



EMERGENCY OPERATIONS PLAN

COLLIN COUNTY, TEXAS

MARCH, 2026

APPROVAL & IMPLEMENTATION

COLLIN COUNTY EMERGENCY OPERATIONS PLAN

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

Pursuant to the Texas Disaster Act of 1975, Government Code 418.042, 418.043 (13), and 418.173(a), failure to comply with this plan or a rule, order or ordinance adopted under this plan is an offense punishable, for each transaction, by penalty of a fine up to \$1,000 or confinement in jail for a term not exceeding 180 days.

Chris Hill, County Judge

Date

Jason Browning

Jason Browning, Emergency Management Coordinator

3/24/2026

Date



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Mayor, City of Anna


Date



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Mayor, City of Blue Ridge

A handwritten date in black ink, appearing to read "2/3/26".

Date



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Mayor Town of Fairview

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Date 7

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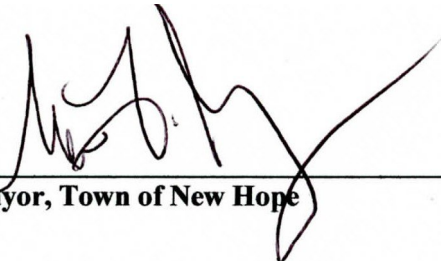




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Mayor, Town of New Hope

2-4-2026

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or, City of Josepmne

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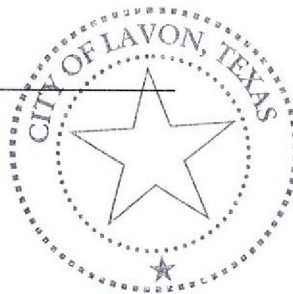
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Vicki Sansa

Mayor, City of Lavon



2-17-2020

Date



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Robert D. Kelly Jr.
Mayor, City of Lowry Crossing

2-5-2020
Date



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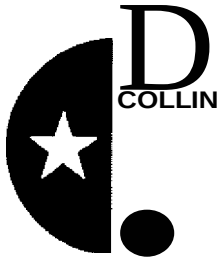
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Dusty Kuykendall

Mayor, City of Lucas

2/26/2026

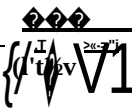
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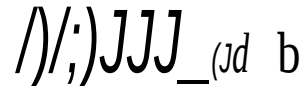


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Mayor,  V1

Date  Jd b



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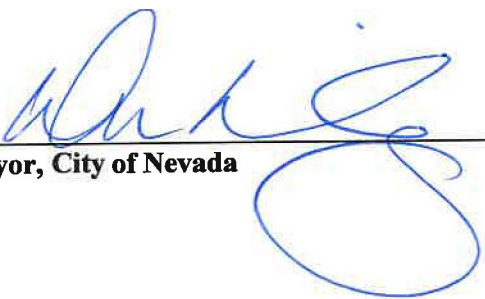
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Mayor, City of Nevada

3/3/2026
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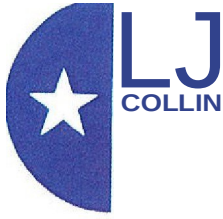
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Lee Pettie
Mayor, City of Parker

2-26-26
Date



COLLIN COUNTY

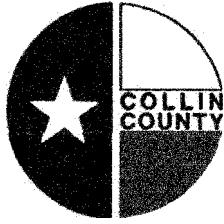
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Mayor, City of Princeton



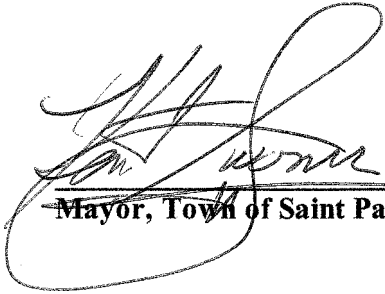
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Mayor, Town of Saint Paul



Date



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Mayor, City of Weston

2/27/2026
Date



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Matthew O. Porter
Mayor, City of Wylie

2-13-2026
Date

RECORD OF CHANGES

**COLLIN COUNTY
EMERGENCY OPERATIONS PLAN**

Change #	Date of Change	Change Entered By	Date Entered
1	8-20-05	Kevin Madsen	8-25-05
2	4-20-06	Kevin Madsen	4-20-06
3	8-1-06	Donald Smith	8-1-06
4	8-25-06	Kevin Madsen	8-25-06
5	12-13-06	Eileen Prentice	12-13-06
6	2-15-11	Jason Lane	2-15-11
7	March 1, 2016	Jason Lane	March 1, 2016
8	5-18-16	Jason Lane	5-18-16
9	3/1/2021	Randall Gurney	3/1/2021
10	1/14/2026	Megan VanDerKooi	1/14/2026
11	2/17/2026	Megan VanDerKooi	2/17/2026

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I. AUTHORITY

A. Federal

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

B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003
10. *The Texas Homeland Security Strategic Plan*, Part III, February 2004
11. *The Texas Homeland Security Strategic Plan 2015-2020*, Part I-III, November 2016
12. *The Texas Homeland Security Strategic Plan 2021-2025*, Part I-III, November 2022

C. Local

1. Commissioner's Court Order #2006-304-03-28 dated March 28, 2006.
2. Joint Resolutions, Inter-local Agreements & Mutual Aid Agreements. See the summary in Attachment 6, Summary of Agreements and Resolutions.

II. PURPOSE

This Basic Plan outlines our approach to emergency operations, and is applicable to Collin County and other cities that have signed onto the Plan. It provides general guidance for emergency management activities and an overview of methods of mitigation, preparedness, response, and recovery. The plan describes Collin County's and other jurisdiction's emergency response organization and assigns

responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all Collin County officials, departments, agencies, and any local jurisdictions as a signatory on the plan. The primary audience for the Collin County Emergency Operations Plan includes Collin County and jurisdictions of the cities signed onto the plan, and includes the following:

- Collin County’s chief elected official (County Judge)
- Chief elected official of signatory cities
- Other elected officials, both county and city
- Emergency Management staff
- Department, agency heads, and their staff members of the county and cities
- Leaders of local volunteer organizations that support emergency operations, and
- Others who may participate in mitigation, preparedness, response, and recovery efforts.

Jurisdictions that are covered by this plan have the primary responsibility for their respective jurisdiction, including that of mitigation, protection, prevention, response, and recovery. They can make requests for assistance to the county if their resources are not adequate to manage the incident. If the county assists a local jurisdiction, the local jurisdiction is still in charge of their event. As per current laws, the chief elected official of each jurisdiction is their respective Emergency Management Director. The mayor, of any jurisdiction under this plan, may request assistance from other levels of government if they are unable to fulfill the needs of the community during an emergency or disaster. Unless officially delegated, each city remains legally responsible for its specific jurisdiction.

