emergency response plan for the planning district as required by law.

- D. Emergency Response and Resources Committee** - This Committee will work with the Hazardous Facilities Liaison Committee and with existing emergency response organizations in jurisdictions within the planning district to review and help the local emergency management offices test a hazardous substance emergency response plan for the planning district as required by law. This Committee shall review existing federal, state and local plans for the purpose of coordination with the LEPC planning process.

Section 3. Meetings - Meetings of the Standing and Ad Hoc Committees may be called by the Chairperson of the LEPC or the Chairperson of the Committee as deemed necessary.

Section 4. Chairperson of the Sub-Committees - The Chairperson of the Standing Committees shall be nominated and elected by their respective Committees. Voting shall be conducted as provided in Article III, Section 2.

Section 5. Membership of Sub-Committees - All members must volunteer to serve on at least one Sub-Committee and shall not serve on more than two Sub-Committees. Final membership on the Standing Committees shall be determined by the Chairperson after consultation with the Executive Committee to ensure that all Committees have sufficient staffing to carry out their assigned tasks.

Section 6. Ad Hoc Committees - The Chairperson may create Ad Hoc Committees as necessary to perform the functions of the LEPC. Chairpersons of Ad Hoc Committees shall be appointed by the Chairperson of the LEPC. Ad Hoc Committees may include persons that are not LEPC members to advise on Committee projects and work.

ARTICLE V: MISCELLANEOUS PROVISIONS

Section 1. Fiscal Year - The fiscal year shall be considered to run from October 1 to September 30.

Section 2. Indebtedness - All indebtedness incurred by the LEPC shall be approved by the

Chairperson before payment by the Secretary Treasurer.

Section 3. Approval of Bylaws - These bylaws shall become effective upon approval by a majority of those in attendance at the organizational meeting.

Section 4. Disqualification - Any member who is unable to attend regular meetings of the LEPC may notify the Secretary-Treasurer or Information Coordinator. Any member with three consecutive absences is subject to being disqualified at the request of the LEPC to the County Judge and the SERC.

ARTICLE VI: AMENDMENTS

Section 1. Amendments - These bylaws may be amended by a two-thirds vote of members present and voting at any meeting of the LEPC provided that any proposed amendments to these bylaws be submitted to the members in writing at least one week in advance of the meeting.

ARTICLE VII: RULES

EPCRA requires that the LEPC "shall establish rules by which the committee shall function. Such rules shall include provisions for public notification of committee activities, public meetings to discuss the emergency plan, public comments, response to such comments by the committee, and distribution of the emergency plan." The final rules are attached to these by-laws.

Section 1. Adoption of Rules; Publication of Proposals - The LEPC may, as necessary and proper, adopt rules of general application governing the execution of its responsibilities under EPCRA and related applicable regulations. Any such rules must first be published in proposed form not less than 10 days prior to final adoption of by the LEPC. Publication shall be effected through posting of the proposed rule and a statement of basis and purpose on the public bulletin board located outside the Historic Ellis County Courthouse, Waxahachie, Texas. (The proposed rule together with the statement of basis and purpose and here after referred to as "notice of proposed rule-making".) Such notice of proposed rule making shall invite written public comment on any aspect of the proposed rule during the 10-day period. The LEPC Information Coordinator is encouraged, but not required, to mail notices of the proposed rule making to interested local government officials, industries, and citizens.

Section 2. Method of Initiating Proposed Rule-Making - Any member of the LEPC may recommend the initiation of proposed rule making. Any proposed rules shall be initially considered by the Executive Committee, unless otherwise decided by the LEPC. If the Executive Committee, by majority vote approves a proposed rule it shall thereafter proceed to publication as provided in the preceding section.

Section 3. Method of Adopting Final Rules - Following the expiration of the 10 day comment period, the Executive Committee shall review all public comments and prepare a statement, which responds to comments raised and discusses the basis for any appropriate changes to the proposal. The Executive Committee shall present such statement to the LEPC. The

LEPC shall then vote on the adoption of the proposed rule. If the LEPC acts favorably, the rule shall take effect immediately upon the time and date the notice of adoption is first published unless the LEPC determines otherwise.

Section 4. Notice of Adoption - Upon adoption of any rule by the LEPC, the Information Coordinator also shall publish the LEPCs response to comments received and any changes to the proposal made in response to such comments. Publication of the final rule shall be in the same manner as that for the proposed rule. Nothing herein shall require a specific response to each and every comment received.

Section 5. Emergency Rules - In emergency circumstances, to be determined, the LEPC may adopt rules without prior public notice and comment, provided that no such rule will remain in effect for more than 90 days.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority - The rules contained in *Robert's Rules of Order, Newly Revised*, shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Attachment: LEPC Final Rules

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) FOR ELLIS COUNTY

FINAL RULES

I. Definitions

Unless otherwise stated, all terms herein shall be defined in accordance with the definitions provided in Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986, PL 99-499, (the "Act") and regulations adopted in accordance therewith.

II. Public Notification and General Participation

- A. The LEPC shall publish notice of all its meetings, and all subcommittee meetings, on the public bulletin board on the first floors of the Ellis County Historical Courthouse at least 72 hours prior to any such meeting. In emergencies, declared by the Chairperson and confirmed by a majority of the LEPC in attendance at an emergency meeting, the 72-hour notice may be waived in accordance with Section 3A(h) of the Texas Open Meetings Act (TOMA), Tex. Rev. Civ. Stat. Ann art. 6252-17.
- B. All meetings of the LEPC or any subcommittee thereof shall be open to the public, except under circumstances where the TOMA permits otherwise. The Chairperson shall afford a reasonable period of time at the beginning of each regular quarterly meeting to accept oral public comments on any aspect of the LEPCs mission or functions.
- C. Not less than once each calendar year, the Chairperson shall cause to be published in a newspaper of general circulation in Ellis County a notice that written public comment is invited during a thirty-day period on any aspect of the LEPCs organization, membership, functions, planning process, or purpose. Such notice shall comply in all respects with Section 324(b) of the Act and present a brief explanation of the LEPCs statutory purpose, the location of LEPC minutes and other records, and the name and address of the person designated by the Chairperson to receive written comments.

The LEPC shall review all comments received and shall publish, in the manner described in subsection A of this section, responses to major issues raised in such public comments. Nothing herein shall require the LEPC to respond to each and every comment received.

III. LEPC Participation in the Planning Process

- A. The Texas Disaster Act of 1975, as amended, requires each local and inter-jurisdictional agency to prepare and keep current an emergency management plan for its area. Additionally, in accordance with the Governor's Executive Order,

the Mayor of each municipal corporation and the County Judge of each county in the state are the designated Emergency Management Directors for each such political subdivision. In Texas, LEPCs are therefore not the primary entity responsible for the composition and maintenance of an emergency management plan.

- B. The LEPC will strive to work with the local governments, which are responsible for the emergency management plans, which cover the areas LEPC responsibility.
 - 1. The LEPC shall review such plans once a year or more frequently as changed circumstances in the community or at any facility may require. The primary focus should be with those parts of the plan, which cover the following categories: warning, population protection, emergency public information, and HAZMAT response.
 - 2. The LEPC shall evaluate the need for resources necessary to develop and implement the emergency plan, and shall make recommendations with respect to additional resources that may be required.
- C. The LEPC should maintain copies of the current plans and annexes of each jurisdiction it serves.

IV. **Public Access to Information**

- A. In accordance with Section 324 of the Act, all information obtained from an owner or operator pursuant to EPCRA and any requested Tier II form or the Safety Data Sheet (SDS) otherwise in possession of the Committee shall be made available to the person submitting the request under this section, provided upon request of the owner or operator, the Committee shall withhold from disclosure the location of any specific chemical identified in the Tier II form.
- B. All information requested to be photocopied by any member of the public, shall be provided at the sole expense of such person. The cost of such photocopying shall be set from time to time by the Information Coordinator, with the approval of the Executive Committee, at a level that will enable the LEPC to recover all reasonable expenses associated with processing the request.

Copies of the LEPC bylaws, proposed rules, or rules shall be provided at no charge to the public, although the Information Coordinator is authorized to recover reasonable expenses for photocopying in the case of requests for multiple copies made by any single individual or entity.

- C. Requests for SDS (safety data sheet (SDS)), and Other Non-Confidential Information

1. Any Person may obtain a SDS with respect to a specific facility by submitting a written request to the Committee's Information Coordinator.
2. Any person may obtain any other non-confidential information in the possession of the Committee by submitting a written request to the Committee's Information Coordinator.
3. If the Committee does not have in its possession the SDS or other information requested in sections C1 or C2 of this section, it shall request a submission of the SDS from the owner or operator of the facility that is the subject of the request. The Committee will only make requests to specific facilities for information, which it is required to maintain or collect pursuant to applicable law.

D. Requests for Tier II Information

1. Any person may request Tier II information with respect to a specific facility by submitting a written request to the Committee in accordance with the requirements of this section.
2. If the Committee does not have in its possession the Tier II information requested in subsection D1 of this section, it shall request a submission of the Tier II form from the owner or operator of the facility that is the subject of the request, provided that the request is from a state or local official acting in his or her official capacity or the request is limited to hazardous chemicals stored at the facility in an amount in excess threshold planning quantities.
3. If the request under subsection D1 of this section does not meet the requirements of subsection D2 of this section, the Committee may request submission of the Tier II form from the owner or operator of the facility that is the subject of the request if the request under subsection D1 of this section includes a general statement of need.

V. Trade Secrets

Except as provided in this section, all information submitted to the LEPC by facilities pursuant to EPCRA shall be public information. Other than a claim designated in this section, the LEPC will not honor any business confidentiality or trade secret claims. Pursuant to Section 312 and Section 214(a) of the Act, the location of specific chemicals requested to be submitted with Tier II information shall be maintained as confidential by the LEPC provided that a claim of confidentiality is submitted with the information and satisfies all applicable requirements for such claims under EPCRA and any regulations

promulgated pursuant to the same. Such information shall be exempt from disclosure by the LEPC permanently or until such time as:

1. An authorized governmental agency, and if applicable, a court of competent jurisdiction makes a final determination following any appeals, that such information not subject to a valid claim of business confidentiality or trade secret, and
2. The LEPC receives a written notice of such determination.

ANNEX Q
**Hazardous Materials
and Oil Spill Response**

**EMERGENCY
MANAGEMENT
FOR
Ellis County, TX**



January 22, 2019

APPROVAL & IMPLEMENTATION

Annex Q

Hazardous Materials & Oil Spill Response

Written herewith is Annex Q – Hazardous Materials & Oil Spill Response and Radiological Response (Annex D) for the County of Ellis and the signatory cities of Alma, Bardwell, Ferris, Garrett, Italy, Maypearl, Midlothian, Milford, Oak Leaf, Ovilla, Palmer, and Pecan Hill. This annex supersedes any previous Hazardous Materials & Oil Spill Response (Annex Q) developed and promulgated for this purpose. It provides a framework in which the county and the signatory cities can plan and perform their respective functions during an emergency when an activation of the Emergency Operations Plan (EOP) is necessary.

This annex is in accordance with existing federal, state and local statutes and understandings of the various departments and agencies involved. It has been concurred upon by Ellis County, the signatory cities, and the Texas Governor's Division of Emergency Management (DEM). All recipients of this annex are requested to advise Ellis County Office of Emergency Management as to any changes that might result in its improvement or increase its usefulness.

This annex will be reviewed and maintained by the Ellis County Fire Marshal Office.

This annex is hereby approved for implementation and supersedes all previous editions.



Tim Birdwell, Fire Marshal
County of Ellis, TX

01/22/2019

Date

**ANNEX Q
HAZARDOUS MATERIAL & OIL SPILL RESPONSE**

I. AUTHORITY

A. Federal

1. Public Law 96-510, *Comprehensive Environmental Response Compensation and Liability Act of 1980.*
2. Public Law 99-499, *Emergency Planning and Community Right to Know Act of 1986.*
3. 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response.*
4. 40 CFR 68, *Clean Air Act.*
5. 40 CFR 261, *Resource Conservation and Recovery Act*

B. State

1. Texas Health and Safety Code, Chapter 502, *Texas Hazard Communication Act.*
2. Texas Health and Safety Code, Chapter 505, *Manufacturing Facility Community Right-to-Know Act.*
3. Texas Health & Safety Code, Chapter 506, *Public Employer Community Right-to-Know Act.*
4. Texas Health and Safety Code, Chapter 507, *Non-manufacturing Facilities Community Right-to-Know Act.*

C. Local

See Basic Plan, Section I.

II. PURPOSE

This annex establishes the policies and procedures under which Ellis County/Signatory Cities will operate in the event of a hazardous material incident or oil spill. It defines the roles, responsibilities and organizational relationships of government agencies and private entities in responding to and recovering from an oil spill or incident involving the transport, use, storage, or processing of hazardous material.

III. EXPLANATION OF TERMS

A. Acronyms

| | |
|----------|---|
| CAA | Clean Air Act |
| CERCLA | Comprehensive Environmental Response, Compensation, and Liability Act of 1980 |
| CHEMTREC | Chemical Transportation Emergency Center |
| DPS | Department of Public Safety |
| DSHS | Department of State Health Services |
| EHS | Extremely Hazardous Substances |

| | |
|----------|--|
| EMC | Emergency Management Coordinator |
| EPCRA | Emergency Planning, Community Right-to-Know Act of 1986 |
| ERG | Emergency Response Guide (U.S. Department of Transportation) |
| TDEM | Texas Division of Emergency Management |
| GLO | General Land Office |
| HC | Hazardous chemicals |
| HS | Hazardous substances |
| ICS | Incident Command System |
| ICP | Incident Command Post |
| LEPC | Local Emergency Planning Committee |
| MSDS | Material Safety Data Sheet |
| NIMS | National Incident Management System |
| NRC | National Response Center |
| NRF | National Response Framework |
| OSHA | Occupational Safety and Health Administration |
| PPE | Personal Protective Equipment |
| RCRA | Resource Conservation and Recovery Act |
| RMP | Risk Management Plan |
| RRC | Railroad Commission |
| RRT | Regional Response Team |
| SARA III | Superfund Amendments and Reauthorization Act of 1986, Title III (Also known as EPCRA) |
| SERC | State Emergency Response Commission |
| SERT | State Emergency Response Team |
| SOC | State Operation Center |
| SONS | Spill of National Significance |
| SOP | Standard operating procedures |
| TCRA | Texas Community Right to Know Act(s) |
| TCEQ | Texas Commission on Environmental Quality |
| TxDOT | Texas Department of Transportation |

B. Definitions

1. Accident site. The location of an unexpected occurrence, failure, or loss, either at a regulated facility or along a transport route, resulting in a release of listed chemicals.
2. Acute exposure. Exposures, of a short duration, to a chemical substance that will result in adverse physical symptoms.
3. Acutely toxic chemicals. Chemicals which can cause both severe short term and long term health effects after a single, brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system and severe illness. In extreme cases, death can occur when ingested, inhaled, or absorbed through the skin.
4. CHEM-TEL. Provides emergency response organizations with a 24-hour phone response for chemical emergencies. CHEM-TEL is a private company listed in the Emergency Response Guidebook.
5. CHEMTREC. The Chemical Transportation Emergency Center (CHEMTREC) is a centralized toll-free telephone service providing advice on the nature of chemicals and steps to be taken in handling the early stages of transportation emergencies where hazardous

chemicals are involved. Upon request, CHEMTREC may contact the shipper, National Response Center, and manufacturer of hazardous materials involved in the incident for additional, detailed information and appropriate follow-up action, including on-scene assistance when feasible.

