



AGENDA

CITY COUNCIL MEETING

APRIL 2, 2019 @ 7:00 P.M.

Notice is hereby given the City Council for the City of Parker will meet in a Regular Meeting on Tuesday, April 2, 2019 at 7:00 P.M. at the Parker City Hall, 5700 E. Parker Road, Parker, Texas, 75002.

CALL TO ORDER – Roll Call and Determination of a Quorum

PLEDGE OF ALLEGIANCE

AMERICAN PLEDGE: I pledge allegiance to the flag of the United States of America; and to the republic for which it stands, one nation under God, indivisible with liberty and justice for all.

TEXAS PLEDGE: Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

PUBLIC COMMENTS The City Council invites any person with business before the Council to speak to the Council. No formal action may be taken on these items at this meeting. Please keep comments to 3 minutes.

ITEMS OF COMMUNITY INTEREST

- Saturday, April 27, 2019, 10am-2pm, Drug Take Back
- Saturday, May 4, 2019 – General Election (EV and ED Info)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 21	Apr 22 Early Voting 8am – 5pm	Apr 23 Early Voting 8am – 5pm	Apr 24 Early Voting 8am – 5pm	Apr 25 Early Voting 8am – 7pm	Apr 26 Early Voting 8am – 5pm	Apr 27 Early Voting 8am – 5pm
Apr 28	Apr 29 Early Voting 7am – 7pm	Apr 30 Early Voting 7am – 7pm	May 1	May 2	May 3	May 4 Election Day 7am - 7pm

- Projected 2019 Tax Rate Planning Calendar

INDIVIDUAL CONSIDERATION ITEMS

1. APPROVAL OF MEETING MINUTES FOR MARCH 19, 2019. [SCOTT GREY]
2. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ACCEPTING DONATION(S) FROM THE PARKER WOMEN'S CLUB (PWC). [PWC PRESIDENT MARILYN KITTRELL/ PWC VP FUNDRAISING STACY PATICK]

3. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION 2019-599, ADOPTNG THE COLLIN COUNTY EMERGENCY OPERATIONS PLAN. [SHEFF/OLSON]
4. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION 2019-600, ADOPTNG THE COLLIN COUNTY HAZARD MITIGATION ACTION PLAN, SEPTEMBER 2016. [SHEFF/OLSON] [TABLED – 12062016]

ROUTINE ITEMS

5. FUTURE AGENDA ITEMS

EXECUTIVE SESSION BEGINNING THROUGH END – Pursuant to the provisions of Chapter 551, Texas Government Code the City Council may hold a closed meeting.

6. RECESS TO CLOSED EXECUTIVE SESSION IN ACCORDANCE WITH THE AUTHORITY CONTAINED IN:
 - a. Government Code Section 551.074 Personnel—To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
 - b. Government Code Section 551.071(1)—Consultation with City Attorney concerning Pending or Contemplated Litigation
 - c. Government Code Section 551.071(2) – Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Clearly conflicts with this chapter (Open Meetings Act)
7. RECONVENE REGULAR MEETING.
8. ANY APPROPRIATE DELIBERATION AND/OR ACTION ON ANY OF THE EXECUTIVE SESSION SUBJECTS LISTED ABOVE.
9. ADJOURN

In addition to any specifically identified Executive Sessions, Council may convene into Executive Session at any point during the open meeting to discuss any item posted on this Agenda. The Open Meetings Act provides specific exceptions that require that a meeting be open. Should Council elect to convene into Executive Session, those exceptions will be specifically identified and announced. Any subsequent action, as a result of this Executive Session, will be taken and recorded in open session.

I certify that this Notice of Meeting was posted on or before March 29, 2019 by 5:00 p.m. at the Parker City Hall, and as a courtesy, this Agenda is also posted to the City of Parker Website at www.parkertexas.us.

Date Notice Removed

Patti Scott Grey
City Secretary

The Parker City Hall is Wheelchair accessible. Sign interpretations or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972 442 6811.

DRAFT

CITY OF PARKER

2019 PLANNING CALENDAR



<u>April - May</u>	Mailing of "Notices of Appraised Value" by Chief Appraiser.
<u>April 30</u>	The Chief Appraiser prepares and certifies to the Tax Assessor for each county, municipality, and school district participating in the appraisal district an estimate of the taxable value.
<u>May 15</u>	Deadline for submitting Appraisal Records to ARB.
<u>July 20</u>	Deadline for ARB to approve Appraisal Records.
<u>July 25</u>	Deadline for Chief Appraiser to certify Appraisal Rolls to each Taxing Unit.
<u>Aug</u>	Certification of anticipated collection rate by collector.
<u>July 25 - Aug.</u>	Calculation of Effective and Rollback Tax Rates.
<u>July 25 - Aug.</u>	Submission of Effective and Rollback Tax Rates to governing body from the Tax Office.
<u>Aug. 2, 2019</u>	72 Hour Notice for Meeting (Open Meetings Notice).
<u>Aug. 6, 2019</u>	Meeting of Governing Body to Discuss Tax Rates. If proposed tax rate will exceed the Rollback Rate or the Effective Tax Rate (whichever is lower), take record vote and schedule two Public Hearings.
<u>Aug. 12, 2019</u>	Publish the "Notice of 2019 Property Tax Rates" by September 1. Notice must be published at least seven (7) days before first Public Hearing. Notice must also be posted on the municipality's website.
<u>Aug. 16, 2019</u>	72 Hour Notice for First Public Hearing (Open Meetings Notice).
<u>Aug. 20, 2019</u>	First Public Hearing At least 7 days after publication of "Notice of 2019 Property Tax Rates.
<u>Aug. 23, 2019</u>	72 Hour Notice for Second Public Hearing (Open Meetings Notice).
<u>Aug. 27, 2019</u>	Second Public Hearing May not be earlier than 3 days after first Public Hearing. Schedule and announce meeting to adopt tax rate three to fourteen (3 - 14) days from this date.
<u>Aug. 30, 2019</u>	72 Hour Notice for Meeting at which Governing Body will Adopt Tax Rate (Open Meetings Notice). Meeting to Adopt 2019 Tax Rate. Meeting to adopt must be no later than September 18, 2019.
<u>Sept. 3, 2019</u>	Schedule meeting three to fourteen (3 to 14) days <u>after</u> second Public Hearing.
Noon on September 18	Deadline to submit the Tax Rate Ordinance to the Collin County Tax Office.

Tax Code Section 81.06 directs that if a date falls on a weekend, the deadline is extended to the following regular business day.
Advice of taxing unit legal counsel should be sought to determine how to fulfill the requirements of Section 140.010 Local Code (SB 1510).

**Please provide a copy of the Ordinance adopting the 2019 Tax Rate to the Tax Office by
Noon on September 18, 2019.**



Council Agenda Item

Item 1
C'Sec Use Only

Budget Account Code:	Meeting Date: April 2, 2019
Budgeted Amount:	Department/ Requestor: City Secretary
Fund Balance-before expenditure:	Prepared by: City Secretary Scott Grey
Estimated Cost:	Date Prepared: March 23, 2019
Exhibits:	<u>Proposed Minutes</u>

AGENDA SUBJECT

APPROVAL OF MEETING MINUTES FOR MARCH 19, 2019. [SCOTT GREY]

SUMMARY

Please review the attached minutes. If you have any questions, comments, and/or corrections, please contact the City Secretary at PGrey@parkertexas.us prior to the City Council meeting.

POSSIBLE ACTION

City Council may direct staff to take appropriate action.

Inter – Office Use			
Approved by:			
Department Head/ Requestor:	<i>Patti Scott Grey</i>	Date:	03/28/2019
City Attorney:		Date:	
Acting City Administrator:	<i>Luke B. Olson</i>	Date:	03/29/2019

MINUTES
CITY COUNCIL MEETING

MARCH 19, 2019

CALL TO ORDER – Roll Call and Determination of a Quorum

The Parker City Council met in a regular meeting on the above date at Parker City Hall, 5700 E. Parker Road, Parker, Texas, 75002.

Mayor Lee Pettle called the meeting to order at 7:02 p.m. Councilmembers Cindy Meyer, Cleburne Raney, Edwin Smith, and Ed Standridge were present. Councilmember Patrick Taylor was absent.

Staff Present: City Administrator Luke Olson, Asst. City Administrator/City Secretary Patti Scott Grey, Finance/H.R. Manager Grant Savage, City Attorney Brandon Shelby, Fire Chief Mike Sheff, Police Chief Richard Brooks and Public Works Director Gary Machado

PLEDGE OF ALLEGIANCE

AMERICAN PLEDGE: Terry Lynch led the pledge.

TEXAS PLEDGE: Annabella Abraham led the pledge.

PUBLIC COMMENTS The City Council invites any person with business before the Council to speak. No formal action may be taken on these items at this meeting. Please keep comments to 3 minutes.

No comments

ITEMS OF COMMUNITY INTEREST

- Parker's 50th Anniversary, Saturday, March 30, 2019, from 2:00 to 4:30 p.m.
- Saturday, April 27, 2019, 10am-2pm, Drug Take Back
- Saturday, May 4, 2019 – General Election (EV and ED Info)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 21	Apr 22 Early Voting 8am – 5pm	Apr 23 Early Voting 8am – 5pm	Apr 24 Early Voting 8am – 5pm	Apr 25 Early Voting 8am – 7pm	Apr 26 Early Voting 8am – 5pm	Apr 27 Early Voting 8am – 5pm
Apr 28	Apr 29 Early Voting 7am – 7pm	Apr 30 Early Voting 7am – 7pm	May 1	May 2	May 3	May 4 Election Day 7am - 7pm

- Projected 2019 Tax Rate Planning Calendar

CONSENT AGENDA Routine Council business. Consent Agenda is approved by a single majority vote. Items may be removed for open discussion by a request from a Councilmember or member of staff.

1. APPROVAL OF MEETING MINUTES FOR FEBRUARY 12, 2019. [SCOTT GREY]
2. APPROVAL OF MEETING MINUTES FOR MARCH 5, 2019. [SCOTT GREY]

3. REPUBLIC WASTE QUARTERLY REPORT. [BERNAS]
4. DEPARTMENT REPORTS-ANIMAL CONTROL (DEC/JAN), BUILDING (JAN/FEB), COURT(JAN/FEB), FIRE (4th QTR), POLICE (JAN/FEB), AND PIWIK (JAN/FEB)
5. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION 2019-597 AUTHORIZING CONTINUED PARTICIPATION WITH THE ATMOS CITIES STEERING COMMITTEE; AND AUTHORIZING THE PAYMENT OF FIVE CENTS PER CAPITA TO THE ATMOS CITIES STEERING COMMITTEE TO FUND REGULATORY AND RELATED ACTIVITIES RELATED TO ATMOS ENERGY CORPORATION. [SHELBY]

MOTION: Councilmember Standridge moved to approve consent agenda items 1 through and 5 as stated. Mayor Pro Tem Raney seconded with Councilmembers Meyer, Raney, Smith, and Standridge voting for the motion. Motion carried 4-0.

INDIVIDUAL CONSIDERATION ITEMS

6. DISCUSSION REGARDING HOME RULE CHARTER COMMISSION (HRCC) AND CONSIDERATION AND/OR APPROPRIATE ACTION ON RESOLUTION NO. 2019-598, DEFINING A PROCESS FOR APPOINTEES TO BOARDS AND COMMISSIONS OF THE CITY OF PARKER, COLLIN COUNTY, TEXAS. [SHELBY]

City Attorney Shelby reviewed the item and Resolution No. 2019-598, noting Section 5 as follows: The Home Rule Charter Commission (“HRCC”) or any future Home Rule Charter Review Committee (“HRCC”) shall be considered exempt from the requirements and restrictions of this Resolution. Membership criteria and selection of members to the HRCC or HRCC shall be determined by the City Council.

Mayor Pro Tem Raney said the Home Rule Charter Commission (HRCC) selection process has been discussed at several council meetings and with the City Administrator. Based on those discussions, the following process is being recommended to Council:

- City Administrator Olson will prepare a spreadsheet, including each applicant's information, such as length and location of residence in Parker, based on applicants' application for City Council.
- On April 9, 2019 7:00 p.m., a *Meet and Greet* will be held for Council and HRCC applicants.
- Before the *Meet and Greet* visiting starts, City Attorney Shelby will describe the Commission's responsibilities and time commitment. If after hearing this information, an applicant decides to withdraw his/her application, there will be a form to be signed, indicating their desire to withdraw.
- The process will provide approximately 30 minutes for Councilmembers to meet with the applicants, ask questions, and obtain information.
- After the *Meet and Greet*, the applicants will be dismissed, and City Council will recess into Executive Session to determine the Home Rule Commissioners.

Selection will be based on the information provided by each applicant on their application, including length and location of residence in Parker, supplemental

information gathered during the *Meet and Greet*, and demographics, so that the Commission is representative of the City of Parker.

Once Council makes the selection, the applicants will be notified of the results.

MOTION: Mayor Pro Tem Raney moved to approve Resolution No. 2019-598 and he also moved to schedule a Tuesday, April 9, 2019, 7:00 p.m. HRCC *Meet and Greet* with an Executive Session immediately following to select the HRCC. Councilmember Standridge seconded.

There was discussion regarding there being adequate time to visit with each applicant, criteria, the number of members, getting a representative group for Parker, among other topics. Mayor Pro Tem Raney said these were guidelines and approximations Council could adjust as needed.

Councilmembers Meyer, Raney, Smith, and Standridge voting for the motion. Motion carried 4-0.

ROUTINE ITEMS

7. FUTURE AGENDA ITEMS

UPDATE(S):

- UNITED POSTAL SERVICE UPDATE [OLSON]

City Administrator Olson said he met with one of Congressman Van Taylor's staff members, who assisted him in contacting local postal authorities. Mr. Olson said the local postal authorities said they recently hired several additional staff members, which they hope will help with mail services in our area. Mayor Pettle and City Administrator Olson encouraged residents to contact Mr. Olson through the city website's "Report a Concern" to report difficulties. "Report a Concern" will help track those complaints.

Councilmember Smith thanked the City Administrator for the update on behalf of Council and Parker residents.

- SPEEDING [BROOKS]

Chief Brooks acknowledged speeding was still a problem in Parker. The Police Department receives data from the donated speed sign, currently located on Springhill Estates. That data helps determine when the best time of the day/week to place patrols for enforcement. The second speed sign should be available soon and would possibly be placed on McCreary Road. Finally, Chief said the police department would continue to analyze data in hopes to best utilize their resources.

- GREGORY LANE/SYCAMORE LANE [MACHADO]

Public Works Director Gary Machado said City Engineer Birkhoff is currently preparing designs and engineering specifications to move forward with this project and Sycamore Lane is nearing completion.

- CONTRACTS [OLSON]

City Administrator Olson said part-time employee Stephanie Gibson is making progress on locating all the city agreements/contracts. Ms. Gibson already has several large binders. Once the agreements/contracts are located and organized, they will be more easily monitored.

- TYLER TECHNOLOGIES [OLSON]

City Administrator Olson noted this is the software recommended and purchased last December to replace the City's antiquated Access based, Asyst financial, utility billing and building permits software. Mr. Olson said this technology will provide more information, transparency, and use less staff, because it "talks to itself". Instead of Finance Manager Savage having to manually enter check information numerous times, this software would populate that information where needed throughout, saving time and using less staff. There were modules for financials, payroll, transparency, utility billing and building permits. Staff has started training on the new software and he expects the software will be operational by fall.

- CAPITAL IMPROVEMENTS PROGRAM (CIP) [OLSON/MACHADO/TAYLOR]
After reviewing Parker drainage complaints and issues, it was determined that most of the complaints and issues are road related. City Staff, with the support of Council, have decided to dissolve the Drainage Committee and establish a Capital Improvements Program (CIP). This would widen the scope and after proper investigation and planning, hopefully bring resolution to the issues. Currently, CIP is looking, case by case, at the entire City, especially problem areas to determine and evaluate each issue, and how to best resolve each problem. This topic will be included in our upcoming budget and planning session as finances are critical to the process, and financing such expensive capital improvements, sometimes over several budget years.
- ACCEPTANCE OF CITY OF PARKER POLICE DEPARTMENT (\$100.00) DONATION FOR THE RECORD (RALPH & KATHRYN WHITE) [PETTLE]
As required by Resolution No. 2016-520, Mayor Pettle accepted Ralph and Kathryn White's \$100.00 donation to the City of Parker Police Department for the record. The Mayor, City Council, and staff thanked the Whites for their generous donation.

Mayor Pettle asked if there were any items to be added to the future agenda. She encouraged everyone to email her any additional requests; and finally, she noted the next regularly scheduled meeting would be Tuesday, April 2, 2019.

8. ADJOURN

Mayor Lee Pettle adjourned the meeting at 7:34 p.m.

APPROVED:

Mayor Lee Pettle

ATTESTED:

Approved on the 2nd day
of April, 2019.

Patti Scott Grey, City Secretary



Council Agenda Item

Item 2
C'Sec Use Only

Budget Account Code:	Meeting Date: April 2, 2019
Budgeted Amount:	Department/ Requestor: City Administrator Olson
Fund Balance- before expenditure:	Prepared by: City Administrator Olson
Estimated Cost:	Date Prepared: March 28, 2019
Exhibits:	<ul style="list-style-type: none">• Res. No. 2016-520, passed and approved August 30, 2016

AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ACCEPTING DONATION(S) FROM THE PARKER WOMEN'S CLUB (PWC). [PWC PRESIDENT MARILYN KITTRELL/ PWC VP FUNDRAISING STACY PATICK]

SUMMARY

On March 30, 2019, the Parker Women's Club (PWC) presented the City with a generous donation for the City's 50th Anniversary. They would like to formalize this action by getting City Council acceptance tonight.

POSSIBLE ACTION

City Council may direct staff to take appropriate action.

Inter – Office Use

Approved by:			
Department Head/ Requestor:		Date:	
City Attorney:		Date:	
City Administrator:	<i>Luke B. Olson</i>	Date:	03/29/2019

RESOLUTION NO. 2016-520
(Acceptance of Gifts to the City by the Mayor)

A RESOLUTION OF THE CITY OF PARKER, COLLIN COUNTY, TEXAS, AUTHORIZING THE MAYOR TO ACCEPT, OR REJECT, GIFTS TO THE CITY OF PARKER OF A VALUE OF \$500.00 OR LESS; AND REQUIRING A RECORD TO BE KEPT BY THE CITY OF ALL ACCEPTED OR REJECTED GIFTS.