III. EXPLANATION OF TERMS

A. Acronyms

AAR	After Action Review/Report
ACS	Adventist Community Service
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
BSOC	Border Security Operations Center
CAA	Clean Air Act
CBO	Community Based Organization
CCP	Crisis Counseling/Crisis Counseling Program
CCSO	Collin County Sheriff’s Office
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CIS	Criminal Intelligence Service/Critical Information Systems
CISM	Critical Incident Stress Management
COG	Council of Governments
Co-Op	Cooperative (utility)
COOP	Continuity of Operations Plan
CVP	Crime Victims Compensation
DART	Dallas Area Rapid Transit
DC	District Coordinator/Donations Coordinator
DDC	Disaster District Committee
DHS	Department of Homeland Security

DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Service Team
DOE	Department of Energy
DPS	Department of Public Safety
DRC	Disaster Recovery Center
DSG	Donations Steering Group
DSHS	Department of State of Health Services
DWI	Disaster Welfare Inquiry
EAS	Emergency Alert System
EHS	Extremely Hazardous Substances
EOC	Emergency Operations Center
EMC	Emergency Management Coordinator
EMP	Electromagnetic Pulse
EMS	Emergency Medical Services
EPCRA	Emergency Planning, Community Right-to-Know Act of 1986
ERG	Emergency Response Guide (US Department of Transportation)
FAA	Federal Aviation Administration
FAOC	FEMA Alternate Operations Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FMA	Flood Mitigation Assistance
FNARS	FEMA National Radio System
FOC	FEMA Operations Center
GIS	Geographical Information System
GLO	General Land Office
HazMat	Hazardous Material
HC/S	Hazardous Chemical/Substance
HHS	Health and Human Services (Federal)
HHSC	Health and Human Services Commission (Texas)
HMC	Hazard Mitigation Coordinator
HMGP	Hazard Mitigation Grant Program
HMT	Hazard Mitigation Team
HSIN-CI	Homeland Security Information Network – Critical Infrastructure
HSOC	Homeland Security Operations Center
HSPD	Homeland Security Presidential Directive
IA	Individual Assistance
ILA	Inter Local Agreement
ICP	Incident Command Post
ICS	Incident Command System
IC	Incident Command
IP	Improvement Plan
IPAWS	Integrated Public Alert and Warning System
ISD	Independent School District
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Committee
LWP	Local Warning Point
ME	Medical Examiner
MHE	Material Handling Equipment
MOU/MOA	Memorandum of Understanding/Agreement

MUD	Municipal Utility District
NAWAS	National Warning System
NDMS	National Disaster Medical System
NFIP	National Flood Insurance Program
NIMS	National Incident Management System
NOAA	National Oceanic & Atmospheric Administration
NRC	National Regulatory Commission/National Response Center
NRF	National Response Framework
NTMWD	North Texas Municipal Water District
NTSB	National Transportation Safety Board
NWS	National Weather Service
OAG	Office of the Attorney General
OSHA	Occupational Safety & Health Administration
PA	Public Assistance
PDA	Preliminary Damage Assessment
PDM	Pre-Disaster Mitigation Program
PID	Public Improvement Districts
PIO	Public Information Officer
PPE	Personal Protective Equipment
PSA	Public Service Announcement
PUC	Public Utility Commission
PUD	Public Utility District
PW	Project Worksheets
RCP	Radiological Control Program
RMP	Risk Management Plan
RO	Radiological Officer
RPP	Radiation Protection Program
RRC	Railroad Commission
RSA	Resource Staging Area
SAR	Search and Rescue
SBA	Small Business Administration
SC	State Coordinator
SCC	State Crisis Consortium
SDS	Safety Data Sheet
SERC	State Emergency Response Commission
SMRAP	Southern Mutual Radiation Assistance Plan
SOC	State Operations Center
SONS	Spills of National Significance
SOPs	Standard Operating Procedures
STEAR	State of Texas of Emergency Assistance Request
STEERS	State of Texas Environmental Electronic Reporting System
TAC	Texas Administrative Code
TACH	Texas Animal Health Commission
TCRA	Texas Community Right to Know Act
TCEQ	Texas Commission on Environmental Quality
TDEM	Texas Division of Emergency Management
TDSR	Temporary Debris Storage and Reduction
TEWAS	Texas Warning System
TEEX	Texas Engineering Extension Service
TFS	Texas Forest Service
TGC	Texas Government Code

TIFMAS	Texas Interstate Fire Mutual Aid System
TLETS	Texas Law Enforcement Telecommunication System
TRCIP	Texas Radio Communications Interoperability Plano
TSA	The Salvation Army
TxDOT	Texas Department of Public Safety
Tx-TF1/2	Texas Task Force 1 or 2
TXMHMR	Texas Department of Mental Health and Mental Retardation
UC	Unified Command
USAR	Urban Search and Rescue
USDA	United State Department of Agriculture
VOAD	Voluntary Organizations Acting in Disaster
VOLAG	Voluntary Agency (charitable organization that meets the provisions of IRS Code 501(c)3)
VOIP	Voice Over Internet Protocol
WSC	Water Supply Corporation

B. Definitions

1. Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional.
2. Disaster District: Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
3. Disaster District Committee: The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant) and representatives of the state agencies and volunteer groups represented on the State Emergency Management Council with resources in the district. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
4. Emergency Operations Center: Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
5. Public Information: Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster, ensuring the needs of the whole community are addressed.
6. Emergency Situation: As used in this plan, this term is intended to describe a *range* of situations, from a minor incident to a catastrophic disaster. It includes the following:
 - a. Incident: An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 - 1) Involves a limited area and/or limited population.

- 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 - 3) Warning and public instructions are provided in the immediate area, not community-wide.
 - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
 - 5) May require limited external assistance from other local response agencies or contractors.
 - 6) For the purposes of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.
- b. Emergency: An emergency is a situation 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 sheltering-in-place 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.
 - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
 - 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
 - 7) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”
- c. Disaster: A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its resources. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) Requires community-wide warning and public instructions.
 - 4) Requires a response by all local response agencies operating under one or more incident commanders.
 - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
 - 7) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident: This term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national

impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.

- 6. Hazard Analysis: A document, published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
- 7. Hazardous Material (HazMat): A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
- 8. Incident of National Significance: An actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.
- 9. Inter-local Agreements / Mutual Aide Agreements: Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation.
- 10. Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
- 11. Standard Operating Procedures: Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

IV. SITUATION AND ASSUMPTIONS

A. Situation

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

FIGURE 1: HAZARD SUMMARY

Hazard Type	Likelihood of Occurrence* (See below)	Estimated Impact on Public Health & Safety† (See below)	Estimated Impact on Property‡ (See below)
<i>Natural</i>			
Tornado	HIGH	HIGH	MODERATE

Non-Tornadic Severe Weather	HIGH	MODERATE	MODERATE
Disease Outbreak	HIGH	MODERATE	LOW
Wildfire	HIGH	VERY LOW	HIGH
Earthquake	LOW	MODERATE	HIGH
Drought	HIGH	LOW	VERY LOW
Tropical Weather	LOW	VERY LOW	MODERATE
Flash Flooding	HIGH	LOW	VERY LOW
Flooding	HIGH	VERY LOW	VERY LOW
Winter Storm	HIGH	VERY LOW	VERY LOW
<i>Technological</i>			
Major Structure Fire	HIGH	VERY LOW	HIGH
Hazmat (fixed site)	HIGH	VERY LOW	MODERATE
Water System Failure	HIGH	MODERATE	VERY LOW
Hazmat (pipeline)	HIGH	VERY LOW	LOW
Nuclear Facility Incident	LOW	MODERATE	LOW
Hazmat (transport)	HIGH	VERY LOW	VERY LOW
Dam Failure	LOW	VERY LOW	MODERATE
Energy/Fuel Shortage	LOW	VERY LOW	LOW
Cyber Attack	HIGH	HIGH	LOW
<i>Security</i>			
Active Shooter	HIGH	HIGH	MODERATE
Terrorism (overall)	MODERATE	MODERATE	MODERATE
Terrorism (explosive)	MODERATE	MODERATE	LOW
Enemy Military Attack	LOW	MODERATE	MODERATE
Terrorism (biological)	LOW	MODERATE	LOW
Terrorism (chemical)	LOW	MODERATE	LOW
Terrorism (radiological)	LOW	LOW	LOW
Civil Disorder (violent)	LOW	VERY LOW	LOW

Definitions for Rankings in Figure 1:

Likelihood of Occurrence:

High: Occurs at least one time every 10 years on average

Moderate: Occurs at least one time every 10-100 years on average

Low: Last occurrence over 100 years ago on average

Impacts (Health & Safety and Estimated Impact on Property)

High: High-risk condition with highest priority for mitigation and contingency planning. Immediate action required. Losses could include death or fatal injury, complete shutdown of facilities and critical services for more than one month; more than 50 percent of the property located in the affected area is severely damaged.