6. Cold Zone. The area outside the Warm Zone (contamination reduction area) that is free from contaminants.
7. Extremely hazardous substances (EHS). Substances designated as such by the EPA pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA). EHS inventories above certain threshold quantities must be reported annually to the SERC, LEPCs, and local fire departments pursuant to Section 312 of EPCRA and Texas community right-to-know acts (TCRAs). EHS releases which exceed certain quantities must be reported to the National Response Center, the SERC, and local agencies pursuant to Section 304 of EPCRA and state regulations. The roughly 360 EHSs, and pertinent reporting quantities, are listed in 40 CFR 355.
8. Hazard. The chance that injury or harm will occur to persons, plants, animals or property.
9. Hazard analysis. Use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site at fixed facility, or on a transportation route to the surrounding area, in order to determine which portions of a community may be affected by a release of such materials.
10. Hazardous chemicals (HC). Chemicals, chemical mixtures, and other chemical products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a product indicates it is a hazardous chemical. Facilities that maintain more than 10,000 pounds of a HC at any time are required to report inventories of such chemicals annually to the SERC in accordance with TCRAs.
11. 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 in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and the environment when improperly managed. Includes EHSs, HSs, HCs, toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
12. Hazardous substance (HS). Substances designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Facilities, which have more than 10,000 pounds of any HS at any time, are required to report inventories of such substances annually to the SERC in accordance with TCRAs. HS releases above certain levels must be reported to the National Response Center, the SERC, and local agencies pursuant to the CERCLA, Section 304 of EPCRA, and state regulations. The roughly 720 HS and pertinent reporting quantities are listed in 40 CFR 302.4.
13. Hot Zone. The area surrounding a particular incident site where contamination does or may occur. All unauthorized personnel may be prohibited from entering this zone.

14. Incident Commander. The overall coordinator of the response team. Responsible for on-site strategic decision and actions throughout the response phase. Maintains close liaison with the appropriate government agencies to obtain support and provide progress reports on each phase of the emergency response. Must be trained to a minimum of operations level and certified in the Incident Command System (ICS).
15. Incident Command System. A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all emergency responses and is applicable to small, as well as, large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management.
16. Law Enforcement—Any law enforcement agency that includes the Ellis County Sheriff's Office, Police Department of the signatory cities, state law enforcement agency that office within the county or the collective of all the law enforcement agencies within the county
17. National Response Center (NRC). Interagency organization, operated by the US Coast Guard, that receives reports when reportable quantities of dangerous goods and hazardous substances are spilled. After receiving notification of an incident, the NRC will immediately notify appropriate federal response agencies, which may activate the Regional Response Team or the National Response Team.
18. National Incident Management System (NIMS). The system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; 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, the NIMS includes a core set of concepts, principles, and terminology.
19. On-scene. The total area that may be impacted by the effects of a hazardous material incident. The on-scene area is divided into mutually exclusive on-site and off-site areas.
20. Plume. A vapor cloud formation that has shape and buoyancy. The cloud may be colorless, tasteless, odorless, and may not be visible to the human eye.
21. Regulated facility. A plant site where handling/transfer, processing, and/or storage of chemicals is performed. For the purposes of this annex, regulated facilities (1) produce, use, or store EHSs in quantities which exceed threshold planning quantities or (2) hold one or more HCs in a quantity greater than 10,000 pounds at any time. Facilities that meet either criterion must annually report their inventories of such materials to the SERC, local LEPCs, and the local fire department in accordance with TCRAs.
22. Reportable quantity. The minimum quantity of hazardous material released, discharged, or spilled that must be reported to federal state and/or local authorities pursuant to statutes and regulations.

23. Response. The efforts to minimize the hazards created by an emergency by protecting the people, environment, and property and returning the scene to normal pre-emergency conditions.
24. Risk Management Plan (RMP). Pursuant to section 112r of the CAA, facilities that produce, process, distribute or store 140 toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of the RMP must be submitted electronically to the EPA; it can be accessed electronically by local governments and the public.
25. Spill of National Significance (SONS). A spill or discharge oil or hazardous material as defined by the *National Oil and Hazardous Substance Contingency Plan (NCP)* that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of Federal, State, local, and other resources to contain or clean up. Authority to declare a SONS in an inland zone is granted to the EPA Administrator. For discharges in a coastal zone the United States Coast Guard Commandant may declare a SONS. The Department of Homeland Security may classify a SONS as an incident of national significance.
26. Toxic substances. Substances believed to produce long-term adverse health effects. Facilities which manufacture or process more than 25,000 pounds of any designated toxic substance or use more than 10,000 pounds of such substance during a year are required to report amounts released into the environment annually to the SERC and the EPA. This list of toxic substances covered is contained in 40 CFR 372.
27. Vulnerable Facilities. Facilities which may be of particular concern during an hazmat incident because they:
 - a. Are institutions with populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails),
 - b. Fulfill essential population support functions (power plants, water plants, the fire/police/EMS dispatch center), or
 - c. Include large concentrations of people (shopping centers, recreation centers)
28. Warm Zone: An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a short period of time.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. Hazardous materials are commonly used, transported, and produced in the local area; hence, Hazmat incidents may occur here.

2. We have the lead in the initial response to a Hazmat incident that occurs within its jurisdiction. Our Hazmat incident response capability may be summarized as encompassing the Operations level.
3. Although radiological materials are considered hazardous materials in most classification schemes, detailed planning for incidents involving these materials are covered in Annex D, Radiological Protection, to this plan.
4. Vulnerable facilities potentially at risk from a Hazmat release are identified in Appendix 5.
5. Regulated facilities that may create a Hazmat risk in the local area are identified in Appendix 6.
6. Hazardous materials transportation routes that may pose a threat to the local area are identified in Appendix 7.
7. Evacuation routes from risk areas surrounding regulated facilities are described in Appendix 8.
8. Pursuant to the EPCRA, a local fire chief has the authority to request and receive information from regulated facilities on hazardous material inventories and locations for planning purposes and may conduct an on-site inspection of such facilities.
9. If we are unable to cope with an emergency with our own resources and those available through mutual aid, the State may provide assistance. For Signatory Cities, the Texas Disaster Act provides that when cities require additional resources, they must first request assistance from their county before making a request to the State. When requested by the State, assistance may also be provided by federal agencies.
10. The Ellis County Local Emergency Planning Committee is responsible for providing assistance to the Ellis County and Signatory Cities in hazardous materials planning.
11. Emergency worker protection standards provide that personnel may not participate in the response to a Hazmat incident unless they have been properly trained and are equipped with appropriate personal protective equipment. See Appendix 3.

B. Assumptions

1. An accidental release of Hazmat could pose a threat to the local population or environment. A hazardous materials incident may be caused by or occur during another emergency, such as flooding, a major fire, or a tornado.
2. A major transportation Hazmat incident may require the evacuation of citizens at any location within Ellis County/Signatory Cities.
3. Regulated facilities will report Hazmat inventories to local fire department(s) and the LEPC.
4. In the event of a Hazmat incident, regulated facilities and transportation companies will promptly notify us of the incident and make recommendations to local emergency responders for containing the release and protecting the public.

5. In the event of a Hazmat incident, we will determine appropriate protective action recommendations for the public, disseminate such recommendations, and implement them.
6. The length of time available to determine the scope and magnitude of a hazmat incident will impact protective action recommendations.
7. During the course of an incident, wind shifts and other changes in weather conditions may necessitate changes in protective action recommendations.
8. If an evacuation is recommended because of an emergency, typically 80 percent of the population in affected area will relocate voluntarily when advised to do so by local authorities. Some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas may also evacuate spontaneously. People who evacuate may require shelter in a mass care facility.
9. Hazardous materials entering water or sewer systems may necessitate the shutdown of those systems.
10. The Ellis County Local Emergency Planning Committee (LEPC) will assist the Signatory Cities in preparing and reviewing hazardous material response plans and procedures.

V. CONCEPT OF OPERATIONS

A. Prevention

Hazardous materials prevention is undertaken to reduce/prevent a threat to lives and property during a Hazmat incident. Our hazardous materials prevention activities include:

1. We receive and maintain data on the Hazmat inventories at local regulated facilities for use in emergency planning. Regulated facilities are identified in Appendix 6 to this annex.
2. The Fire Department/Volunteer Fire Departments performs periodic inspection of facilities that produce, use, or store hazardous materials.
3. Ellis County monitors land use to ensure local officials are made aware of plans to build or expand facilities that make, use, or store hazardous materials so the potential impact of such facilities can be assessed and minimized.

B. Preparedness

To enhance the preparedness of its emergency responders and the public, we have:

1. Identified emergency response resources for Hazmat incidents. See Annex M, Resource Management.
2. Developed standard operating procedures for Hazmat response and recovery.
3. Obtained Hazmat release modeling software program and trained personnel in its use..

C. Response

1. Incident Classification. To facilitate the proper incident response, a three level incident classification scheme will be used. The incident will be initially classified by the first responder on the scene and updated by the incident Commander as required.
 - a. Level I – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an Incident Commander (IC), and may require limited external assistance from other local response agencies or contractors.
 - b. Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an IC; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.
 - c. Level III – 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. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
2. Initial Reporting
 - a. It is anticipated that a citizen who discovers a hazardous material incident will immediately notify Ellis County/Signatory City through the 9-1-1 system and provide some information on the incident.
 - b. Any public sector employee discovering an incident involving the potential or actual release of hazardous material should immediately notify Ellis County Dispatch Center and provide as much of the information required for the Hazardous Materials Incident Report in Appendix 2 as possible.
 - c. Operators of regulated facilities and Hazmat transportation systems are required by law to report certain types of Hazmat releases. For Hazmat incidents occurring at regulated facilities, a facility representative at a regulated site is expected to immediately notify 9-1-1 and the Ellis County Dispatch Center and provide information for a Hazardous Materials Incident Report; see Appendix 2.

3. Notification

Upon receiving a Hazardous Materials Incident report, Ellis County Dispatch Center will initiate responder notifications commensurate with the incident classification (Level I, II, or III) in accordance with its Communications SOP.

4. Response Activities

- a. The first firefighter or law enforcement officer on the scene should initiate the Incident Command System (ICS), establish an Incident Command Post (ICP), and begin taking the actions listed in the General Hazmat Response Checklist in Appendix 1. If the situation requires immediate action to isolate the site and evacuate nearby residents, the first officer on the scene should advise Ellis County Dispatch Center and begin such actions.
- b. As other responders arrive, the senior firefighter will generally assume the role of IC for Hazmat emergencies and continue taking the actions listed in the General Hazmat Response Checklist.
- c. The EOC may be activated for a Level II (Emergency) response and will be activated for Level III (Disaster) response.
- d. ICP - EOC Interface
 - 1) If the EOC is activated the IC and the EOC shall agree on and implement an appropriate division of responsibilities for the actions listed in the General Hazmat Response Checklist.
 - 2) Regular communication between the ICP and the EOC regarding checklist actions is required to ensure that critical actions are not inadvertently omitted.
- e. Determining Affected Areas and Protective Actions
 - 1) The IC shall estimate areas and population affected by a Hazmat release, and may be assisted by the EOC in that process. Aids for determining the size of the area affected may include:
 - a) *The Emergency Response Guidebook*
 - b) Computerized release modeling [using CAMEO/ALOHA and other software]
 - c) Assistance by the responsible party
 - d) Assistance by expert sources such as CHEMTREC or CHEM-TEL
 - e) Assistance by state and federal agencies
 - 2) The IC shall determine required protective actions for response personnel and the public, and may be aided in determining protective actions for the public by the EOC. See Appendix 3 for emergency responder safety considerations. See Appendix 4 for public protective action information.
 - 3) The IC will typically provide warning to and implement protective actions for the public in the immediate vicinity of the incident site. The EOC will normally oversee

dissemination of warning and implementation of protective actions for the public beyond the immediate incident site and related activities such as traffic control and activation of shelters. Sample public warning and protective action messages are provided in Annex A, Warning. Additional information on public information is provided in Annex I, Emergency Public Information.

f. Release Containment

- 1) The responsibility for selecting and implementing appropriate measures to contain the release of hazardous materials is assigned to the IC, who may obtain advice from the responsible party, state and federal agencies, and appropriate technical experts.
- 2) Containment methods may include construction or use of berms, dikes, trenches, booms and other deployable barriers, stream diversion, drain installation, catch basins, patching or plugging leaking containers, reorientation of containers, freeing of valves, or repackaging.

D. Recovery

1. When the initial response to an incident has ended, further effort may be required to control access to areas, which are still contaminated, clean up and dispose of spilled materials, decontaminate and restore areas, which have been affected, and recover response costs from the responsible party. The recovery process may continue for an extended period.
2. The spiller is, by common law, responsible for all cleanup activities. Most recovery activities will be conducted by contractors, paid for by the responsible party, and overseen by state and federal authorities. Methods of cleanup may include excavating, pumping and treating, dredging, skimming, dispersion, vacuuming, and biological remediation. Dilution is prohibited as a substitute for treatment.
3. The County Judge or Signatory City Mayor will appoint a recovery coordinator to oversee recovery efforts and serve as the local government point of contact with the responsible party, cleanup contractors, and state and federal agencies. For major incidents, it may be desirable to designate a recovery team consisting of a coordinator and representatives of the various departments and local agencies who have an interest in recovery activities.
4. The recovery coordinator or team should:
 - a. Ensure access controls are in place for contaminated areas that cannot be cleaned up immediately.
 - b. Ensure documentation and cost data relating to the incident response is preserved and maintain a list of such records which indicates their locations to facilitate claims against the responsible party and/or reimbursement by the state or federal government.
 - c. Review plans for cleanup and restoration proposed by the responsible party or state or federal agencies and then monitors their implementation.
 - d. Monitor the removal and disposition of hazardous materials, contaminated soil and water, and contaminated clothing.

- e. Review proposed mitigation programs and monitor their implementation.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. General

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will be employed to respond to and recover from incidents involving hazardous materials or oil spills.
2. Effective response to a Hazmat incident or oil spill may also require response assistance from the company responsible for the spill and, in some situations, by state and federal agencies with responsibilities for Hazmat spills. Technical assistance for a Hazmat incident may be provided by the facility, by industry, or by state and federal agencies.

B. Assignment of Responsibilities

1. Community Emergency Coordinator (EMC)
 - a. The EMC shall serve as the Community Emergency Coordinator for Hazmat issues, as required by EPCRA.
 - b. The Community Emergency Coordinator will:
 - 1) Coordinate with the emergency coordinators of regulated facilities and vulnerable facilities to maintain the list of regulated facilities in Appendix 6 and the list of vulnerable facilities in Appendix 5.
 - 2) Maintain an accurate and up-to-date Hazmat emergency contact roster that provides 24-hour contact information for regulated facilities, local Hazmat transportation companies, vulnerable facilities, state and federal Hazmat response agencies, and technical assistance organizations such as CHEMTREC. Disseminate this roster to local emergency responders.
 - 3) Ensure each regulated facility and local Hazmat transportation company is notified of the telephone number to be used to report hazmat incidents to local authorities.
 - 4) Coordinate the review of regulated facility emergency plans by local officials.
2. Fire Departments and Volunteer Fire Departments will:
 - a. Carry out the general fire service responsibilities outlined in Annex F (Firefighting).
 - b. Normally provide the IC for a hazardous materials response operation.
3. The Incident Commander will:
 - a. Establish a command post.