WHEREAS, the prior policy of the City of Parker has been for the City to take formal action regarding the proposed donation of all gifts to the City of Parker, and

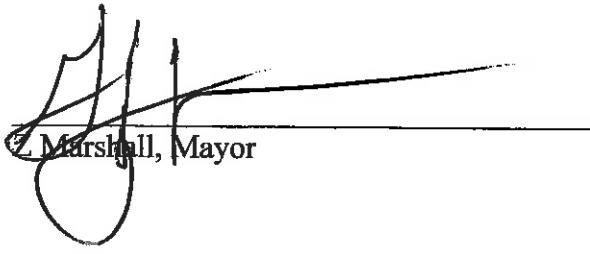
WHEREAS, the City Council has determined that gifts to the City of a value of \$500.00 or less could be accepted, or rejected, by the Mayor at the Mayor's discretion, and

WHEREAS, all other gifts, and all gifts including any form of real estate, shall continue to be placed on the City Council Agenda;

NOW, THEREFORE BE IT RESOLVED by the City Council by the City of Parker, Texas as follows:

1. The Mayor is authorized to accept or reject in writing all gifts offered to the City of Parker of a monetary value of \$500.00 or less, and excluding all other gifts; including any form of real estate. The Mayor may make such inquiry as to the nature and purpose of the gift as the Mayor requires.
2. All gifts of a value of more than \$500.00, or which include real estate, shall be placed on the City Council Agenda for formal approval, or rejection, by vote of the City Council.
3. A written or electronic record of each and every gift offered to, and either accepted or rejected by the City of Parker shall be maintained as a public record. The minutes of a city council meeting are sufficient.

Resolved this 30th day of August, 2016.



Marshall, Mayor

ATTEST:

Patti Scott Grey
Patti Scott Grey, City Secretary

APPROVED AS TO FORM:

James E. Shepherd
James E. Shepherd, City Attorney



Council Agenda Item

Item 3
C'Sec Use Only

Budget Account Code:	Meeting Date: April 2, 2019
Budgeted Amount:	Department/ Requestor: City Council
Fund Balance-before expenditure:	Prepared by: Fire Chief Sheff City Administrator Olson
Estimated Cost:	Date Prepared: March 28, 2019
Exhibits:	<ol style="list-style-type: none">1. Proposed Resolution2. 2016 0119 City Council Meeting Minutes Excerpt3. Collin County Fire Marshal email, dated 12/13/20184. Collin County Emergency Operations Plan

AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION 2019-599, ADOPTNG THE COLLIN COUNTY EMERGENCY OPERATIONS PLAN. [SHEFF/OLSON]

SUMMARY

The Collin County inter-jurisdictional Emergency Management Plan has been updated and adopted by the Collin County Commissioners Court. This plan is required for each municipality under Title 37 Texas Administrative Code Chapter §7.1: Each county and incorporated city in Texas shall maintain an emergency management agency or participate in a local or inter-jurisdictional emergency management agency and Texas Government Code Chapter 418 Subchapter E Section 106: Each local and inter-jurisdictional agency shall prepare and keep current an emergency management plan for its area providing for disaster mitigation, preparedness, response, and recovery. The plan was submitted to former City Administrator Jeff Flannigan on November 2, 2016 for City of Parker review and adoption.

The Collin County Fire Marshal/Emergency Management office does not have record of a resolution adopting the plan.

Please review the attached the attached corrections/updates and consider approval.

POSSIBLE ACTION

City Council may direct staff to take appropriate action.

Inter – Office Use			
Approved by:			
Department Head/ Requestor:	<i>Mike Sheff</i>	Date:	03/28/2019
City Attorney:	<i>Brandon Shelby</i>	Date:	Via Email 03/28/2019
City Administrator:	<i>Luke B. Olson</i>	Date:	03/29/2019

RESOLUTION NO. 2019-599
(Adoption of Collin County Emergency Management Plan)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARKER,
COLLIN COUNTY, TEXAS, ADOPTING THE COLLIN COUNTY
EMERGENCY MANAGEMENT PLAN.**

WHEREAS, the City Council of the City of Parker along with the Collin County Commissioners Court recognizes the threat that emergencies pose to people and property within the City of Parker and the whole of Collin County; and

WHEREAS, the City of Parker has participated with Collin County to prepare the Collin County Emergency Management Plan, in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, adoption by the City Council of the City of Parker demonstrates their commitment to effective management of potential emergencies in order to best protect the health and safety of the citizens of the City of Parker.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF PARKER, COLLIN COUNTY, TEXAS, AS FOLLOWS:**

SECTION 1. The City Council of the City of Parker does hereby adopt the Collin County Emergency Management Plan.

DULY RESOLVED by the City Council of the City of Parker, Texas on this the 2nd day of April, 2019.

APPROVED:

Lee Pettle, Mayor

ATTEST:

Patti Scott Grey, City Secretary

APPROVED AS TO FORM:

Brandon Shelby, City Attorney

Excerpt January 19, 2016 City Council Meeting Minutes

ROUTINE ITEMS

10. UPDATE – EMERGENCY MANAGEMENT PLAN

Mayor Marshall said the City had an Emergency Management Plan that was completed in February of 2012. Due to some recent activity in our area, he asked that we take a look at updating or revising our plan to bring it up-to-date. We had an Emergency Plan Committee, which consists of the Mayor, Mayor Pro Tem, City Administrator, Finance Director, Fire Chief, Police Chief, Councilmember Taylor, City Attorney, plus additional fire and police personnel. He said he wanted everyone to be aware this was something we wanted to be organized and prepared for in case it was necessary. There would be a series of meetings. He said they would be bringing Council in once the Committee had the plan somewhat revised. The next meeting was scheduled in about three (3) weeks. He thanked the committee for their assistance today.

From: [Jason Browning](#)
Subject: City of Parker CEMP
Date: Thursday, December 13, 2018 9:58:34 AM
Attachments: [1. Collin County Emergency Operation Plan 2016.pdf](#)
[Annex P - Hazard Mitigation 2016.pdf](#)
[Resolution 2018-009-R adopting 2016 Collin Cty Emergency Operations Plan....pdf](#)
[Resolution 2018-010-R adopting 2016 Collin County Hazard Mitigation Action Plan -executed.pdf](#)
[Parker Signature Page.pdf](#)

Good Morning,

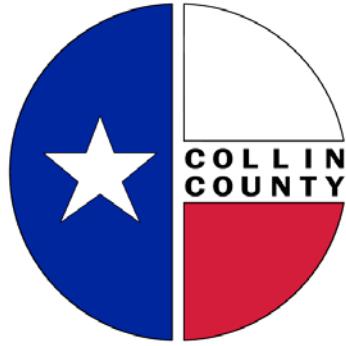
The Collin County inter-jurisdictional Emergency Management Plan has been updated and adopted by the Collin County Commissioners Court. This plan is required for each municipality under Title 37 Texas Administrative Code Chapter §7.1: Each county and incorporated city in Texas shall maintain an emergency management agency or participate in a local or inter-jurisdictional emergency management agency and Texas Government Code Chapter 418 Subchapter E Section 106: Each local and inter-jurisdictional agency shall prepare and keep current an emergency management plan for its area providing for disaster mitigation, preparedness, response, and recovery. The plan was submitted to Jeff Flannigan on November 2, 2016 for City of Parker review and adoption. My office does not have record of a resolution adopting the plan. Furthermore jurisdictions are required to submit a Hazard Mitigation Plan which I have attached to this email.

Please have the Mayor sign the attached Emergency Management Plan signature page and return to the Collin County Office of Emergency Management along with city resolutions adopting the Emergency Management Plan and Hazard Mitigation Plan.

I have attached recent resolutions accepted by the State from New Hope as examples.

Sincerely,

Jason Browning
Collin County Fire Marshal/Emergency Manager
972-548-5576 Office
214-842-1496 Cell



EMERGENCY OPERATIONS PLAN

COLLIN COUNTY, TEXAS

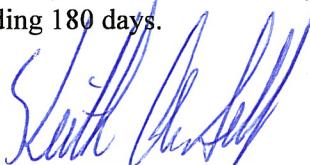
MARCH 1, 2016

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.



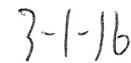
Keith Self, County Judge



Date



Jason Lane, Emergency Management Coordinator



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

State Planning Standards Checklist for the Basic Plan

Jurisdiction(s): Collin County

Plan Date: March 2016 **Date of most recent change, if any:** March 2016

(The date that appears on the signature page)

Note: The Basic Plan will be considered Deficient if the *italicized* standards are not met.

This Basic Plan shall:	Section/paragraph
PLAN FORMAT	
BP-1. <i>Include an Approval & Implementation Page signed by the chief elected official(s) of the jurisdiction(s) party to the plan.</i>	i
BP-2. <i>Include a Record of Changes.</i>	ii
BP-3. <i>Include a Table of Contents.</i>	iii
I. AUTHORITY	
BP-4. Identify local, state, and federal legal authorities that establish the legal basis for planning and carrying out emergency responsibilities.	I.
II. PURPOSE	
BP-5. Include a purpose statement that describes the reason for development of the plan and its annexes and identifies who the plan applies to.	II.
III. EXPLANATION OF TERMS	
BP-6. Explain and/or define terms, acronyms, and abbreviations used in the document.	III.
IV. SITUATION & ASSUMPTIONS	
BP-7. <i>Include a situation statement that summarizes the potential hazards facing the jurisdiction(s), including likelihood of occurrence and estimated impact on public health and safety, and property.</i>	IV.A & Figure 1
BP-8. <i>Include a list of planning assumptions on which the plan and its annexes are based.</i>	IV.B
V. CONCEPT OF OPERATIONS	
BP-9. <i>Describe the jurisdiction's overall approach to emergency management.</i>	V.A – C
BP-10. <i>Include a statement acknowledging the adoption of the National Incident Management System (NIMS).</i>	V.B.8
BP-11. <i>Describe its incident command arrangements and the interface between field operations and the Emergency Operating Center..</i>	V.D - E
BP-12. <i>Outline the process that will be used to obtain state or federal assistance.</i>	V.F
BP-13. <i>Summarize emergency authorities of local officials.</i>	V.G
BP-14. <i>List actions to be taken by local officials during various phases of emergency management.</i>	V.H
VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES	
BP-15. <i>Describe the local emergency organization.</i>	VI.A
BP-16. <i>Describe the emergency responsibilities of the chief elected official and other members of the executive staff.</i>	VI.B.3
BP-17. <i>Describe the common emergency management responsibilities of all government departments and agencies.</i>	VI.B.4
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FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By:	JLL	March 2016

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COLLIN COUNTY EMERGENCY OPERATIONS PLAN

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

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. It provides general guidance for emergency management activities and an overview of Collin County's methods of mitigation, preparedness, response, and recovery. The plan describes Collin County'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 local officials, departments, and agencies. The primary audience for the document includes Collin County's chief elected official and other elected officials, the emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in Collin County's mitigation, preparedness, response, and recovery efforts.

III. EXPLANATION OF TERMS

A. Acronyms

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

B. Definitions

1. **Area Command (Unified Area Command):** An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates 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 or Operating 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 in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) May require community-wide warning and public instructions.
 - 4) Requires a sizable multi-agency response operating under an incident commander.
 - 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 an 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

Our County is 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*	Estimated Impact on Public Health & Safety[‡]	Estimated Impact on Property[‡]
	(See below)	(See below)	(See below)
<i>Natural</i>			
Drought	HIGHLY LIKELY	MODERATE	LIMITED
Earthquake	UNLIKELY	LIMITED	LIMITED
Epidemic	OCCASIONAL	MODERATE	LIMITED
Flash Flooding	OCCASIONAL	MODERATE	MODERATE
Flooding (river or tidal)	OCCASIONAL	LIMITED	LIMITED
Hurricane	UNLIKELY	LIMITED	LIMITED
Subsidence	UNLIKELY	LIMITED	LIMITED
Tornado	OCCASIONAL	MODERATE	MODERATE
Wildfire	OCCASIONAL	LIMITED	LIMITED
Winter Storm	OCCASIONAL	MODERATE	LIMITED
<i>Technological</i>			
Dam Failure	UNLIKELY	LIMITED	LIMITED
Energy/Fuel Shortage	UNLIKELY	LIMITED	LIMITED
Hazmat/Oil spill (fixed site)	UNLIKELY	LIMITED	LIMITED
Hazmat/Oil Spill (transport)	OCCASIONAL	LIMITED	LIMITED
Major Structural Fire	OCCASIONAL	LIMITED	LIMITED
Nuclear Facility Incident	UNLIKELY	LIMITED	LIMITED
Water System Failure	OCCASIONAL	LIMITED	LIMITED
<i>Security</i>			
Civil Disorder	UNLIKELY	LIMITED	LIMITED
Enemy Military Attack	UNLIKELY	LIMITED	LIMITED
Terrorism	UNLIKELY	MODERATE	MODERATE

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

[‡] Estimated Impact: Limited, Moderate, or Major

B. Assumptions

1. Collin County will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance will be available in most emergency situations, affecting Collin County. 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 our responsibility to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our community.
2. It is impossible for government to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
3. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and 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. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with 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 many departments or agencies 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. We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
9. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

C. Operational Guidance

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

1. Initial Response
 - a. Collin County emergency 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. Collin County initial responders will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.

2. Implementation of 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 the Incident Commander until relieved by a more senior or more qualified individual. The incident commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
- b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing a precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites are identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.

3. Source and Use of Resources

- a. Collin County will use county 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 to Collin County 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 within Collin County jurisdiction, it is expected for them to conform to the guidance and direction provided by the Incident Commander, which will be in accordance with the NIMS.

D. Incident Command System (ICS)

1. We 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 incident commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger

incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.

3. An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified 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) will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise **division of responsibilities** be determined for specific emergency operations.
2. The incident commander is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the population in the area of the incident and providing emergency instructions to them.
 - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the EOC.
3. The EOC is generally responsible for:
 - a. Providing resource support for the incident command operations.
 - b. Issuing community-wide warning.
 - c. Issuing instructions and providing information to the general public.
 - d. Organizing and implementing large-scale evacuation.
 - e. Organizing and implementing shelter and mass care arrangements for evacuees.
 - f. Coordinating traffic control for large-scale evacuations.
 - g. Requesting assistance from the State and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.

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) Chairperson, who 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 Chairperson 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 (the County Judge) and may be made by telephone, fax, WebEOC, or TLETS. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.
- c. The 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. The *Nuclear/Radiological Incident Annex of the NRF* addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal 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 may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex U, Legal.
 - b. Disaster Declaration: When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the County Judge may, by executive order or proclamation, declare a local state of disaster. 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 will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of

hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Collin County's mitigation program is outlined in Annex P, Mitigation.

b. Preparedness

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

c. Response

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.

d. Recovery

If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. 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 agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. 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

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

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

4. Emergency Support Services

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

5. Volunteer and Other Services

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

B. Assignment of Responsibilities

1. General

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

2. The individual having primary responsibility for an emergency function

The above 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

- a. The County Judge 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, keep the public informed during emergency situations.
 - 4) With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
 - 5) Request assistance from other local governments or the State when necessary.
 - 6) Direct activation of the EOC.
- b. The Emergency Management Coordinator 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 Collin County Judge on emergency management matters.
 - 8) Keep the Collin County Judge and Commissioners Court apprised of our preparedness status and emergency management needs.
 - 9) Coordinate local planning and preparedness activities and the maintenance of this plan.
 - 10) Prepare and maintain a resource inventory.
 - 11) Arrange appropriate training for local emergency management personnel and emergency responders.
 - 12) Coordinate periodic emergency exercises to test 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.
 - 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.

5. Emergency Services Responsibilities

- a. The Incident Commander will:
 - 1) Manage emergency response resources and operations at the ICP 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.
 - c) Develop simplified planning procedures for ad hoc evacuations.
 - d) Determine emergency public information requirements.
 - e) Perform evacuation planning for special needs facilities (schools, hospitals, nursing homes, and other institutions).

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

g. Law Enforcement

- 1) Primary responsibility for this function is 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) Provision of security for vital facilities, evacuated areas, and shelters.
 - e) Access control for damaged or contaminated areas.
 - f) Warning support.
 - g) Post-incident reconnaissance and damage assessment.
 - h) Prepare and maintain law enforcement resource inventory.

h. Health and Medical Services

- 1) Primary responsibility for this function is 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 and EMS support during emergency situations.
 - b) Public health information and education.
 - c) Inspection of food and water supplies.
 - d) Develop emergency public health regulations and orders.
 - e) Coordinate collection, identification, and interment of deceased victims.

i. Direction and Control

- 1) Primary responsibility for this function is delegated by the County Judge to the **Collin County EMC** who will prepare and maintain **Annex N** (Direction & Control) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Direct and control our local operating forces.
 - b) Maintain coordination with neighboring jurisdictions and the Disaster District in Hurst, 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, by title, to report to the EOC and develop procedures for crisis training.
 - 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 **Collin County 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, cool zone, Cold Zone, etc.)
 - c) Determine and implement requirements for personal protective equipment for emergency responders.
 - d) Initiate appropriate actions to control and eliminate the hazard in accordance with established HAZMAT response guidance and SOPs.
 - e) Determine areas at risk and which public protective actions, if any, should be implemented.
 - f) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
 - g) 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.
1. 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 defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
 - b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
 - c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
 - d) Ensure required notification of terrorist incidents is made to state and federal authorities.
6. Support Services Responsibilities

a. Shelter and Mass Care

- 1) Primary responsibility for this function is 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. Recommended changes to this annex should be forwarded to the EMC as the needs become apparent.
- 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).
 - b) Conduct on-going hazard awareness and public education programs.
 - c) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
 - d) Provide information to the media and the public during emergency situations.
 - e) Arrange for media briefings.
 - f) Compile print and photo documentation of emergency situations.

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. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
 - b) Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
 - c) If damages are beyond our capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.
 - d) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.