Moderate: Moderate-to-high-risk condition with risk addressed by mitigation and contingency planning. Prompt action required. Losses could include permanent disability, severe injury or illness, complete shutdown of facilities and critical services for more than two weeks, more than 25 percent of the property located in the affected area is severely damaged.

Low: Moderate risk condition sufficiently high to give consideration for further mitigation and planning. Planned action required. Losses could include injury or illness not resulting in disability, complete shutdown of facilities and critical services for more than one week, more than 10 percent of the property located in the affected area is severely damaged.

Very Low: Low-risk condition with additional mitigation contingency planning. Losses could include treatable first aid injury; complete shutdown of facilities and critical services for more than 24 hours, with no more than 1 percent of the property located in the affected area is severely damaged.

B. Assumptions

1. Collin County and its cities will continue to be exposed to and subject to the impact of those hazards described in Figure 1 and as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation actions, such as floodplain management and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve Collin County's readiness to deal with emergency situations.

V. CONCEPT OF OPERATIONS

A. Objectives

1. To protect public health and safety.
2. To preserve public and private property.

B. General

1. It is each jurisdictions responsibility to protect public health and safety and preserve property from the effects of hazardous events for their local area. All jurisdictions also have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our community.
2. It is impossible for government to do everything that is required to protect the lives and property of our population. Citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.

3. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
4. To achieve our objectives, we have organized an emergency program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.
6. Collin County departments and other jurisdictions tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Collin County departments and other jurisdictions are charged with insuring the training and equipment necessary for an appropriate response are in place.
7. This plan is based upon the concept that the emergency functions that must be performed by Collin County departments or other jurisdictions generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
8. Collin County and all jurisdictions on the plan have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. The adoption of NIMS provides a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
9. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

C. Operational Guidance

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

1. Initial Response

- a. Collin County and/or local jurisdictions first responders are likely to be the first on the scene of an emergency situation and will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility.
- b. Initial responders will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.

2. Implementation of Incident Command System

- a. The first local emergency responder to arrive at the scene of an emergency situation will implement the Incident Command System (ICS) and serve as Incident Command (IC) until relieved by a more senior or more qualified individual. The IC will establish an Incident Command Post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
- b. If multiple departments, jurisdictions, or organizations are directly involved in response to the incident, it is advisable that that a Unified Command (UC) be established. A UC allows for multiple agencies to be represented in a command structure and to coordinate at the command level.
- c. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing a precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites are identified, an ICP may be established, and direction and control of the response transitioned to the IC/UC.

3. Source and Use of Resources

- a. Collin County and local jurisdictions will use locally owned resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if these resources are insufficient or inappropriate. §418.102 of the Texas Government Code provides that the county should be the first channel through which a municipality requests assistance when its resources are exceeded. If additional resources are required, we will:
 - 1) Summon those resources available pursuant with inter-local agreements. Attachment 6, Summary of Agreements and Contracts, summarizes the inter-local agreements and identifies the officials authorized to request those resources.
 - 2) Summon contracted emergency service resources listed in Attachment 6, Summary of Agreements and Contracts.
 - 3) Request assistance from volunteer groups active in disasters.
 - 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
- b. When external agencies respond to an emergency situation, it is expected for them to conform to the guidance and direction provided by the IC/UC, which will be in accordance with the NIMS.

D. Incident Command System (ICS)

1. All of Collin County and jurisdictions under this plan intend to employ ICS, as an integrated part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7, ICS and Unified Command Summary.
2. The IC/UC is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC/UC and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions. Typically these additional positions will be staffed at an Emergency Operations Center (EOC), either at the Collin County EOC or the local jurisdiction's EOC.
3. An IC/UC managing a small incident can handle the majority of emergency situations. Departments or jurisdictions participating in this type of incident response will normally obtain support through their own department or agency. Small incident may involve multiple small agencies or may involve one or two larger agencies.
4. As mentioned previously, in emergency situations where multiple agencies, jurisdictions, the state, or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 7, ICS and Unified Command Summary, provides additional information on Unified and Area Commands.

E. ICS - EOC Interface

1. For major emergencies and disasters, the Emergency Operations Center (EOC) may be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The IC/UC 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 sheltering-in-place) 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 through the EOC.
3. The EOC is generally responsible for:

- a. Providing resource support for the incident command operations.
 - b. Issuing community-wide warning.
 - c. Providing information and instructions to the public.
 - d. Organizing and implementing large-scale evacuation.
 - e. Organizing and implementing shelter and mass care arrangements for local and host sheltering operations.
 - f. Coordinating traffic management for large-scale evacuations.
 - g. Coordinate requests assistance from the State and other external sources.
 - h. Staying situationally aware of other incidents that may impact response and recovery operations.
 - i. Monitoring weather and other outside impacts that may impact response and recovery efforts.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.

F. State, Inter-State, and Federal Assistance

1. State Assistance

- a. If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources as mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. Cities must request assistance from their county before requesting State assistance.
- b. Requests for state assistance should be made to the Disaster District Committee (DDC) which is located at the Department of Public Safety District Office in Garland, Texas. See Appendix 2 to Annex M, Resource Management, for a form that can be used to request state assistance. In essence, State emergency assistance to local governments begins at the DDC level. The DDC is responsible for validating, obtaining, and providing state assistance and report requests. A request for state assistance must be made by the chief elected official, County Judge for Collin County or the mayor for cities, and may be made via multiple means. The State of Texas Assistant Requests (STAR) form is preferred and is utilized in WebEOC. If WebEOC is not available, a paper copy of the STAR can be found in Annex N, Direction and Control. If making a request is not possible via the STAR process, requests can be made via telephone, email, fax, or TLETS. The DDC has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.
- c. The DDC staff will forward requests for assistance that cannot be satisfied by state resources within the district to the State Operations Center (SOC) in Austin for action.

2. Inter-State and Federal Assistance

- a. If resources required to control an emergency situation are not available within the state, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).

- b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The National Response Framework (NRF) describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.
- d. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

G. Emergency Authorities

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

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance.

See Annex U, Legal, for further information on disaster declarations and procedures for invoking emergency powers.

- c. Authority for Evacuations: State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.
- d. Penalty for Failure to Comply: Pursuant to the Texas Disaster Act of 1975, Government Code 418.042, 418.043 (13), and 418.173(a), failure to comply with this plan or a rule, order or ordinance adopted under this plan is an offense punishable, for each transaction, by penalty of a fine up to \$1,000 or confinement in jail for a term not exceeding 180 days.

H. Activities by Phases of Emergency Management

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

- a. Mitigation

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

- b. Preparedness

Collin County, in coordination with its jurisdictions, will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in the emergency management program are:

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

- c. Response

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

for support and/or communities under contract for law enforcement services and those communities that fall under the Sheriff's authority per statute.

d. Recovery

If a disaster occurs, Collin County and impacted jurisdictions will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state or an improved state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance, if federally declared. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. The Collin County recovery program is outlined in Annex J, Recovery.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
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A. Organization

1. General

Most departments and jurisdictions have emergency functions in addition to their normal day-to-day duties. During emergency situations, normal organizational arrangements are modified to facilitate emergency operations. The Collin County governmental organization for emergencies includes an executive group, emergency services, and support services. Attachment 3, Organization for Emergency Management depicts Collin County emergency organization.

2. Executive Group (EOC Management/EOC Command)

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the County Judge, Mayor(s), City Manager(s), and Emergency Management Coordinator(s).