- b. Determine and communication the incident classification.
 - c. Develop an Incident Action Plan (IAP)
 - d. Develop a Site Safety Plan.
 - e. Take immediate steps to identify the hazard and pass that information to Ellis County Dispatch Center, who should disseminate it to emergency responders.
 - f. Determine a safe route into the incident site and advise Ellis County Dispatch Center, who should relay that information to all emergency responders.
 - g. Establish the Hazmat incident functional areas (Hot Zone, Warm Zone, Cold Zone) and a staging area.
 - h. Initiate appropriate action to control and eliminate the hazard in accordance with SOP.
 - 1) If the EOC is not activated, ensure that the tasks outlined in the General Hazmat Response Checklist in Appendix 1 are accomplished.
 - 2) If the EOC is activated for a Level II or III incident, coordinate a division of responsibility between the ICP and EOC for the tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate response tasks and the EOC should handle support tasks that require extensive planning or coordination.
4. Law Enforcement will:
- a. Maintain a radio-equipped officer at the ICP until released by the IC.
 - b. Evacuate citizens when requested by the IC. Advise Ellis County Dispatch Center and the EOC regarding the status of the evacuation. Make requests for assistance to the fire department, as necessary.
 - c. Control access to the immediate incident site for safety and limit entry to authorized personnel only. The IC will determine the size and configuration of the cordon.
 - (1) Entry of emergency personnel into the incident area should be expedited. The IC will provide information on safe routes.
 - (2) Persons without a valid reason for entry into the area, and who insist on right of entry, will be referred to the ICP or ranking law enforcement officer on duty for determination of status and/or legal action.
 - d. Perform traffic control in and around the incident site and along evacuation routes.
 - e. Provide access control to evacuated areas to prevent theft.
 - f. Provide assistance in determining the number and identity of casualties.
4. The Emergency Management Office/EMC will:

- a. Coordinate with the IC and based upon the incident classification and recommendations of the IC, initiate activation of the EOC through Ellis County Dispatch.
 - b. If the EOC is activated:
 - 1) Coordinate a specific division of responsibility between the IC and EOC for the tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate response tasks and the EOC support tasks that which require extensive planning or coordination.
 - 2) Carry out required tasks
 - a) Provide support requested by the IC.
 - b) For Level II and III incidents, ensure elected officials and the Ellis County/Signatory City attorney are notified of the incident and the circumstances causing or surrounding it.
6. EMS will:
- a. Provide medical treatment for casualties.
 - b. Transport casualties requiring further treatment to medical facilities.
7. Public Works, Road & Bridge Department will:
- a. Provide heavy equipment and materials for spill containment.
 - b. When requested, provide barricades to isolate the incident site.
 - c. Cooperate with law enforcement to detour traffic around the incident site.
8. Water & Sewer Department, Utility or Utilities will:
- a. When notified of an incident, which may impact water or sewer systems, take precautionary actions to prevent damage to those systems.
 - b. If a Hazmat incident impacts water or sewer systems, check systems for damage and restore service.
 - c. When appropriate, provide inputs to the IC or EOC for protective actions for the public relating to water and sewer systems.
9. Regulated Facilities/Hazmat Transportation Companies are expected to:
- a. Provide current emergency contact numbers to local authorities.
 - b. Upon request, provide planning support for accidental release contingency planning by local emergency responders.

c. In the event of a Hazmat incident:

- 1) Make timely notification of the incident to local officials and other agencies as required by state and federal law.
- 2) Provide accident assessment information to local emergency responders.
- 3) Make recommendations to local responders for containing the release and protecting the public.
- 4) Carry out emergency response as outlined in company or facility emergency plans to minimize the consequences of a release.
- 5) Assist local responders as outlined in mutual aid agreements.
- 6) Provide follow-up status reports on an incident until it is resolved.
- 7) Clean up or arrange for the cleanup of Hazmat spills for which the company is responsible.

d. Regulated facilities are also required to:

- 1) Report Hazmat inventories to the SERC, LEPC, and local fire department as required by federal and state statutes and regulations.
- 2) Provide MSDSs for hazardous materials produced or stored on-site, as required to the LEPC and local fire department(s).
- 3) Designate a facility emergency coordinator.
- 4) Develop an on-site emergency plan that specifies notification and emergency response procedures and recovery actions. Facilities covered by the Clean Air Act (CAA) 112(r) are required to have a more extensive Risk Management Plan (RMP); a summary of which must be filed with the EPA. Local officials can access that information via the Internet.
- 5) Coordinate the on-site emergency plan with local officials to ensure that the facility emergency plan complements the local emergency plan and does not conflict with it.

10. State Government.

- a. If local resources and mutual aid resources available to respond to a Hazmat incident are inadequate or inappropriate, we will request state assistance from the Disaster District Committee (DDC) Chairperson in Garland, Texas. The DDC Chairperson is authorized to employ those state resources within the district, except that use of Texas Military Forces (TMF) requires approval of the Governor. If the state resources within the District are inadequate, the DDC Chairperson will forward our request to the State Operations Center (SOC) for action.
- b. For major incidents, the SOC will coordinate state assistance that cannot be provided by the DDC and request federal assistance, if required.

c. The TCEQ:

- 1) Serves as the lead state agency for response to most hazardous materials and inland oil spills.
 - 2) Serves in an advisory role to the federal on-scene coordinator if federal resources are provided.
 - 3) Monitors all cleanup and disposal operations and coordinates with other state agencies.
 - 4) Determines the adequacy of containment and cleanup operations.
 - 5) If the responsible party cannot be identified or is unable to clean up the spill, the TCEQ may arrange for contractor support funded by the Texas Spill Response Fund.
- d. The Department of Public Safety (DPS) provides assistance to local law enforcement in areas of traffic control, evacuation, and protection of property.
- e. The Texas Railroad Commission (RRC) is the lead state agency for response to spills of crude oil and natural gas at exploration and production facilities and from intrastate crude oil and natural gas pipelines.
- f. The Texas Department of Transportation (TxDOT) may be able to provide heavy equipment to assist in containing spills near public roads, but TxDOT personnel are not trained or equipped as Hazmat responders.
- g. The state has established the Texas Environmental Hotline, which receives reports of Hazmat releases or oil spills and disseminates that information electronically to appropriate state agencies. See Appendix 2, Hazardous Material Incident Report, for the telephone number.

11. Federal Government

- a. A spill or discharge oil or hazardous material that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of Federal, State, local, and other resources to contain or clean up, may be determined to be a Spill of National Significance (SONS).
- b. Authority to declare a SONS in an inland zone is granted to the EPA Administrator. For discharges in a coastal zone the United States Coast Guard Commandant may declare a SONS. The Department of Homeland Security may classify a SONS as an incident of national significance.

VII. DIRECTION & CONTROL

A. General

1. The direction and control function for a Hazmat incident will be performed by the IC or, for major incidents, shared by the IC and the EOC.
2. For Level II or III Hazmat incidents, the EOC may be activated and responsibility for various hazmat response tasks will be divided between the ICP and the EOC. Effective exchange of critical information between the EOC and ICP is essential for overall response efforts to succeed.
 - a. The ICP will concentrate on the immediate response at the incident site, i.e. isolating the area, implementing traffic control in the immediate area, employing resources to contain the spill, and formulating and implementing protective actions for emergency responders and the public near the incident site. The IC will direct the activities of deployed emergency response elements.
 - b. The EOC should handle incident support activities and other tasks, which cannot be easily accomplished by an ICP. Such tasks may include notifications to state and federal agencies and utilities, requests for external resources, activation of shelters, coordinating wide area traffic control, emergency public information, and similar activities. The EMC] shall direct operations of the EOC.

B. Specific

1. For hazardous materials incidents, the first fire service or law enforcement officer on-scene will initiate the ICS. The senior firefighter on the scene will normally serve as the IC. All support units will report to the IC and operate under the direction provided by that position.
2. The IC may recommend evacuation in and around the incident site. [County Judge/Mayor] should issue recommendations for large-scale evacuation, should it become necessary.

VIII. READINESS LEVELS

A. Level IV - Normal Conditions.

See the prevention and preparedness activities in section V.A and V.B, Emergency Activities by Phase.

B. Level III - Increased Readiness. Increased Readiness may be appropriate if there is a greater than normal threat of a hazardous material incident. Initiation conditions may include a significant hazardous material shipment will be transiting our area. Level 3 readiness actions may include:

1. Monitoring the situation.
2. Informing first responders of the situation.

3. Ensuring the hazardous materials response team (if available) is aware of the situation and can respond if necessary.
- C. Level II - High Readiness.** High Readiness may be appropriate if there is an increased risk of a hazardous material incident. Level 2 readiness actions may include:
1. Monitoring the situation.
 2. Alerting personnel for possible emergency duty and deploying personnel and equipment to investigate incidents.
 3. Checking equipment and increasing short-term readiness if possible.
 4. Issuing public warning and providing public information if necessary.
- D. Level I - Maximum Readiness.** Maximum readiness is appropriate when there is a significant possibility of a hazardous materials release. Initiating conditions might include an incident at or near a facility manufacturing or using hazardous materials. Level 1 readiness actions may include:
1. Investigating the situation and partially or fully activating the EOC to monitor it.
 2. Placing first responders in alert status; placing off-duty personnel on standby.
 3. Advising appropriate state and federal agencies.
 4. Preparing to issue public warning if it becomes necessary.

IX. ADMINISTRATION & SUPPORT

A. Support

When a Hazmat incident exceeds the local capability to resolve we will invoke mutual aid agreements. If these personnel, equipment, and supply resources are insufficient or inappropriate, we will request state assistance for Signatory Cities through the County to the Disaster District in Garland, Texas. If at County level we will request state assistance to the Disaster District in Garland, Texas.

B. Hazardous Materials Incident Report

A form used by Ellis County Dispatch Center, the IC, and the EOC to collect and disseminate information on a Hazmat incident is provided in Appendix 2.

C. Resources

1. General emergency response resources are described in Annex M, Resource Management.
2. Specialized Hazmat response resources are also described in Annex M.

D. Documentation & Cost Recovery

The company or individual responsible for the Hazmat release is liable for the cost of clean-up, structural and environmental damage, and personal injury or death. Ellis County/Signatory City will maintain records of personnel and equipment used and supplies expended during the response and recovery phase to support any efforts to recoup costs from the responsible party. If the responsible party cannot be identified, we may be eligible for reimbursement of certain Hazmat response costs by the U.S. Environmental Protection Agency (EPA); this program requires timely submission of an application with supporting data to EPA Region IV in Dallas.

E. Post Incident Review

For Level III incidents, the IC will prepare a short report summarizing the incident, including the cause, critique of response actions, damage assessment, expenditures, and conclusions. Resources for this report may include radio logs, tapes, regulated site records, police reports, fire reports, etc. This report will be circulated to all agencies and individuals tasked in this annex.

F. Training

To comply with emergency worker protection standards, department and agency heads will determine requirements for hazardous materials training for emergency response and medical personnel with Hazmat incident response duties, develop and disseminate schedules for training, and maintain records of such training.

G. Personal Protective Equipment

To comply with emergency worker protection standards, department heads will prescribe the use of personal protective equipment for emergency response and medical personnel who require it. Appendix 3 contains further information on the equipment required to protect against various types of hazards.

H. Plan Testing and Correction

1. Departmental and interdepartmental drills, tabletop exercises, functional exercises, or full-scale exercises dealing with Hazmat incidents shall be included in the local emergency exercise schedule. Where possible, regulated facilities and Hazmat transportation companies should be invited to participate in drills and exercises.
2. This annex should be corrected and revised, if required, based on the results of exercise critiques.

I. Communications

1. The Fire Department and EMS will communicate on Ellis County Fire Channel. Law enforcement will communicate on Ellis County Sheriffs Channel 1 & 2. Public Works will communicate on Public Works Channel 1.
2. Channel will be used for inter-departmental and interagency communications.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A. Fire Marshal is responsible for developing and maintaining this annex. Recommended changes to this annex will be forwarded to Fire Marshal as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- 2. Regulated facilities report their Hazmat inventories annually to the State Emergency Response Commission (SERC), the LEPC, and local fire departments. These reports affect the data in Appendices 5, 6, and 8, which may require more frequent update than the rest of this annex.
- 3. All agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs needed to carry out the tasks assigned in the annex.

XI. REFERENCES

- A. FEMA, *Comprehensive Preparedness Guide (CPG-101)*
- B. National Response Team, *Hazardous Material Emergency Planning Guide (NRT-1)*.
- C. US Department of Transportation, *Emergency Response Guidebook*.

APPENDICES

Appendix 1..... General Hazmat Response Checklist
Appendix 2..... Hazardous Materials Incident Report
Appendix 3..... Response Personnel Safety
Appendix 4..... Protective Actions for the Public
Appendix 5..... Vulnerable Facilities
Appendix 6..... Regulated Facilities
Appendix 7..... Hazardous Materials Transportation Routes
Appendix 8..... Evacuation Routes for Regulated Facility Risk Areas

| |
|--|
| GENERAL HAZMAT RESPONSE CHECKLIST |
|--|

| <input type="checkbox"/> | Action Item | Assigned |
|--------------------------|--|----------|
| | 1 Isolate the site and deny access. | |
| | 2. Classify incident, provide basic situation information to dispatch, and identify response resources required. See Incident Classification at the end of this checklist. <ul style="list-style-type: none"> • Level I – Incident • Level II – Emergency • Level III – Disaster | |
| | 3. Dispatch should relay situation information to emergency responders, who should dispatch forces in accordance with their SOPs. If separate fire and law enforcement dispatch centers are used, the dispatch center receiving the initial report should pass it to the other dispatch center. | |
| | 4. Identify hazardous material being released. <ul style="list-style-type: none"> • Information may be obtained from facility staff, Hazmat inventory reports, placards, shipping papers or manifest, container labels, pipeline markers, and similar materials. | |
| | 5. Determine extent of danger to responders and establish requirements for personal protective equipment specialized response equipment. See Response Personnel Safety in Appendix 3. | |
| | 6. Ascertain extent of danger to general public; determine specific areas and vulnerable facilities (schools, hospitals, nursing homes, prisons, and other institutions), if any, at risk; see Appendices 5, 6, and 7. | |
| | 7. Develop initial action plan to contain and control the release of hazardous materials. | |
| | 8. Determine appropriate protective actions for the public and vulnerable facilities. See Appendix 4. If evacuation is contemplated, check evacuation route status. | |
| | 9. Initiate warning and issue protective action recommendations for the public and vulnerable facilities. <ul style="list-style-type: none"> • See Appendix 5 for protective action data. • See Annex A, Warning, for public notification messages. • See Appendix 8 for evacuation routes for vulnerable facilities. | |
| | 10. Warn vulnerable facilities, provide instructions, and determine requirements for assistance. Provide assistance requested. | |
| | 11. If evacuation is recommended, provide traffic control and be prepared to provide transportation to those who lack it. See Annex E, Evacuation. | |
| | 12. Warn other communities that may be threatened by the Hazmat release. | |
| | 13. If possibility exists of casualties that are contaminated with hazardous substances, ensure EMS units and hospitals are so advised. | |
| | 14. If evacuation is recommended, staff and open temporary shelters for evacuees. See Annex C, Shelter & Mass Care. | |

| ☐ | Action Item | Assigned |
|---|--|----------|
| | 15. If the release threatens water or sewer systems or critical facilities such as power plants or airports, advise the companies or departments concerned so that they may take preventative actions. See Annex L, Utilities. <ul style="list-style-type: none"> • If the release impacts water or sewer systems, ensure the public is warned and provided appropriate instructions. | |
| | 16. Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations. <ul style="list-style-type: none"> • If we are responsible for the release, we must make required notifications to state and federal agencies. • If the responsible party cannot be identified/located, we should make required notifications, making it clear that the responsible party is presently unknown. | |
| | 17. If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies. | |
| | 18. If additional response resources are required request them. <ul style="list-style-type: none"> • Invoke mutual aid agreements. • Summon hazmat response contractor, if one is under contract. • Request assistance from the State through the Disaster District. | |
| | 19. Continuously document actions taken, resources committed, and expenses incurred. <ul style="list-style-type: none"> • Retain message files, logs, and incident-related documents for use in incident investigation and legal proceedings and to support claims for possible reimbursement from the responsible party or state and federal agencies. | |
| | 20. Provide updated information on the incident to the public through media releases. See Annex I, Emergency Public Information. | |
| | 21. When the release of hazardous materials is terminated, inspect potentially affected areas to determine if they are safe before ending protective actions for the public or vulnerable facilities. | |
| | 22. Advise utilities and critical facilities that were impacted by the incident when the release of hazardous materials is terminated. | |
| | 23. If some areas will require long-term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas. | |
| | 24. When it is determined to be safe to end protective actions, advise the public and functional and access needs institutions and, if an evacuation occurred, manage the return of evacuees. | |
| | 25. Conduct post-incident review of response operations. | |

Emergency Situation Classifications

Level 1 – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an incident commander, and may require limited external assistance from other local response agencies or contractors.

Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical

facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an incident commander; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.

Level III – 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. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

HAZARDOUS MATERIALS INCIDENT REPORT

INITIAL CONTACT INFORMATION

Check one: This is an ACTUAL EMERGENCY This is a DRILL/EXERCISE

1. Date/Time of Notification: _____ Report received by: _____
2. Reported by (name & phone number or radio call sign): _____
3. Company/agency and position (if applicable): _____
4. Incident address/descriptive location: _____

5. Agencies at the scene: _____

6. Known damage/casualties (do not provide names over unsecured communications): _____

CHEMICAL INFORMATION

7. Nature of emergency: (check all that apply)
 Leak Explosion Spill Fire Derailment Other
 Description: _____

 8. Name of material(s) released/placard number(s): _____
 9. Release of materials:
 has ended Is continuing. Estimated release rate & duration: _____
 10. Estimated amount of material which has been released: _____
 11. Estimated amount of material which may be released: _____
 12. Media into which the release occurred: _____ air _____ ground _____ water
 13. Plume characteristics:
 - a. Direction (Compass direction of plume): _____ c. Color: _____
 - b. Height of plume: _____ d. _____
- Odor: _____

14. Characteristics of material (color, smell, liquid, gaseous, solid, etc)

15. Present status of material (solid, liquid, and gas):

16. Apparently responsible party or parties:

ENVIRONMENTAL CONDITIONS

17. Current weather conditions at incident site:

Wind From: _____ Wind Speed (mph): _____ Temperature (F): _____

Humidity (%): _____ Precipitation: _____ Visibility: _____

18.

Forecast:

19. Terrain conditions:

HAZARD INFORMATION
(From ERG, MSDS, CHEMTREC, or facility)

20. Potential hazards:

21. Potential health effects:

22. Safety recommendations:

Recommended evacuation distance:

IMPACT DATA

23. Estimated areas/ populations at risk:

24. Vulnerable facilities at risk:

25. Other facilities with Hazmat in area of incident:

PROTECTIVE ACTION DECISIONS

26. Tools used for formulating protective actions

- _____ a. Recommendations by facility operator/responsible party
- _____ b. *Emergency Response Guidebook*
- _____ c. Material Safety Data Sheet
- _____ d. Recommendations by CHEMTREC
- _____ e. Results of incident modeling (CAMEO or similar software)
- _____ f. Other:

27. Protective action recommendations:

- _____ Evacuation _____ Shelter-In-Place _____ Combination _____ No Action
- _____ Other

_____ Time Actions Implemented

28. Evacuation Routes Recommended:

EXTERNAL NOTIFICATIONS

29 Notification made to:

- | | |
|--|-----------------------|
| _____ National Response Center (Federal Spill Reporting) | <u>1-800-424-8802</u> |
| _____ Texas Environmental Hotline (State Spill Reporting) | <u>1-800-832-8224</u> |
| _____ CHEMTREC (Hazardous Materials Information) | <u>1-800-424-9300</u> |
| _____ TCEQ (Most Hazmat spills, except as indicated below) | <u>1-800-832-8224</u> |
| _____ RRC (Oil/gas spills - production facilities, intrastate pipelines) | <u>512-463-6788</u> |
| _____ DSHS/RCP (Radiological incidents) (24 Hours) | <u>(512) 458-7460</u> |
| _____ Disaster District [Location: Garland, Texas (4B)] | <u>(214) 861-2380</u> |
| _____ GDEM State Operations Center (SOC) Austin (24 Hrs) | <u>(512) 424-2277</u> |

30. Other Information:

| |
|----------------------------------|
| RESPONSE PERSONNEL SAFETY |
|----------------------------------|

1. General Guidelines

Response to Hazmat incidents involving skin and respiratory dangers or where the chemical involved is unknown requires responders to follow personal protection levels and procedures outlined in OSHA worker protection standards. The following establishes policies and procedures regarding the personal protection of first responders in the event of a hazardous material incident. Health and safety procedures include the following:

2. Medical surveillance

Responders to hazardous material incident will include emergency medical technicians who will be responsible for surveillance of responders working in and around the Hot Zone, for indicators of toxic exposure or acute physical symptoms.

3. Hot zone

This is the area where contamination does, or is likely, to occur. All first response personnel entering the Hot Zone must wear prescribed levels of protective equipment commensurate with the hazardous material present. Establish an entry and exit checkpoint at the perimeter of the hot zone to regulate and track the flow of personnel and equipment into and out of the zone and to verify that the procedures established to enter and exit are followed. Closely follow decontamination procedures to preclude inadvertent exposure.

4. Personal Protective Equipment (PPE)

All personnel entering the Hot Zone, for the purpose of control and containment or otherwise endangered by contamination will have appropriate protective equipment.

a. Require Level A protection when the highest level of respiratory, skin, eye, and mucous membrane protection is essential. Level A protective equipment includes:

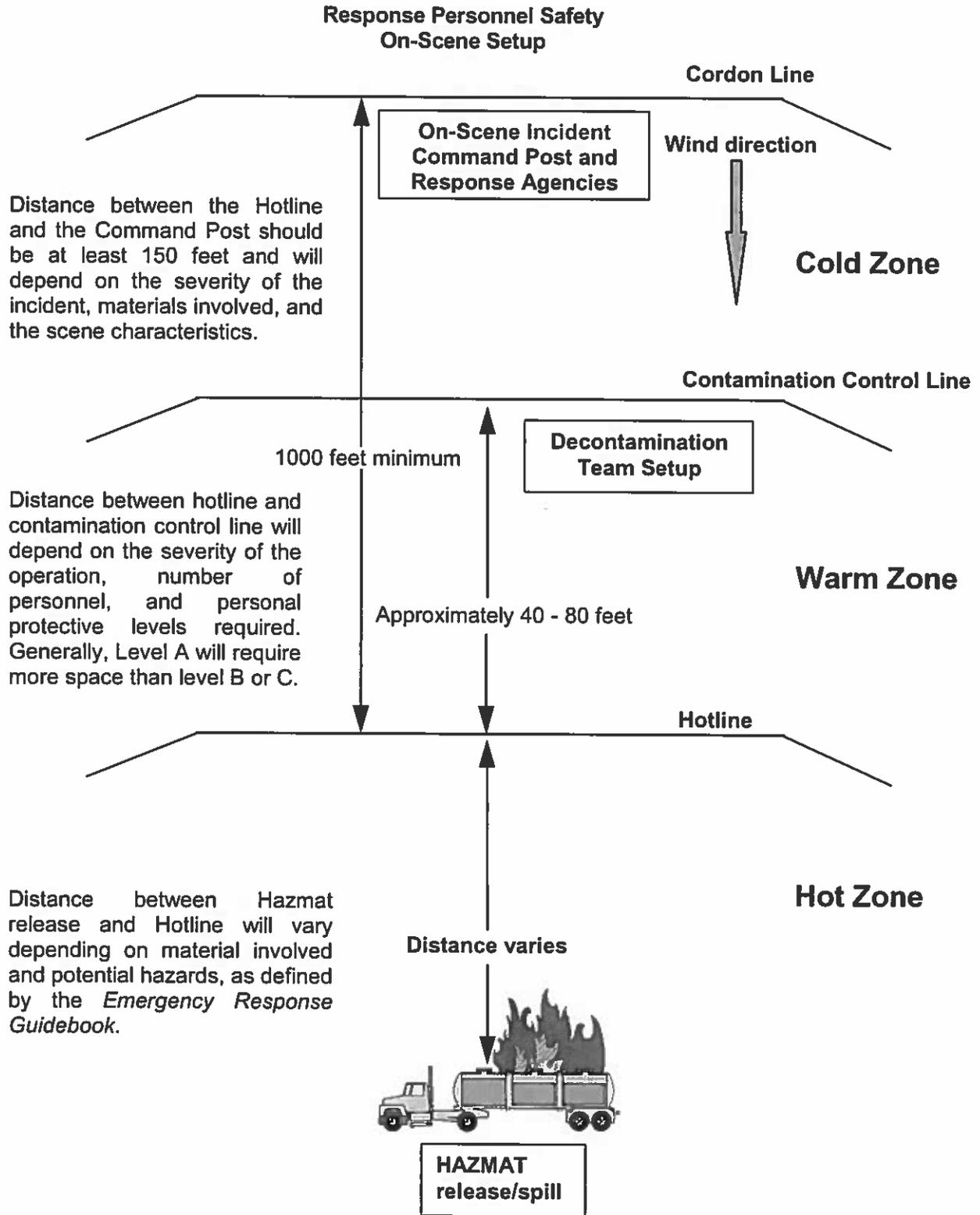
- (1) Pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand, air-line respirators.
- (2) Fully encapsulating chemical-resistant suit.
- (3) Coveralls.
- (4) Long cotton underwear (optional).
- (5) Cotton glove liners (optional)
- (6) Chemical-resistant gloves.
- (7) Chemical-resistant boots.
- (8) Hard hat, under suit (head injury hazard area).
- (9) Disposable inner gloves and boot covers.
- (10) 2-way intrinsically safe radio communications.

b. Require Level B protection when the highest level of respiratory protection is needed but a lesser level of skin and eye protection is warranted. Level B protection is the minimum level recommended on initial site entries until the hazards are identified and defined by monitoring, sampling, and/or other reliable methods of analysis. Personnel equipment must correspond to those findings. Level B protective equipment includes:

- (1) SCBA or a supplied-air respirator (MSHA/NIOSHA approved).
 - (2) Chemical resistant clothing (splash protection).
 - (3) Long cotton underwear (optional).
 - (4) Coveralls or other disposable clothing.
 - (5) Gloves (outer), chemical resistant.
 - (6) Gloves (inner), chemical resistant.
 - (7) Boot covers (outer), chemical resistant.
 - (8) Hard hat (head injury hazard area).
 - (9) 2-way radio communications.
- c. Require Level C protection when the type of airborne substance is known, concentration measured, criteria for using air-purifying respirators met, and skin and eye exposure is unlikely. Perform periodic monitoring of the air. Level C protective equipment includes:
- (1) Air-purifying respirator, full face, canister-equipped, (OSHA/NIOSH approved).
 - (2) Chemical resistant clothing (coveralls, hooded, one or two piece chemical splash suit, or chemical resistant coveralls).
 - (3) Gloves, chemical resistant.
 - (4) Boots (outer) chemical resistant, steel toe and shank.
 - (5) 2-way radio communications.

5. Safety Procedures

- a. OSHA worker protection standards require that an on-site safety monitor be assigned during any Hazmat incident response. The safety monitor must be trained to the same level of the personnel responding into the Hot Zone.
- b. Personnel entering the Hot Zone area should not proceed until a backup team is ready to respond inside the zone for rescue should any member of the team be injured while responding.
- c. Personnel entering the Hot Zone area should not proceed until the Contamination Control Line has been set up.



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|--|
| PROTECTIVE ACTIONS FOR THE PUBLIC |
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1. Factors to Consider in Selecting Protective Actions

Among the factors to be considered in determining protective actions for the public are the following:

- a. Characteristics of the hazardous material
 - (1) Degree of health hazard
 - (2) Amount of material that has been released or is expected to be released
 - (3) Time of release
 - (4) Rate of spread
- b. Weather conditions, particularly wind direction and speed for airborne hazards
- c. Population at risk
 - (1) Location
 - (2) Number
 - (3) Access and functional needs populations
 - (4) Evacuation routes
- d. Estimated warning and evacuation times
- e. Ability to predict behavior of Hazmat release (typically from release modeling software, e.g., CAMEO/ALOHA).

2. Primary Protective Strategies.

- a. The two primary protective strategies used during Hazmat incidents are shelter in place and evacuation.
 - (1) Shelter in place involves having people shelter in a building and take steps to reduce the infiltration of contaminated outside air. Shelter in place can protect people for limited periods by using the shielding provided by a building's structure to decrease the amount or concentration of Hazmat to which they are exposed. With a continuous release, the indoor concentration of Hazmat for buildings within the Hazmat plume will eventually equal the average outdoor concentration, limiting the effectiveness of this strategy in long-term releases.
 - (2) Evacuation protects people by relocating them from an area of known danger or potential risk to a safer area or a place where the risk to health and safety is considered acceptable. While evacuation can be very effective in protecting the public, large-scale evacuation can be difficult to manage, time consuming, and resource intensive.

- (3) Shelter in place and evacuation are not mutually exclusive protective strategies. Each strategy may be appropriate for different geographic areas at risk in the same incident. For example, residents within a mile downwind of an incident site may be advised to shelter in place because there is insufficient time to evacuate them, while residents of areas further downwind may be advised to evacuate.

b. **Determining Protective Actions.** The information that follows is intended to aid in weighing suitable protective actions for the public and vulnerable facilities.

(1) Shelter in place may be appropriate when:

- Public education on shelter in place techniques has been conducted.
- Sufficient buildings are available in the potential impact area to shelter the population at risk.
- In the initial stages of an incident, when the area of impact is uncertain.
- A Hazmat release is impacting or will shortly impact the area of concern.
- A Hazmat release is short term (instantaneous or puff release) and wind is moving vapor cloud rapidly downwind
- Evacuation routes are unusable due to weather or damage or because they pass through a likely Hazmat impact area.
- Specialized equipment and personnel needed to evacuate institutions such as schools, nursing homes, and jails is not available.

(2) Evacuation may be appropriate when:

- A Hazmat release threatens the area of concern, but has not yet reached it.
- A Hazmat release is uncontrolled or likely to be long term.
- There is adequate time to warn and instruct the public and to carry out an evacuation.
- Suitable evacuation routes are available and open to traffic.
- Adequate transportation is available or can be provided within the time available.
- Specialized equipment and personnel needed to evacuate institutions are available.
- The Hazmat released is or will be deposited on the ground or structures and remain a persistent hazard.
- The likely impact area includes a large outdoor population and there are insufficient structures for sheltering that population.

3. Other Protection Strategies

a. **Protection of Water Systems.** A Hazmat incident may contaminate ground water supplies and water treatment and distribution systems. Threats to the drinking water supply must be identified quickly and water system operators must be notified in a timely manner in order to implement protective actions. If water supplies are affected, the public must be warned and advised of appropriate protective actions; alternative sources of water will have to be provided.

- b. Protection of Sewer Systems. A hazardous chemical entering the sanitary sewer system can cause damage to a sewage treatment plant. If sewer systems are threatened, facility operators must be notified in a timely manner in order to implement protective actions. If systems are damaged, the public must be warned and advised what to do. It will likely be necessary to provide portable toilets in affected areas.
- c. Relocation. Some hazardous material incidents may contaminate the soil or water of an area and pose a chronic threat to people living there. People may need to move out of the area for a substantial period of time until the area is decontaminated or until natural weathering or decay reduces the hazard.