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.
 - 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.
 - d) Assess damage to, repair, and restore public utilities.
 - e) Monitor recovery activities of privately owned utilities.

f. Resource Management

- 1) Primary responsibility for this function is 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.
 - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
 - d) Establish emergency purchasing procedures and coordinate emergency procurements.
 - e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
 - f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.

- g) Establish staging areas for resources, if required.
- h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
- i) Maintain records of emergency-related expenditures for purchases and personnel.

g. Human Services

- 1) Primary responsibility for this function is 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 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) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
 - c) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
 - d) Coordinate and carry out post-disaster hazard mitigation program.

i. Transportation

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

k. Legal

- 1) 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.
- 1. 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

Volunteer Support. 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 of North Texas

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, temporary shelter, 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, 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.

f. Collin County Medical Reserve Corps

Provides medical and non-medical volunteers to support deployment of the Strategic National Stockpile and other missions at the request of the Collin County Department of Homeland Security.

VII. DIRECTION AND CONTROL

A. General

1. The Collin 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. During disasters, the Collin County Judge may carry out those responsibilities from the EOC.
2. The EMC will provide overall direction of the response activities of all involved departments. During major emergencies and disasters, the Collin County EMC will normally carry out those responsibilities from the EOC.
3. The Collin County Emergency Management Coordinator 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 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 as a common communications protocol, may be adopted to facilitate coordinated effort.
6. If Collin County's resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups, or the State. 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 will activate our EOC, which is located in the office of the Collin County Department of Homeland Security in the Collin County Sheriff's Office, 4300 Community Avenue, McKinney. Backup EOC facilities are located in the Waterview Science and Technology Center at the University of Texas at Dallas and the Collin County Mobile Command Post.
3. The following individuals are authorized to activate the EOC:
 - a. Collin County Judge
 - b. Collin County Emergency Management Coordinator
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. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
 - c. Provide resource support for emergency operations.
 - d. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
 - e. Organize and activate large-scale evacuation and mass care operations.
 - f. Provide emergency information to the public.

5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and Control). The interface between the EOC and the incident command post is described in paragraph V.E above.
6. Collin County's **Alternate EOC** is located at the University of Texas at Dallas Waterview Science and Technology Center, 17919 Waterview Parkway in Richardson. This facility will be used if our primary EOC becomes unusable.
7. Collin County has a **mobile command and control vehicle**, operated by the Collin County Sheriff's Office, which may be used as an incident command post.

C. Line of Succession

1. The line of succession for the Collin County Judge is:
 - a. Commissioner Precinct One
 - b. Commissioner Precinct Two
 - c. Commissioner Precinct Three
 - d. Commissioner Precinct Four
2. The line of succession for the Collin County Emergency Management Coordinator:
 - a. Collin County Assistant Emergency Management Coordinator
 - b. Collin County Fire Marshal
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.

VIII. READINESS LEVELS

- A. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels will be determined by the Collin County Judge or, for certain circumstances, the Collin County Emergency Management Coordinator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.
- B. The following Readiness Levels will be used as a means of increasing our alert posture.
 1. **Readiness Level IV - Normal Conditions**
 - a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
 - b. The normal operations of government are not affected.
 2. **Readiness Level III - Increased Readiness**

- a. Increased Readiness refers to a situation that presents a greater potential threat than “Level IV”, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:
 - 1) Tropical Weather Threat: A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
 - 2) Tornado Watch: Indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
 - 3) Flash Flood Watch: Indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, and deploying warning signs.
 - 4) Wildfire Threat: During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
 - 5) Mass Gathering: For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
- b. Declaration of “Level III” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.

3. Readiness Level II - High Readiness

- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:
 - 1) Tropical Weather Threat: A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
 - 2) Tornado Warning: Issued when a tornado has actually been sighted in the vicinity or indicated by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
 - 3) Flash Flood Warning: Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, opening shelters to house evacuees, and continuous situation monitoring.

- 4) **Winter Storm Warning**: Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
- 5) **Mass Gathering**: Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert and continuous situation monitoring.
- b. Declaration of “Level II” will generally require the initiation of the “High Readiness” activities identified in each annex to this plan.

4. **Readiness Level I - Maximum Readiness**

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

IX. ADMINISTRATION AND SUPPORT

A. **Agreements and Contracts**

- 1. Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with

existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.

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 we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located 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 should be prepared and distributed by the EOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

C. Records

1. Record Keeping for Emergency Operations

Our 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 summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.
- 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
 - 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 Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual,

department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

The 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 Collin County 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. The EMC is responsible for submitting copies of planning documents to our TDEM Regional Liaison Officer for review.

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

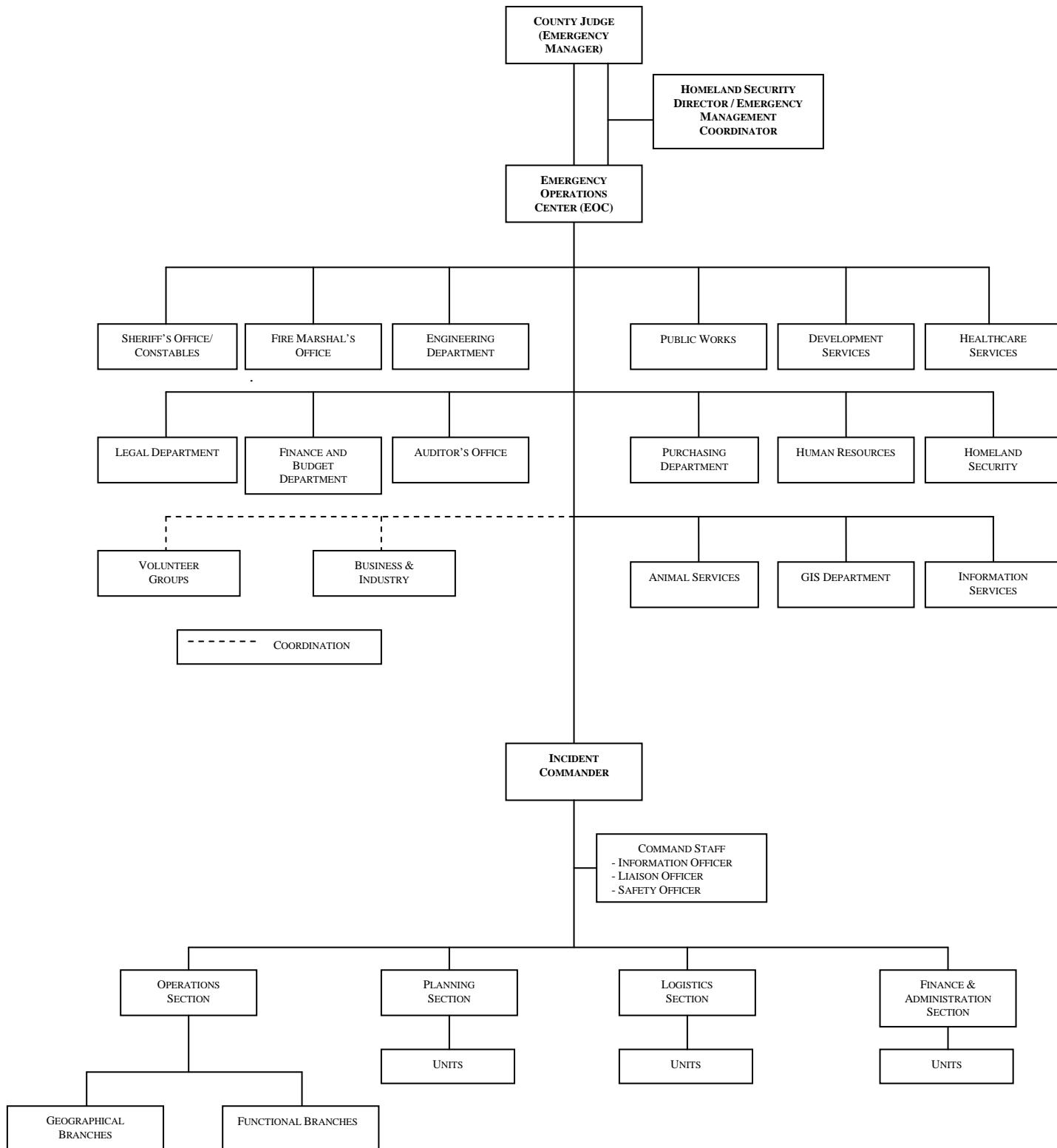
<u>Jurisdiction/Agency Plan</u>	<u>Basic Plan</u>	<u>Annexes</u>
All Hospitals serving Collin County	1	C, E, S
All ISDs	1	C, E, O, S
All ISD Transportation Directors	1	C, E, H, O
American Red Cross of North Texas	1	C, D, H, O, Q
ARES Officer	1	E, H
Branch Fire Department	1	All
City of Anna Mayor	1	All
City of Anna Fire Department	1	All
City of Allen EMC	1	All
City of Blue Ridge	1	All
City of Blue Ridge Fire Department	1	All
City of Celina	1	All
City of Celina Fire Department	1	All
City of Farmersville	1	All
City of Farmersville Fire Department	1	All
City of Frisco EMC	1	All
City of Josephine	1	All
City of Josephine Fire Department	1	All
City of Lavon	1	All
City of Lavon Fire Department	1	All
City of Lowry Crossing	1	All
City of Lowry Crossing Fire Department	1	All
City of Lucas	1	All
City of Lucas Fire Department	1	All
City of McKinney EMC	1	All
City of Melissa	1	All
City of Melissa Fire Department	1	All
City of Murphy	1	All
City of Murphy Fire Department	1	All
City of Nevada	1	All
City of Nevada Fire Department	1	All
City of New Hope	1	All
City of New Hope Fire Department	1	All
City of Parker	1	All
City of Parker Fire Department	1	All
City of Plano EMC	1	All
City of Princeton	1	All
City of Princeton Fire Department	1	All
City of Weston	1	All
City of Weston Fire Department	1	All
City of Wylie	1	All
City of Wylie Fire Department	1	All
Collin County Auditor	1	E, G, J, K, L,S
Collin County District Attorney	1	G, H, N
Collin County Engineer and Public Works Director	1	J, K, L

Collin County Local Emergency Planning Committee	1	C, E,J, O, T
County Administrator	2	All
County Health Director	1	J, M
County Judge	1	All
County Sheriff	1	All
Each Constable	2	All
Each County Commissioner	1	All
Each Justice of the Peace	1	G, H, N
EMC	1	All
EOC Reference Library	2	All
Fire Marshal	1	C, E,J, O,T
Facilities Maintenance Director	1	All
Medical Examiner	1	All
The Salvation Army	1	C, E, J, O, T
SPCA of North Texas	1	All
Southern Baptist Convention Disaster Relief	1	All
TDEM District Coordinator	1	All
Town of Fairview	1	All
Town of Fairview Fire Department	1	All
Town of Prosper	1	All
Town of Prosper Fire Department	1	All
Town of Saint Paul	1	All
Town of Saint Paul Fire Department	1	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	S		S	S	S	S	S	
EMC	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 (Constables)	P	P	S	S	P	S	P					S	S	S		S	S	S	S	S	P	
Fire Marshal's Office	S	S	S	P	S	P						S	P		S	P	P	S	S	S	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	S	S	S
Healthcare Services			S	S	S			P				S	S	P		S	S	S	S	S	S	S
Human Services			S		S							S		P	S			S	S	S	S	S
American Red Cross			P		S							S	S	S				S	S	S	S	S
Purchasing Department									S		S							S			P	
Auditor's Office									S		S		S		S				P			
Public Works			S		S				P	P	P	P	S		S		P	S	P	S	S	S
Criminal District Attorney's Office					S						S		S		S		S	P	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 EMC
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 Criminal 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	2003-356-05-28	MAY 28, 2003
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

HARD COPIES ARE MAINTAINED IN THE COLLIN COUNTY EMERGENCY MANAGERS OFFICE.

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
ALLEN	NA	NA
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
FRISCO	NA	NA
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
MCKINNEY	NA	NA
MELISSA	94-699-08-08	AUG 08, 1994
NEVADA	94-868-10-10	OCT 10, 1994
NEW HOPE	94-868-10-10	OCT 10, 1994
PARKER	94-627-06-27	JUN 27, 1994
PLANO	NA	NA
PRINCETON	94-868-10-10	OCT 10, 1994
PROSPER	94-627-06-27	JUN 27, 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

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.



Council Agenda Item

Item 4
C'Sec Use Only

Budget Account Code:	Meeting Date: April 2, 2019
Budgeted Amount:	Department/ Requestor: City Council
Fund Balance-before expenditure:	Prepared by: Fire Chief Sheff City Administrator Olson
Estimated Cost:	Date Prepared: March 28, 2019
Exhibits:	<ol style="list-style-type: none">1. Proposed Resolution2. 2016 1206 City Council Meeting Minutes Excerpt3. Collin County Emergency Operations Plan

AGENDA SUBJECT

CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION NO. 2019-600, ADOPTING THE COLLIN COUNTY HAZARD MITIGATION ACTION PLAN, SEPTEMBER 2016. [SHEFF/OLSON]

SUMMARY

The City of Parker has participated in the development of a county-wide hazard mitigation action plan to eliminate or reduce the long-term risk to property in Collin County from the impacts future hazards and disasters by providing an avenue for federal mitigation funds and assistance.

On December 6, 2016, City Council tabled Resolution No. 2016-531 (Adoption of Collin County Hazard Mitigation Action Plan, September 2016) for corrections and additional information, 5-0.

Jurisdictions are required to submit a Hazard Mitigation Plan.

Please review the attached the attached corrections/updates and consider approval.

POSSIBLE ACTION

City Council may direct staff to take appropriate action.

Inter – Office Use			
Approved by:			
Department Head/ Requestor:	<i>Mike Sheff</i>	Date:	03/28/2019
City Attorney:	<i>Brandon Shelby</i>	Date:	Via Email 03/28/2019
City Administrator:	<i>Luke B. Olson</i>	Date:	03/29/2019

RESOLUTION NO. 2019-600
(Adoption of Collin County Hazard Mitigation Action Plan)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARKER,
COLLIN COUNTY, TEXAS, ADOPTING THE COLLIN COUNTY
HAZARD MITIGATION ACTION PLAN, SEPTEMBER 2016.**

WHEREAS, the City Council of the City of Parker along with the Collin County Commissioners Court recognizes the threat that natural hazards pose to people and property within the City of Parker and the whole of Collin County; and

WHEREAS, the City of Parker has participated with Collin County to prepare a multi-hazard mitigation plan, hereby known as the Collin County Hazard Mitigation Action Plan, September 2016, in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, Collin County Hazard Mitigation Action Plan, September 2016 identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in Collin County from the impacts of future hazards and disasters; and

WHEREAS, adoption by the City Council of the City of Parker demonstrates their commitment to hazard mitigation and achieving the goals outlined in the Collin County Hazard Mitigation Action Plan, September 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PARKER, COLLIN COUNTY, TEXAS, AS FOLLOWS:

SECTION 1. The City Council of the City of Parker does hereby adopt the Collin County Hazard Mitigation Action Plan, September 2016.

DULY RESOLVED by the City Council of the City of Parker, Texas on this the 2nd day of April, 2019.

APPROVED:

Lee Pettle, Mayor

ATTEST:

Patti Scott Grey, City Secretary

APPROVED AS TO FORM:

Brandon Shelby, City Attorney

Excerpt December 6, 2016 City Council Meeting Minutes

5. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON RESOLUTION NO. 2016-531, ADOPTING THE COLLIN COUNTY HAZARD MITIGATION ACTION PLAN, SEPTEMBER 2016. [FLANIGAN]

City Administrator Flanigan reviewed the item briefly, stating the City of Parker participated in the development of a county-wide hazard mitigation action plan to eliminate or reduce the long term risk to property in Collin County from the impact of future hazards and disasters by providing an avenue for federal mitigation funds and assistance. In other words, the bottom line was in the event of a disaster in the City of Parker adoption of this plan would allow the uninsured to apply for grant money through the federal government. The attached Resolution would formally adopt the Collin County Hazard Mitigation Action Plan, September 2016.

Councilmember Pettle noted several corrections that needed to be made to the plan document before adoption.

MOTION: Councilmember Levine moved to table the resolution, adopting the Collin County Hazard Mitigation Action Plan, September 2016, for corrections and additional information. Councilmember Standridge seconded with Councilmembers Levine, Pettle, Raney, Standridge, and Taylor voting for the motion. Motion carried 5-0.

Annex P: City of Parker



This annex was prepared as part of an update to the Collin County Multi-Jurisdictional Hazard Mitigation Action Plan. The City of Parker participated on the Collin County Hazard Mitigation Planning Team (HMPT). This is a new hazard mitigation plan and the first to be submitted to FEMA for the City of Parker. In addition to the

countywide hazards and strategies discussed in the main plan, this annex serves as a complete hazard mitigation planning tool for the City of Parker. It contains capability assessment information, a specific vulnerability assessment, and a complete mitigation strategy. The methodology and process for developing this annex are explained throughout the following sections.

1. Introduction

The City of Parker is a residential community generally located at the northeast area of Dallas; we pride ourselves on large lots and open spaces. Parker is located at latitude 33°03'17"N and longitude 96°37'17"W, and sits in the southern end of Collin County, with Allen to its North, Plano to the West, Murphy to the south, and Wylie to the east. The City of Parker was incorporated in 1969, and the home of the infamous Southfork Ranch. According to the North Central Texas Council of Governments (NCTCOG), the population of Parker is estimated to be about 4,000. The city has a total area of 10.1 square miles of land area. Parker is a "Type A" general law city which operates under a system of local government called Mayor - Council, wherein all powers of the city are vested in the city council.

2. Plan Development and Adoption Process

In order to apply for federal aid for technical assistance and post-disaster funding, local jurisdictions must comply with Part 201.3 of the Disaster Mitigation Act of 2000 implemented in the Federal Code of Regulations 44 CFR Part 201.6. While the City of Parker has historically implemented measures to reduce their vulnerability to hazards, passage of DMA 2000 helped City of Parker officials to recognize the benefits of a long-term approach to hazard mitigation, which achieves a gradual decrease of impacts associated through the implementation of a Hazard Mitigation Plan. Collin County's Hazard Mitigation Action Plan represents the collective efforts of all participating jurisdictions, the general public, and stakeholders.