3. Emergency Services (Operations Section – Field and EOC)

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

4. Emergency Support Services (Finance/Logistics/Planning – EOC)

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

5. Volunteer and Other Services

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

B. Assignment of Responsibilities

1. General

For most emergency functions, successful operations require a coordinated effort from a number of departments, jurisdictions, and groups. To facilitate a coordinated effort, elected and appointed officials, department heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or jurisdiction that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and jurisdictions may be assigned support responsibilities for specific emergency functions. Attachment 4, Emergency Management Functional Responsibilities, summarizes the general emergency responsibilities of local officials, departments, and other personnel.

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

3. Executive Group Responsibilities

c. The County Judge or Mayor, for their respective jurisdiction, will:

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

d. The Emergency Management Coordinator, for their respective jurisdiction, will:

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

- 4) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
 - 5) Coordinate the operational response of local emergency services.
 - 6) Coordinate activation of the EOC and supervise its operation.
 - 7) Serve as the staff advisor to the County Judge on emergency management matters.
 - 8) Keep the County Judge, Commissioners Court, mayor, and council apprised of our preparedness status and emergency management needs. This will be specific to which level of government the EMC serves.
 - 9) Coordinate local planning and preparedness activities and the maintenance of this plan.
 - 10) Ensure resource inventories are being prepared and maintained by appropriate departments and/or agencies.
 - 11) Arrange appropriate training for local emergency management personnel and emergency responders.
 - 12) Coordinate periodic emergency exercises or drills to evaluate Collin County's plan and training.
 - 13) Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
 - 14) Perform day-to-day liaison duties with the state emergency management staff and other local emergency management personnel.
 - 15) Coordinate with organized volunteer groups and businesses regarding emergency operations.
4. Common Responsibilities/All emergency services and support services will:
- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
 - b. Develop and maintain SOPs for emergency tasks.
 - c. Provide trained personnel to staff the ICP and EOC and conduct emergency operations, as requested.
 - d. Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to Annex M, Resource Management.
 - e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.
 - f. Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation, as able.
 - g. Maintain records of emergency-related expenditures for all purchases and personnel expenses.
5. Emergency Services Responsibilities
- a. The Incident Commander will:
 - 1) Manage emergency response resources and operations at the ICP or on-scene to resolve the emergency situation.

- 2) Determine and implement required protective actions for response personnel and the public at the incident site. See Attachment 7, Incident Command System and Unified Command Summary.
 - 3) See Attachment 4, Emergency Management Functional Responsibilities.
- b. Warning
- 1) Primary responsibility for this function is delegated by the County Judge to the Collin County Sheriff's Office, who will prepare and maintain Annex A (Warning) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Receive information on emergency situations.
 - b) Alert key local officials of emergency situations.
 - c) Disseminate warning information and instructions to the public through available warning systems.
 - d) Disseminate warning and instructions to special facilities such as schools and hospitals.
- c. Communications
- 1) Primary responsibility for this function is delegated by the County Judge to the Collin County Sheriff's Office, who will prepare and maintain Annex B (Communications) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Identify the communications systems available within the local area and determine the connectivity of those systems.
 - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
 - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.
- d. Radiological Protection
- 1) Primary responsibility for this function is assigned to the Collin County Fire Marshal's Office, who will prepare and maintain Annex D (Radiological Protection) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Maintain inventory of radiological equipment.
 - b) Ensure response forces include personnel with current training in radiological monitoring and decontamination.
 - c) Respond to radiological incidents and terrorist incidents involving radiological materials.
 - d) Make notification concerning radiological incidents to state and federal authorities.
- e. Evacuation

- 1) Primary responsibility for this function is delegated by the County Judge to the Collin County Sheriff's Office, who will prepare and maintain Annex E (Evacuation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Identify areas where evacuation has been or may be in the future and determine population at risk.
 - b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements specific to areas not covered by a local law enforcement agency.
 - c) Develop simplified planning procedures for ad hoc evacuations.
 - d) Determine emergency public information requirements.
 - e) Assist in evacuation planning for special needs facilities (schools, hospitals, nursing homes, and other institutions).
 - f) Perform evacuation planning for the Collin County Jail.

f. Firefighting

- 1) Primary responsibility for this function is delegated by the County Judge to the Collin County Fire Marshal's Office, who will prepare and maintain Annex F (Firefighting) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Fire prevention activities.
 - b) Fire detection and control.
 - c) Assist with terrorist incident response.
 - d) Evacuation support.
 - e) Post-incident reconnaissance and initial damage assessment.
 - f) Fire safety inspection of temporary shelters, as required by law.
 - g) Prepare and maintain countywide fire resource inventory.

g. Law Enforcement

- 1) Primary responsibility for this function is delegated by the County Judge to the Collin County Sheriff's Office, who will prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Maintenance of law and order.
 - b) Traffic control.
 - c) Terrorist incident response.
 - d) Coordinate with state and federal partners in terrorist response and investigations
 - e) Provision of security for vital facilities, evacuated areas, and shelters.
 - f) Access control for damaged or contaminated areas.
 - g) Warning support.
 - h) Assist with post-incident reconnaissance and damage assessment.
 - i) Prepare and maintain law enforcement resource inventory.

h. Health and Medical Services

- 1) Primary responsibility for this function is delegated by the County Judge to Collin County Healthcare Services, who will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Coordinate health and medical care support during emergency situations.
 - b) Public health information and education.
 - c) Inspection of food and water supplies.
 - d) Develop emergency public health regulations and orders.
 - e) Coordinate collection, identification, and interment of deceased victims.
 - f) Assist with medical support teams during shelter operations, as requested.

i. Direction and Control

- 1) Primary responsibility for this plan is delegated by the County Judge to Emergency Management who will prepare and maintain Annex N (Direction & Control) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Direct and control our local operating forces.
 - b) Maintain coordination with neighboring jurisdictions and the Disaster District in Garland, Texas.
 - c) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
 - d) Assign representatives to report to the EOC and develop procedures for EOC operations.
 - e) Develop and identify the duties of the staff, use of displays and message forms, and procedures for EOC activation.
 - f) Coordinate the evacuation of areas at risk.

j. Hazardous Materials & Oil Spill

- 1) Primary responsibility for this function is delegated by the County Judge to the Fire Marshal's Office, who will prepare and maintain Annex Q (Hazardous Material & Oil Spill Response) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.
 - b) Establish the HAZMAT incident functional areas (e.g., hot zone, warm zone, cold zone, etc.)
 - c) Initiate appropriate actions to control and eliminate the hazard in accordance with established HAZMAT response guidance and SOPs.
 - d) Determine areas at risk and which public protective actions, if any, should be implemented.

- e) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
- f) Determine when affected areas may be safely re-entered.

k. Search & Rescue

- 1) Primary responsibility for this function is delegated by the County Judge to the Collin County Fire Marshal's Office, who will prepare and maintain Annex R (Search and Rescue) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Coordinate and conduct search and rescue activities.
 - b) Identify requirements for specialized resources to support rescue operations.
 - c) Coordinate external technical assistance and equipment support for search and rescue operations.

l. Terrorist Incident Response

- 1) Primary responsibility for this function is delegated by the County Judge to the Collin County Sheriff's Office, who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Coordinate and carry out protective anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
 - b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
 - c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
 - d) Ensure required notification of terrorist incidents is made to state and federal authorities.

