

**GALVESTON COUNTY HEALTH
DISTRICT**

**ALL HAZARDS
EMERGENCY
MANAGEMENT
PLAN**

APPROVAL & IMPLEMENTATION

ALL HAZARDS EMERGENCY MANAGEMENT PLAN

This Appendix is hereby accepted for implementation and supercedes all previous editions.

Chief Executive Officer

Date

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RECORD OF CHANGES

Basic Plan

Change #	Date of Change	Change Entered By
1	4/18/2007	Brian Rutherford
2	9/21/2007	Brian Rutherford
3	10/19/2007	Brian Rutherford
4	10/22/08	JACK ELLISON
5	11/18/2009	MICHAEL CARR
6	11/01/2010	MICHAEL CARR
7	06/01/2011	JACK ELLISON

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LOCAL HEALTH DEPARTMENT BASIC 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 Plan
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Appendix of the National Response Plan

B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 81 (Communicable Disease Act)
6. Health & Safety Code, Chapter 121 (Local Public Health Reorganization Act)
7. Health & Safety Code, Chapter 508 (Area Quarantine for Environmental and Toxic Agent)
8. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
9. Executive Order of the Governor Relating to Emergency Management
10. Executive Order of the Governor Relating to the National Incident Management System
11. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
12. Administrative Code, Title 25, Part 1, Chapter 85 (Health Authorities)
13. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003
14. *The Texas Homeland Security Strategic Plan*, Part III, February 2004
15. *The Texas Homeland Security Strategic Plan, 2005-2010*, November 2005

C. Local

1. Galveston County Emergency Management Plan

II. PURPOSE

This Basic Plan outlines Galveston County Health District's approach to emergency operations. It provides general guidance for public health support of emergency management activities and an overview of our methods of mitigation/prevention, preparedness/protection, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. It is intended to provide a framework for more

specific functional Appendixes that describe in more detail who does what, when, and how. This plan applies to all District staff including those working away from District headquarters. The primary audience for the document includes our staff leadership, program staff, and supporting volunteers who have assignments under this All-Hazards Emergency Management Plan. It is intended to address public health emergency response within Galveston County for which the district serves as the supporting health department, and thus aspects of this plan will be shared with emergency management officials.

III. EXPLANATION OF TERMS

A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CEO	Chief Executive Officer
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	U.S. Department of Homeland Security
DSHS	Department of State Health Services
EOC	Emergency Operations or Operating Center
ESC	Emergency Support Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
GCHD	Galveston County Health District
Hazmat	Hazardous Material
HEART	GCHD Health Emergency Action and Response Team
LHD	Health Service Region
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
IT	Information Technology
JIC	Joint Information Center
LHA	Local Health Authority
NIMS	National Incident Management System
NRP	National Response Plan
OEM	Office of Emergency Management
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
POD	Point of Dispensing Clinic
RCC	Regional Coordination Center
RSS	Receipt, Store, Stage site for SNS Operations
RUC	Regional Unified Command
SNS	Strategic National Stockpile
SOGs	Standard Operating Guidelines
SOC	State Operations Center
TRRN	Texas Regional Response Network
TSA	The Salvation Army

B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command may become a Unified Area Command when incidents are multijurisdictional.
2. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
4. Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
5. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
6. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:
 - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 - 1) Involves a limited area and/or limited population.
 - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 - 3) Warning and public instructions are provided in the immediate area, not community-wide.
 - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
 - 5) May require limited external assistance from other local response agencies or contractors.
 - 6) For the purposes of the local response plan, incidents include the full range of occurrences that require an emergency response to protect life or property.
 - b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:

- 1) Involves a large area, significant population, or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) May require community-wide warning and public instructions.
 - 4) Requires a sizable multi-agency response operating under an incident commander.
 - 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 NRP, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”
- c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) Requires community-wide warning and public instructions.
 - 4) Requires a response by all local response agencies operating under one or more incident commanders.
 - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
 - 7) For the purposes of the NRP, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRP, 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*.
7. Hazard Analysis. A document, included on page 6 of this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
8. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the

capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

9. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.
10. Inter-local Agreements: Agreements 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. Also referred to as a mutual aid agreement.
11. Mutual Aid 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. Also referred to as inter-local agreements.
12. 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.
13. Standard Operating Guidelines. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Procedures (SOPs).

IV. SITUATION AND ASSUMPTIONS

A. Situation

Galveston 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.