4. Disseminating Warning and Protective Action Recommendations.

- a. The normal means of warning the public of emergencies as described in Annex A of this plan will be used to warn the public of hazmat incidents.
- b. Sample public notification messages for shelter in place and evacuation are provided in Annex A, Warning, with further information in Annex I, Emergency Public Information.

VULNERABLE FACILITIES
(Functional and access needs institutions)

For current emergency contact numbers, see the [Emergency Contact Roster].

Vulnerable Facilities – Appendix 5
This list is maintained in the Office of Emergency Management

REGULATED FACILITIES

For emergency contact numbers for these facilities, see the Emergency Contact Roster.

Regulated Facilities – Appendix 6
This list and maps are maintained in the Office of Emergency Management

EVACUATION ROUTES FOR REGULATED FACILITY RISK AREAS

Evacuation Routes for the Regulated Facility Risk Area – Appendix 8
The map is maintained in the Office of Emergency Management.

ANNEX M
EMERGENCY
MANAGEMENT
Resource Management
FOR
Ellis County



January 11, 2019

APPROVAL & IMPLEMENTATION

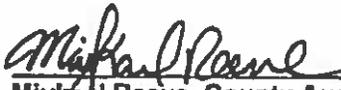
Annex M

Resource Management

Written herewith is Annex A— Resource Management for the county of Ellis and the signatory cities of Alma, Bardwell, Ferris, Garrett, Italy, Maypearl, Midlothian, Milford, Oak Leaf, Ovilla, Palmer, Pecan Hill. This annex supersedes any previous Resource Management annex developed and promulgated for this purpose. It provides a framework in which the county and the signatory cities can plan and perform their respective functions during an emergency when an activation of the Emergency Operations Plan (EOP) is necessary.

This annex is in accordance with existing federal, state and local statutes and understandings of the various departments and agencies involved. It has been concurred upon by Ellis County, the signatory cities, and the Texas Governor's Division of Emergency Management (DEM). All recipients of this annex are requested to advise Ellis County Office of Emergency Management as to any changes that might result in its improvement or increase its usefulness.

This annex will be reviewed and maintained by the Ellis County Office of Emergency Management.



Michael Reeve, County Auditor
Ellis County

1/22/19

Date

ANNEX M

RESOURCE MANAGEMENT

I. AUTHORITY

See Basic Plan, Section I.

II. PURPOSE

The purpose of this annex is to provide guidance and outline procedures for efficiently obtaining, managing, allocating, and monitoring the use of resources during emergency situations or when such situations appear imminent. Furthermore, this annex establishes procedures for the emergency hiring of personnel for deployment during an emergency or disaster.

III. EXPLANATION OF TERMS

A. Acronyms

| | |
|------|--|
| DDC | Disaster District Committee |
| EMC | Emergency Management Coordinator |
| EMD | Emergency Management Director |
| EOC | Emergency Operations or Operating Center |
| IC | Incident Commander |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| NIMS | National Incident Management System |
| NRF | National Response Framework |
| RMO | Resource Management Officer |
| SOPs | Standard Operating Procedures |
| TDEM | Texas Division of Emergency Management |

B. Definitions

Fire Service. Any fire department that services a signatory city or the collective of all fire departments within the county.

Law Enforcement. Any law enforcement agency that includes the Ellis County Sheriff's Office, Police Department of the signatory cities, state law enforcement agency that office within the county or the collective of all the law enforcement agencies within the county

Multiagency Coordination Systems. Used in the support of incident management, this system combines facilities, equipment, personnel, procedures, and communications into a common framework. A multiagency coordination system can be used to develop consensus on priorities, resource allocation, and response strategies. Representatives from within the local

government as well as external agencies and nongovernmental entities may work together to coordinate a jurisdiction's response.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. As noted in the general situation statement in section IV.A of our Basic Plan, Ellis County and the Signatory Cities are at risk from a number of hazards that could threaten public health and safety and private and public property and require the commitment of local resources to contain, control, or resolve.
2. Resource management planning during pre-disaster hazard mitigation activities is designed to lessen the effects of known hazards. During pre-disaster preparedness activities it is designed to enhance the local capability to respond to a disaster. Throughout an actual response to a disaster or during the post-disaster recovery process, resource management is essential to ensure smooth operations. Hence, we must have a resource management capability that is based on sound business practices that can function efficiently during emergency situations, and comply with the framework set forth by the National Incident Management System (NIMS) as well as including certain reporting and coordinating requirements contained in the National Response Framework (NRF).
3. Effective resource management is required in all types of emergency situations – from incidents handled by one or two emergency services working under the direction of an IC, to emergencies that require a response by multiple services and external assistance, to catastrophic incidents that require extensive resource assistance from the state and/or federal government for recovery.
4. For some emergency situations, available local emergency resources will be insufficient for the tasks that may have to be performed. Therefore, other local resources may have to be diverted from their day-to-day usage to emergency response. Additionally, we may have to request resources from other jurisdictions or the state and it may be necessary to rent or lease additional equipment and purchase supplies in an expedient manner.
5. In responding to major emergencies and disasters, the County Judge/Signatory City Mayor may issue a disaster declaration pursuant to Chapter 418 of the Government Code and the Executive Order of the Governor Relating to Emergency Management and invoke certain emergency powers to protect public health and safety and preserve property.
 - a. When a disaster declaration has been issued, the County Judge/Signatory City Mayor may use all available local government resources to respond to the disaster and temporarily suspend statutes and rules, including those relating to purchasing and contracting, if compliance would hinder or delay actions necessary to cope with the disaster. See Annex U, Legal, for additional information regarding the emergency powers of government. The county/city attorney should provide advice regarding the legality of any proposed suspension of statutes or rules. When normal purchasing and contracting rules are suspended, it is incumbent on the County/City Financial Officer and Purchasing Officer to formulate and advise government employees of the rules that are in effect for emergency purchasing and contracting.

- b. When a disaster declaration has been issued, the County Judge/Signatory City Mayor may commandeer public or private property, if necessary, to cope with a disaster, subject to compensation. This procedure should be used as a last resort and only after obtaining the advice of the County/City Attorney.

B. Assumptions

1. Much of the equipment and many of the supplies required for emergency operations will come from inventories on hand.
2. Additional supplies and equipment required for emergency operations will generally be available from normal sources of supply. However, some of our established vendors may not be able to provide needed materials on an emergency basis or may become victims of the emergency situation. Hence, standby sources should be identified in advance and provisions should be made for arranging alternative sources of supply on an urgent need basis.
3. Some of the equipment and supplies needed during emergency operations are not used on a day-to-day basis or stockpiled locally and may have to be obtained through emergency purchases.
4. Inter-local agreements will be invoked and resources made available when requested.
5. Some businesses and individuals that are not normal suppliers will be willing to rent, lease, or sell needed equipment and supplies during emergency situations.
6. Some businesses may provide equipment, supplies, manpower, or services at no cost during emergency situations. Developing agreements between local government and the businesses in advance can make it easier to obtain such support during emergencies.
7. Some community groups and individuals may provide equipment, supplies, manpower, and services during emergency situations.
8. Volunteer groups active in disaster will provide such emergency services as shelter management and mass feeding when requested to do so by local officials.
9. Donated goods and services can be a valuable source of resources.

V. CONCEPT OF OPERATIONS

A. Guidelines

1. Our resource management, in accordance with the NIMS, involves the application of tools, processes, and systems that allow for efficient and suitable resource allocations during an incident. Resources include personnel and facilities as well as equipment and supplies. In order to facilitate resource management, coordination activities will take place in the EOC.

2. When necessary, a Multi-agency Coordination System will be organized. Multi-agency coordination is important for the establishment of priorities, allocating critical resources, developing strategies for response, information sharing, and facilitating communication.
3. As established in the NIMS, resource management is based on four guiding principles:
 - a. The establishment of a uniform method of identifying, acquiring, allocating, and tracking resources
 - b. The classification of kinds and types of resources required to support incident management
 - c. The use of a credentialing system linked to uniform training and certification standards
 - d. The incorporation of resources from non-traditional sources, such as the private sector and nongovernmental organizations.
4. It is the responsibility of local government to protect the lives and property of its citizens and to relieve suffering and hardship. We will commit our available resources to do so. In the event of resource shortfalls during emergency situations, the senior officials managing emergency operations are responsible for establishing priorities for the use of available resources and identifying the need for additional resources.
5. As a basis for employing our resources to their greatest capacity during emergency situations, we will develop and maintain a current inventory of our dedicated emergency resources and other resources that may be needed during emergency operations. All of our resources, pursuant to the NIMS, are classified by kinds and types. **Our complete list of resources is extensive and updated frequently, making it impractical to include as part of this annex. A computerized resource database/complete resource list is maintained and kept at the Judge's/Mayor's/City Manager's/Other office. A complete list of our resources is included in the Ellis County Purchasing Department.**
6. In the event that all local resources have been committed and are insufficient, assistance will be sought from surrounding jurisdictions with which inter-local agreements have been established. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is absolutely critical in the establishment of such agreements. Assistance will also be sought from volunteer groups and individuals. Where possible, we will execute agreements in advance with those groups and individuals for use of their resources.
7. Some of the resources needed for emergency operations may be available only from businesses. Hence, we **have established** emergency purchasing and contracting procedures.
8. Certain emergency supplies and equipment, such as drinking water and portable toilets, may be needed immediately in the aftermath of an emergency. The Resource Manager shall maintain a list of local and nearby suppliers for these essential need's items. See Appendix 1 to this annex.
9. Although many non-emergency resources can be diverted to emergency use, certain personnel, equipment, and supplies may be required to continue essential community support functions, such a medical care and fire protection.

10. It is important to maintain detailed records of resources expended in support of emergency operations:

- a. As a basis for future department/agency program and budget planning.
- b. To document costs incurred that may be recoverable from the party responsible for an emergency incident, insurers, or from the state or federal government.

B. Management Operations

1. The IC is responsible for managing emergency resources at the incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. The ICS structure includes a Logistics Section, which is responsible for obtaining and maintaining personnel, facilities, equipment, and supplies committed to the emergency operation. The IC will determine the need to establish a Logistics Section. This decision is usually based on the size and anticipated duration of the incident and the complexity of support.
2. If the EOC is activated, the Incident Commander shall continue to manage emergency resources committed at the incident site. The Resource Manager in the EOC shall monitor the state of all resources, manage uncommitted resources, and coordinate with the Incident Commander to determine requirements for additional resources at the incident site. Departments and agencies involved in emergency operations that require additional resources should use the Emergency Resource Request form in Appendix 2 to communicate their requirements to the resource management staff.
3. If additional resources are required, the Resource Manager shall coordinate with the EMC/EOC Manager to:
 - a. Activate and direct deployment of additional local resources to the incident site.
 - b. Request mutual aid assistance.
 - c. Purchase, rent, or lease supplies and equipment.
 - d. Obtain donated resources from businesses, individuals, or volunteer groups.
 - e. Contract for necessary services to support emergency operations.
 - f. Commit such resources to the IC to manage.
4. If the resources above are inadequate or inappropriate for the tasks to be performed, the Resource Manager shall coordinate with the EMC to prepare a request for state resource assistance for approval by the County Judge/Signatory City Mayor to be forwarded to the DDC.
5. The Resource Manager should be among those initially notified of any large-scale emergency. When warning is available, key suppliers of emergency equipment and supplies should be notified that short notice orders may be forthcoming.
6. The Resource Manager shall consult with the County/City Attorney to determine potential liabilities before accepting offers of donations of supplies, equipment, or services or committing manpower from individual or volunteer groups to emergency operations.

7. Ellis County and the signatory cities assume no financial or civil liability for the use of publicly or privately-owned resources. However, accurate records will be maintained for possible reimbursement.
8. Each department head will manage their resources to include the resources available through existing mutual aid agreements.
9. The HR Director has overall responsibility for providing adequate personnel during a disaster.
10. The Purchasing Department will maintain separate records for emergency purchases.

C. Activities by Phases of Emergency Management

1. Mitigation

- a. Review the local hazard analysis and, to the extent possible, determine the emergency resources needed to deal with anticipated hazards and identify shortfalls in personnel, equipment, and supplies.
- b. Enhance emergency capabilities by acquiring staff, equipment, and supplies to reduce shortfalls and executing inter-local agreements to obtain access to external resources during emergencies.

2. Preparedness

- a. Establish and train an emergency resource management staff. Staff members should be trained to perform resource management in an incident command operation or in the EOC.
- b. Maintain a complete resource inventory list, located and on **status boards** in the EOC. This resource inventory should include resources not normally used in day-to-day incident response that may be needed during emergencies and disasters.
- c. Establish rules and regulations for obtaining resources during emergencies, including emergency purchasing and contracting procedures.
- d. Maintain the list of local and nearby suppliers of immediate needs resources; see Appendix 1.
- e. Ensure County/City emergency call-out rosters include the County/City Resource Manager, who should maintain current telephone numbers and addresses for sources of emergency resources.
- f. Ensure that after-hours contact numbers are obtained for those companies, individuals, and groups who supply equipment and supplies that may be needed during emergency operations and that those suppliers are prepared to respond to on short notice during other than normal business hours.

3. Response

- a. Advise the County Judge/Signatory City Mayor and emergency services staff on resource requirements and logistics related to response activities.
- b. Coordinate and use all available resources during an emergency or disaster; request additional resources if local resources are insufficient or inappropriate.
- c. For major emergencies and disaster, identify potential resource staging areas.
- d. Coordinate emergency resource needs with local departments, nearby businesses, industry, volunteer groups, and, where appropriate, with state and federal resource suppliers.
- e. Coordinate resources to support emergency responders and distribute aid to disaster victims.
- f. Maintain records of equipment, supply, and personnel costs incurred during the emergency response.

4. Recovery

- a. In coordination with department/agency heads, determine loss or damage to equipment, supplies consumed, labor utilized, equipment rental or lease costs, and costs of contract services to develop estimates of expenses incurred in response and recovery operations.
- b. In coordination with department/agency heads, determine repairs, extraordinary maintenance, and supply replenishment needed as a result of emergency operations and estimate costs of those efforts.
- c. Maintain records of the personnel, equipment, supply, and contract costs incurred during the recovery effort as a basis for recovering expenses from the responsible party, insurers, or the state or federal government.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. General.

1. The function of resource management during emergency situations shall be carried out in the framework of our normal emergency organization described in Section VI.A of the Basic Plan. Preplanning for resource management operations shall be conducted to ensure that staff and procedures needed to manage resources in an emergency situation are in place.
2. The **County Auditor** shall serve as the Resource Manager Officer (RMO) and will be responsible for planning, organizing, and carrying out resource management activities during emergencies. The Resource Manager will be assisted by a temporary staff, described below, assembled from those departments and agencies with the required skills and experience.

3. During an emergency or disaster, the Resource Manager will fulfill requests for additional personnel, equipment, and supplies received from emergency response elements, identify resources to satisfy such requirements, coordinate external resource assistance, and serve as the primary point of contact for external resources made available to the county/city.
4. The Human Resources Director or designee will manage the emergency activities of the HR department.

B. Task Assignments

1. The County Judge/Signatory City Mayor:
 - a. Will administer the rules and regulations regarding resource management during emergency situations established by the local governing body.
 - b. May provide general guidance on resource management and establish priorities for use of resources during emergency situations.
 - c. May issue a local disaster declaration, if the situation warrants, and use available public resources to respond to emergency situations. Furthermore, he or she may, under certain circumstances, commandeer private property, subject to compensation requirements, to respond to such situations. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to private or public property and state or federal assistance will be needed to recover from the incident. See Annex J, Recovery, and Annex U, Legal, regarding disaster declarations.
 - d. May request assistance from the State through the DDC if local resources are insufficient to deal with the emergency situation. Cities must first request assistance from their county before requesting assistance from their DDC.
2. The IC will:
 - a. Manage resources committed to an incident site.
 - b. Monitor the status of available resources and request additional resources through the Logistics Section at the ICP.
3. The Resource Manager will:
 - a. Advise elected officials and department heads regarding resource management needs and the priorities for meeting them.
 - b. Maintain the Ellis County resource inventory list.
 - c. Provide qualified staff at the ICP and the EOC to track the status of resources -- those committed, available, or out-of-service.