Organizing the Planning Effort

A comprehensive county approach was taken in developing the plan. An open public involvement process was established for the public, neighboring communities, regional agencies, businesses, academia, etc. to provide opportunities for everyone to become involved in the planning process and to make their views known. The meetings were advertised with notices in public places and jurisdictional websites.

In accordance with Part 201.6(c)(5) of the Disaster Mitigation Act of 2000 (DMA 2000), Collin County developed this Hazard Mitigation Action Plan. This plan identifies hazards and mechanisms to minimize future damages associated with these hazards, which threaten Collin County and its jurisdictions.

Existing Data and Plans

Existing hazard mitigation information and other plans were reviewed during the development of the Hazard Mitigation Action Plan. Data was gathered through numerous sources, and includes GIS, statistical and qualitative data. The table below outlines the sources of data for the plan:

Table 2.1 Plan Source Data

Source	Data
City and County Appraisal Data 2012	Population and demographics
Regional Hazard Assessment Tool	Hazard occurrences
National Climatic Data Center (NCDC)	Hazard occurrences
Texas Forest Service/Texas Wildfire Risk Assessment Summary Report	Wildfire Threat and Wildland/Urban Interface analysis
National Inventory of Dams	Dam Information

Planning Committee

This Hazard Mitigation Action Plan was developed by the City of Parker Hazard Mitigation Planning Committee, with support of the North Central Texas Council of Governments and in conjunction with the Collin County HMPT.

The Collin County HMPT was assembled in June 2014 with representatives from participating jurisdiction planning committees, including mayors, police chiefs, fire chiefs, and the general public. Collin County acted as the plan development consultant providing hazard mitigation planning services; the efforts of the planning committee were led by the City of Parker Emergency Management Specialist. The table below provides a list of the primary representatives on the Parker planning committee.

Table 2.2 Hazard Mitigation Committee – Primary Representatives

Representing	Position	Role
City of Parker	Mayor	Plan Development
City of Parker	Mayor Pro-Tem	Plan Development
City of Parker	City Administrator	Plan Development
City of Parker	Police Chief	Plan Development
City of Parker	Fire Chief	Plan Development
City of Parker	Councilmember	Plan Development
City of Parker	City Attorney	Plan Development

Collin County served as the coordinator and lead agency for all jurisdictions by accomplishing the following activities through the planning process:

1. Assigned the County's Assistant Emergency Management Coordinator to provide technical assistance and necessary data to the planning committee.
2. Scheduled, coordinated, and facilitated community meetings with the assistance of the HMPT and the planning committees.
3. Provided any necessary materials, handouts, etc. for public planning meetings.
4. Worked with the HMPT and planning committees to collect and analyze data and develop goals and implementation strategies.
5. Prepared, based on community input and planning team/committee direction, the first draft of the plan and provided technical writing assistance for review, editing and formatting.

6. Coordinated with the stakeholders within the jurisdictions and the unincorporated areas of Collin County during plan development.

Each of the individual jurisdictions participated in accomplishing similar activities associated with development of the plan as follows:

1. Coordinated input from representatives of neighborhood stakeholder groups and provided a representative to the County HMPT.
2. Attended regular meetings of the planning team as coordinated by Collin County.
3. Assisted Collin County staff with identifying hazards and estimating potential losses from future hazard events.
4. Assisted Collin County in developing and prioritizing mitigation actions to address the identified risks.
5. Assisted Collin County in coordinating public meetings to develop the plan.
6. Identified the community resources available to support the planning effort.
7. Worked for the support of neighborhood stakeholders for the recommendations resulting from the planning process.
8. Submitted the proposed plan to all appropriate departments for review and comment and worked with Collin County to incorporate the resulting comments into the proposed plan.

Subsequent to the State of Texas and FEMA approval of the plan, each organization above is committed to accomplishing the following activities:

1. Appoint members to a coordinating committee to monitor and work toward plan implementation.
2. Publicize the plan to neighborhood interests and ensure that new community members are aware of the plan and its contents.
3. Monitor progress in achieving the plan's goals through regular maintenance and implementation projects.

External stakeholders involved in reviewing the Collin County Hazard Mitigation Action Plan:

Table 2.3 External Stakeholders

Representing	Position	Role
NCTCOG	Emergency Preparedness Prog. Asst.	Review of plan
Collin County	Homeland Security Dept. Coordinator	Review of plan

Planning Meetings

During the planning process, the HMPT met to obtain relevant information from the participating jurisdictions and to discuss the objectives and progress of the plan. The objectives of these meetings were to gather information and to provide guidance for each jurisdiction throughout the planning stages.

The following meetings were held by Collin County and included all jurisdictions' participation:

- July 24, 2014 Hazard Analysis Meeting with Collin County Home Land Security
- July 25, 2014 Public Hearing on Hazard Mitigation Plan at Collin County Administrative Building

Public Involvement

Support from the community is vital for any successful hazard mitigation plan. The HMPT and planning committee provided opportunities, announced through public communication means, for public participation and input throughout the planning process prior to this draft and before approval of the finalized plan. Advertisement and sign in sheets for these meetings are located in Appendix A.

- The first public meeting was held July 24, 2014 and advertised on the City of Parker website inviting the public, neighboring communities, local business, academia, agencies, and nonprofits to comment.
- A second public meeting was held on September 18, 2014. An advertisement was posted on the City of Parker website inviting the public, neighboring communities, local business, academia, agencies, and nonprofits to view and comment on the HazMAP prior to plan submission.

There were no comments directly related to the mitigation plan received from citizens, non-profits, businesses, academia, or interested parties; therefore, no feedback was incorporated. An additional opportunity for the public to comment on the plan will be held prior to formal plan adoption.

This provided all citizens, stakeholders, neighboring communities, agencies, businesses, academia, non-profit organizations, and all interested parties an opportunity to be involved in the planning process and to take part in the decisions making process that affect the future of the communities that they live in.

3. Jurisdictional Hazard Assessment and Risk Assessment

The Hazard Mitigation Planning Team Committee identified several natural and man-made hazards that could affect the city. The committee decided to focus on the natural hazards identified in Section 5 of this Update. This was done after reviewing the 2009 HazMAP, the State of Texas Hazard Mitigation Plan, as well as other sources such as federal and state agencies. The hazards identified are provided in the City of Parker Hazard Identification and Risk Assessment (HIRA) as provided in Appendix A-1 of this annex.

Priority Risk Index

A Priority Risk Index (PRI) was developed with the purpose of categorizing potential hazards for Collin County and ranks each hazard as high, moderate, low, or negligible to no risk. The hazard classification generated through the use of the PRI allows for the prioritization of those high hazard risks for mitigation planning purposes, and more specifically, the identification of hazard mitigation opportunities for Collin County jurisdictions to consider as part of their proposed mitigation strategy.

The PRI is used to assist all jurisdictions participating in the Collin County HazMAP in determining which hazards pose the most significant threat based on a variety of factors. The PRI is not scientifically based, but is rather meant to be utilized as an objective and systematic planning tool for classifying and prioritizing hazard risks in Collin County based on standardized criteria. The PRI results in numerical values that allow identified hazards to be ranked against one another. The sum of all four categories equals the final PRI value, as shown below:

$$\text{PRI Value} = (\text{Probability} \times .30) + (\text{Life Impact} \times .35) + (\text{Property Impact} \times .25) + (\text{Spatial Extent} \times .10)$$

The higher the PRI value, the greater the hazards risk. These values were obtained by assigning varying degrees of risk to four categories for each hazard: Probability, Life Impact, Property Impact, and Spatial Extent (*Table 3.1*). Each category has been assigned an Index Value (0 to 3) and a Weighing Factor (0 – 100%). These values may be adjusted during future plan updates. In order to evaluate the risk of each hazard, the assigned PRI Value for each category is multiplied by the weighing factor. Then, the PRI for each hazard is calculated by adding the product obtained in each category. According to the weighing scheme applied for Collin County, the highest possible PRI value is 3.0. The PRI calculations are presented in *Table 3.2*. *Table 3.1* breaks down the value of each category.

Table 3.1 Priority Risk Index Value

Assigned Weighing Factor	PRI Category	Degree of Risk		
			Criteria	Index Value
30%	Probability	Unlikely	Less than 1% annual probability	0
		Possible	Between 1 and 10% annual probability	1
		Likely	Between 10 and 100% annual probability	2
		Highly Likely	100% annual probability	3
35%	Life Impact	Minor	Very few injuries, if at all none	0
		Limited	Minor Injuries	1
		Critical	Multiple deaths/injuries	2
		Catastrophic	High number of deaths/injuries	3
25%	Property Impact	Minor	Only minor property damage and minimal disruption of life. Temporary shutdown of critical facilities.	0
		Limited	More than 10% of property in affected area damaged/destroyed. Complete shutdown of critical facilities for more than one day.	1
		Critical	More than 25% of property in affected area damaged/destroyed. Complete shutdown of critical facilities for more than one week.	2
		Catastrophic	More than 50% of property in affected area damaged/destroyed. Complete shutdown of critical facilities for 30 days or more.	3
10%	Spatial Extent	Negligible	Less than 1% of area affected	0
		Small	Between 1 and 10% of area affected	1
		Moderate	Between 10 and 50% of area affected	2
		Large	Between 50 and 100% of area affected	3

Table 3.2 Priority Risk Index for the City of Parker

Hazard	Category/Degree of Risk				
	Probability Index Value	Life Impact Index Value	Property Impact Index Value	Spatial Extent Index Value	PRI Value
Dam Failure	0	0	0	0	0
Drought	3	0	1	3	1.45
Earthquake	0	0	0	0	0
Expansive Soils	2	0	1	1	0.95
Extreme Heat	2	0	0	0	0.6
Flooding	2	0	1	1	0.95
Hail	2	0	0	3	0.9
High Winds	1	0	1	1	0.65
Lightning	1	0	0.5	1	0.525
Tornado	1	1	1	1	1
Wildfire	1	0	1	1	0.65
Winter Storms	1	0.25	0	1	0.4875

The conclusions drawn from the hazard profiling process for the City of Parker resulted in the classification of risk for each identified hazard according to four categories: High Risk, Moderate Risk, Low Risk, and Negligible to No Risk (*Table 3.3*). For purposes of these classifications, risk is expressed in relative terms according to the probability of occurrence and estimated impact that a hazard will have on human life and property in the City of Parker.

Table 3.3 Hazard Rankings for the City of Parker

High Risk (PRI 2 - 3)	
Moderate Risk (PRI 1.01 -1.9)	Drought
Low Risk (PRI 0.50 – 1)	Hail Expansive Soils High Winds Tornado Lightning Flooding Extreme Heat Wildfire
Negligible to No Risk (PRI 0 – 0.49)	Dam Failure Winter Storms Earthquake

Vulnerability Narratives

This annex focuses on specific areas of vulnerability the City of Parker faces with each hazard. The hazards identified in the main plan are all addressed in this annex, therefore the natural hazards rated negligible to no risk are included, described, and considered for mitigation.

Dam and Levee Failure This hazard was identified as having negligible to no risk to the City of Parker. As a participant in the county plan inundation studies will be considered.

Drought This hazard can have a significant impact on the City of Parker because of the farming activities that take place in the city. Drought has the potential to impact the entire planning area equally; all improved property, emergency facilities, critical facilities, critical infrastructure, agricultural community and the entire population of Parker are vulnerable to this hazard. Foundations of all buildings are vulnerable; however, older structures, or those built under less stringent foundation code requirements are most vulnerable. Lake Lavon, Lake Texoma, Lake Tawakoni, Lake Fork and the Lake Chapman-Cooper reservoir system are water sources for City of Parker and are vulnerable to drought. In turn, the city's population, wildlife and vegetation are vulnerable. Lower income populations who may not have the resources to buy containerized water in the event of a shortage may be more vulnerable than other populations.

Earthquake Earthquakes have the potential to occur anywhere in the geographic planning area, therefore all geographic areas are potentially vulnerable. This hazard was identified as having negligible to no risk to the City of Parker. Buildings constructed under older building codes, aging underground infrastructure, and roads are most vulnerable to damages from seismic activity.

Expansive Soils All geographic areas and properties have the potential to be vulnerable to expansive soils, especially facilities constructed under older building codes.

Extreme Heat Extreme heat generally affects the entire population, but the homeless, very young, elderly, and populations without air conditioning are most vulnerable.

Flooding The City of Parker can be affected by two types of floods though in limited areas. These include:

- Riverine Flood
 - Occurs in the floodplain of a river or stream when the amount of water and the rate at which the moving increases. This type generally can be forecast in advance, and proper precautions taken to save lives.
- Flash Flood
 - A type of Riverine flood that occurs after a heavy storm, when the ground cannot absorb the high amount of precipitation. This can occur when heavy precipitation falls on already-saturated soils. Flash Floods occur rapidly with little warning.
- Locations: Below are the descriptions of the areas in the City of Parker that are affected by flooding:
 - The City of Parker has two major tributaries that run through or along the city and drains to Lake Ray Hubbard.
 - The two are Maxwell Creek and Cottonwood Creek. Major flash floods may occur during heavy rains when the ground is saturated which would affect creeks and roadways.

Hail All geographic areas, properties and populations have the potential to be vulnerable to hail. Exposed populations, manufactured homes, and older properties are most vulnerable.

High Winds All geographic areas, properties and populations have the potential to be vulnerable to high winds, manufactured homes and exposed populations are most vulnerable.

Lightning All geographic areas, properties and populations have the potential to be vulnerable to lightning. Property without lightning protection and exposed populations are most vulnerable.

Tornado All geographic areas, properties and populations have the potential to be vulnerable to tornadoes. Exposed populations, manufactured homes, and older properties are most vulnerable.

Wildland Fire According to the Texas A&M Forest Service, 86% of the population of the City of Parker live in the Wildland/Urban Interface. Additionally, due to the large amounts of farmland, the city is at elevated risk of wildfires.

Winter Storms All geographic areas, properties, and populations have the potential to be vulnerable to winter storms. Winter storms have the potential to make roads impassable for days. Residents may be confined to their homes due to the storm and may be without basic services, such as water and electricity, for an extended period of time. The homeless, elderly, and populations without access to heat are most vulnerable.

Identification of Assets and Vulnerability Assessment

An inventory of Parker's geo-referenced assets was created in order to identify and characterize property and population potentially at risk to the identified hazards. By understanding the type and number of assets that exist and where they are located in relation to known hazard areas, the relative risk and vulnerability for such assets can be assessed. For this assessment, five categories of assets were evaluated using Geographic Information System and statistical analysis. The five categories of vulnerable assets include:

- **Population:** Includes the number of people residing in the Collin County jurisdictions as delineated by U.S. Census 2010 block data provided by NCTCOG.
- **Improved property:** Includes all developed properties according to local parcel data from the Collin County Central Appraisal District. The information has been expressed in terms of the total assessed value of improvements that may be exposed to the identified hazards.
- **Emergency facilities:** Includes fire stations, police stations and hospitals, provided by the Regional Hazard Assessment Tool, Collin County Emergency Management Coordinator, and participating jurisdictions.
- **Critical facilities:** Includes schools and historic places provided by Regional Hazard Assessment Tool, Collin County Emergency Management Coordinator, and participating jurisdictions. These are non-emergency facilities, but still provide critical services and functions for vulnerable sectors of the population.
- **Critical infrastructure:** Includes airports, natural gas facilities, wastewater facilities, potable water treatment facilities, wastewater treatment facilities, dams, and bridges. Data for all critical facilities was obtained from Regional Hazard Assessment Tool, Collin County Emergency Management Coordinator, and participating jurisdictions.

The following tables provide a breakdown by municipal jurisdiction of the geo-referenced assets that were used for the vulnerability assessment.

Population

According to the 2013 NCTCOG Population Predictions, the total population of the City of Parker in 2013 was 4,110 people, with 1,271 households. The count breakdown by municipal jurisdiction is provided in *Table 3.4*.

Table 3.4. Population Counts

Jurisdiction	Population			Households		
	Population	% of County Total**	Population Density (Sq. Mile)	Household	% of County Total**	Household Density (Sq. Mile)
City of Parker	4,110	0.49%	514.87	1,271	.41%	159.22

Source: 2014 and 2013 North Central Texas Council of Governments Population Estimate

Table 3.5 summarizes population counts and population chance (absolute and percent predictions for City of Parker).

Table 3.5 Population Predictions

County	Population 2010 Census	Population 2012 Estimate	Population 2013 Estimate	Absolute Change 2012-2013	Percent (%) Change 2012-2013
City of Parker	3,811	4,010	4,110	100	2.5

Source: 2010 Census Data and 2014 North Central Texas Council of Governments Population Estimate

Property

There are an estimated 1,906 parcels in the City of Parker, with an estimated \$465,566,442 in total assessed value of, *Table 3.6* lists the total number and percentage of parcels by jurisdiction.

Table 3.6 Parcel Counts and Improvements Value

Jurisdiction	Number of Parcels	% of County Total	Total Assessed Value of Improvements (Buildings) ¹
City of Parker	1,906	0.67%	\$465,566,442

Source: County Data and Regional Hazard Assessment Tool

Emergency Facilities

There are two identified emergency facilities in the City of Parker, including one fire station, and one police station. (Figure 3.18). Table 3.7 presents the distribution of emergency facilities by jurisdiction. Geographic coordinates were used to determine the location of each facility.

Table 3.7 Emergency Facilities

Jurisdiction	Fire Stations	Police Stations	Hospitals
City of Parker	1	1	0

Source: County Data and Regional Hazard Assessment Tool

Critical Facilities

There is one critical facility, which is considered non-emergency in the City of Parker, (Figure 3.19). The critical facilities include 1 school, Bolin Elementary in Allen ISD, and one historical property sites (Table 3.8). Geographic coordinates (i.e., latitude and longitude) were used to determine the location of each facility.

Table 3.8 Critical Facilities

Jurisdiction	Schools	Historical Property
City of Parker	1	1

Source: Local jurisdictions

Critical Infrastructure

There is one identified critical infrastructure facility in the City of Parker, including no airports, no natural gas facilities, no water treatment facilities, no wastewater treatment facilities, no dams, and one railway/highway bridge (Table 3.9).