Figure 1							
GALVESTON COUNTY HEALTH DISTRICT HAZARD SUMMARY							
Hazard Type:	Likelihood of Occurrence*	Estimated Impact on Public Health & Safety			Estimated Impact on Property		
		Limited	Moderate	Major	Limited	Moderate	Major
Natural							
Drought	OCCASIONAL		MODERATE			MAJOR	
Earthquake	UNLIKELY		LIMITED			LIMITED	
Flash Flooding	OCCASIONAL		MODERATE			MAJOR	
Flooding (river or tidal)	OCCASIONAL		MODERATE			MAJOR	
Hurricane	LIKELY		MAJOR			MAJOR	
Subsidence	OCCASIONAL		MODERATE			MODERATE	
Tornado	OCCASIONAL		MODERATE			MAJOR	
Wildfire	OCCASIONAL		MODERATE			MAJOR	
Winter Storm	UNLIKELY		LIMITED			MODERATE	
Infectious Disease Outbreak	OCCASIONAL		MAJOR			LIMITED	
Technological							
Dam/Levee Failure	UNLIKELY		MODERATE			MAJOR	
Energy/Fuel Shortage	OCCASIONAL		MODERATE			MODERATE	
Hazmat/Oil Spill/ Explosion (fixed site)	HIGHLY LIKELY		MAJOR			MAJOR	
Hazmat/Oil Spill (transport)	LIKELY		MAJOR			MODERATE	
Major Structural Fire	OCCASIONAL		MODERATE			MAJOR	
Nuclear Facility Incident	UNLIKELY		LIMITED			MAJOR	
Water System Failure	OCCASIONAL		MAJOR			MODERATE	
Human Caused							
Civil Disorder	UNLIKELY		MODERATE			MODERATE	
Enemy Military Attack	UNLIKELY		MAJOR			MAJOR	
Biological Terrorism	UNLIKELY		MAJOR			LIMITED	
Chemical Terrorism	UNLIKELY		MAJOR			LIMITED	
Radiological Terrorism	UNLIKELY		MAJOR			LIMITED	
Nuclear Terrorism	UNLIKELY		MAJOR			MAJOR	
Explosive Terrorism	UNLIKELY		MAJOR			MAJOR	
* Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely				* Reviewed 11/2009			

B. Assumptions

The Galveston County Health District is responsible for coordinating resources to meet the health and medical needs of Galveston County during emergency situations. Emergency tasks to be performed include:

- assessing the numbers of dead, ill and injured, types of injuries, anticipated health and sanitary conditions in the disaster area, and status of applicable medical facilities;
- coordinating medical care for patients and special needs populations who can not be moved, or must be moved at great risk, before a disaster strikes, if applicable, or after the disaster has occurred;

- coordinating the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations;
- providing health and medical information to the public and the medical community regarding the potential for human and animal disease and methods to combat the threat;
- conducting inspections to assure the safety of food, water, and sewer disposal systems after an emergency.
- assisting in the coordination of animal health issues.
- assisting in the coordination of behavioral health counseling to disaster victims, emergency workers, and others suffering trauma due to the emergency incident;
- developing and disseminating emergency public health regulations and orders.
- assisting in the coordination of measures to prevent or control disease vectors such as flies, mosquitoes, and rodents.

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of our emergency management program are to protect public health and safety through measures which minimize and prevent death, illness and injuries.

B. General Concept of Operations

The normal day to day operations of the GALVESTON COUNTY HEALTH DISTRICT is the responsibility of the district. In a normal condition the district will function under the specific guidelines as directed by district administration.

In the event of an emergency/disaster the scope of normal operations will change. The Health District will then operate from the Emergency Operations Plan under the direction of the CEO. In emergency/disaster situations decisions will be made by Health District leadership through utilization of the plan. Potentially threatening situations or actual events should be reported to the Public Health Emergency Manager immediately. The district will coordinate their response through the CEO, who in turn will make the proper notifications and requests to the proper organization.

C. Operational Guidance

Public health emergency response will be conducted under the direction of the Chief Executive Officer/Health Authority and in concert with other local and state partners. When required, assistance will be requested from the Galveston County Office of Emergency Management. Consultation regarding public health issues may be made with the DSHS Regional Office.

D. National Incident Management System (NIMS)

GCHD has adopted the principles and concepts of NIMS.