- d. Maintain a list of suppliers for emergency resource needs (see Appendix 1). Identify sources for additional resources from public and private entities and coordinate the use of such resources.
 - e. Determine the need for, identify, and operate facilities for resource staging and temporary storage of equipment and supplies, to include donated goods.
 - f. Monitor potential resource shortages and establish controls on use of critical supplies.
 - g. Organize and train staff to carry out the Logistics function at the ICP and the Resource Management function at the EOC.
4. The Purchasing Officer or a designated Supply & Distribution Coordinator will:
- a. Determine the most appropriate means for satisfying resource requests.
 - b. Locate needed resources using resource and supplier lists and obtain needed goods and services.
 - c. Coordinate with the Donations Coordinator regarding the need for donated goods and services (see Annex T, Donations Management).
 - d. Coordinate resource transportation requirements with the Transportation Officer (See Annex S, Transportation).
 - e. Direct and supervise the activities of the Supply and Distribution Officers.
5. The Distribution Officer will:
- a. Arrange delivery of resources, to include settling terms for transportation, specifying delivery location, and providing point of contact information to shippers.
 - b. Advise the Supply and Distribution Coordinator when the jurisdiction must provide transportation in order to obtain a needed resource.
 - c. Oversee physical distribution of resources, to include material handling.
 - d. Ensure temporary storage facilities or staging areas are arranged and activated as directed.
 - e. Track the location and status of resources.
6. The Supply Officer will:
- a. Identify sources of supply for and obtain needed supplies, equipment, labor, and services.
 - b. Rent, lease, borrow, or obtain donations of resources not available through normal supply channels.

- c. Keep the Distribution & Supply Coordinator informed of action taken on requests for supplies, equipment, or personnel.
 - d. Request transportation from and keep the Distribution Officer informed of expected movement of resources, along with any priority designation for the resources.
7. The Ellis County/City Financial Officer/Treasurer shall:
- a. Oversee the financial aspects of meeting resource requests, including record keeping, budgeting for procurement and transportation, and facilitating cash donations to the jurisdiction (if necessary and as permitted by the laws of the jurisdiction).
 - b. Advise Ellis County Judge/Signatory City officials and department heads on record keeping requirements and other documentation necessary for fiscal accountability.
8. The County/City Attorney shall:
- a. Advise the resource management staff regarding procurement contracts and questions of administrative law.
 - b. Review and advise county/city officials on possible liabilities arising from resource management operations during emergencies.
 - c. Monitor reports of overcharging/price gouging for emergency supplies and equipment and repair materials and refer such reports to the Office of the Attorney General.
9. All departments and agencies will coordinate emergency resource requirements that cannot be satisfied through normal sources of supply with the Resource Management staff.

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| VII. DIRECTION & CONTROL |
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A. General.

- 1. The County Judge/Signatory City Mayor shall, pursuant to NIMS, provide general guidance on the management of resources during emergencies and shall be responsible for approving any request for state or federal resources.
- 2. The Resource Manager may provide advice regarding resource management to the County Judge/Signatory City Mayor, Commissioner's Court, the IC, the EMC, and other officials during emergencies.
- 3. The IC will manage personnel, equipment, and supply resources committed to an incident, establishing a Logistics Section if necessary. If the EOC has not been activated, the IC may request additional resources from local departments and agencies and may request those local officials authorized to activate inter-local agreements or emergency response contracts to do so to obtain additional resources.

4. When the EOC is activated, the Resource Manager will manage overall resource management activities from the EOC. The IC shall manage resources committed to the incident site and coordinate through the Resource Manager to obtain additional resources. The Resource Manager shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.
5. The Resource Manager will identify public and private sources from which resources needed can be obtained during an emergency situation, and originate emergency procurements or take action to obtain such resources by leasing, renting, borrowing, or other means.
6. The Resource Manager will direct the activities of those individuals assigned resource management duties in the EOC during emergency operations. Normal supervisors will exercise their usual supervisory responsibilities over such personnel.

B. Line of Succession. The line of succession for the Resource Manager is:

1. 1st Assistant, County Auditor
2. Treasurer
3. Deputy Treasurer

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| VIII. READINESS LEVELS |
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A. Readiness Level IV – Normal Conditions

See the mitigation and preparedness activities in paragraphs V.C.1 and V.C.2 above.

B. Readiness Level III - Increased Readiness

1. Review the potential emergency situation, determine resource management staff availability, and review emergency tasks assigned in the emergency management plan and this annex.
2. Designate resource management personnel on call for emergency duty.
3. Update local resource inventory.

C. Readiness Level II – High Readiness

1. The Resource Manager will review resource request procedures and any known resources limitations pertinent to the potential hazard facing the local area with Ellis County/Signatory City officials and the EOC staff.
2. The Resource Manager will brief assigned staff on the potential emergency situation and plans to deal with it should it occur and ensure that on-call staff members are available by telephone and ready to report to duty if called.
3. In coordination with the EMC and department heads, determine potential resource needs based on the potential threat.

4. Contact suppliers to advise them of threat and possible needs.
5. Consider relocation or other means of protecting resources at risk.

D. Readiness Level I – Maximum Readiness

1. Designated resource management personnel will proceed to the ICP or to the EOC if requested.
2. Implement protective actions for resources.

IX. ADMINISTRATION & SUPPORT

- A. Maintenance of Records.** All records generated during an emergency will be collected and maintained in an orderly manner so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.
- B. Preservation of Records.** Vital resource management records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.
- C. Training.** Individuals who will be performing resource management duties in the EOC or at the incident command post shall receive training on their required duties and the operating procedures for those facilities.
- D. Resource Data**
1. The Resource Manager shall keep current the list of available emergency resources in Appendix 3 or the computerized resource database maintained in the Purchasing and Auditors offices of Ellis County and each respective signatory city.
 2. The Resource Manager shall keep current information on the sources of essential disaster supplies in Appendix 1
- E. Support.** The Resource Manager is responsible for coordinating standby agreements for emergency use of resources with businesses, industry, individuals, and volunteer groups. The Ellis County/Signatory City Attorney shall be consulted regarding such agreements and approve them.

X. DEVELOPMENT & MAINTENANCE

- A.** The Ellis County Auditor, who serves as the Resource Manager, is responsible for developing and maintaining this annex.
- B.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

XI. REFERENCES

Texas Local Government Code, Chapter 203 (Management and Preservation of Records)

APPENDICES

Appendix 1 Essential Disaster Supplies
Appendix 2.....Emergency Resource Request
Appendix 3.....Resource Inventory

ESSENTIAL DISASTER SUPPLIES

1. Planning Factors

a. Drinking Water

- 1) The planning factor for drinking water is 3 gallons per person per day.
- 2) Emergency drinking water is usually provided in the form of bottled water. Bottled water is available from a variety of sources already palletized and ready to ship.
- 3) People sometimes request that water tankers be emplaced in specific areas as fill-it-yourself water stations. This arrangement is often undesirable because potable water tankers are generally in short supply, a distribution system of piping and faucets must be fabricated, and such facilities usually have to be staffed.

b. Ice

- 1) Ice is needed to preserve food and medicines.
- 2) The planning factor for ice is one 8 to 10 pound bag per person per day.
- 3) Bagged ice is available from a number of distributors. When arranging for ice, keep in mind that ice is obviously perishable and you will probably need to retain the refrigerated delivery truck to preserve the product while it is being distributed.

c. Portable Toilets

- 1) The general planning factor is 8 to 10 toilets per hundred people. In areas where people are well dispersed, additional toilets may be needed to keep the walk to sanitary facilities reasonable.
- 2) In requesting portable toilets, ensure that the contract for providing the toilets includes the requirement to service them on a regular basis. A local or nearby firm that has existing arrangements for waste disposal is often preferable.
- 3) Portable toilets should be sited at least 100 feet for any water source or cooking facility. To prevent disease, it is desirable to have hand-washing facilities in the vicinity of toilets.

d. Food

- 1) Shelter and mass care facilities and mobile feeding units generally aim to provide at least two, and preferably three, simple meals per day – cereal, sandwiches, and soup. When requesting feeding service, provide not only an estimate of the number of people that need to be fed, but also indicate the number of those who are infants and children 1 to 3 years of age so that suitable food can be provided.
- 2) It may be possible to obtain packaged non-perishable meals for disaster victims who remain in their homes and cannot easily be served by fixed or mobile feeding facilities. A good estimate of the number of people who must be fed and for how long is vital in requesting such meals.

e. Plastic Sheeting & Tarps

- 1) Plastic sheeting and tarps are used to protect damaged structures from further damage by foul weather.

- 2) The planning factor for plastic sheeting is 1100 square feet per home. That amount covers half the roof of a typical 1800 square foot house.
- 3) For plastic sheeting: 4 or 5 mil thickness, 8+ feet wide – the wider the better.
- 4) For tarps: inexpensive polyethylene tarps are readily available. Tarps should have grommets.
- 5) Rope can be used to install tarps that have grommets. Furring strips are usually needed to keep plastic sheeting on roofs and walls and may also be used with tarps.

f. Sandbags

- 1) Sandbags may be used to protect structures from rising water.
- 2) Sandbags are available in quantity from a number of commercial distributors.
- 3) If you plan to use a substantial quantity of sandbags, a sandbag-filling machine can expedite filling. These machines are available from a variety of commercial vendors; sandbag distributors may be able to provide such machines or contact information for those who do.

2. Suppliers of Essential Disaster Supplies

| <u>Item</u> | <u>Local Supplier</u> | <u>Nearby Supplier</u> |
|--------------------------|-----------------------|------------------------------|
| Bottled Water | WALMART, HEB Grocery | Same |
| Ice | WALMART, HEB Grocery | Same |
| Portable Toilets | Porta Potty Rental | Contractors Choice |
| Packaged Meals | HEB Grocery | Same |
| Plastic Sheeting & Tarps | Home Depot or LOWE'S | Same |
| Sandbags | U-Line | Each Commissioner's Precinct |

RESOURCE INVENTORY

| ELLIS COUNTY PRECINCT 1 | | |
|--------------------------------|------------------|------------------|
| RESOURCE | FEMA CODE | AUTHORITY |
| CAT 140H Motor Grader | Type II | Pct 1 |
| New Holland Backhoe | Type II | PCT 1 |
| CAT T28F Loader | Type III | PCT 1 |
| CAT Excavator | Type I | PCT 1 |
| CAT Skid Steer 289C | Type II | PCT 1 |
| CAT 140M3 Motor Grader | Type III | PCT 1 |

| ELLIS COUNTY PRECINCT 2 | | |
|---|------------------|----------------------------|
| RESOURCE | FEMA CODE | AUTHORITY |
| Grader w/ Attachments | Type II | Commissioner, Lane Grayson |
| Hydraulic Excavator (Medium Mass Excavation 4cy to 1.75 cy buckets) | Type IV | Commissioner, Lane Grayson |
| Hydraulic Excavator, Truck Mounted | Type II | Commissioner, Lane Grayson |
| Road Sweeper | No Type | Commissioner, Lane Grayson |
| Track Dozer | Type III | Commissioner, Lane Grayson |
| Track Loader | Type III | Commissioner, Lane Grayson |
| Trailer, Dump | Type I | Commissioner, Lane Grayson |
| Trailer, Gooseneck | Type II | Commissioner, Lane Grayson |
| Dump Truck | Type II | Commissioner, Lane Grayson |
| Water Pump, De-watering | Other/ Gas | Commissioner, Lane Grayson |
| Water Truck (4,000 Gallons) | Type I | Commissioner, Lane Grayson |
| Wheel Loader Backhoe | Type III | Commissioner, Lane Grayson |
| Wheel Loaders (Small 7 cy to 2 cy) | Type II | Commissioner, Lane Grayson |
| Skid Steer | Type I | Commissioner, Lane Grayson |

| ELLIS COUNTY PRECINCT 3 | | |
|--------------------------------|------------------|------------------|
| RESOURCE | FEMA CODE | AUTHORITY |
| GMC DUMP TRUCK | Type II | PCT 3 |
| INTERSTATE FLATBED S/T | Type II | PCT 3 |
| INTERSTATE FLATBED TRAILER | Type II | PCT 3 |
| PRIOR PIPE CULVERT TRAILER | Type II | PCT 3 |
| MACK DUMP TRUCK | Type II | PCT 3 |
| FORD WATER TRUCK | Type I | PCT 3 |
| CHEVROLET KODIAK DUMP TRUCK | Type II | PCT 3 |
| CHEVROLET KODIAK DUMP TRUCK | Type II | PCT 3 |
| FORD F150 | TYPE IV | PCT 3 |
| CHEVROLET KODIAK DUMP TRUCK | Type IV | PCT 3 |
| FORD F150, SILVER | Type IV | PCT 3 |
| FREIGHTLINER DUMP TRUCK | Type II | PCT 3 |
| FORD F350 | Type III | PCT 3 |
| PETERBILT | Type II | PCT 3 |
| FREIGHTLINER FL80/WATER TRUCK | Type II | PCT 3 |
| FORD F250, YELLOW | Type IV | PCT 3 |
| JOHN DEERE 544H WHEEL LOADER | Type III | PCT 3 |
| JOHN DEERE 655B CRAWLER | Type III | PCT 3 |
| CATERPILLAR 120H MOTORGRADER | Type II | PCT 3 |
| GRADALL XL MODEL 3100 | Type III | PCT 3 |
| NEW HOLLAND TRACTOR TS115A | Type II | PCT 3 |
| LEACH DUMP TRAILER | Type II | PCT 3 |
| JOHN DEERE 670D MOTOR GRADER | Type II | PCT 3 |