Table 3.9 Critical Infrastructure

Jurisdiction	Airports	Natural Gas Facilities	Wastewater Treatment Facilities	Potable Water Treatment Facilities	Dams	Railway/Highway Bridges
City of Parker	0	0	0	0	0	1

Source: Local jurisdictions

Methodology

Based on the type of information available for analysis, the City of Parker's vulnerability assessment was conducted using two distinct methodologies, a Geographic Information System-based analysis and a statistical risk assessment methodology. Each approach provides estimates for the potential impact of hazards by using a common, systematic framework for evaluation of historical occurrence information provided by National Climatic Data Center, the Texas Forest Service, and NCTCOG Regional Hazard Assessment Tool. The results of the vulnerability assessment are provided by jurisdiction for each hazard analyzed.

Of the 12 hazards evaluated for the City of Parker, four were analyzed using a Geographic Information System-based analysis, five using a statistical risk assessment methodology, and the remaining three hazards using a qualitative analysis. Qualitative analysis was used due to lack of information, the inability to define specific areas of risk, and/or inexistence of historical records. Additional information regarding these hazards is unattainable at the present time; studies to address this data deficiency are noted as action items in this update. Table 3.10 summarizes the methodology used for each hazard.

Table 3.10 Analysis used for Vulnerability Assessment

Hazard	Geographic Information System-based Analysis	Statistical Analysis	Qualitative Analysis
Dam Failure			X
Drought	X		
Earthquake			X
Expansive Soils			X
Extreme Heat		X	
Flooding	X		
Hail	X		
High Winds		X	
Lightning		X	
Tornado		X	
Wildfire	X		
Winter Storms		X	

Summary of Vulnerability Assessment

A summary of the vulnerability assessment for each hazard using geographic and statistical analysis is presented in the following pages. The detailed assessment is presented in the following sections.

Summary Table 3.11

Drought	
Population	According to National Climatic Data Center (NCDC) No recorded injuries or fatalities have been recorded for drought events. There are no personal losses expected from drought events.
Improved Property	According to National Climatic Data Center (NCDC), a loss of \$877,000 county-wide in 18 years can be expected in property loss due to damage from drought. Available historical data indicates that the expected losses from drought correspond to crop losses in the amount of \$ unknown per year, mostly experienced in water shortages and crop losses on agricultural lands.
Emergency Facilities	Because of the nature of this hazard, no losses are expected on emergency facilities but foundation issues could occur due to drought events.
Critical Facilities	Because of the nature of this hazard, no losses are expected on critical facilities but foundation issues could occur due to drought events.
Critical Infrastructure	Because of the nature of this hazard, no losses are expected on critical infrastructure but foundation issues and road degradation could occur due to drought events.

Summary Table 3.12

Extreme Heat	
Population	According to National Climatic Data Center (NCDC), there were two injuries or fatalities recorded due to extreme heat. The City of Parker and its population are vulnerable to this hazard.
Improved Property	According to National Climatic Data Center (NCDC), there is no impact of extreme heat to developed areas, and the improved property in the City of Parker is not vulnerable to this hazard.
Emergency Facilities	According to National Climatic Data Center (NCDC), there is minimal impact of extreme heat to exposed buildings and the emergency facilities in the city. The City of Parker is not vulnerable to this hazard.
Critical Facilities	According to National Climatic Data Center (NCDC), there is no impact of extreme heat to buildings, and the critical facilities in the City of Parker. The City of Parker is not vulnerable to this hazard.
Critical Infrastructure	According to National Climatic Data Center (NCDC) there is minimal impact of extreme heat to critical infrastructure, and vulnerability to this hazard is considered minimal in the City of Parker.

Summary Table 3.13

Flooding	
Population	Flooding produces an expected annualized count of zero fatalities and injuries per year. Approximately 4 % of the population of the City of Parker is located within the 100-year floodplain.
Improved Property	A loss of \$ unknown per year can be expected in property loss due to flooding, and 2 % of the total assessed value of improvements in the City of Parker is at risk from the 100-year storm event.
Emergency Facilities	There are no emergency facilities at imminent risk from the 100-year storm event.
Critical Facilities	There are no critical facilities located within the 100-year storm event.
Critical Infrastructure	No % of railways/highways and bridges, no % of dams, no % of water treatment works, and no % waste water treatment facilities are at risk from the 100-year storm event. Many of these structures are designed to traverse or be located within the floodplain due to unavoidable circumstances. Additionally, treated wastewater is typically discharged towards streams, which makes portions of wastewater treatment facilities likely to be located within the floodplain.

Summary Table 3.14

Hail	
Population	According to National Climatic Data Center (NCDC), no recorded injuries or fatalities have been recorded for hailstorm events. There are no personal losses expected from hailstorm events.
Improved Property	According to National Climatic Data Center (NCDC), a loss of unknown \$ per year can be expected in property loss due to hailstorm damage, and all improved property is vulnerable to this hazard. Although some crops are susceptible to hail hazards, available historical data for the City of Parker indicates that there are no expected crop losses from this event.
Emergency Facilities	Because of the unpredictability of the geographical location of hailstorms, all emergency facilities in the City of Parker are vulnerable to this hazard.
Critical Facilities	Because of the unpredictability of the geographical location of hailstorms, all critical facilities in the City of Parker are vulnerable to this hazard.
Critical Infrastructure	Because of the unpredictability of the geographical location of hailstorms, all critical infrastructures in the City of Parker are vulnerable to this hazard.

Summary Table 3.15

High Wind	
Population	According to National Climatic Data Center (NCDC), there are no recorded injuries or fatalities from high wind events. All populations in the City of Parker are vulnerable to this hazard.
Improved Property	According to National Climatic Data Center (NCDC), an average loss of \$ unknown per year in property losses is expected from high wind events in City of Parker. Unknown crop losses resulted from this hazard in the City of Parker.
Emergency Facilities	Because of the expected geographical widespread nature of high winds, all emergency facilities in the City of Parker are vulnerable to this hazard.
Critical Facilities	Because of the expected geographical widespread nature of high winds, all critical facilities in the City of Parker are vulnerable to this hazard.
Critical Infrastructure	Because of the expected geographical widespread nature of high winds, all critical infrastructures in the City of Parker are vulnerable to this hazard.

Summary Table 3.16

Lightning	
Population	According to National Climatic Data Center (NCDC), lightning events can be expected to cause Unknown deaths and unknown injuries in the City of Parker. All populations in the City of Parker are vulnerable to this hazard.
Improved Property	According to National Climatic Data Center (NCDC), there have been unknown recorded property or crop losses resulting from lightning in the City of Parker.
Emergency Facilities	Because of the expected geographical widespread nature of lightning, all emergency facilities in the City of Parker are vulnerable to this hazard.
Critical Facilities	Because of the expected geographical widespread nature of lightning, all critical facilities in the City of Parker are vulnerable to this hazard.
Critical Infrastructure	Because of the expected geographical widespread nature of lightning, all critical infrastructures in the City of Parker are vulnerable to this hazard.

Summary Table 3.17

Tornado	
Population	According to National Climatic Data Center (NCDC), there have been unknown recorded injuries or fatalities from tornado events in City of Parker. All populations in the City of Parker are exposed and vulnerable to this hazard.
Improved Property	According to National Climatic Data Center (NCDC), an average loss of \$ unknown per year in property losses is expected to result from tornado events. Unknown crop losses are expected from this hazard in City of Parker.
Emergency Facilities	Because of the impossibility to predict the geographical area of impact for tornados, all emergency facilities in the City of Parker are exposed and vulnerable to this hazard.
Critical Facilities	Because of the impossibility to predict the geographical area of impact for tornados, all critical facilities in the City of Parker are exposed and vulnerable to this hazard.
Critical Infrastructure	Because of the impossibility to predict the geographical area of impact for tornados, all critical infrastructures in the City of Parker are exposed and vulnerable to this hazard.

Summary Table 3.18

Wildfire	
Population	Based on geographical data, approximately 86% of the City of Parker is vulnerable to wildfires.
Improved Property	Based on historical data, annual financial losses expected from property loss due to wildfires are unknown; therefore, percentage of the overall property improvement values across the City of Parker are also unknown.
Emergency Facilities	Based on geographic information there is one fire station at risk from wildfire events.
Critical Facilities	Based on geographic information there are no schools at risk from wildfire events.
Critical Infrastructure	Based on geographic information there are no bridges, no dams, no wastewater treatment facility, and no water treatment facility at risk from wildfire events.

Summary Table 3.19

Winter Storm	
Population	According to National Climatic Data Center (NCDC), there have been no recorded injuries or fatalities from winter storms. All populations in the City of Parker are exposed and vulnerable to this hazard.
Improved Property	According to National Climatic Data Center (NCDC), an average loss of unknown per year in property losses is expected to result from winter storm events. No crop losses are expected from this hazard in the City of Parker.
Emergency Facilities	Because of the expected geographical widespread nature of winter storms, all emergency facilities in the City of Parker are exposed and vulnerable to this hazard.
Critical Facilities	Because of the expected geographical widespread nature of winter storms, all critical facilities in the City of Parker are exposed and vulnerable to this hazard.
Critical Infrastructure	Because of the expected geographical widespread nature of winter storms, all critical infrastructures in the City of Parker are exposed and vulnerable to this hazard.

4. Capability Assessment

The risk assessment and capabilities assessment serves as the foundation for the development of a meaningful hazard mitigation strategy. During the process of identifying specific mitigation actions to pursue, the City of Parker considered not only its level of hazard risk but also the existing capabilities to minimize or eliminate that risk.

Table 4.1 Legal and Regulatory Capability Summary

Jurisdiction	Legal and Regulatory Capabilities														
	Building Code	Zoning Ordinance	Subdivision Ordinance or regulation	Special purpose ordinances (floodplain management, storm water management, hillside or steep slope ordinances wildfire ordinances, hazard setback requirements)	Growth management ordinances (also called "smart Growth" or anti-sprawl programs)	Site Plan review requirements	General or comprehensive plan	A capital improvements plan	An economic development plan	An emergency response plan	A post-disaster recovery plan	A post-disaster recovery ordinance	Real estate disclosure requirements	Other	% Yes per Jurisdiction
<i>City of Parker</i>	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	?	?	78.6%
Average % Yes Capabilities – 78.6%															
	Y- Yes			N- No			?- Don't Know								

Table 4.2 Administrative and Technical Capability Summary

Administrative and Technical Capabilities									
Jurisdiction	Planner(s) or engineer(s) with knowledge of land development and land management	Engineer(s) or professional(s) trained in construction practices related to buildings and/or infrastructure	Planners or engineer(s) with an understanding of natural and/or human caused hazards	Floodplain manager	? Surveyors	Staff with education or expertise to assess the community's vulnerability to hazards	Personnel skilled in GIS	Scientists familiar with the hazards of the community	Emergency manager
<i>City of Parker</i>	Y	Y	Y	Y	?	Y	Y	?	Y
Average % Yes Capabilities – 70%									
	Y- Yes	N- No	?- Don't Know						

Table 4.3 Fiscal Capability Summary

Fiscal Capabilities									
Jurisdiction	Community Development Block Grants (CDBG)	Capital improvements project funding	Authority to levy taxes for specific purposes	Fees for water, sewer, gas, or electric service	Impact fees for homebuyers or developers for new developments/homes	Incur debt through general obligation bonds	Incur debt through special tax bonds	Incur debt through private activity bonds	Withhold spending in hazard-prone areas
<i>City of Parker</i>	N	Y	Y	Y	N	Y	N	N	N
Average % Yes Capabilities – 40%									
	Y- Yes	N- No	?- Don't Know						

To quantify the City of Parker's legal and regulatory, administrative and technical, and fiscal capabilities, an overall rating system was administered for each category: limited (0-30%), moderate (31-70%), and strong (70-100%). Questionnaire responses indicated that on average, the City of Parker has strong identified legal and regulatory capabilities, strong identified administrative and technical capabilities, and moderate identified fiscal capabilities.

Table 4.4 Administrative Information

Jurisdiction	Chief Administrative Officer	Ability to Implement Capabilities
City of Parker	City Administrator	The city council, including the mayor, mayor pro-tem, and council members, along with the City Administrator, address the budget; pass laws, regulations, and codes; hire staff; approve plans; and determine the direction of the city overall. Ability to implement and approve mitigation actions and integrate mitigation into existing policies and programs is a function of this group.

Specific actions that can expand and improve existing capabilities, authorities, plans, policies, and resources for mitigation include: budgeting and passing policies and procedures, adopting and implementing stricter mitigation regulations, approving the hiring and training of staff for mitigation activities, and approving mitigation updates and additions to existing plans as new needs are recognized.

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5. Mitigation Strategies

Based on the results of the risk and capability assessments, and reviews of the goals and objectives included in the 2011 HazMAP, the Parker Hazard Mitigation Planning Committee developed mitigation strategies for the plan update.

Goal 1 Reduce or eliminate loss of life, injuries and property damage resulting from severe weather events.

Objective 1-A Provide warning and communication before, during, and after a hazard event.

Objective 1-B Expand and coordinate communication.

Objective 1-C Reduce or eliminate loss of life and property damage from tornados through public education of the value of construction and use of safe rooms or shelter areas.

Goal 2 Protect existing and new properties from the effects of all natural hazards.

Objective 2-A Conduct studies to determine hazard and vulnerability threat assessment for all natural hazards.

Objective 2-B Rehabilitate or retrofit identified high hazard critical infrastructure.

Objective 2-C Enact and enforce regulatory measures that enforce hazard mitigation measures.

Objective 2-D Maintain NFIP compliance, storm water management, and implement drainage projects.

Goal 3 Reduce losses and repetitive damages for chronic hazard events.

Objective 3-A Conduct a hazard/vulnerability assessment of properties and structures located in flood zones.

Objective 3-B Develop a buyout program for those personal properties and structures located in high hazard flood zones starting with those that are most vulnerable to life and property loss.

Objective 3-C Develop and execute new programs which identify and reduce threats from natural hazards.

Goal 4 Develop public education campaigns to disseminate information about actions to mitigate potential loss of life, injuries and property damage resulting from natural hazards.

Objective 4-A Educate the public on risks, threats, and vulnerability from all natural hazards.

Objective 4-B Educate the public on actions they can take to prevent or reduce the loss of life or property from all natural hazards.

Objective 4-C Develop and implement a community education campaign to heighten public awareness about chronic flooding and options for insurance coverage to protect their personal properties as well as long term benefits from a buyout program.

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6. Action Items

Below is a list of action items identified for the HazMAP Update. Each of the actions in this section were prioritized based on FEMA's STAPLE+E criteria, which includes considering the social, technical, administrative, political, legal, economic and environmental factors necessary for the implementation of each action. As part of the STAPLE+E analysis, economic considerations were weighed for each action. Priority rankings are classified as indicated in the table below.

Priority	Description
High	Benefits of mitigating risk of death or severe bodily injury outweigh costs to implement actions rated as high priorities.
Medium	Reducing vulnerability to threats and the resulting improvement in quality of life and peace of mind are benefits for actions rated as medium priorities.
Low	Awareness of low risk/low impact hazards offer benefits of time to assess, plan and integrate low priority mitigation actions as time, need, and funding permit.

City of Parker Action Item	Develop and implement a comprehensive public education program to mitigate the impacts of each identified hazard.
Hazard(s) Addressed	Tornado, Wildfire, Winter Storm, Extreme Heat, High Winds, Flooding, Expansive Soils, Hail, Drought, Earthquake, Lightning, Dam Failure
Goal/Objective	4-A, 4-B, 4-C
Priority	Medium
Estimated Cost	\$<5,000
Potential Funding Sources	General Fund, HMGP
Potential Matching Sources	Local funds, in-kind
Lead Department	Emergency Management
Implementation Schedule	1-3 years
Effect on Old Buildings	Depending on mitigation actions taken for structures, can make existing building safer, stronger and less vulnerable to damages through retrofits
Effect on New Buildings	Depending on mitigation actions taken for structures, can make new building safer, stronger and less vulnerable to damages
Cost Effectiveness	Public education is extremely effective for low cost.
Discussion	This public education program would be based on the hazards that the City of Parker identified as vulnerabilities. The program would use a combination of distributed literature, social media, and civic presentations to educate residents on natural hazards and promote hazard mitigation.

City of Parker Action Item	Public Education of NCTCOG Tornado Safe Room Rebate Program
Hazard(s) Addressed	High Wind, Tornado
Goal/Objective	1-C
Priority	Low
Estimated Cost	Reimbursement of up to \$3,000 per shelter
Potential Funding Sources	HMGP, PDM, Resident Match
Potential Matching Sources	Grants, FEMA
Lead Department	NCTCOG
Implementation Schedule	Implemented by NCTCOG, for more information refer to https://saferoom.nctcog.org/
Effect on Old Buildings	Enhance safety of existing residential structures through retrofit
Effect on New Buildings	Enhance safety of new residential structures
Cost Effectiveness	Residential safe room shelters potentially decrease personal injuries and death during severe weather, tornadoes or high wind events.
Discussion	This program gives rebates to residents who purchase and install safe rooms in See https://saferoom.nctcog.org/ for further information and registration information.

City of Parker Action Item	Consider Implementation of outdoor warning siren coverage for new development areas. Also explore use of Social media, Cellular reporting, reverse 911 and alert sign up that can be used to inform residents of imminent Hazards.
Hazard(s) Addressed	Tornado, Wildfire, High Winds, Flooding, Hail, Lightning, Dam Failure
Goal/Objective	1-A, 1-B
Priority	Medium
Estimated Cost	\$25,000 per siren, number of sirens TBD. Everbridge system cost TBD
Potential Funding Sources	General Fund, HMGP, Developer cost
Potential Matching Sources	Local funds, in-kind
Lead Department	EMC
Implementation Schedule	1-3 years
Effect on Old Buildings	None
Effect on New Buildings	None
Cost Effectiveness	Early warning is a key element in keeping citizens that are outdoors notified of hazards.
Discussion	This project will implement Parker's Emergency alerting coverage for emergency alerting currently not present in the city.