6. Support Services Responsibilities

a. Shelter and Mass Care

- 1) Primary responsibility for this plan is delegated by the County Judge to Collin County Healthcare Services, who will be responsible for conducting annual reviews of Annex C (Shelter and Mass Care) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Perform emergency shelter and mass care planning.
 - b) Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups.

b. Public Information

- 1) Primary responsibility for this function is delegated by the County Judge to the Collin County Public Information Officer, who will prepare and maintain Annex I (Emergency Public Information) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Establish a Joint Information Center (JIC), if required.
 - b) Coordinate with Emergency Management in conducting on-going hazard awareness and public education programs.
 - c) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
 - d) Provide information to the media and the public during emergency situations.
 - e) Arrange for media briefings.
 - f) Compile print and photo documentation of emergency situations.
 - g) Coordinate with PIOs from impacted jurisdictions included in this EOP.

c. Recovery

- 1) Primary responsibility for this function is delegated by the County Judge to the Collin County Public Works Department, who will prepare and maintain Annex J (Recovery) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Establish and train a damage assessment team using local personnel, specific to county property and infrastructure. Coordinate the efforts of that team with state and federal damage assessment personnel who may perform a Preliminary Damage Assessment (PDA) as part of the federal disaster declaration process.
 - b) Assess and compile information on damage to public property.
 - c) Work with other organizations to compile needs and carry out program to fill those needs.
 - d) If damages are beyond our capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.
 - e) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.

d. Public Works & Engineering

- 1) Primary responsibility for this function is delegated by the County Judge to the Collin County Engineering and Public Works Department, who will prepare and maintain Annex K (Public Works & Engineering) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Protect government facilities and vital equipment where possible.
 - b) Assess damage to streets, bridges, traffic control devices, and other public facilities.
 - c) Direct temporary repair of vital facilities.
 - d) Restore damaged roads and bridges.
 - e) Restore waste treatment and disposal systems, county owned and/or maintained systems.

- f) Arrange for debris removal.
- g) General damage assessment support.
- h) Building inspection support.
- i) Provide specialized equipment to support emergency operations.
- j) Support traffic control and search and rescue operations.

e. Utilities

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

f. Resource Management

- 1) Primary responsibility for this function is delegated by the County Judge to the Collin County Public Works Department, who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOPs
- 2) Emergency tasks to be performed include:
 - a) Maintain an inventory of emergency resources.
 - b) During emergency operations, locate supplies, equipment, and personnel to meet specific needs, as requested.
 - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
 - d) In coordination with Purchasing, establish emergency purchasing procedures and coordinate emergency procurements that meet local, state, and federal requirements.
 - e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
 - f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
 - g) Establish staging areas for resources, if required.

g. Human Services

- 1) Primary responsibility for this plan is delegated by the County Judge to the Collin County Healthcare Services, who will prepare and maintain Annex O (Human Services) to this plan and supporting SOPs
- 2) Emergency tasks, in coordination with Volunteer Organizations Active in Disaster, to be performed include:

- a) Identify emergency feeding sites.
- b) Identify sources of clothing for disaster victims.
- c) Secure emergency food supplies.
- d) Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies.
- e) Coordinate special care requirements for disaster victims such as the aged, special needs individuals, and others.
- f) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

h. Hazard Mitigation

- 1) Primary responsibility for this function is delegated by the County Judge to the Collin County Engineering Department, who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Maintain the local Hazard Analysis.
 - b) Maintain a local Hazard Mitigation Action Plan (HazMap)
 - c) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
 - d) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
 - e) Coordinate and carry out post-disaster hazard mitigation program.

i. Transportation

- 1) Primary responsibility for this function is delegated by the County Judge to the Collin County Public Works Department, who will prepare and maintain Annex S (Transportation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Identify local public and private transportation resources and coordinate their use in emergencies.
 - b) Coordinate deployment of transportation equipment to support emergency operations.
 - c) Establish and maintain a reserve pool of drivers, maintenance personnel, parts, and tools.
 - d) Maintain records on use of transportation equipment and personnel for purpose of possible reimbursement.

j. Donations Management

- 1) Primary responsibility for this function is delegated by the County Judge to the Collin County Auditor's Office, who will prepare and maintain Annex T (Donations Management) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:

- a) Compile resource known resource needs.
- b) Solicit donations to meet known needs, if needs exist.
- c) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
- d) In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods, if needed.
- e) Coordinate with Human Services and others in ensuring donated supplies are managed from receiving through distribution.
- f) Consider coordinating with an external agency to manage donation operations.

k. Legal

- 1) Primary responsibility for this function is delegated by the County Judge to the Collin County District Attorney's Office, who will prepare and maintain Annex U (Legal) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Advise local officials on emergency powers of local government and procedures for invoking those measures.
 - b) Review and advise our officials on possible legal issues arising from disaster operations.
 - c) Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency.
 - d) Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

- l. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of our chief elected official.

7. Volunteer Support Services Responsibilities

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

a. American Red Cross

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

b. The Salvation Army

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

c. Southern Baptist Convention Disaster Relief

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

d. Amateur Emergency Radio Services

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

e. Collin County VOAD

Provides coordination of volunteer and corporate partners in the community for disaster response and recovery. Performs hazard mitigation and preparedness activities in coordination with local government. VOAD consist of multiple agencies and organizations in not only Public Safety but also Mental Health.

f. Citizen Corp Program

- 1) Collin County Medical Reserve Corps (MRC)
- 2) City's Community Emergency Response Teams (CERT)
- 3) Collin County Sheriff's Office Citizens on Patrol (COP)
- 4) City's Citizens on Patrol (COP)
- 5) City's Fire Corp

These programs are managed locally in Collin County by both the county and local cities depending on the program. These programs provide training to citizen volunteers to assist local first responders and governments before, during, and after major emergencies or disasters. The MRC specializes in medical assistance and can assist with medical Points of Distribution (PODs), with medical operations in shelters, and other medical related tasks. The COPs, both county run and locally run, can assist with law enforcement activities, including traffic control, crowd monitoring, and other law enforcement type duties. The Fire Corp, can assist with fire department's public education and rehabilitation of first responders. Finally the CERTs are all hazards and can assist with a wide range of duties including damage assessment, shelter operations, and search and rescue, among others.

Provides medical and non-medical volunteers to support the deployment of the Strategic National Stockpile and other missions at the request of the Collin County Health Care Services.

VII. DIRECTION AND CONTROL

A. General

1. The County Judge is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with NIMS, at the County. Each city establishes objectives and policies for their jurisdiction within their city's legal framework. During disasters, the County Judge may carry out those responsibilities from the EOC. Mayors may fulfill their duties from their respective EOCs.

2. The EMC will provide overall direction of the response activities of all involved county departments. During major emergencies and disasters, the EMC will normally carry out those responsibilities from the County EOC.
3. The Emergency Management Coordinator, or designee, will manage the EOC.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department heads retain administrative and policy control over their departments, employees, and equipment. However, personnel and equipment will carry out mission assignments directed by the incident commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.
6. If Collin County's or a local jurisdictions resources are insufficient or inappropriate to deal with an emergency situation, resources requests may be made to other jurisdictions, organized volunteer groups, the county, or the state, following current laws. Typically, governments request additional resources from the next level of government when their resources, including mutual aid, are exhausted. The process and forms for requesting state or federal assistance are covered in section V: Concept of Operations, part F: State, Inter-State and Federal Assistance of this plan.
7. External agencies are expected to conform to the general guidance and direction provided by our senior decision-makers.

B. Emergency Facilities

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously in section V: Concepts of Operations, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
2. Emergency Operating Center. When major emergencies and disasters have occurred or appear imminent, we may activate the County EOC, which is located at 4300 Community Avenue, McKinney. Other facilities and locations have been identified as potential back up EOCs. Also, the County and cities in the county have the ability to operate a virtual EOC due to advancements in technology.
3. The following individuals are authorized to activate the EOC:
 - a. County Judge
 - b. County Emergency Management Coordinator
 - c. County Administrator
4. The general responsibilities of the EOC are:
 - a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.