E. Incident Command System (ICS)

The GCHD incident command system is illustrated in the organization chart shown in Attachment 3 below. This organization is designed to support the worst case known threat response, and sections may be activated or deactivated as situationally dictated.

F. ICS - EOC Interface

GCHD will activate an emergency operations center as dictated by the emergency situation.

The Chief Executive Officer or his designee acting in the capacity of Incident Commander can activate or deactivate sections of the incident command organization, or call into action other GCHD staff, as dictated by the emergency situation.

G. State, Federal & Other Assistance

1. State & Federal Assistance

- a. When the emergency situation is of such a magnitude as to require the activation of the County Emergency Operations Center, at the request of the County Emergency Management Coordinator, the District will staff the EOC with a GCHD representative.
- b. If local health and medical resources are inadequate to deal with a public health emergency situation, the District will request assistance through the County Emergency Operations Center. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. Cities must request assistance from the county before requesting state assistance. Local and regional mutual aid agreements must be used before requesting state or federal resources.

H. Emergency Authorities

1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.
2. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. These powers include:
 - a. Emergency Declaration. The County Judge/Mayor may request that the Governor issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Appendix 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/Mayor may, by executive order or proclamation, declare a local state of disaster. The County Judge/Mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:

- 1) Suspending procedural laws and rules to facilitate a timely response.
- 2) Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
- 3) Restricting the movement of people and occupancy of premises.
- 4) Prohibiting the sale or transportation of certain substances.
- 5) Implementing price controls.

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

c. Authority for Evacuations. In accordance with HB 3111 (79thR) a county judge or mayor has the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

d. Public Health Control Measures. In the event of an infectious disease outbreak, control measures will be developed by the local health authority in consultation with and with the concurrence of the State Commissioner of Health.

e. Health Authority. A health authority is a physician appointed under Health and Safety Code Chapter 121 to administer state and local laws relating to public health within the jurisdiction. (Health and Safety Code Sec. 121.007, Title 25 TAC Sec. 85.1)

f. Area Quarantine for Environmental or Toxic Agent. A control measure imposed by the local health authority and/or the commissioner of DSHS under Texas Health and Safety Code Chapter 508. (See “d” above).

I. Actions by Phases of Emergency Management

1. This plan follows an all-hazard approach and acknowledges that most responsibilities and functions performed during an emergency are not hazard specific. Likewise, this plan accounts for activities before and after, as well as during emergency operations. These are commonly referred to as the four phases of emergency management and consist of the following:

a. **Mitigation**

Mitigation actions are taken to eliminate or reduce the degree of long-term risk to personnel and district property from natural and technological hazards.

b. Preparedness

Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.

c. Response

Response is the actual provision of emergency services and conduct of emergency operations during a crisis. These activities help to reduce casualties and speed up the recovery process. Response activities include warning, evacuation, rescue, and other similar operations.

d. Recovery

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the district. Long-term operations focus on all aspects of returning the district to its normal or improved state of affairs. The recovery phase is also an opportune time to institute mitigation measures, particularly those related to the recent emergency/disaster.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
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A. Organization

1. GCHD will establish an incident command organization with the following minimum General Staff identified: Incident Command, Operations, Planning, Finance, and Logistics. Supporting sections and teams will be organized and activated as determined by the situation.
2. The assignment of responsibilities for the GALVESTON COUNTY HEALTH DISTRICT consists of the following:

B. Assignment of Responsibilities

Chief Executive Officer/Chief Operations Officer

The Chief Executive Officer (CEO) and/or his or her designee are responsible for the general management of the Health District and all related personnel and equipment resources. For emergency activities the CEO is responsible for:

- Overseeing district emergency planning and operations.
- Assigning a GCHD staff person to coordinate emergency response activities for the district.
- Assuring that all personnel are familiar with emergency and disaster plans.
- Authorizing and managing district emergency operations as prescribed by planning or in collaboration with County Emergency Management.
- Supporting and participating in emergency management training and exercises.
- Supporting centralized emergency operations at the Emergency Operations Center.

- Consulting with local, state, and federal experts about established treatment and control measures for disease outbreaks and other public health threats.

Office of Fiscal Services

- Tracking and documenting expenditures related to response efforts
- Tracking and documenting GCHD employee time spent conducting response activities.
- Provide logistical support to GCHD response operations.