City of Parker Action Item	Develop a Community Wildfire Protection Plan (CWPP)
Hazard(s) Addressed	Wildfire
Goal/Objective	2-A
Priority	Medium
Estimated Cost	\$<5,000
Potential Funding Sources	TFS Grants,
Potential Matching Sources	Local sponsors, in-kind
Lead Department	Fire Dept.
Implementation Schedule	2-3 years
Effect on Old Buildings	Reduce vulnerability of existing structures to damages or loss from wildfire
Effect on New Buildings	Reduce vulnerability of new structures to damages or loss from wildfire
Cost Effectiveness	CWPPs show city officials where to redouble their efforts in preventing wildfire, saving time and money. Also work to establish urban wildfire interface around new development properties.
Discussion	Identify and mitigate all structures and infrastructures that would be impacted by a potential wildfire.

City of Parker Action Item	Develop a drought contingency plan
Hazard(s) Addressed	Drought, Expansive Soils
Goal/Objective	2-C
Priority	Medium
Estimated Cost	\$<10,000
Potential Funding Sources	HMGP, PDM, General Fund
Potential Matching Sources	Local sponsors, in-kind
Lead Department	Public Works
Implementation Schedule	12 - 18 months
Effect on Old Buildings	Will identify need for retrofits, such as low-flow plumbing, soil conditioning around foundations
Effect on New Buildings	May require new codes for low-flow plumbing and preservation of foundation integrity
Cost Effectiveness	Low cost for effective means of preserving water.
Discussion	Develop a plan for conserving water based on the stages of drought. Plan would include strategies for soil movement abatement depending on drought stage.

City of Parker Action Item	Conduct earthquake assessment study to determine potential for earthquakes to affect public facilities and utilities.
Hazard(s) Addressed	2-A
Goal/Objective	Earthquake
Priority	Low
Estimated Cost	TBD
Potential Funding Sources	HMGP
Potential Matching Sources	Local Funds
Lead Department	Public Works
Implementation Schedule	1-2 years
Effect on Old Buildings	Results will help identify/define retrofits or additions to reduce vulnerability to earthquakes
Effect on New Buildings	Results will identify/define codes for new construction to reduce vulnerability to earthquakes
Cost Effectiveness	Low
Discussion	Project outputs will guide development of future earthquake mitigation projects.

City of Parker Action Item	Conduct a soil analysis to determine the scope, impact, and extent of expansive soils
Hazard(s) Addressed	Expansive Soils
Goal/Objective	2-A
Priority	Low
Estimated Cost	\$10,000
Potential Funding Sources	Federal grants, state grants
Potential Matching Sources	Local funds
Lead Department	Public works
Implementation Schedule	1-3 years
Effect on Old Buildings	Study would identify existing construction most at risk for expansive soil damage.
Effect on New Buildings	Study would be used to identify undeveloped areas at risk for expansive soil damage for real estate disclosure.
Cost Effectiveness	High. This study would lead to targeted mitigation projects to lower vulnerability to expansive soils.
Discussion	Study would be used to identify scope, impact, and extent of expansive soils throughout jurisdiction.

City of Parker Action Item	Public Education of availability of NOAA Weather Radio app for Smart Phones app.
Hazard(s) Addressed	Dam Failure, Drought, Earthquake, Expansive Soils, Extreme Heat, Flooding, Hail, High Winds, Lightning, Tornado, Wildfire, Winter Storms
Goal/Objective	1-A
Priority	High
Estimated Cost	\$<1000
Potential Funding Sources	Grant Funds, HMPG, PDM
Potential Matching Sources	Local funds, in-kind, donations, citizen cost-share
Lead Department	Emergency Management
Implementation Schedule	1-2 years
Effect on Old Buildings	None
Effect on New Buildings	None
Cost Effectiveness	Advanced warning and mitigation information saves lives which outweighs the cost of a free app for purchasing a NOAA radio.
Discussion	Weather Alert Radios are a proven means to alert and warn citizens and provide information about severe weather as well as provide other emergency and hazard information

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National Flood Insurance Program (NFIP) Compliance

The City of Parker is participating in the National Flood Insurance Program and has identified their respective areas as vulnerable to flooding. This is incorporated into all current and future planning for dealing with repetitive loss vulnerabilities.

Table 6.1 NFIP Compliance

CID	Community Name	County	Initial FHBM Identified	Initial FIRM Identified	Curr Eff Map Date	Reg-Emer Date	Tribal
480139#	PARKER, CITY OF	COLLIN COUNTY	12/27/1977	08/15/1979	06/02/2009	08/15/1979	No

Source: <http://www.fema.gov/cis/TX.html>

Jurisdiction Compliance

Once the community applies for the NFIP, FEMA arranges for a study of the community to determine base flood elevations and flood risk zones. Consultation with the community occurs at the start of and during the study, and those communities with minimal flood risk are converted to the Regular Program without a study.

FEMA provides the studied community with a Flood Insurance Rate Map delineating base flood elevations and flood risk zones. The community is then given 6 months to adopt base flood elevations in its local zoning and building code ordinances. Once the community adopts more stringent ordinances, FEMA converts the community to the NFIP's Regular Program. FEMA then authorizes the sale of additional flood insurance in the community up to the Regular Program limits. The community must implement and enforce the adopted floodplain management measures. FEMA provides periodic community assistance visits with local officials to provide technical assistance regarding complying with NFIP floodplain management requirements.

The purchase of flood insurance is mandatory as a condition of receipt of federal or federally-related financial assistance for acquisition and/or construction of buildings in SFHAs of any participating community. Those communities notified as flood-prone which do not apply for participation in the NFIP within 1 year of notification are ineligible for federal or federally-related financial assistance for acquisition, construction, or reconstruction of insurable buildings in the SFHA.

Jurisdiction Activities

In order to maintain eligibility with NFIP, jurisdictions are required to maintain their list of properties that hold a policy with NFIP, along with up-to-date maps of the floodplains in the jurisdictions. Each jurisdiction participating in the Collin County Hazard Mitigation Action Plan completes this basic requirement and has the information on file with the jurisdiction's designated floodplain manager. Using this plan, participating jurisdictions will be able to continue their compliance with NFIP by implementing damage control measures and take action to minimize the effects of flooding in their respective jurisdictions.

Table 6.2 NIFP Activity

Jurisdiction	Community Floodplain Administrator	NFIP Activity	Activity Description	Enforcement
City of Parker	Public Works Director	<p>Completing and maintaining FEMA elevation certificates for pre-FIRM and or post-FIRM buildings</p> <p>Requiring and maintaining FEMA elevation certificates for all new and improved buildings located in floodplains</p>	<p>City Hall is responsible for issuing floodplain permits.</p>	<p>NFIP compliance is implemented and enforced through a process of floodplain identification using FEMA floodplain maps, permit issuance, building requirements, and compliance inspections pending approval. Failure to comply with City's flood damage prevention order shall result in fines up to \$500 per violation plus court costs.</p>
		<p>Implementing damage reduction measures for existing buildings such as acquisition, relocation, retrofitting, and maintenance of drainage ways and retention basins</p>	<p>Maintenance of drainage ways and retention basins. Installation of retention basins on new construction.</p>	
		<p>Taking action to minimize the effects of flooding on people, property, and building contents through measures including flood warning, emergency response, and evacuation planning</p>	<p>Implementing newly developed Storm-water Management Program which includes public education, new development standards, and other programs and policies.</p>	

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7. Plan Maintenance

Monitoring, Evaluating and Updating the Plan

In Compliance with requirement § 201.6(c)(4)(i), the City of Parker has developed a plan maintenance process which is described in the following paragraphs. The City of Parker, along with participating jurisdictions are responsible for monitoring the implementation of the plan, executing a yearly evaluation of its effectiveness, and updating the plan within a 5-year cycle.

Following formal adoption by the City of Parker, the county, and the city council of each participating jurisdiction, the actions outlined in the Collin County Hazard Mitigation Action Plan (HazMAP) would be implemented by participating jurisdictions as described throughout this document.

The Collin County Emergency Management Coordinator, working in conjunction with the respective jurisdictions, will be responsible for ensuring the mitigation plan is monitored, evaluated, and reviewed on an annual basis. This will be accomplished by calling an annual meeting of the Hazard Mitigation Planning Team (HMPT), whose members will provide assistance and expertise for plan review, evaluating, updating, and monitoring. This meeting will be open to the public and public notices will encourage community participation. During this annual meeting, Collin County will provide information on the implementation status of each action included in the plan. As part of the annual monitoring, review and evaluation process, Collin County will provide reports regarding implementation actions and action completion dates for the plan. Also, as part of the evaluation, the HMPT will assess whether goals and objectives address current and expected conditions, whether the nature and/or magnitude of the risks have changed, if current resources are appropriate for implementing the plan, whether outcomes have occurred as expected, and if agencies and other partners participated as originally proposed. These activities will take place according to the timetable presented below:

Table 7.1 Plan Maintenance Timeline

Personnel	What	Time
Police Chief	Monitoring Plan : Track implementation and action items, changes to risk assessment, changes to planning team members, changes to capabilities, plan integrations	Biannually
	Evaluate Plan: Assess effectiveness by evaluating completed actions, implementation processes, responsible personnel and lessons learned.	Annually
	Update Plan	Once every 5 years

At least once every five (5) years, or more frequently, if such a need is determined by the participating jurisdiction, the multi-jurisdictional plan will undergo a major update. During this process, all sections of the plan will be updated with current information, analyses done and new and/or modified mitigation action plans will be developed. The revised plan will be submitted for state and federal review and approval, and presented for approval to the Collin County Commissioner's Court and the respective councils of incorporated cities/towns included in the Collin County plan. Each participating jurisdiction will undertake the same process for reviewing, revising and updating their respective plans and submitting them for approval. The plans will be updated every five years in accordance with federal requirements.

Plan Incorporation into Existing Planning Mechanisms (*In compliance with 201.6(c)(4)(ii)*)

Based on the requirements set forth in § 201.6(c)(4)(ii), the State of Texas Mitigation Plan, the vulnerability and capabilities assessment for each jurisdiction was carefully reviewed and considered when developing the mitigation actions for this plan. The HMPT and planning committees will establish a process in which the mitigation strategy, goals, objectives and actions outlined in this plan will be incorporated into the existing regional and local planning strategies.

Local and regional planning committees currently use comprehensive land use planning, capital improvements planning, and building code ordinances to guide development. The mitigation strategy, goals, objectives and actions outlined in this plan will be integrated into these existing mechanisms as applicable. Those mechanisms include the following:

Table 7.2 Plan Incorporation Mechanisms

Jurisdiction	Responsible Personnel	Jurisdictional Plans	Integration Schedule	Integration Plan
City of Parker	City Council, City Administrator	Budget Meetings	Annually	Integration of mitigation projects identified in HazMAP, grants, and other fiscal allowances for mitigation actions and related costs
	City Administrator, Police Chief, Fire Chief	Emergency Action Plan updates	Every Five Year	EAP Mitigation annex updates based on HazMAP HIRA; update preparedness, response and recovery actions related to identified hazards
	Designated Floodplain Manager	Floodplain ordinances	As needed	Enhance mitigation of flood hazards using HazMAP flood data for floodplain management and community development.
	City Council, City Engineer	Capital improvement plans	Annually	Strengthen critical infrastructure and key resources based on HazMAP hazard analysis, incorporate vulnerability data and action items.
	Public Works Director, City Council	Drought Contingency plans	Assessed annually and updated as needed.	Integrate drought actions such as xeriscaping, water restrictions, and public education
	City Engineer, Public Works Director, City Council	Natural Resource Conservation Plan	Assessed annually and updated as needed.	Integrate conservation measures by directing development away from hazard-prone areas identified in HazMAP.

Although it is recognized there are many possible benefits to integrating components of this HazMAP into other planning mechanisms, the Parker Hazard Mitigation Planning Committee considers this HazMAP, including development and maintenance, to be the primary vehicles to ensure implementation of local hazard mitigation actions.

Continued Public Involvement (In compliance with 201.6(c)(4)(iii))

As stated in requirement § 201.6(c)(4)(iii) The plan maintenance process shall include a discussion on how the community will continue public participation in the plan maintenance process.

To address this requirement, ongoing public participation will be encouraged throughout the entire planning and implementation process. A copy of the plan will be provided on the Collin County website.

The planning team and committee will continue meeting on a regular basis to ensure the successful implementation of the plan and to discuss any additional issues regarding the emergency management of Collin County. The annual meetings for monitoring, evaluating, and updating the plan will be open to the public and public notices will encourage community participation.

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ANNEX P

HAZARD

MITIGATION

COLLIN COUNTY, TEXAS

APPROVAL & IMPLEMENTATION

ANNEX P

HAZARD MITIGATION

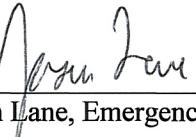
This annex is hereby approved for implementation and supersedes all previous editions.



Clarence Daugherty, P.E., Director of Engineering

3-1-16

Date



Jason Lane, Emergency Management Coordinator

3/1/16

Date

RECORD OF CHANGES

ANNEX P

HAZARD MITIGATION

State Planning Standards Checklist for Hazard Mitigation
“Annex P and Mitigation Action Plan”

Jurisdiction(s): Collin County

Annex Date: March 1, 2016 **Date of most recent change, if any:** March 1, 2016
 (The date which appears on the signature page)

Note: The annex and the mitigation action plan will be considered Deficient if the *italicized* standards are not met. Criteria that exceed CFR-44 Part 201 requirements indicated by “*”.

This Annex shall:	Section/paragraph
I. Authority	
P-1. Identify local, state, and federal legal authorities pertinent to this annex that differ from those cited in the Basic Plan.	I; MAP Section 1
II. Purpose	
P-2. Include a purpose statement that describes the reason for development of the annex.	II
III. Explanation of Terms	
P-3. Define terms and explain acronyms and abbreviations used in the annex.	III
IV. Situation & Assumptions	
P-4. Include a situation statement related to the subject of the annex.	IV.A
P-5. Include a list of assumptions that influence hazard mitigation operations.	IV.B
V. Concept of Operations	
P-6. <i>Describe the mitigation process and pre and post-disaster operations of the local hazard mitigation program.</i>	V.B, C, D; Appendix 1, 2, 3, 5
P-7. <i>Describe the purpose, desired composition, and organization of the local hazard mitigation team.</i>	V.E; Appendix 1
P-8. <i>Describe the interaction and coordination between the local hazard mitigation team and the state hazard mitigation team.</i>	V.A, D, E
P-9. <i>Describe how the local hazard analysis will be developed, maintained, and distributed and how those who need access to it can obtain it.</i>	V.F
P-10. <i>Describe the relationship between the state and local hazard analysis and the uses of those documents.</i>	V.F
P-11. <i>Describe how the local Mitigation Action Plan will be developed, maintained, and distributed and how those who need access to it can obtain it.</i>	V.G
P-12. <i>Describe the relationship and consistency between the state and local hazard mitigation plans.</i>	V.G
P-13. <i>Describe the interaction and coordination between the local hazard mitigation team, the local hazard analysis, and the local hazard mitigation action plan.</i>	V.A-G
VI. Organization & Assignment of Responsibilities	
P-14. <i>Describe or depict the organization of the local hazard mitigation team, to include all agencies/organizations that provide representatives to the team.</i>	VI.A.2; Appendix 1
P-15. <i>Identify by position the individual responsible to serve as the local mitigation coordinator.</i>	VI.A; Appendix 1

P-16. Identify the specific mitigation tasks and responsibilities of the Hazard Mitigation Coordinator.	VI.A, B.2; Appendix 1
P-17. Identify the mitigation tasks and responsibilities of team members.	V.E.3, F
P-18. Assign responsibility for the development, annual review, update, and distribution of the local Hazard Analysis.	VI.B.2.A.3.c
P-19. Assign responsibility for the development, annual review, update, and distribution of the local Mitigation Action Plan.	V.E.3., G; VI.B.2.d, 3.a, 4
P-20. Assign responsibility for coordinating with and assisting the state hazard mitigation team during post-disaster actions.	V.E.4; VI.B.2.D, 3.a, 4
VII. Direction & Control	
P-21. Identify the lines of succession for the HMC and the HMT.	VIII.B
IX. Administration & Support	
P-22. Identify policies on reporting and the maintenance of records concerning mitigation actions.	IX.A, B
X. Annex Development & Maintenance	
P-23. Specify the individual(s) by position responsible for developing and maintaining the annex.	V.E.3; VI.B.2.a, 3.c; X.A
XI. References	
P-24. Identify hazard mitigation related reference materials and identify where they are maintained.	XI
P-25. Identify the current local Hazard Analysis by name and date published.	XI
P-26. Identify the current local Mitigation Action Plan by name and date published.	XI
Other	
P-27. Include a list of agencies assigned to the HMT.	Appendix 1
P-28. Include a Hazard Mitigation Team Report format and instructions for filling out the report.	Appendix 2; Appendix 3

FOR LOCAL GOVERNMENT USE	Signature/Date	March 1, 2016
This Checklist Completed By		JLL

FOR DEM USE	Initials
DEM Preparedness Section Processing	
DEM Mitigation Section Processing	

ANNEX P**HAZARD MITIGATION****I. AUTHORITY**

- A.** See Section I of the Basic Plan for general authorities.
- B.** The Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288), as amended by the Disaster Mitigation Act of 2000 (PL 106-390)
- C.** Applicable Commissioners Court orders and/or city ordinances appointing members of the local Hazard Mitigation Team (HMT).
- D.** Applicable Commissioners Court orders and/or city ordinances pertaining to emergency management or mitigation plans.
 - 1. City Ordinance # _____ adopting the *Mitigation Action Plan*
 - 2. Commissioners Court Order # _____ adopting the *Mitigation Action Plan*
 - 3. Joint Resolution # _____ adopting the *Mitigation Action Plan*
- E.** Applicable Commissioners Court orders and/or city ordinances, or countywide or regional plans pertaining to mitigation, floodplain management, zoning regulations, land management, and/or construction standards, etc.

A. Dam Emergency Action Plan for flood retaining structures in Collin County.

II. PURPOSE

- A.** This annex describes the organization of the local HMT, and assigns tasks, and responsibilities for coordinated hazard mitigation planning and implementation activities and actions.
- B.** This annex addresses mitigation as a long-term, on-going process, and identifies planning and implementation actions applicable to both pre-incident and post-incident situations.
- C.** This annex is applicable to and ensures that mitigation planning and implementation services address and are provided to the entire area of responsibility covered in the Collin County Emergency Operations Plan.
- D.** This annex explains the methodologies and progressive steps as to how we plan to identify the hazards that affect us and to systematically reduce the identified levels of risk and vulnerability to these hazards.
- E.** This annex explains our active partnership, and participation in countywide mitigation planning and implementation activities.