- b. Work with representatives of emergency services to determine and prioritize required response actions and coordinate their implementation.
 - c. Provide resource support for emergency operations.
 - d. Coordinate with local jurisdictions on the recommendation of closure of schools and businesses.
 - e. Recommend the cancellation of public events, as allowable by law.
 - f. Organize and activate large-scale evacuation and mass care operations.
 - g. Provide emergency information to the public.
5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and Control). The interface between the EOC and the incident command post is described in paragraph V.E above.

C. Line of Succession

- 1. The line of succession for the County Judge is:
 - a. Commissioner Precinct One (1st quarter of calendar year)
 - b. Commissioner Precinct Two (2nd quarter of calendar year)
 - c. Commissioner Precinct Three (3rd quarter of calendar year)
 - d. Commissioner Precinct Four (4th quarter of calendar year)
- 2. The line of succession for the Emergency Management Coordinator: - Jason Browning discussion
 - a. Assistant Emergency Management Coordinator
 - b. Deputy Fire Marshal (2)
- 3. The lines of succession for each of Collin County department and agency heads shall be in accordance with the SOPs established by those departments and agencies.
- 4. Each local jurisdiction (city) on the County's EOP will need to determine their appropriate line of succession for mayor and their local staff.

VIII. OPCON LEVELS

- A. Typically events will escalate in a linear path of some sort. Most events will provide some sort of warning or preparedness phase; however, other events will take us from “sunny” day events to a full scale disaster. This list below should not be thought of as all inclusive. Additionally, there may be times when the County or a city is activated to a specific OPCON Level, but need to take a of couple steps from higher OPCON Levels. This outline of levels allows for that flexibility. For example, the County may be activated to OPCON Level 3, Monitoring, but need to perform a limited damage assessment from OPCON Level, 2.
- B. The County Judge, local mayor, County Administrator, city managers, or EMCs can determine what OPCON Level they are operating at for their respective jurisdictions.
- C. Collin County has adopted the term Operating Conditions, or OPCON Levels, for our readiness levels. The actions better describe what occurs as we increase our levels.

OPCON Level 4 – Day-to-Day

1. Monitor situations for possible impacts
2. Review and updates plans, procedures, policies, guidelines, task assignments and other critical documents specific to each annex
3. Coordinate, communicate, and collaborate with local private companies and industries who can assist with mitigation, preparedness, response and recovery efforts
4. Maintain a list of resources available
5. Ensure all equipment and resources are properly maintained and tested
6. Conduct training, drills, and exercises
7. Develop task assignments, by position and/or function
8. Identify any known resource or other short falls
9. Establish liaisons with public and private organizations including but limited to:
 - o Medical facilities (hospitals, nursing homes, mental health providers)
 - o Hazardous material storage facilities
 - o Utilities
 - o Law enforcement agencies
 - o VOADs
 - o Vendors
 - o LEPC
 - o Local media
 - o Other institutional facilities (jails, schools, etc)
10. Maintain listing of critical infrastructure in the community such as:
 - o Government facilities
 - o Hazmat storage facilities
 - o Utility infrastructure
 - o Other as identified
11. Develop, maintain, and exercise mutual aid and inter-local agreements with other jurisdictions and private industry
12. Develop templates for public information and warnings for specific hazards
13. Develop emergency order (disaster declarations, emergency declarations, and other legal documents) templates to quickly assist in obtaining needed governmental powers
14. Develop emergency purchasing procedures and understand the impacts and activation points to follow emergency purchasing guidance
15. Develop RFPs and contracts for critical functions following disaster events, including debris, generators, and others as identified.
16. Develop protective actions to protect people, property, and resources, both government owned and privately owned
17. Remain aware of new laws, regulations, policies, and other federal and state guidance and its impacts on emergency management
18. Remain aware of current threats, hazards, and vulnerabilities and possible impacts

Event Type Examples:

Not all inclusive. Additionally, if a hazard does occur, this should not be viewed as a requirement to operate at a specific OPCON. Each situation will be evaluated on case-by-case basis.

- o Tropical Weather Threat in the Gulf of Mexico that may impact Texas, but impacts are not imminent
- o Flashflood Watch/Warning
- o Severe Thunderstorm Watch/Warning without major impacts
- o Winter Weather Threat to DFW region but is not imminent

- o Wildfire Threat

OPCON Level 3 – Monitoring

1. Continue and expand, as needed, activities from OPCON Level 4
2. Initiate monitoring activities, if not already started for specific hazard, event, or situation
3. Consider checking the readiness of specific resources that may be needed for event (activate as necessary)
4. Resources may include:
 - o People/staff
 - o Shelter location
 - o Communications equipment
 - o Food services
5. Correct any known issues with resources that may be needed to respond or recover from event
6. Check supplies and possible resources and consider filling shortfalls/deficiencies
7. Initiate communicate with key personnel that may be needed, update contact information as needed
8. Review any plans that may be activated
9. Review public information templates and develop additional templates as necessary
10. Consider EOC activation or milestones that may result in EOC activation
11. Plan for 24/7 operations, if necessary
12. Consider initiating coordination calls with internal and external partners
13. If specialized teams or resources may be needed, consider briefing them or obtaining them early on
14. Review high risk areas that may need additional support and resources deployed
15. Ensure, once activated, the EOC is staffed with appropriate personnel to meet the needs of the event
16. Consider reviewing documents (SOPs/SOGs/Task Assignments) as they pertain to specific hazards or events, update/revise as necessary
17. Be prepared to staff and ICP and other command and centers, as the situation warrants
18. Be prepared to enact protective actions and develop additional protective actions as needed

Event Type Examples:

Not all inclusive. Additionally, if a hazard does occur, this should not be viewed as a requirement to operate at a specific OPCON. Each situation will be evaluated on case-by-case basis.

- o Tropical Weather with threats to Texas or Louisiana Gulf Coast
- o Flashflood Watch/Warning with potential impacts in Collin County
- o Severe Thunderstorm Watch/Warning
- o Winter Weather Threat to DFW region with increasing threat
- o Wildfire Threat

OPCON Level 2 – Limited/Partial Activation

1. Continue and expand activities from OPCON Level 3, if not initiated, initiate those activities as needed
2. Alert key personnel of change in conditions and possible needs
3. Activate needed resources, if not already activated, including 24/7 operations
4. Activate EOC and/or incident command posts if the situation warrants
5. Work to respond and recover from the event

6. Ensure resources needs are made and filled as able
7. Ensure off duty personnel are prepared to be recalled, as necessary
8. Communicate, coordinate, and collaborate with local, regional, state, and federal resources as needed to meet the incidents needs
9. Prepare to submit DSO and other damage assessment documents to the State to begin the federal declaration process
10. Perform damage assessments and debris estimates as needed
11. Coordinate restoration of critical infrastructure to support the citizens
12. Brief EOC stakeholders of potential issues regarding all resource types and prepare to fill those gaps

Event Type Examples:

Not all inclusive. Additionally, if a hazard does occur, this should not be viewed as a requirement to operate at a specific OPGON. Each situation will be evaluated on case-by-case basis.

- o Tropical Weather Threat is imminent to Texas or Louisiana Gulf Coast with potential shelter operations or direct impacts possible in DFW Region
- o Flashflood Watch/Warning with major impacts
- o Severe Thunderstorm Watch/Warning with major impacts
- o Winter Weather impacts to DFW region

OPCON Level 1 – Full Activation

1. Continue, expand, or initiate activities from previous OPGONs
2. Activate needed resources to support the event

Event Type Examples:

Not all inclusive. Additionally, if a hazard does occur, this should not be viewed as a requirement to operate at a specific OPGON. Each situation will be evaluated on case-by-case basis.