Public Health Preparedness

- Coordinating emergency activities for the district.
- Managing the development of emergency plans, procedures, training, and exercises.
- Participating with the Office of Emergency Management in all aspects of the emergency management program, to include both simulated and actual emergency operations.
- Requesting needed resources from County Emergency Management to support District emergency operations.
- Coordinating planning and response activities with other agencies and social organizations with a role in response.
- Coordinating and organizing Galveston County Emergency Action and Response Team (HEART) response activities
- Developing and documenting an incident action plan for emergency events.
- Developing and documenting lessons learned from response activities.
- Educating all GCHD employees on emergency and disaster plans

Public Information Services

The role of Public Information Services is to provide accurate, timely and consistent messages to the general public during a public health emergency. How this is to be accomplished is outlined in detail in GCHD's *Risk Communication Plan*.

Epidemiology Services

- Tracks deaths, injuries, suspects, cases and contacts related to a disease outbreak or chemical disaster
- Compiles, maintains, and analyzes surveillance data and vital statistic information
- Sends out Health Alerts and advisories to healthcare providers and other stakeholders
- Provides accurate and timely updates to the Chief Executive Officer/Health Authority regarding disease investigation and outbreaks
- Research established science-based public health prevention and control measures in consultation with the State Epidemiologist or his/her designee.

Office of Environmental Health Services

- Inspect food and water supplies and other consumables that were exposed to the hazard to assure safety for public consumption.
- Coordinate with local agencies to address animal issues such as the disposal of dead

animals.

- Coordinate the implementation of measures to prevent or control disease vectors such as flies, mosquitoes, and rodents.
- Monitor food handling and sanitation in emergency facilities.
- Coordinate surveys of both public and private sewage systems.
- Coordinate with local jurisdictions in debris management issues.

Office of Community Health Programs

- Coordinate with other GCHD nurses and volunteers to administer vaccinations and medications during mass vaccination and/or mass medication dispensing campaigns.
- Assist the Local Health Authority in establishing standard delegation orders.
- Educate GCHD and volunteer nurses on standard delegation orders.
- Assess health and medical needs among affected populations including special needs, home based individuals, and individuals in shelters.
- Link individuals to available healthcare resources in the community.
- Assist Epidemiology in conducting case investigations.
- Assist in coordinating home visits
- Participate in a GCHD phone bank.

Office of Emergency Medical Services

- Respond to the scene with appropriate emergency medical personnel and equipment
- Upon arrival at the scene, assume an appropriate role in the ICS.
- Triage, stabilize, treat, and transport the injured
- Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities
- Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.) and radio and/or telephone communications with hospitals, as appropriate.

Office of Community Healthcare

- Provide medical and dental services as needed.
- Link patients with needed medical, mental health and social services
- Assist in mass vaccination or medication dispensing clinics or other medical services as needed.
- Triage, stabilize and treat the injured.
- Provide assistance in repackaging medications during a public health emergency (Pharmacy).

VII. DIRECTION AND CONTROL

A. General

The GCHD CEO is responsible for directing the public health emergency response and recovery activities in Galveston County. The district will perform emergency activities closely related to

those they perform routinely. The Health District will retain control over its personnel and equipment unless directed otherwise.

B. Emergency Facilities

1. An EOC will be established at GCHD headquarters located at 1207 Oak Street in La Marque, Texas for most public health managed incidents.
2. When requested by County Emergency Management, a GCHD representative will provide assistance at the County EOC located at 1353 FM 646 in League City, Texas. The level of representation will be based on the operational status of the EOC, up to 24 operational staffing. This site will also function as an alternate EOC for GCHD in the event our primary EOC becomes unusable.
3. GCHD has a command and control vehicle operated by the Public Health Preparedness Program which may be used as a mobile incident command post.

C. LINE OF SUCCESSION

The line of succession for the Chief Executive Officer is:

1. Chief Operations Officer
2. Chief Finance Officer

In the absence of the CEO, the Deputy Local Health Authority will assume Health Authority responsibilities.

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. The District uses a four-tier system.
- B.** The following Readiness Levels will be used as a means of increasing the District's alert posture.

Level 4: Normal Conditions. Planning, training, drills and other preparedness activities are conducted. Emergency equipment is maintained and tested. Emergency incidents might occur that require district staff to respond. Limited assistance might be required from other jurisdictions pursuant to established inter-local agreements.