Appendix 3 to Annex M

| | | |
|---|---------|-------|
| BROCE CR350 POWER BROOM | Type I | PCT 3 |
| CMS-232-T FLASHING SIGNAL ROAD AND TRAFFIC LIGHTS | Type I | PCT 3 |
| FORD F450 DUMP TRUCK | Type II | PCT 3 |
| SHOP MADE UTILITY TRAILER WITH WELDER UNIT | Type II | PCT 3 |
| CASE FARMALL 85C TRACTOR | Type i | PCT 3 |
| CHEVROLET 1500 CREW CAB 4X2, BLUE | Type IV | PCT 3 |
| CHEVROLET 1500 CREW CAB 4X2, BLACK | Type IV | PCT 3 |
| CHEVROLET SILVERADO | Type IV | PCT 3 |
| CHEVROLET SILVERADO 1500 DUAL CAB 4X2 | Type IV | PCT 3 |
| STREME TRAILER | Type II | PCT 3 |
| INTERNATIONAL MODEL 4400 | Type II | PCT 3 |
| INTERNATIONAL DUMP TRUCK | Type II | PCT 3 |
| WELDING SHOP MADE AG-TRAILER | Type II | PCT 3 |
| MACK DUMP TRUCK | Type II | PCT 3 |
| FORD F-350 | Type II | PCT 3 |
| JOHN DEERE 544K LOADER | Type | PCT 3 |
| DODGE RAM TRUCK 1500 | Type IV | PCT 3 |
| FORD F-350 | Type II | PCT 3 |
| STREME TRAILER | Type II | PCT 3 |
| KARAVAN UTILITY TRAILER | Type II | PCT 3 |
| PJ GOOSENECK LO PRO FLATDECK | Type II | PCT 3 |
| FORD 750 DUMP TRUCK | Type II | PCT 3 |
| NEWHOLLAND TRACTOR T6120 DUAL POWER | Type II | PCT 3 |
| FORD F-750 DUMP TRUCK | Type II | PCT 3 |
| INTERNATIONAL DUMP TRUCK | Type II | PCT 3 |

| ELLIS COUNTY PRECINCT 4 | | |
|--|------------------|------------------|
| RESOURCE | FEMA CODE | AUTHORITY |
| INTERNATIONAL MODEL 4400 | Type II | RB PCT 4 |
| CHEVROLET PICKUP / SIGN TRUCK | Type IV | RB PCT 4 |
| 4000 GALLON STORAGE DURA TANK | Type I | RB PCT 4 |
| INTERNATIONAL TR. TRACTOR MODEL 8200 | Type I | RB PCT 4 |
| INTERNATIONAL DUMP TRUCK | Type II | RB PCT 4 |
| FORD F800 W/ETRYNE DIST. #S2398/BT-2000 model | Type II | RB PCT 4 |
| FORD F250 | Type IV | RB PCT 4 |
| INTERNATIONAL TRUCK | Type II | RB PCT 4 |
| BIG TEX FB GOOSENECK | Type II | RB PCT 4 |
| FORD F250 DIESEL | Type IV | RB PCT 4 |
| FORD F550 | Type II | RB PCT 4 |
| INTERNATIONAL FLATBED | Type II | RB PCT 4 |
| BIG TEX GOOSENECK | Type II | RB PCT 4 |
| INTERNATIONAL DUMP TRUCK | Type II | RB PCT 4 |
| WELDER TRAILER WITH WELDER | Type II | RB PCT 4 |
| PETERBILT TRUCK 377 | Type II | RB PCT 4 |
| BROCE BROOM RJ350 | Type I | RB PCT 4 |
| BROCE BROOM RJT350409021 | Type I | RB PCT 4 |
| CATERPILLAR MOTORGRADER 140H MODEL 212 | Type III | RB PCT 4 |
| FORD F-350, WHITE | Type III | RB PCT 4 |
| FORD F-150, WHITE | Type IV | RB PCT 4 |
| JOHN DEERE 5093E UTILITY TRACTOR-WITH MOWER | Type III | RB PCT 4 |
| INTERNATIONAL TANKER – MODEL # 810 water truck | Type I | RB PCT 4 |
| DODGE WHITE TRUCK (SERVICE TRUCK) | Type IV | RB PCT 4 |
| FORD F-250 4X4 CREW CAB SS SRW (COMM. TRUCK) | Type IV | RB PCT 4 |
| FORD F250 | Type IV | RB PCT 4 |
| FORD F250 | Type IV | RB PCT 4 |
| CATERPILLAR MOTOR GRADER 140M3 | Type III | RB PCT 4 |
| FORD F250 4X4 CREW CAB SS SRW | Type IV | RB PCT 4 |
| INTERNATIONAL TRUCK | Type II | RB PCT 4 |
| JOHN DEERE GT80 G GRAPPLE | Type II | RB PCT 4 |
| JD SKID STEER 333G | Type I | RB PCT 4 |
| P.J. GOOSENECK TRAILER (concrete trailer) | Type II | RB PCT 4 |
| PJ GOOSENECK TILT TRAILER | Type II | RB PCT 4 |
| CW 16 HOLT CAT ROLLER | Type III | RB PCT 4 |
| INTERNATIONAL 4300 | Type II | RB PCT 4 |
| INTERNATIONAL RF dump truck | Type II | RB PCT 4 |
| FORKS (FORK LIFT) | Type III | RB PCT 4 |
| NEW HOLLAND B95C BACKHOE | Type III | RB PCT 4 |
| INTERNATIONAL 4300 added WATER TANK 6/21/18 | Type I | RB PCT 4 |
| JD LOADER 544K w/COUPLER, FORKS & BUCKET | Type II | RB PCT 4 |



Local Emergency Planning Committee Membership Update Form

State Emergency Response Commission
c/o TDEM Operations Section
Post Office Box 4087
Austin, TX 78773
(512) 424-2208
E-Mail: soc@dps.texas.gov



| BOX A | |
|--|--|
| <i>Box A must be filled in and signed by the County Judge or an appointed EMC before returning form(s) to the SERC</i> | |
| Legal Name of LEPC: Local Emergency Planning Committee for Ellis County | |
| County/Countries: Ellis County | Is this your entire LEPC membership listing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| County Judge's First Name: Todd | Last Name: Little |
| County Judge's Approval (signature required): | Date: |

LEPC Membership Categories

(In accordance with Public Law 99-499, Section 301(c))

Note: Information may be released to the public under the Texas Open Records Act. Use your work address and phone number.

| | | | | | |
|---------------------------|-----|---------------------------|-----|--------------------------|-----|
| Community Group | CG | Health | HE | Information Coordinator | IC |
| Emergency Management | EM | Hospital | HO | Print/Broadcast Media | PBM |
| Emergency Medical Service | EMS | Law Enforcement | LE | State/Local Official | SLO |
| Facility Owners/Operators | FO | Local Environmental Group | LEG | Transportation Personnel | TP |
| Firefighters | FF | Health | HE | Other | OTH |

| Box 1: Chairperson Update Information | | |
|--|------------------------------|--------------------|
| Salutation: Mr. | First Name: Tommy | Last Name: Jackson |
| Job Title: Chairman | Contact Phone: 972-937-4645 | |
| Contact Email: tjaxon51@gmail.com | Fax Number: | |
| Organization/Agency: Retired - Exxon | LEPC Membership Category: CP | |
| Address: | | |
| City: Waxahachie | State: TX | Zip Code: 75165 |

| Box 2: Vice Chairperson Update Information | | |
|---|------------------------------|--------------------|
| Salutation: Mr. | First Name: William | Last Name: Stetson |
| Job Title: Vice-Chairman | Contact Phone: 214-241-5021 | |
| Contact Email: William.Stetson@cvshealth.com | Fax Number: | |
| Organization/Agency: CVS Distribution | LEPC Membership Category: CV | |
| Address: 700 CVS Dr | | |
| City: Ennis | State: TX | Zip Code: 75119 |

Please provide a point-of-contact in the event there are questions about the information contained on these forms. Thank you.

| | | |
|----------------------------|------------------------------------|---------------------|
| Contact Name: Tim Birdwell | Email: tim.birdwell@co.ellis.tx.us | Phone: 972-825-5555 |
|----------------------------|------------------------------------|---------------------|

LEPC Member Updates

Reproduce this page if necessary.

Box A and Box 1 on first page must be completed when submitting member updates.

| | | |
|--|------------------|--|
| Salutation: Mr. | First Name: Hugh | Last Name: Grandstaff |
| Job Title: Secretary/Treasurer | | Contact Phone: 972-617-4547 |
| Contact Email: hugh@hlhmetals.com | | Is this person a new member? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Organization/Agency: hlh&r Scrap Metal - hlhr | | LEPC Membership Category: |
| Did this person replace a previous member? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | Previous member's name: Herman Cryer |
| | | |
| Salutation: | First Name: | Last Name: |
| Job Title: | | Contact Phone: |
| Contact Email: | | Is this person a new member? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Organization/Agency: | | LEPC Membership Category: |
| Did this person replace a previous member? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Previous member's name: |
| | | |
| Salutation: | First Name: | Last Name: |
| Job Title: | | Contact Phone: |
| Contact Email: | | Is this person a new member? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Organization/Agency: | | LEPC Membership Category: |
| Did this person replace a previous member? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Previous member's name: |
| | | |
| Salutation: | First Name: | Last Name: |
| Job Title: | | Contact Phone: |
| Contact Email: | | Is this person a new member? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Organization/Agency: | | LEPC Membership Category: |
| Did this person replace a previous member? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Previous member's name: |
| | | |
| Salutation: | First Name: | Last Name: |
| Job Title: | | Contact Phone: |
| Contact Email: | | Is this person a new member? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Organization/Agency: | | LEPC Membership Category: |
| Did this person replace a previous member? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Previous member's name: |
| | | |
| Salutation: | First Name: | Last Name: |
| Job Title: | | Contact Phone: |
| Contact Email: | | Is this person a new member? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Organization/Agency: | | LEPC Membership Category: |
| Did this person replace a previous member? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Previous member's name: |

FILED

JAN - 3 2019

**Local Emergency Planning Committee (LEPC)
For Ellis County**

**COUNTY CLERK
ELLIS COUNTY, TEXAS**

**January 15, 2019
10:30 to 11:30 AM**

**Southwestern Assemblies of God University (SAGU),
Hagee Communication Center, HCC Room 1050, E. University Street,
Waxahachie, TX 75165**

AGENDA

- 1. Welcome and Introductions**
- 2. Approval of minutes from previous meeting (October 16, 2018).**
- 3. Chair, Tommy Jackson: Nomination and Election of Chairman, Vice-Chairman, Secretary, Treasurer**
- 4. Chair, Tommy Jackson: Introduction of Guest Speaker, ExXon**
- 5. to speak on the following: Guest speaker Introduction**
- 6. Guest Speaker - ExXon Representative**
- 7. Presentation — Pipeline Awareness - Ellis County**
- 8. Closing Remarks/Questions**
- 9. Schedule Next Meeting: April 16, 2019**

Next Meeting

April 16, 2019, 10:30 AM – 11:30 AM

**Southwestern Assemblies of God University (SAGU),
Hagee Communication Center, HCC Room 1050, E. University Street,
Waxahachie, TX**

**Local Emergency Planning Committee (LEPC)
For Ellis County
January 15, 2019
10:30 to 11:30 AM
Southwestern Assemblies of God University (SAGU),
Hagee Communication Center, HCC Room 1050, E. University Street,
Waxahachie, TX 75165**

Minutes

The LEPC Chairman, Tommy Jackson, called to order the Quarterly meeting of the Ellis County Local Emergency Planning Committee (LEPC) at 10:30 A.M. on January 15, 2019 at SAGU, Hagee Communication Center, Room 1050.

Welcome and Introductions: The LEPC Chairman, Tommy Jackson, conducted a roll call which consisted of general introductions. There were 25 personnel in attendance at the LEPC Meeting. **Attendance Roster is attached below.**

Approval of minutes from previous meeting (October 16, 2018): Minutes from previous meeting (October 16, 2018) were read by LEPC Chairman, Tommy Jackson, in the absence of Herman Cryer, Secretary/Treasurer. The minutes were approved by voice vote when proposed by Tommy Jackson, LEPC Chairman.

Old Business: There was no Old Business presented.

New Business:

1. **Nomination and Election of Chairman, Vice-Chairman, Secretary-Treasurer:** Discussion was held on the nomination of officers for the term of 2 years (January 2019 to January 2021). The following nominations were made:
 - Chairman – Tommy Jackson
 - Vice-Chairman – William Stetson
 - Secretary-Treasurer – Hugh Grandstaff

There was a voice vote taken by the attendees and the proposed nominations were accepted. The Officers will hold the office until the next nomination period of January 2021.

2. **Introduction of Guest Speaker:** Tommy Jackson introduced the Guest Speaker, Hugo Penilla, Engineer-Technician, ExxonMobil Pipelines.

Hugo presentation consisted of an overview of Pipeline Safety, how to identify pipeline Markers, what to look for if there is a pipeline leak, and the requirements to call 811 before digging.

There was a lot of questions and discussion on this topic by the attendees.

Closing Remarks/Questions:

Volunteer for next meeting: If any organization is interested, please contact Tommy Jackson so you can be scheduled.

Schedule Next Meeting: April 16, 2019

Adjournment: The LEPC Chairman, Tommy Jackson, requested a motion to adjourn at 11:50 A.M. Motion proposed, seconded and carried.

Minutes submitted by:

Tommy Jackson – Chairman, Ellis County LEPC

William Stetson - Vice-Chairman, Ellis County LEPC

Hugh Grandstaff – Secretary-Treasurer, Ellis County LEPC



LEPC Meeting
Agenda 01.04.2019-Minutes -10.16.2018



LEPC Meeting

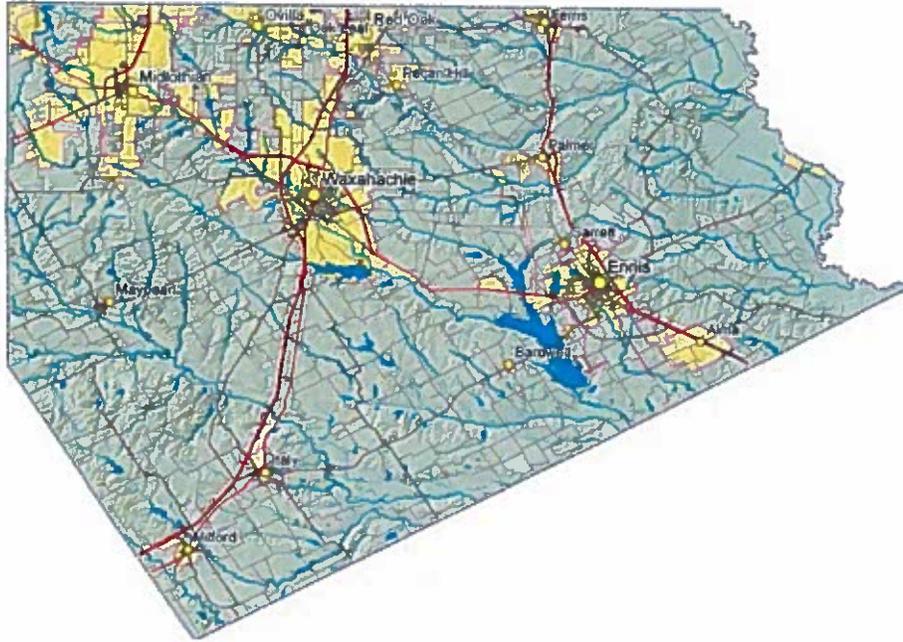


LEPC Roster (15
January 2019).xlsx

Next Meeting

April 16, 2019, 10:30 AM – 11:30 AM

**Southwestern Assemblies of God University (SAGU),
Hagee Communication Center, HCC Room 1050, E. University Street,
Waxahachie, TX**



Local Emergency Planning Committee for Ellis County By-Laws

October 18, 2016

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BYLAWS
OF
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
FOR ELLIS COUNTY

ARTICLE I: NAME AND PURPOSE

Section 1. Name - The name of this organization shall be the Local Emergency Planning Committee for Ellis County, hereinafter referred to as the "LEPC".

Section 2. Purpose - The purpose of the LEPC shall be:

- A. To carry out for jurisdictions within Ellis County those responsibilities established for the LEPC by Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986 (SARA), Title III, the Emergency Planning and Community Right-to-Know Act, (EPCRA) and related regulations, including, but not limited to:
- (1) Assistance in developing, training and exercising hazardous substances emergency response plans for jurisdictions within Ellis County.
 - (2) Development of procedures for regulated facilities to provide notification to the LEPC in accordance with EPCRA.
 - (3) Development of procedures for receiving and processing requests from the public under the community right-to-know provisions of EPCRA.
 - (4) Development of provisions for public notification of committee activities.
- B. To implement such other and further related activities as may hereafter be legally required by the federal government, the State Emergency Response Commission, (SERC), or the County Judge.

ARTICLE II: MEMBERSHIP

Section 1. Qualifications - The organization shall consist of those members nominated by the County Judge and approved by the SERC for membership in this body. Those individuals or organizations named shall represent the various professional and community groups as designated by EPCRA. Members of the LEPC shall be a resident of or conduct business in Ellis County.