- o Shelter operations
- o Major impacts from any hazard

IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.
2. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Attachment 6.

B. Reports

1. Hazardous Materials Spill Reporting. If the County is responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located or a report has not been made, the Incident Commander shall ensure that the required report(s) are made.
2. Initial Incident Report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the state. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report (SitRep) should be prepared and distributed by the EOC or Emergency Management if the EOC is not activated, during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. Incident Action Plan. An Incident Action Plan (IAP) is a document that outlines the next operational periods expected activities. The document should include staffing expectations, acquired and needed resources, response/recovery objectives, and other key information to guide the operations for the operational period.
5. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

C. Records

1. Record Keeping for Emergency Operations

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

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

- c. **Emergency or Disaster Costs.** For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed records of costs for emergency operations to include:

- 1) Personnel costs, especially overtime costs and costs for staff fulfilling duties not typically assigned
- 2) Equipment operations costs
- 3) Costs for leased or rented equipment
- 4) Costs for contract services to support emergency operations
- 5) Costs of specialized supplies expended for emergency operations
- 6) Costs for disposal of debris, hazardous waste, and any other removal costs

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

2. Preservation of Records

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

D. Training

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

E. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the Collin County Criminal District Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

F. Post-Incident and Exercise Review

The County Judge and EMC are jointly responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Review will entail both written and verbal input from all appropriate participants. The data obtained from an After Action Review will be formalized into an After Action Report and Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE
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A. Plan Development

The County Judge is responsible for approving and promulgating this plan.

B. Distribution of Planning Documents

1. The County Judge shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.
2. The Basic Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes our emergency management organization and basic operational concepts.

C. Review

Local officials should review the Basic Plan and its annexes annually. The EMC will establish a schedule for annual review of planning documents by those tasked in them.

D. Update

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

ATTACHMENTS:

1. Distribution List
2. References
3. Organization for Emergency Management
4. Emergency Management Functional Responsibilities

5. Annex Assignments
6. Summary of Agreements & Resolutions
7. National Incident Management System (NIMS) Summary

ATTACHMENT 1 DISTRIBUTION LIST
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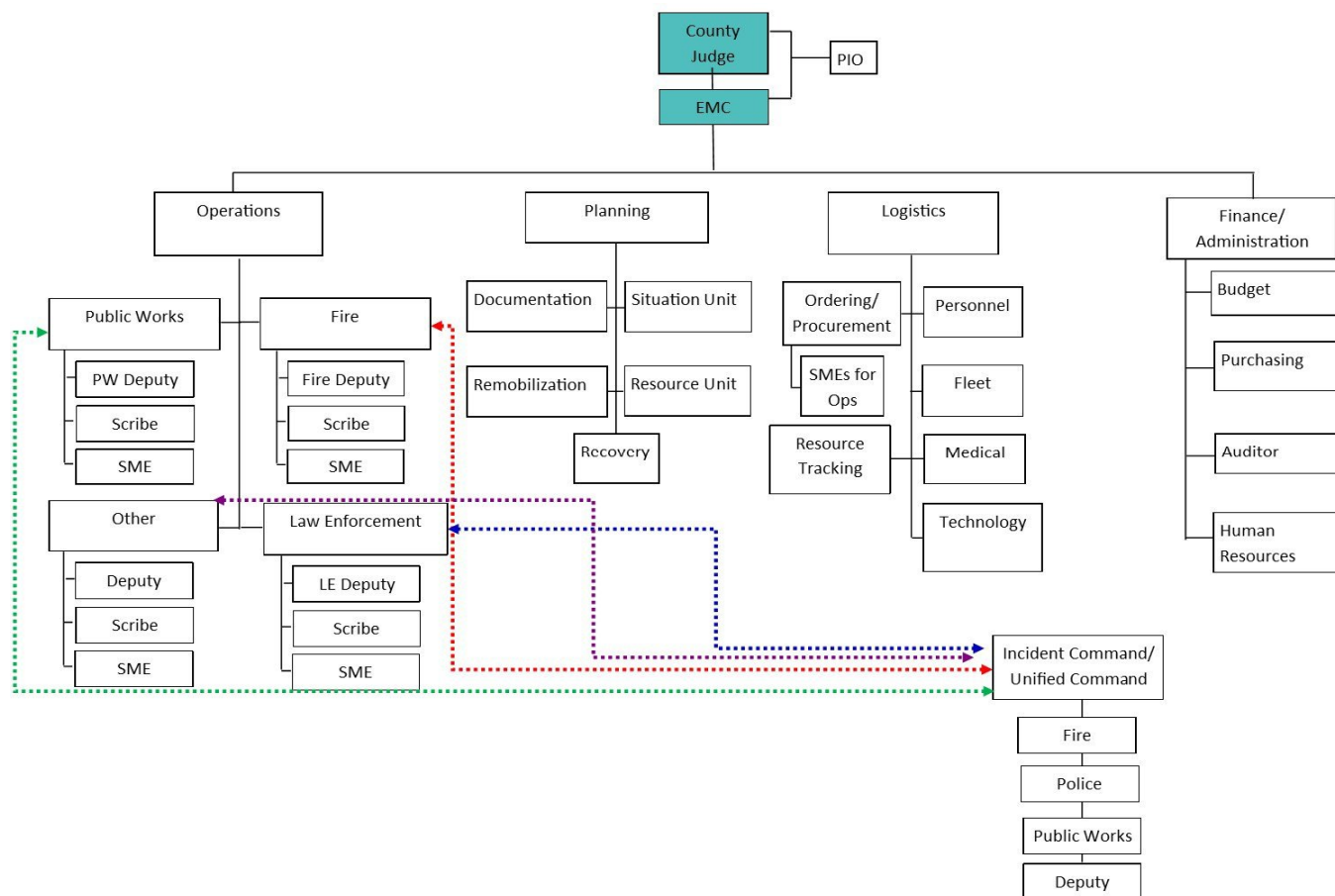
Note: All agencies listed will receive a copy of the basic plan as well

<u>Jurisdiction/Agency Plan</u>	<u>Annexes</u>
All Hospitals serving Collin County	C, E, S
All ISDs	C, E, O, S, H
American Red Cross	C, H, O
The Salvation Army	C, E, J, O, T
TDEM DC/Planning Division	All
Cities/Towns of:	
Anna and Fire Department	All
Allen EMC	All
Branch and Fire Department	All
Celina and Fire Department	All
Fairview and Fire Department	All
Farmersville and Fire Department	All
Frisco EMC	All
Josephine and Fire Department	All
Lavon and Fire Department	All
Lowry Crossing and Fire Department	All
Lucas and Fire Department	All
McKinney EMC	All
Melissa and Fire Department	All
Murphy and Fire Department	All
Nevada and Fire Department	All
New Hope and Fire Department	All
Parker and Fire Department	All
Plano EMC	All
Princeton and Fire Department	All
Prosper EMC	All
Saint Paul and Fire Department	All
Weston and Fire Department	All
Wylie and Fire Department	All
Collin County:	
Administrator	All
Auditor's	E, G, J, K, L, S
District Attorney	G, H, N, U
Engineer and Public Works Director	J, K, L, M
Health Director	All
County Judge	All
Sheriff	All
Constable (All Precincts)	All
Justice of the Peace (All Precincts)	G, H, N
County Commissioner (All Precincts)	All
Fire Marshal	All
Emergency Management	All
EOC	All
Facilities Maintenance Director	All
Medical Examiner	All