Level 3: Increased Readiness. Increased Readiness refers to a situation that presents a greater potential threat than "Level 4", but poses no immediate threat to life and/or property. General readiness actions may include increased situation-monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call when the situations affecting public health occur. This condition includes situations that could develop into a hazardous condition, such as the following:

- A tropical weather system has developed having the potential to impact the local area. Readiness actions may include situation monitoring, a review of plans and resource status, determining staff availability, and placing personnel on call.
- Tornado Watch: Issued to alert persons to the possibility of tornado development in our area, for a specified period of time. Persons in the watch areas should maintain their daily routine however, be prepared to respond to a tornado warning.
- Flash Flood Watch: Issued to alert persons to the possibility of flash flooding in our area due to heavy rains occurring or expected to occur. Persons should remain alert and be prepared to take immediate action.
- Winter Storm Watch: Issued when there is a threat of severe winter weather in our area.
- International situation that deteriorates to the point that enemy attack is probable. This condition would allow sufficient time for an orderly evacuation.
- Small-Scale localized civil unrest is present or when the increased predictable threat of terrorist activity exists.
- Hazardous Materials emergency conditions in an adjacent area.

Level 2: High Readiness. 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:

- Tropical Weather Threat: Readiness actions might include monitoring storm forecasts, participating in Emergency Management conference calls, increasing preparedness of personnel, and preparing to address facility issues.
- Tornado Warning: Issued when a tornado has actually been sighted in the area or indicated by radar, and may strike in the vicinity.
- 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.
- Winter Storm Warning: Issued when heavy snow, sleet, freezing rain are forecast to occur separately or in combination.
- Level 2 actions could be generated when the international situation has deteriorated to the point that enemy attack is probable. This condition may/may not allow sufficient time for an orderly evacuation.
- Level 2 actions could also be triggered by civil disorder with relatively large-scale localized violence or terrorist incident has occurred or is imminent.

- Level 2 actions could be triggered by a local chemical release, transportation accident or fire situation.
- Level 2 actions could be triggered by a local public health emergency, including an imminent disease outbreak, infrastructure vulnerability or contamination of the food supply.

Level 1: Maximum Readiness. Maximum Readiness refers to a situation that hazardous conditions are imminent. This condition is used to denote a greater sense of danger and urgency than found in condition 2. A condition one will be declared when 39 mph winds are expected to reach our area between 24-12 hours. The threat is better defined in terms of time and proximity. For example:

- 39 mph winds predicted in 24-12 hours or less
- Tornado sighted especially close to, or moving in the path of the facility.
- Flooding is imminent or occurring.
- Level 1 actions could be generated when an enemy attack is imminent based upon the evaluation of intelligence data. This warning is declared and disseminated by the Federal Emergency Management Agency (FEMA) National Warning System (NAWAS).
- Level 1 actions could also be implemented when civil disorder precipitates large-scale and wide-spread violence or an area that has received a terrorist threat.
- Level I actions could be triggered by a significant local chemical release, transportation accident or fire situation that requires active intervention in a public health role.
- Level 1 actions can be triggered by local public health emergencies including imminent disease outbreaks, infrastructure vulnerability, or contamination of the food supply that requires active intervention in a public health role.

IX. ADMINISTRATION AND SUPPORT

A. Administration

In general, emergency activities for the GALVESTON COUNTY HEALTH DISTRICT will be conducted from the designated Health District Emergency Operations Center area. The Public Health Emergency Manager will be the contact between the District and the County Emergency Operations Center.

B. Support

Requests for assistance during an emergency/disaster will be directed to District leadership. In the event the scope of the incident is beyond the capabilities of the

District, the Public Health Emergency Manager will request assistance through the County Emergency Operations Center.

C. Recovery

All employees should check in with their supervisor as soon as possible after an emergency event occurs, for job assignments or to report if they are not able to assist in recovery efforts. Employees can also call into the Inclement Weather Line at (409) 938-2489 and/or listen to radio station KTRH 740 AM to find the status of District operations and when recovery operations for their program will commence.

D. Disaster Re-Entry Plans

Galveston County Emergency Management has established a disaster re-entry plan to provide for the orderly re-entry of critical personnel after a disaster. Law Enforcement might be stationed at roads accessing areas of the county not yet open for the general public to return to after a disaster. If District staff members have been requested by their supervisor to work in areas closed to the general public, they must present a District ID and a valid driver's license to the Law Enforcement Officer(s) monitoring access to those areas. If asked by the Law Enforcement Officer why they need access to these areas, they are to inform the officer of their role in the response effort as requested by their supervisor. Please note that only District staff with a District ID and valid driver's license will be allowed into restricted areas. Family members or others accompanying District staff may not be allowed the same access.