III. EXPLANATION OF TERMS

A. Acronyms

AOR	Area of Responsibility
B/C	Benefit/Cost
DEM	Division of Emergency Management
EAP	Emergency Action Plan
FMA	Flood Mitigation Assistance
GIS	Geographical Information System
GPS	Global Positioning System
HMGP	Hazard Mitigation Grant Program
HMC	Hazard Mitigation Coordinator
HMT	Hazard Mitigation Team
LMS	Local Mitigation Strategy
NFIP	National Flood Insurance Program
PA	Public Assistance
PDM	Pre-Disaster Mitigation Program
SOP	Standard Operating Procedures

B. Definitions

Appropriate Mitigation Measures. Mitigation actions that balance the cost of implementation against the potential cost of continued damages, if such measures are not taken. Mitigation measures should be less costly to implement than the damages they are intended to prevent. Floodplain management, acquisition of flood prone property, enhanced insurance coverage, and the adoption and enforcement of safe land use regulations and construction standards are considered as highly appropriate mitigation actions.

Area of Responsibility. The entire area covered by the comprehensive Emergency Operations Plan that is Collin County, Texas. Collin County, situated in North Central Texas, covers an area of approximately 565,456 acres with an estimated population of 786,250. In this context, area of responsibility is synonymous with *Jurisdiction* or *Community*. Collin County's jurisdiction lies outside the four main cities of Allen, Frisco, McKinney, and Plano.

Benefit/Cost. The ratio between the cost of implementing a mitigation project versus the benefits (amount of future cost savings) potentially achieved. Projects funded under HMGP or PDM must have a B/C of 1 to 1 or greater.

Disaster. A hazard caused event that results in widespread or severe damage, injury or loss of life, property or resources, and exceeds the recovery capabilities of a jurisdiction. Disaster assistance provided by the Federal or State government is intended to supplement local government resources and so enhance recovery capabilities to achieve a speedy and efficient return to pre-incident conditions.

Disaster Resistant Community. A community-based initiative that seeks to reduce vulnerability to natural hazards for the entire designated area through mitigation actions. This approach requires cooperation between government agencies, volunteer groups, individuals, and the business sectors of a community to implement effective mitigation strategies.

Hazard Analysis. A living document that is reviewed and updated annually, that provides a risk based quantitative method of determining mitigation and preparedness priorities that consist of a hazard assessment, vulnerability assessment and risk assessment. A Hazard Analysis identifies vulnerabilities and risks within each sector of the community.

Hazard Event. Any occurrence in which people and/or property are adversely affected by the consequences of a natural or man-made hazard.

Hazard Mitigation. Sustained actions taken to eliminate or reduce long-term risk to people and property from hazards and their effects. The goal of mitigation is to save lives and reduce damages to property, infrastructure, and the environment and, consequently to minimize the costs of disaster response and recovery activities.

Hazard Mitigation Grants. There are three federal mitigation grant programs that assist jurisdictions in funding risk reduction from natural disasters:

1. Flood Mitigation Assistance Program (FMA) – Provides pre-disaster grants to State and local governments for both planning and implementation of mitigation strategies. Each State is awarded a minimum level of funding that may be increased depending upon the number of *National Flood Insurance Program* (NFIP) policies in force and repetitive claims paid. Grant funds are made available from NFIP insurance premiums, and therefore are only available to communities participating in the NFIP.
2. Hazard Mitigation Grant Program (HMGP) – Authorized under Section 404 of the Stafford Act; provides funding for cost-effective post-disaster hazard mitigation projects that reduce the future potential of loss of life and property damage.
3. Pre-Disaster Mitigation Program (PDM) – Authorized by Section 203 of the Stafford Act as amended by the Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390). The PDM Program provides a means to fund pre-disaster hazard mitigation actions specifically designed to eliminate or reduce the consequences of future disasters. The PDM's focus is: (1) to prevent future losses of lives and property due to hazards and (2) to implement State or local hazard mitigation plans.

Local Hazard Mitigation Team (HMT). A multi-disciplined organization composed of representatives of mutually supporting organizations and agencies from local governments and the private, public and civic sectors. Members of the HMT, also referred to as the local “Team”, meet regularly to evaluate hazards, identify strategies, coordinate resources and implement measures that will reduce the vulnerability of people and property to damage from hazards. The HMT is a partnership through which all governmental, public, civic and private sector entities come together to support and participate in activities to determine and implement methods, and commit resources to reduce the community’s level of risk. Team membership is listed in Appendix 1 to this annex. The roles and responsibilities of each team member organization/agency are described in Section VI.B.3.b.

Mitigation Action Plan (MAP). A document that outlines the nature and extent of vulnerability and risk from natural and man-made hazards present in a jurisdiction and describes the actions required to minimize the effects of those hazards. A mitigation action plan also describes how prioritized mitigation measures will be funded and when they will be implemented. The area of coverage for a MAP is based on commonly shared hazards, needs, and capabilities; plans may be prepared for a single city, as a countywide plan, or on a regional basis (prepared by a Council of Governments, a

River Authority, or a coalition of several counties). MAPs must be formally adopted by city ordinance, Commissioners Court order, and/or joint resolution. DMA 2000 (Public Law 106-390) requires jurisdictions to have a FEMA-approved MAP or be signatories to a regional plan not later than November 1, 2004, or they will not be eligible for mitigation grant funds for mitigation projects.

Public Assistance Program. For the purposes of this annex, this refers to disaster recovery grants authorized under Section 406 of the Stafford Act to repair the damages to public facilities following a major disaster declaration. PL 106-390 requires mitigation components be added to repair projects to reduce repetitive damages.

Risk Factors. A group of identifiable facts and assumptions concerning the impact of specific or associated hazards. An analysis of interrelated risk factors provides a means to determine the degree (magnitude) of risk produced by a particular hazard or an incident and, consequently, provides a means to determine the priority of mitigation planning and implementation activities. A sample listing of risk factors are as follows:

1. Number of previous events involving this hazard.
2. Probability of future events occurring that involves this hazard.
3. Number of people killed or injured during previous events and number of people potentially at risk from future events involving this hazard.
4. Damages to homes, businesses, public facilities, special-needs facilities, and unique historic or cultural resources, crops, livestock that have been caused by previous events or are potentially at risk from future events involving this hazard.
5. Capabilities and shortfalls of emergency management organization to effectively respond to emergency situations involving this hazard.
6. Recovery activities needed to return jurisdiction to pre-event status. The recovery process involves not only time requirements, but also the associated costs to repair damages, restore services, and return economic stability after occurrence of the event.

Sectoring. Dividing the community into manageable geographic segments for defining specific types of information concerning what is vulnerable and at risk in each sector. Sectioning facilitates mitigation and preparedness planning as well as response, search and rescue, and damage assessment operations.

Sustainable Development. Managed community growth that meets the needs of the present without jeopardizing the needs of future generations. Sustainable development considers the impact of hazards on the community in the years ahead.

IV. SITUATION AND ASSUMPTIONS

A. Situation

1. Our current Hazard Analysis indicates we are vulnerable and at risk from hazards that have caused, or have the potential for causing, loss of lives, personal injuries, and/or extensive property

damage. We have suffered incidents, emergencies, and disasters in the past and are still vulnerable and at risk from future similar occurrences.

2. Collin County has worked with the North Central Texas Council of Governments to facilitate the collection of vulnerability and risk data for the unincorporated areas and cities within Collin County. Each city is responsible for conducting damage assessment operations in their jurisdiction; however, Collin County will conduct damage assessment operations in the unincorporated areas of the county and at the request of local jurisdictions.
3. HMT is operational under the leadership of our Hazard Mitigation Coordinator (HMC). See Appendix 1 for detailed list.
4. Hazard Analysis and Mitigation Action Plan have been developed and are current.
5. Our Mitigation Action Plan (MAP) meets state and federal guidance for mitigation and has been formally adopted by the Collin County Commissioner's Court and participating City Councils, and has been approved by FEMA.

B. Assumptions

1. Exposure to risk from hazards exists whether or not an incident actually occurs.
2. The adverse impact of hazards can be directly affected by hazard mitigation actions accomplished prior to occurrence of an emergency situation. Effective post-event mitigation actions can also reduce the risk of repeat disasters.
3. Hazard mitigation planning and implementation activities are an on-going program/ process and are an integral and complimentary part of our comprehensive emergency management program.
4. Mitigation actions to save lives and reduce damages can be achieved through properly coordinated group efforts. These efforts will require the cooperation of various levels of government and will be enhanced by the involvement and partnership of talented individuals with expertise in varying disciplines from both the public and private sectors.
5. The effective, long-term reduction of risks is a goal and responsibility shared by all residents.

V. CONCEPT OF OPERATIONS

A. General

1. This annex is not intended to describe in detail all aspects of our mitigation program. The achievement of hazard mitigation objectives is a high governmental priority, and all departments will seek out and implement risk reduction measures.
2. The Hazard Mitigation Coordinator (HMC) is responsible for the coordination of all mitigation activities of this jurisdiction. To achieve mitigation objectives, the HMC will be assisted by a HMT composed of public and private sector partners that represent the local population.

3. The data collection process described in this annex provides a systematic means to identify hazards and assess their impact on this jurisdiction and will facilitate the development and maintenance of our local Hazard Analysis by the HMT.
4. The Hazard Mitigation Team Report described in this annex provides a means to develop a multi-disciplined, on-going mitigation planning and implementation process and facilitates the development and maintenance of our *Mitigation Action Plan* by the HMT. It also facilitates the development, and expedited submission of applications for mitigation grants to implement mitigation projects.
5. Consistent with capabilities, the Division of Emergency Management (DEM) and the State HMT will provide coordination, technical assistance, and guidance to help us achieve effective risk reduction objectives.
6. Our mitigation planning and implementation process is intended to facilitate the identification and implementation of appropriate mitigation actions. This process, in turn, facilitates the development of a joint federal, state, and local government partnership dedicated to the achievement of effective risk reduction objectives.
7. Consistent with capabilities, the HMC and members of the HMT will participate in appropriate training and exercises related to their hazard mitigation responsibilities.
8. Consistent with capabilities, we will utilize the most current information and guidance provided by DEM to include web-based assistance available via the Internet.

B. Overview of Mitigation Process

Hazard mitigation is an on-going process that begins with the establishment of a locally based planning group referred to as the local HMT. The team's first job is development of the local hazard analysis that provides a means for prioritizing mitigation and preparedness needs based on levels of vulnerability and risk. The next step in the process is the development of our *Mitigation Action Plan* that defines specific mitigation measures designed to address the needs identified in the hazard analysis, to include actions that are to be taken, who will take them, how much they will cost, and how they will be funded. The next step is to implement the measures identified in the *Mitigation Action Plan* using a variety of funding sources identified through an on-going and active search for funding opportunities. The final step is, of course, to monitor and evaluate the effectiveness of implemented mitigation measures and to repeat the process-review and update the hazard analysis and the *Mitigation Action Plan*, continue the active search for funding opportunities, implement mitigation measures consistent with availability of funds, and monitor and evaluate their effectiveness.

C. Pre-Event and Post-Event Relationships

1. General
 - a. Hazard mitigation activities are not only a response to an event and a known hazard, but are also an active search for ways to prevent or reduce the impact from newly discovered hazards. The mitigation process is long-term in nature and, therefore, is an on-going element of the emergency management program that directly influences preparedness, response, and recovery requirements. Mitigation activities can be initiated at any time, but are classified as either pre-event or post-event actions.

- b. These actions are not mutually exclusive and will be merged into a coordinated, continuous mitigation process.
2. Pre-Event Mitigation

Activities that take place prior to the occurrence of an emergency situation. This time frame provides a more relaxed atmosphere for the development and implementation of long-term, multi-hazard oriented mitigation measures. This time frame is preferred and is the most appropriate for reducing risks and potential damages.

3. Post-Event Mitigation

Activities that take place after an emergency situation has occurred and already adversely affected this jurisdiction. These activities are a response and are too late to prevent or reduce impacts already suffered. Heightened hazard awareness and a desire for speedy recovery, provide an emphasis for conducting mitigation activities during this time frame. Mitigation opportunities can be identified and implemented which can be very effective in reducing potential damages from future events.

D. Actions by Phases of Emergency Management

Hazard mitigation actions are an on-going process, and are more appropriately classified and associated with the time frames before, during, and after occurrence of an emergency situation caused by a hazard. The following is a sequenced set of actions that should be taken by the HMT during each time frame:

1. Pre-Event Period
 - a. Develop and maintain hazard analysis.
 - b. Develop and maintain hazard *Mitigation Action Plan*.
 - c. Apply for grants and loans to conduct studies and implement mitigation projects.
 - d. Conduct studies and implement mitigation projects.
 - e. Provide vulnerability and risk data for use in community development planning, exercise design, emergency preparedness planning, and floodplain management.
2. Incident Response Period
 - a. Assist decision makers and emergency responders better understand potential impact consequences and emergency response needs by providing detailed vulnerability and risk data for all sectors impacted by the incident.
 - b. Assist decision makers and emergency responders answer “What if” questions through use of appropriate real-time and model based damage assessment tools such as DERC, HAZUS, and other programs.
3. Post-Incident Period

- a. Conduct site surveys to record damage “Footprint” and record and map high-water marks and other benchmarks to verify inputs and results of damage assessment tools. Inspect and evaluate effectiveness of previously implemented mitigation measures. Evaluate accuracy of floodplain maps and studies and identify any mapping needs.
- b. Complete Hazard Mitigation Team Reports based on observations and findings from site inspections. Begin development of potential mitigation project application(s) based on team reports.
- c. Provide assistance to decision makers for prioritization of damage assessment operations, conducting substantial damage determinations, and preparation of request for a state and/or federal disaster declaration by providing detailed incident impact data.
- d. Provide assistance to state and federal mitigation team activities once a disaster is declared.
- e. Assist designated Local Project Officer(s) prepare and submit Hazard Mitigation Grant Program (HMGP) Notice of Interest(s) (NOIs) and application(s), and monitor Public Assistance (PA) projects for inclusion of mitigation components once a state or federal disaster is declared.
- f. Review Hazard Mitigation Team Reports and update the *Mitigation Action Plan*.
- g. Assist designated Local Project Officer(s) in implementing projects and administer HMGP and other mitigation grant programs.

E. Local Hazard Mitigation Team

1. Members of the HMT provide a multi-disciplined, local capability to identify mitigation opportunities and implement mitigation measures in both a pre-event and post-event situation. Our HMT has a primary responsibility for mitigation activities for our jurisdiction, but also provides representatives to and actively participates in countywide mitigation strategy planning.
2. The HMT is not viewed as an organization with rigid membership and regular duties, but rather one of flexible membership whose makeup and duties are dependent upon the particular mitigation activity under consideration. This flexibility allows the HMC to tailor the group to meet the situation while insuring the involvement of appropriate individuals from the community.
3. The HMT are the local experts that understand local concerns, issues, and capabilities to achieve local mitigation goals and objectives. The HMT, under the leadership and coordination of the HMC, is collectively responsible for development, distribution, and maintenance of the *Mitigation Action Plan*, and this annex.
4. In the event of a Presidential or State Major Disaster Declaration for this jurisdiction, the HMC and Team will provide assistance to the federal and state HMT and will assist in conducting damage and effectiveness assessments, and the identification and implementation of appropriate hazard mitigation measures for the jurisdiction(s).
5. The HMC and the Team will also be responsible for providing assistance necessary for submission and administration of HMGP and PDM grants.

F. Local Hazard Analysis

Our hazard analysis was developed through a joint effort of our HMT and is included in our Mitigation Action Plan. It consists of maps, databases, charts, atlases, and other supporting documentation that is reviewed and updated at least annually by the HMC with assistance from the HMT. The analysis provides a risk-based quantitative method to prioritize mitigation and preparedness needs for the jurisdiction as a whole, and also for each of our sectors. Our analysis supplements the *State of Texas Hazard Analysis* and focuses on hazards and their impact to our area of responsibility. Our analysis has been distributed to all appropriate agencies/organizations, and additional copies are available from the HMC. Some of the data in our hazard analysis was developed and provided through our partnership efforts in contributing to development of our countywide mitigation strategy, and our data has been incorporated into our countywide plan.

G. Mitigation Action Plan

Our *Mitigation Action Plan* was also developed through joint efforts of our HMT (Appendix 5). It is reviewed and updated at least annually by the HMC with assistance from members of the HMT. Our Mitigation Action Plan outlines our mitigation goals, our risk reduction strategy for each of the significant hazards that threaten our area of responsibility, and a discussion of on-going risk reduction activities. Our plan also details what is to be done, how much it will cost, who will be responsible for the action, how it will be funded, and provides an implementation schedule. It is a strategy for accomplishment of vulnerability and risk reduction measures for our area of responsibility. Our plan supplements, and is in concert with the *State of Texas Hazard Mitigation Plan*, and focuses on mitigation actions that affect our area of responsibility. Copies have been distributed to all appropriate agencies/organizations, and additional copies are available from the HMC.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Hazard mitigation is a function that requires the coordination of a variety of multi-disciplined on-going activities. The County Judge, as the Emergency Management Director, is responsible for the overall emergency management program, and has designated the Collin County Engineering Department as the agency with primary responsibility for the emergency support function of hazard mitigation. The Collin County Engineer has been designated as the HMC and serves as the single manager/coordinator for this function for this jurisdiction.
2. The HMT consists primarily of representatives of local government but also includes partners that represent industry and the private sector. Individual team members and functional areas of expertise are listed in Appendix 1 of this Annex. The HMT provides a pool of local people with skills in the wide variety of disciplines that may be required to achieve effective hazard mitigation objectives. The County Judge appoints supporting agencies and organizations to provide representatives to the HMT, and the HMC serves as team leader and functional manager.
3. The HMT organization provides the flexibility to involve all team members in the problem solving process, or to involve only those team members who possess the specific skills needed to mitigate a hazard specific condition.