ATTACHMENT 2 REFERENCES

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

ATTACHMENT 3 ORGANIZATION FOR EMERGENCY MANAGEMENT



ATTACHMENT 4
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response
County Judge	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Public Information Officer	S	S	S		S				P	S			S							S		
Emergency Management	C	C	C	C	C	C	C	C	C	C	C	C	C	P	C	C	C	C	C	C	C	C
Sheriff's Office	P	P	S	S	P	S	P						S	S	S		S	S		S		P
Fire Marshal's Office	S	S	S	P	S	P							S	P		S	P	P		S		S
Engineering Department		S	S	S	S		S			S	P	S	S	S		P	S	S				S
Facilities Department		S	S							S		S	S	S		S	S			S		S
Healthcare Services			S					P						S	S							
American Red Cross			P		S								S	S	S					S		S
Purchasing Department										S			S							S		
Auditor's Office										S			S			S				P		
Public Works			S		S					P	P	P	P		S		S		P	S		S
District Attorney's Office					S								S			S				S	P	S

P - Indicates Primary Responsibility

S - Indicates Support Responsibility

C - Indicates Coordination Responsibility

ATTACHMENT 5 ANNEX ASSIGNMENTS

ANNEX	ASSIGNED TO:
Annex A: Warning	Collin County Sheriff's Office
Annex B: Communications	Collin County Sheriff's Office
Annex C: Shelter & Mass Care	Collin County Healthcare Services
Annex D: Radiological Protection	Collin County Fire Marshal's Office
Annex E: Evacuation	Collin County Sheriff's Office
Annex F: Firefighting	Collin County Fire Marshal's Office
Annex G: Law Enforcement	Collin County Sheriff's Office
Annex H: Health and Medical Services	Collin County Healthcare Services
Annex I: Public Information	Collin County Public Information Officer
Annex J: Recovery	Collin County Public Works
Annex K: Public Works & Engineering	Collin County Public Works and Engineering Dept.
Annex L: Utilities	Collin County Public Works
Annex M: Resource Management	Collin County Public Works
Annex N: Direction & Control	Collin County Emergency Management
Annex O: Human Services	Collin County Healthcare Services
Annex P: Hazard Mitigation	Collin County Engineering Department
Annex Q: Hazardous Materials & Oil Spill Response	Collin County Fire Marshal's Office
Annex R: Search & Rescue	Collin County Fire Marshal's Office
Annex S: Transportation	Collin County Public Works
Annex T: Donations Management	Collin County Auditor's Office
Annex U: Legal	Collin County District Attorney's Office
Annex V: Terrorist Incident Response	Collin County Sheriff's Office

ATTACHMENT 6 SUMMARY OF AGREEMENTS & RESOLUTIONS

TABLE 1: MUTUAL AID AGREEMENTS BETWEEN COLLIN COUNTY AND CITIES OF COLLIN COUNTY

CITY	COURT ORDER NUMBER	DATE
ANNA	2005-165-03-08	MAR 8, 2005
ALLEN	2004-1033-12-14	DEC 14, 2004
BLUE RIDGE	2003-348-05-28	MAY 28, 2003
CELINA	2003-349-05-28	MAY 28, 2003
COMMUNITY OF BRANCH	2003-350-05-28	MAY 28, 2003
FARMERSVILLE	2003-497-07-08	JUL 8, 2003
FAIRVIEW	2003-351-05-28	MAY 28, 2003
FRISCO	2004-1033-12-14	DEC 14, 2004
JOSEPHINE	2003-352-05-28	MAY 28, 2003
LAVON	2003-927-11-24	NOV 24, 2003
LOWRY CROSSING	2003-353-05-28	MAY 28, 2003
LUCAS	2003-354-05-28	MAY 28, 2003
MCKINNEY	2004-010-01-13	JAN 13, 2003
MELISSA	2005-200-03-22	MAR 22, 2005
NEVADA	2003-355-05-28	MAY 28, 2003
NEW HOPE	2005-472-06-28	JUN 28, 2005
PARKER	2006-336-04-11	APRIL 11, 2006
PLANO	2005-200-03-22	MAR 22, 2005
PRINCETON	2008-564-08-12	AUGUST 12, 2008
PROSPER	2003-357-05-28	MAY 28, 2003
ROYCE CITY	2003-358-05-28	MAY 28, 2003
CITY OF ST. PAUL	2004-1033-12-14	DEC 14, 2004
WESTMINSTER	2004-1033-12-14	DEC 14, 2004
WESTON	2003-359-05-28	MAY 28, 2003
WYLIE	2003-360-05-28	MAY 28, 2003

ADDITIONAL MUTUAL AID AGREEMENTS:

1. Regional Public Works Emergency Response Team (PWERT),
 - a. Court Order: 2017-251-04-10
 - b. Date: April, 10, 2017

TABLE 2: JOINT RESOLUTIONS BETWEEN COLLIN COUNTY AND CITIES OF COLLIN COUNTY

CITY	COURT ORDER NUMBER	DATE
ANNA	94-699-08-08	AUG 08, 1994
BLUE RIDGE	94-699-08-08	AUG 08, 1994
CELINA	94-627-06-27	JUN 27, 1994
COMMUNITY OF BRANCH	NA	NA
FARMERSVILLE	2004-135-02-24	FEB 24, 2004
FAIRVIEW	94-868-10-10	OCT 10, 1994
JOSEPHINE	94-627-06-27	JUN 27, 1994
LAVON	94-868-10-10	OCT 10, 1994
LOWRY CROSSING	94-699-08-08	AUG 08, 1994
LUCAS	2004-189-03-23	MARCH 23, 2004
MELISSA	94-699-08-08	AUG 08, 1994
NEVADA	2003-355-05-28	OCT 10, 1994
NEW HOPE	94-868-10-10	OCT 10, 1994
PARKER	94-627-06-27	JUN 27, 1994
PRINCETON	94-868-10-10	OCT 10, 1994
ROYCE CITY	94-868-10-10	OCT 10, 1994
ST. PAUL	2004-135-02-24	FEB 24, 2004
WESTMINSTER	94-868-10-10	OCT 10, 1994
WESTON	94-868-10-10	OCT 10, 1994
WYLIE	94-627-06-27	JUN 27, 1994

HARD COPIES ARE MAINTAINED IN THE COLLIN COUNTY EMERGENCY MANAGERS OFFICE (WITH THE EXCEPTIONS OF ANNA AND BLUE RIDGE).

TABLE 3: INTERLOCAL AGREEMENTS BETWEEN COLLIN COUNTY AND ISD'S OF COLLIN COUNTY

ISD	COURT ORDER NUMBER	DATE
ANNA	2003-335-05-28	MAY 28, 2003
ALLEN	2003-334-05-28	MAY 28, 2003
BLUE RIDGE	2003-336-05-28	MAY 28, 2003
CELINA	2003-337-05-28	MAY 28, 2003
COLLIN COLLEGE	2003-333-05-28	MAY 28, 2003
COMMUNITY	2003-338-05-28	MAY 28, 2003
FARMERSVILLE	2003-339-05-28	MAY 28, 2003
FRISCO	2003-340-05-28	MAY 28, 2003
LOVEJOY	2003-341-05-28	MAY 28, 2003
MCKINNEY	2003-342-05-28	MAY 28, 2003
MELISSA	2003-343-05-28	MAY 28, 2003
PLANO	2003-344-05-28	MAY 28, 2003
PRINCETON	2003-345-05-28	MAY 28, 2003
PROSPER	2003-346-05-28	MAY 28, 2003
WYLIE	2003-347-05-28	MAY 28, 2003

HARD COPIES MAINTAINED AT THE COLLIN COUNTY EMERGENCY MANAGERS OFFICE.

ATTACHMENT 7 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY
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A. BACKGROUND

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

B. COMPONENTS

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

1) FEATURES OF ICS

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

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

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

2) UNIFIED COMMAND

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

3) AREA COMMAND

- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.
- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.
- b. Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which

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