Employees must remain in their positions prior to an anticipated emergency event (such as a hurricane) to assist in preparation until released by their supervisor. Employees must complete an Employee Hurricane Location Plan form and give it to their supervisor. These forms are available on the GCHD intranet at <http://10.10.190.15/>. All employees are subject to re-direction of job duties to assist in response and recovery operations.

E. Policy

All employees are expected to fulfill their emergency response activities to maintain employment with the District.

If a public health emergency/disaster situation occurs or a Disaster Declaration is issued for any jurisdiction comprising the Health District, Employees, both exempt and non-exempt may be compensated in the following manner:

1. Non-essential employees released from duty by the Chief Executive Officer (CEO) may receive compensation (disaster pay) at their regular rate of pay until the CEO or designee declares the date and/or time when all Employees are expected to return to work or the expiration of three (3) working days, whichever event occurs sooner.
2. Essential personnel performing functions to save lives, protect health and safety under the All Hazard's Emergency Management Plan may receive compensation for hours worked during the situation. Hours worked up to 40 hours per week for

the duration that Health District's offices are closed may be paid overtime at a straight time rate (i.e. nonessential personnel that have evacuated may get paid emergency leave, essential personnel that did not evacuate and worked the incident may get paid emergency leave and overtime at a straight time pay for up to 40 hours worked during the incident). All hours in excess of 40 hours will be paid at the overtime rate of time and one half.

3. This policy may be modified in emergency situations as deemed necessary by the CEO/designee. Emergency decisions made by the CEO will be brought to the next board meeting for review and ratification.

F. Agreements and Contracts

Should GCHD resources prove to be inadequate during an emergency; requests for assistance will be made pursuant to mutual aid agreements (see Attachment 4); and if those prove insufficient, requests will be made for assistance to County Emergency Management. 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. In the event mass vaccinations or medication dispensing is required, GCHD has agreements with several entities to use their facilities for this purpose. (See attachment 4)

G. Reports

Reports shall be managed to the extent possible in WebEOC. When WebEOC cannot be used, alternative methods of communication will be used. WebEOC automatically documents and records information entered into the WebEOC system. All reports must be maintained in such a manner that they may be retrieved. ICS forms can be found on the BT shared drive or at the FEMA website at http://www.training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr_Forms.htm. Hard copies of the forms can be found in a binder in the office of the Public Health Planner.

- Initial Emergency Report. This short report should be prepared and transmitted upon recognition of an emergency incident affecting public health. Incident Command Structure (ICS) form ICS 202 should be used for this purpose. In WebEOC this requires the creation of a new incident. Should the incident have already been created, the region's initial report shall be by Situation Report.
- Situation Report. The Situation Report, ICS 201, should be completed to provide updates to response personnel. This report is a continuously updated WebEOC standardized report screen.
- Other Reports. Other reports may be required during the emergency and may be incorporated or kept separate from WebEOC and other electronic reporting methods.

H. Records

1. Record Keeping for Emergency Operations

GCHD has established 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. Records should be collected and centrally stored by event, to the maximum extent possible.

a. Activity Logs. GCHD shall maintain accurate logs recording key response activities using ICS forms including:

- 1) Activation or deactivation of emergency facilities.
- 2) Emergency notifications to local, 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 and shelter operations.
- 7) Casualties.
- 8) Containment or termination of the incident.

b. Incident Costs. GCHD shall maintain records detailing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing budgets.

c. Emergency or Disaster Costs. For major emergencies or disasters, all programs participating in the emergency response shall maintain detailed of costs for emergency operations to include:

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

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

2. Preservation of Records

a. In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as health, financial, and other supporting records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

- b. Computer systems should be backed up as indicated in the GCHD Standard Operating Procedures for Computer System Backup.
- c. If records are damaged during an emergency situation, the District will seek professional assistance to preserve and restore them.

I. Training

Designated personnel will be trained in NIMS-compliant incident command systems, and possess an appropriate level of training, experience, credentialing, physical and medical fitness, or capability for any positions they are tasked to fill. Annual training will be provided on the GCHD Emergency Operations Plan for all GCHD staff.