4. The County Judge will designate individuals to serve as local applicant's agent(s) to administer Hazard Mitigation Grant Program (HMGP) applications and projects. The local project officer(s) will serve as the single point of contact for the jurisdiction and coordinate with designated state mitigation project officers.

B. Task Assignments

1. The County Judge will:
 - a. Appoint an agency to exercise primary responsibility to coordinate hazard mitigation activities and an individual to serve as HMC.
 - b. Appoint support agencies and organizations to provide representation to the HMT.
 - c. Appoint Local Agent(s) to serve as local project officer(s) to administer HMGP and other mitigation applications and projects.
2. The Hazard Mitigation Coordinator will:
 - a. Coordinate all hazard mitigation related activities of this jurisdiction, to include development, distribution, and maintenance of the *Mitigation Action Plan*, and this annex.
 - b. Assist in selecting supporting agencies and individual members of the HMT, assign tasks, and manage the various activities of the team so as to accomplish mitigation functional responsibilities for the jurisdiction.
 - c. Insure development, distribution and retention of mitigation reports, records and associated correspondence, and manage implementation of appropriate mitigation measures.
 - d. Serve as point of contact and provide local assistance for Federal, State level, and countywide mitigation program and planning activities.
 - e. Develop Standard Operating Procedures (SOPs) for compiling information, determining priority of efforts, preparing reports, and monitoring implementation and effectiveness of mitigation measures.
 - f. Maintain this annex and insure that all component parts are updated and contain current data.
 - g. Serve as or provide assistance to the designated local agent(s) responsible for administering mitigation program grants such as HMGP and PDM, and for reviewing PA projects for inclusion of appropriate mitigation measures.
 - h. Conduct or assist in annual reviews and scheduled updates of the *Mitigation Action Plan*.
 - i. Periodically review, download, and utilize the most current guidance material from the DEM website: www.txdps.state.tx.us/dem
3. Hazard Mitigation Team members will:
 - a. Assist in the accomplishment of team objectives as assigned by the HMC.

- b. Provide technical assistance and functional expertise in disciplines as assigned in Appendix I of this Annex.
 - c. Assist the HMC develop, distribute, and maintain the *Mitigation Action Plan*, and this annex.
4. Local Applicant's Agent(s) will:
 - a. Serve as single point of contact and administer HMGP and other mitigation program applications and projects.
 - b. Coordinate with designated state mitigation project officer(s).

VII. DIRECTION AND CONTROL

- A.** The HMC will manage the activities of the HMT and coordinate all hazard mitigation related activities of this jurisdiction.
- B.** Lines of Succession for HMC.
 - a) Assistant Director of Engineering
 - b) Emergency Management Coordinator
 - c) Assistant Emergency Management Coordinator
- C.** Lines of succession for HMT members will be in accordance with their parent organization's established SOP. The County Judge will appoint successors for unaffiliated individual team members.

VIII. READINESS LEVELS

Hazard Mitigation activities are ongoing and standard increased readiness actions are not applicable.

IX. ADMINISTRATION & SUPPORT

A. Records and Reports

1. The Emergency Management Coordinator maintains records of previous hazard events and disaster declarations. These records contain data pertinent to risk factor analysis and, consequently, aid in determination of mitigation requirements. Risk factor analysis provides a means to determine significant levels of risk or significant hazard events that require initiation of a Hazard Mitigation Team Report.
2. The Hazard Mitigation Team Report provides a means to identify, record, and coordinate on going mitigation planning and implementation activities. The report is a management tool to facilitate the identification of mitigation opportunities and the development of an action plan and

implementation schedule. The report is used to document mitigation opportunities discovered during the damage assessment process following occurrence of emergency situations, and also to document and facilitate the implementation of findings and recommendations identified in the hazard analysis or land use, development, flood control, or other special comprehensive studies. This report system also provides a means to increase inter-governmental participation in the mitigation process through exchange of ideas, technical assistance and guidance. Report components and instructions are contained in Appendices 2 and 3 of this Annex. This report is a component of our *Mitigation Action Plan*.

3. A listing of mitigation-related documents on file pertaining to this jurisdiction are provided in Appendix 4 of this Annex. This reference record is a listing of plans, programs, grants, regulations, studies, maps, etc., which address hazards or mitigation activities unique to this jurisdiction. An example of items listed are flood control studies, levee improvement agreements, dam safety plans/guidance, local ordinances, flood mitigation plans, flood hazard boundary maps, flood insurance rate maps, drainage studies, Corps of Engineer Section 22 or feasibility studies, master drainage studies/plans, flood mitigation plans, etc. This record provides a listing of reference documents to be maintained and utilized as an aid to identify and accomplish mitigation objectives.
4. Additional reports to evaluate effectiveness and monitor long-term implementation measures will be prepared as needed. Records pertaining to loans and grant programs will be maintained in accordance with applicable program rules and regulations.
5. The instructions for completing the “Notice of Interest and Hazard Mitigation Team Report” are located in Tab A to Appendix 3 to the annex. The most current version of these instructions are also available as “Mitigation Job Aid #1” on the DEM website at www.txdps.state.tx.us/dem under “documents”.

B. Release and Distribution of Information

1. Completed Hazard Mitigation Team Reports, the hazard analysis, and the *Mitigation Action Plan* will be presented to the chief elected official and Commissioners Court for review, approval, adoption, and implementation.
2. Completed reports, historical records and associated correspondence will be maintained and utilized as a management tool for the continued development of a mitigation strategy for this jurisdiction.

X. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The HMC has overall responsibility for the development and maintenance of all components of this annex, to include reports, records, SOPs, and associated correspondence files.
- B. The HMC, with assistance from the HMT and in conjunction with the Emergency Management Coordinator, will ensure that copies of this annex are distributed to all HMT members, all jurisdictions within our area of responsibility, the Division Of Emergency Management, and other agencies/organizations as appropriate.

XI. REFERENCES

- A.** Texas Division of Emergency Management (TDEM), *State of Texas Emergency Management Plan*.
- B.** TDEM, *State of Texas Hazard Analysis*.
- C.** TDEM, *State of Texas Hazard Mitigation Plan*.
- D.** TDEM, *Mitigation Handbook* (DEM-21).
- E.** Local Hazard Analysis, March 2011.
- F.** Mitigation Action Plan, March 2011.

APPENDICES:

Appendix 1.....	Hazard Mitigation Team
Appendix 2.....	Hazard Mitigation Team Report
Appendix 3.....	Instructions for Completing Mitigation Report
Appendix 4.....	Mitigation Reference Record
Appendix 5.....	Mitigation Action Plan
Appendix 6.....	Emergency Action Plan

HAZARD MITIGATION TEAM

The implementation of effective hazard mitigation measures requires utilization of all resources available to this jurisdiction. Multi-disciplined, long-range mitigation planning requires a coordinated team of personnel with administrative, financial, and technical knowledge and expertise in a variety of functional areas that may be needed to achieve mitigation objectives. HMT supporting member agencies and organizations along with their functional areas of responsibility are listed in this appendix. Team members will provide assistance for hazard mitigation activities as required by the HMC. Team members have been selected for all functional areas that are applicable to this jurisdiction and which may require local expertise.

	Title/Agency
Hazard Mitigation Coordinator	Collin County Director of Engineering
Functional Responsibility	Title/Agency
Public Awareness/Education	Public Information Officer Collin County
Emergency Preparedness and Response	Homeland Security Collin County
Disaster Recovery	Homeland Security Collin County
Floodplain Management	County Engineer Collin County
Engineering Services	County Engineer Collin County
Damage Assessment	American Red Cross
Volunteer Services	American Red Cross
Water Treatment	Various Water Districts
Wastewater Treatment	Chief Building Official Collin County
Drainage/Flood Control	County Engineer Collin County
Public Health	Health Director Collin County
Legislative Representation/Liaison	Commissioners' Court Collin County
Building Codes and Permits	Chief Building Official Collin County
Zoning Regulations	N/A
Legal Services	District Attorney Collin County
Development Planning	County Engineer Collin County
Subdivision Regulations	County Engineer Collin County
Fiscal/Funding Resources	Commissioners' Court Collin County
Tax Assessment	Tax Assessor/Collector Collin County
Septic Tank/Sanitation Standards	Chief Building Official Collin County
Environmental Protection	Fire Marshal Collin County
Land Use Planning	N/A
Property Condemnation	Fire Marshal Collin County
Land Acquisition	County Engineer/Public Works Collin County
Historical Preservation	Historical Society Collin County
Parks and Wildlife	Public Works Collin County
River Authority	N/A
Levee/Seawall Management	N/A
Dam Safety/Reservoir Management	Public Works Collin County
Coastal Zone Management	N/A
Agricultural Recovery Programs	TEEX Agricultural Extension Office
Fire and Casualty Insurance	Risk Manager Collin County

Functional Responsibility	Title/Agency
Flood Insurance	
Wind Insurance	
Drainage District	N/A
Citizen Group(s)	
Business/Industry	
Council of Governments	North Central Texas Council of Governments
Data Processing Services	Collin County Information Technology
Mapping Services	Collin County Information Technology
GIS Services	Collin County Information Technology
Grant Writing/Management	
Urban/Regional Planning	North Central Texas Council of Governments
Professional Group(s)	
Neighborhood Association(s)	
Chamber of Commerce	
Realtors	
Bankers/Lenders	

HAZARD MITIGATION TEAM REPORT		
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Jurisdiction: _____	County: _____	Date: _____
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1. Hazard Mitigation Coordinator/Project Officer:

Address:

Phone#:	Fax#:	E-mail:
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2. Impact Area:

3. Hazard Identification:

4. Incident Period:

5. Number of Previous Events Involving this Hazard:

6. Number of Residents at Risk from this Hazard:
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7. Background and Discussion:

8. Hazard Mitigation Team Recommendations:
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Work Element # 1

Mitigation Action:

Lead Agency:

Estimated Cost:

Funding Method:

Schedule:

Use this and additional pages as needed to detail multiple work elements

Work Element # __
Mitigation Action:
Lead Agency:
Estimated Cost:
Funding Method:
Schedule:

Work Element # __
Mitigation Action:
Lead Agency:
Estimated Cost:
Funding Method:
Schedule:

INSTRUCTIONS FOR COMPLETING MITIGATION REPORT
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A. General

The Hazard Mitigation Team Report discussed in this annex is concerned with one basic goal. This goal is to assist in the identification and implementation of mitigation actions that will eliminate, or at least reduce, the potential for future losses.

The report is designed for use to conduct and record an initial survey of an impacted disaster area and facilitate the identification of causes and mitigation opportunities. The report provides the basis for development of a coordinated *Mitigation Action Plan*.

The mitigation report is primarily a response action following a disaster or significant event, however, the process will also be used to document mitigation opportunities identified in findings or recommendations of special comprehensive studies, and for review and update of the hazard analysis and *Mitigation Action Plan*.

This report identifies mitigation opportunities and addresses them as work elements to be accomplished. The various work elements contained in the report constitute the actions necessary to reduce risk within the designated impact area. The report will be prepared no later than 15 working days following a significant event. The report will also be prepared any time an analysis of risk factors indicates a significant level of risk, or opportunities for mitigation actions are identified.

B. Following is an explanation of the components of the report:

Item

1. Hazard Mitigation Coordinator/Project Officer:

[Identify the person responsible for completing the report and serving as the single point of contact concerning the project. This person represents our jurisdiction and works directly with the state project officer to manage and administer this project.]

2. Impact Area:

[Identify area or areas impacted by incident/disaster- focus on affected area such as a specific sub-division, a section of property along a creek or drainage ditch, or a specific structure such as a building, bridge, or culvert, etc. This could also identify a vulnerable area potentially at risk such as a designated hurricane risk area, floodway, floodplain, dam failure inundation zone, high erosion or subsidence area, vulnerability zone, etc.]

3. Hazard Identification:

[Identify specific hazard(s) addressed in this report. For example – severe thunderstorms with flooding from Hurricane Allen, wind damage from a tornado, dam failure and downstream flooding, surge flooding from hurricanes, etc.]

4. Incident Periods:

[Identify time(s) and date(s) of incident/disaster. If report is prepared prior to an incident/disaster, use "Pre-Incident Report" for this entry.]

5. Number of Previous Events Involving This Hazard:

[Identify the number of events caused by this hazard in the time frame for which records are available. For example, two (2) events in 1986, five (5) events from 1983 to present, etc.]

6. Number of Residents at Risk from this Hazard:

[Identify the number of people at risk in the above identified impact area, or the specific facility. Focus on information pertaining to the proposed problem and recommended actions -- include information such as number of families, housing units, and special needs population affected by incident, or at risk from a potential incident.]

7. Background and Discussion:

[Explain the problem and what benefits will be derived once problem is corrected]

[Briefly describe what happened, or what could possibly happen, and the real cause of the problem. A flood is a hazard, but what really caused it to flood this sub-division or this part of town, and why was it so bad this time? Perhaps drainage ditches overflowed because excessive vegetation impeded water flow, or flood control gates were rusty and inoperable, or increased run-off from new development has increased the area vulnerable to floods, etc. If possible, identify specific conditions that directly contributed to impact of incident/disaster.]

[If this is a pre-event situation explain how the problem was identified and why it is important to resolve-explain the problem and how the recommended actions will correct it. If actions are to implement recommendations or findings in a hazard analysis, atlas, or other comprehensive study, identify and discuss the source documents-this will strengthen and reinforce the need to implement your recommended mitigation actions.]

8. Hazard Mitigation Team Recommendation:

Work Element #:

[This section of the report is a listing of specific step by step actions to be accomplished that will eliminate, or at least reduce the impact of this hazard. This section is essentially an implementation strategy of mitigation actions that will reduce risk and vulnerability levels within this impact area. Each "Work Element" is a numbered separate task that identifies a specific mitigation action along with a discussion of the means to be employed to accomplish the action. The number of work elements (i.e., mitigation actions) developed for each report will be determined by the HMC and will be based on the nature of the hazard, and the complexity of the recommended solution.]

a. Mitigation Action:

[Identify specific actions that, if accomplished, will reduce vulnerability and risk in the impact area. Actions should be listed in implementation sequence so they constitute a step by step action plan to achieve mitigation objectives. As an example, you may want to identify the number and value of structures at risk in a particular sub-division; and then apply for environmental and historical preservation clearances; and then develop a land use plan; and then determine availability of grants; and then invite property owners to participate; and then apply for a grant; etc. All of the actions are needed and collectively will provide a way to reduce vulnerabilities and risks. Most mitigation projects consist of a number of interrelated and coordinated mitigation actions accomplished through a step by step process.]

b. Lead Agency:

[Identify the local agency or organization that is best suited to accomplish this action. In most cases the organizations represented on the HMT will be ideally suited to accomplish specific mitigation actions.]

c. Cost of Action:

[Indicate what the cost will be to accomplish this action. This amount will, of course, have to be estimated until actual final dollar amounts can be determined.]

d. Funding Method:

[Indicate how the cost to complete the action will be funded. For example – funds may be provided from existing operating budgets, or from a previously established contingency fund, by voter endorsed bond action, or a cost sharing Federal or State grant, etc. Remember that various funding methods are available and that creative funding techniques may be necessary.]

e. Schedule:

[Indicate when action will begin, and when action is expected to be completed. Remember that some actions will require only a minimum amount of time, while others may require a long-term continuing effort.]

MITIGATION REFERENCE RECORD				
	Title/Subject	Date	Prepared By	File Location
1.	Hazard Analysis Summary	02.15.11	Jason Lane	Basic Plan IV.A
2.	Dam Emergency Action Plan	12.30.10	Jason Lane	Homeland Security Office
3.	Mitigation Action Plan	March 2011	Jason Lane	Homeland Security Office
4.	Hazard Analysis	March 2011	Jason Lane	Homeland Security Office
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	Title/Subject	Date	Prepared By	File Location
1.	Hazard Analysis Summary	02.15.11	Jason Lane	Basic Plan IV.A
2.	Dam Emergency Action Plan	12.30.10	Jason Lane	Homeland Security Office
3.	Mitigation Action Plan	March 2011	Jason Lane	Homeland Security Office
4.	Hazard Analysis	March 2011	Jason Lane	Homeland Security Office
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LOCAL MITIGATION STRATEGY

Document kept at Collin County Emergency Management, 4300 Community Avenue, McKinney, TX 75071.

MEETING DATE	ITEM DESCRIPTION	CONTACT	Notes
2019			
TBD	Municipal Complex Update	Raney	General Update from time to time
TBD	Transportation Update	Standridge	
TBD	Home Rule	Raney	
TBD	Unregistered/False Alarms	Olson	Ord. 358/Fee Schedule
TBD	Bulk Trash reflecting city split	Staff	0317 Ord725 2015 Bulk and Brush
TBD	International Building Codes	Machado	2018 0920 PWD GM working toward update
TBD	Staff Contract Policy	Shelby/Olson	10/08/2018 CC Mtg
TBD	CIP - (Drainage Committee) Update	Taylor/Machado	
TBD	Comprehensive Plan	Council	discussion requested 3/17
TBD	Annual Codification Supplement	C'Sec	March
TBD	Alarm Ord.		3/1/16 Email C. Pettle
TBD	2019 City Fee Schedule	Savage	2015-16 Approved 2/29; added 2016-17 to FAI
TBD	Solicitors' Permit Ord.		3/1/16 Email C. Pettle
2016 1018			
Feb, May, Aug., Nov.	Republic Waste Report		REQUIRED PER ORDINANCE AND AGREEMENT.
Feb, May, Aug., Nov.	Fire Dept. Report	Sheff/Miller/Fowers	
Feb, May, Aug., Nov.	Investment Report	Savage	
April	HRCC Meet & Greet	Olson	

MEETING DATE	ITEM DESCRIPTION	CONTACT	Notes
April 16, 2019	Possibly Cancel 5/7 and schedule 5/14 for Canvass	Pettle/Olson	
April 16, 2019	Parks & Rec. Discussion/Ord	Pettle	20190128 moved from Feb to April
April 16, 2019	Hold - Annual and REPUBLIC SERVICES RECYCLE INCREASE	Olson	2019 0122 CALO moved
April 16, 2019	PD Item, updating Ord. No. 284, if ready	Pettle/Shelby/Br ooks	
April 16, 2019	PD Item, updating Ord. No. 498, if ready	Pettle/Shelby/Br ooks	