A. Organizational Members: Organizations approved for membership shall designate a representative who shall have one vote for the organization. A pre-designated qualified alternate representative may present the vote for the organization.

B. Members-At-Large: Individuals who may provide expertise in areas of concern to the LEPC. These members shall have no vote or hold office and will not be carried on the LEPC state roster. These members will receive all mailings and information.

Section 2. Officers. Officers shall be elected to conduct meetings, appoint subcommittees, keep minutes of meetings, and to otherwise accomplish the work of the committee.

Section 3. Terms of Office - The membership of the LEPC, once established, will be for a period of two years. Members may be selected to succeed themselves or to move to other positions on the LEPC. No term limits are established for the jurisdictions. The term of office shall be as provided in Article III, Section 3.

Section 4. Vacancies - Any vacancy occurring in the LEPC by reason of the resignation, death, or disqualification of a member will be filled by appointment in accordance with Article II, Section 1. The Executive Committee may make suggestions for candidates to fill vacant positions to the County Judge who will make his or her recommendations to the SERC for approval.

Section 5. Duties - The LEPC shall assist established emergency planning offices within the county with planning emergency response and public information as directed by law.

Section 6. Meetings - There shall be at least four regular meetings of the committee per year (quarterly). The Chairperson may call special meetings of the LEPC at such time and place as the Chairperson may determine. The Chairperson must call a special meeting of the LEPC upon the written request of five members. The special committees shall meet as the work under their groupings proceeds.

Section 7. Quorum - The presence of thirty-three percent of the members of the LEPC at the opening of the meeting shall constitute a quorum for the transaction of business by the LEPC. For the purposes of Standing Committee meetings, the presence of three members shall constitute a quorum for the transaction of business.

ARTICLE III: OFFICERS

Section 1. Enumeration of Officers - The Officers of the LEPC shall be a Chairperson, 2 Vice-Chairperson(s), and a Secretary-Treasurer, as deemed necessary, who shall be elected by the committee as a whole in a manner herein provided. All officers shall be Organizational members of the LEPC. These Officers shall be voting member of all committees and the LEPC.

Section 2. Nomination and Election of Officers - Prior to the expiration of the officer's term of service, nomination and election of officers shall occur. Nominations will be accepted from the floor for the positions of Chairperson, Vice-Chairperson(s), and Secretary-Treasurer. The election shall be by ballot, except that when there is only one nomination for each office, election may be by voice vote. These officers shall be selected by the majority of the members of the LEPC present and voting at the meeting.

Section 3. Term of Office - The term of the officers elected shall be for a period of two years to coincide with the LEPC fiscal year.

Section 4. Chairperson - The Chairperson shall preside at all meetings of the LEPC; shall serve as ex officio member of all committees; and shall perform such duties and acts as necessary to accomplish the goals of the LEPC. The Chairperson shall be empowered to create such other ad hoc committees as necessary to accomplish the goals of the LEPC.

Section 5. Vice-Chairperson(s) - Upon resignation or death or in the absence of the Chairperson, the Vice-Chairperson(s) shall perform the duties of the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson. If more than one Vice-Chairperson is assigned the Chairperson will designate which Vice-Chairperson will fulfil the Chairperson's duties in their absences.

Section 6. Secretary Treasurer - The Secretary-Treasurer in cooperation with the Information Coordinator shall be the custodian of all books, papers, documents and other property of the LEPC. The Secretary-Treasurer shall keep a true record of the proceedings of all meetings of the LEPC. Additionally, the Secretary-Treasurer in conjunction with the Information Coordinator shall attend to the business needs of the LEPC and shall maintain an accurate record of all monies received and expended for the use of the LEPC.

Section 7. Information Coordinator - The LEPC is required to appoint an Information Coordinator. The Coordinator shall process requests from the public for information under Section 324, including Tier II information under Section 312. Additionally, the Coordinator shall assist the Secretary-Treasurer in records management and financial matters. The Information Coordinator shall be a non-voting member of all committees and the LEPC.

ARTICLE IV: COMMITTEES

Section 1. Executive Committee - The Executive Committee will consist of the Chairperson, Vice-Chairperson(s), Secretary-Treasurer and Chairpersons of the four Sub-Committees as described below. The Information Coordinator shall serve as a non-voting member of this Committee. The duties of the Executive Committee shall be to coordinate activities of the Standing and Ad Hoc Committees.

Section 2. Subcommittees - Dividing the work among subcommittees can facilitate planning and data management. Subcommittees allow members to specialize and help the process move forward more quickly because the LEPC can work on several projects at one time. The appointment of a subcommittee chairperson may ensure that work progresses efficiently. The number and type of subcommittees that an LEPC creates depends solely on the needs of the LEPC and its members. Subcommittees may be formed and disbanded as occasions arise to accomplish initial and on-going tasks of the LEPC. Subcommittee membership need not be limited to LEPC members, but use the expertise and resources of both community and industry. As a starting point the following four (4) Subcommittees are formed.

A. Right-To-Know Committee - This Committee shall be responsible for the formulation of all policies and procedures concerning the public's right-to-know program; the formulation of all chemical release reporting procedures; the establishment of trade

secret protection procedures; and the formulation of all record keeping and information dissemination procedures for the LEPC.

- B. Public Education and Information Committee** - This Committee shall be responsible for reviewing the public alert and notification program; public relations with affected communities and public at large; all publicity of the LEPC; development of public education and information program.

- C. Hazardous Materials Facilities Liaison Committee** - This Committee shall be responsible for procedures for identification and communication with affected facilities. This Committee shall work with the Emergency Response and Resources Committee and with affected facilities to review and help the local emergency management offices test a hazardous substance emergency response plan for the planning district as required by law.

- D. Emergency Response and Resources Committee** - This Committee will work with the Hazardous Facilities Liaison Committee and with existing emergency response organizations in jurisdictions within the planning district to review and help the local emergency management offices test a hazardous substance emergency response plan for the planning district as required by law. This Committee shall review existing federal, state and local plans for the purpose of coordination with the LEPC planning process.

Section 3. Meetings - Meetings of the Standing and Ad Hoc Committees may be called by the Chairperson of the LEPC or the Chairperson of the Committee as deemed necessary.

Section 4. Chairperson of the Sub-Committees - The Chairperson of the Standing Committees shall be nominated and elected by their respective Committees. Voting shall be conducted as provided in Article III, Section 2.

Section 5. Membership of Sub-Committees - All members must volunteer to serve on at least one Sub-Committee and shall not serve on more than two Sub-Committees. Final membership on the Standing Committees shall be determined by the Chairperson after consultation with the Executive Committee to ensure that all Committees have sufficient staffing to carry out their assigned tasks.

Section 6. Ad Hoc Committees - The Chairperson may create Ad Hoc Committees as necessary to perform the functions of the LEPC. Chairpersons of Ad Hoc Committees shall be appointed by the Chairperson of the LEPC. Ad Hoc Committees may include persons that are not LEPC members to advise on Committee projects and work.

ARTICLE V: MISCELLANEOUS PROVISIONS

Section 1. Fiscal Year - The fiscal year shall be considered to run from October 1 to September 30.

Section 2. Indebtedness - All indebtedness incurred by the LEPC shall be approved by the

Chairperson before payment by the Secretary Treasurer.

Section 3. Approval of Bylaws - These bylaws shall become effective upon approval by a majority of those in attendance at the organizational meeting.

Section 4. Disqualification - Any member who is unable to attend regular meetings of the LEPC may notify the Secretary-Treasurer or Information Coordinator. Any member with three consecutive absences is subject to being disqualified at the request of the LEPC to the County Judge and the SERC.

ARTICLE VI: AMENDMENTS

Section 1. Amendments - These bylaws may be amended by a two-thirds vote of members present and voting at any meeting of the LEPC provided that any proposed amendments to these bylaws be submitted to the members in writing at least one week in advance of the meeting.

ARTICLE VII: RULES

EPCRA requires that the LEPC "shall establish rules by which the committee shall function. Such rules shall include provisions for public notification of committee activities, public meetings to discuss the emergency plan, public comments, response to such comments by the committee, and distribution of the emergency plan." The final rules are attached to these by-laws.

Section 1. Adoption of Rules; Publication of Proposals - The LEPC may, as necessary and proper, adopt rules of general application governing the execution of its responsibilities under EPCRA and related applicable regulations. Any such rules must first be published in proposed form not less than 10 days prior to final adoption of by the LEPC. Publication shall be effected through posting of the proposed rule and a statement of basis and purpose on the public bulletin board located outside the Historic Ellis County Courthouse, Waxahachie, Texas. (The proposed rule together with the statement of basis and purpose and here after referred to as "notice of proposed rule-making".) Such notice of proposed rule making shall invite written public comment on any aspect of the proposed rule during the 10-day period. The LEPC Information Coordinator is encouraged, but not required, to mail notices of the proposed rule making to interested local government officials, industries, and citizens.

Section 2. Method of Initiating Proposed Rule-Making - Any member of the LEPC may recommend the initiation of proposed rule making. Any proposed rules shall be initially considered by the Executive Committee, unless otherwise decided by the LEPC. If the Executive Committee, by majority vote approves a proposed rule it shall thereafter proceed to publication as provided in the preceding section.

Section 3. Method of Adopting Final Rules - Following the expiration of the 10 day comment period, the Executive Committee shall review all public comments and prepare a statement, which responds to comments raised and discusses the basis for any appropriate changes to the proposal. The Executive Committee shall present such statement to the LEPC. The

LEPC shall then vote on the adoption of the proposed rule. If the LEPC acts favorably, the rule shall take effect immediately upon the time and date the notice of adoption is first published unless the LEPC determines otherwise.

Section 4. Notice of Adoption - Upon adoption of any rule by the LEPC, the Information Coordinator also shall publish the LEPC's response to comments received and any changes to the proposal made in response to such comments. Publication of the final rule shall be in the same manner as that for the proposed rule. Nothing herein shall require a specific response to each and every comment received.

Section 5. Emergency Rules - In emergency circumstances, to be determined, the LEPC may adopt rules without prior public notice and comment, provided that no such rule will remain in effect for more than 90 days.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority - The rules contained in *Robert's Rules of Order, Newly Revised*, shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Attachment: LEPC Final Rules

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) FOR ELLIS COUNTY

FINAL RULES

I. Definitions

Unless otherwise stated, all terms herein shall be defined in accordance with the definitions provided in Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986, PL 99-499, (the "Act") and regulations adopted in accordance therewith.

II. Public Notification and General Participation

- A. The LEPC shall publish notice of all its meetings, and all subcommittee meetings, on the public bulletin board on the first floors of the Ellis County Historical Courthouse at least 72 hours prior to any such meeting. In emergencies, declared by the Chairperson and confirmed by a majority of the LEPC in attendance at an emergency meeting, the 72-hour notice may be waived in accordance with Section 3A(h) of the Texas Open Meetings Act (TOMA), Tex. Rev. Civ. Stat. Ann art. 6252-17.
- B. All meetings of the LEPC or any subcommittee thereof shall be open to the public, except under circumstances where the TOMA permits otherwise. The Chairperson shall afford a reasonable period of time at the beginning of each regular quarterly meeting to accept oral public comments on any aspect of the LEPCs mission or functions.
- C. Not less than once each calendar year, the Chairperson shall cause to be published in a newspaper of general circulation in Ellis County a notice that written public comment is invited during a thirty-day period on any aspect of the LEPCs organization, membership, functions, planning process, or purpose. Such notice shall comply in all respects with Section 324(b) of the Act and present a brief explanation of the LEPCs statutory purpose, the location of LEPC minutes and other records, and the name and address of the person designated by the Chairperson to receive written comments.

The LEPC shall review all comments received and shall publish, in the manner described in subsection A of this section, responses to major issues raised in such public comments. Nothing herein shall require the LEPC to respond to each and every comment received.

III. LEPC Participation in the Planning Process

- A. The Texas Disaster Act of 1975, as amended, requires each local and inter-jurisdictional agency to prepare and keep current an emergency management plan for its area. Additionally, in accordance with the Governor's Executive Order,

the Mayor of each municipal corporation and the County Judge of each county in the state are the designated Emergency Management Directors for each such political subdivision. In Texas, LEPCs are therefore not the primary entity responsible for the composition and maintenance of an emergency management plan.

- B. The LEPC will strive to work with the local governments, which are responsible for the emergency management plans, which cover the areas LEPC responsibility.
 - 1. The LEPC shall review such plans once a year or more frequently as changed circumstances in the community or at any facility may require. The primary focus should be with those parts of the plan, which cover the following categories: warning, population protection, emergency public information, and HAZMAT response.
 - 2. The LEPC shall evaluate the need for resources necessary to develop and implement the emergency plan, and shall make recommendations with respect to additional resources that may be required.
- C. The LEPC should maintain copies of the current plans and annexes of each jurisdiction it serves.

IV. Public Access to Information

- A. In accordance with Section 324 of the Act, all information obtained from an owner or operator pursuant to EPCRA and any requested Tier II form or the Safety Data Sheet (SDS) otherwise in possession of the Committee shall be made available to the person submitting the request under this section, provided upon request of the owner or operator, the Committee shall withhold from disclosure the location of any specific chemical identified in the Tier II form.
- B. All information requested to be photocopied by any member of the public, shall be provided at the sole expense of such person. The cost of such photocopying shall be set from time to time by the Information Coordinator, with the approval of the Executive Committee, at a level that will enable the LEPC to recover all reasonable expenses associated with processing the request.

Copies of the LEPC bylaws, proposed rules, or rules shall be provided at no charge to the public, although the Information Coordinator is authorized to recover reasonable expenses for photocopying in the case of requests for multiple copies made by any single individual or entity.

- C. Requests for SDS (safety data sheet (SDS)), and Other Non-Confidential Information

1. Any Person may obtain a SDS with respect to a specific facility by submitting a written request to the Committee's Information Coordinator.
2. Any person may obtain any other non-confidential information in the possession of the Committee by submitting a written request to the Committee's Information Coordinator.
3. If the Committee does not have in its possession the SDS or other information requested in sections C1 or C2 of this section, it shall request a submission of the SDS from the owner or operator of the facility that is the subject of the request. The Committee will only make requests to specific facilities for information, which it is required to maintain or collect pursuant to applicable law.

D. Requests for Tier II Information

1. Any person may request Tier II information with respect to a specific facility by submitting a written request to the Committee in accordance with the requirements of this section.
2. If the Committee does not have in its possession the Tier II information requested in subsection D1 of this section, it shall request a submission of the Tier II form from the owner or operator of the facility that is the subject of the request, provided that the request is from a state or local official acting in his or her official capacity or the request is limited to hazardous chemicals stored at the facility in an amount in excess threshold planning quantities.
3. If the request under subsection D1 of this section does not meet the requirements of subsection D2 of this section, the Committee may request submission of the Tier II form from the owner or operator of the facility that is the subject of the request if the request under subsection D1 of this section includes a general statement of need.

V. Trade Secrets

Except as provided in this section, all information submitted to the LEPC by facilities pursuant to EPCRA shall be public information. Other than a claim designated in this section, the LEPC will not honor any business confidentiality or trade secret claims. Pursuant to Section 312 and Section 214(a) of the Act, the location of specific chemicals requested to be submitted with Tier II information shall be maintained as confidential by the LEPC provided that a claim of confidentiality is submitted with the information and satisfies all applicable requirements for such claims under EPCRA and any regulations

promulgated pursuant to the same. Such information shall be exempt from disclosure by the LEPC permanently or until such time as:

1. An authorized governmental agency, and if applicable, a court of competent jurisdiction makes a final determination following any appeals, that such information not subject to a valid claim of business confidentiality or trade secret, and
2. The LEPC receives a written notice of such determination.