J. Post-Incident and Exercise Review

The Planner is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. From this evaluation an After Action Report (AAR) will be written, and will entail both written and verbal input from all appropriate participants. The AAR will be provided to DSHS Austin within 60 days of the exercise or event completion. An Improvement Plan will be written addressing identified deficiencies, corrective measures, and correction timelines identified. This Improvement Plan will be forwarded to DSHS Austin. A retest of those areas found deficient will be conducted within 180 days and results forwarded to DSHS Austin.

X. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

The GCHD CEO will direct the development of the All Hazards Plan. Approval of the plan will be granted by the United Board of Health.

B. Distribution of Planning Documents

1. When approved, the All Hazards Plan shall be promulgated to the United Board of Health, the Galveston County Office of Emergency Management, and the DSHS Austin, Community Preparedness Section.
2. The plan will be placed on the GCHD intranet site at <http://10.10.190.15> for access by all GCHD staff.
3. The All-Hazards Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of this plan and the various Appendixes to it. In general, individuals who receive copies of Appendixes to this plan should also receive a copy of this document.
4. Changes to the All Hazards Plan and Appendixes will be distributed to document holders listed in Attachment (1) herein.

C. Review and Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations, exercises and when changes in threat hazards, resources and capabilities, or agency structure occur.
2. The Basic Plan and its Appendixes must be revised or updated by a formal change yearly or as situations require. The responsibility for coordinating the revision of the Basic Plan and Appendixes is assigned to the Public Health Emergency Manager.
3. Revised or updated planning documents will be distributed as outlined in Section X.B above.

ATTACHMENTS:

1. Distribution List
2. References
3. Organization for Emergencies
4. Summary of Agreements & Contracts

**ATTACHMENT 1
DISTRIBUTION LIST**

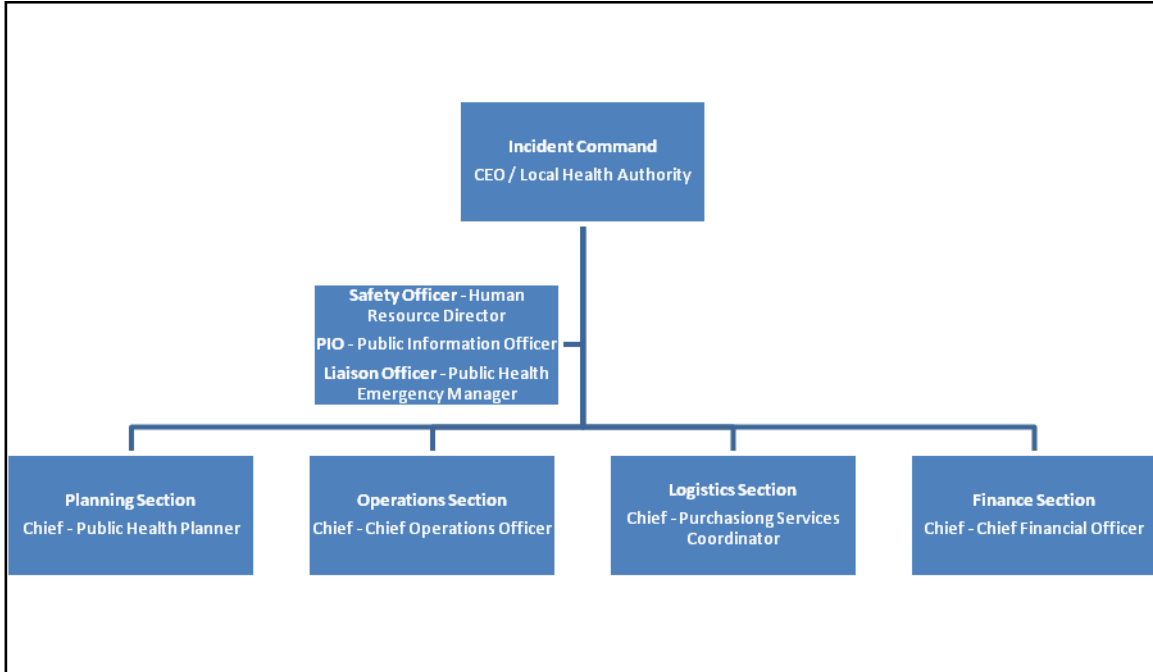
<u>Jurisdiction/Agency Plan</u>	<u>All-Hazards Plan</u>	<u>Appendixes</u>
United Board of Health	1	
Governing Board of Health	1	
Galveston County Office of Emergency Management	1	All
DSHS Austin	1	All
Local Hospitals and other response partners	1	

ATTACHMENT 2 REFERENCES

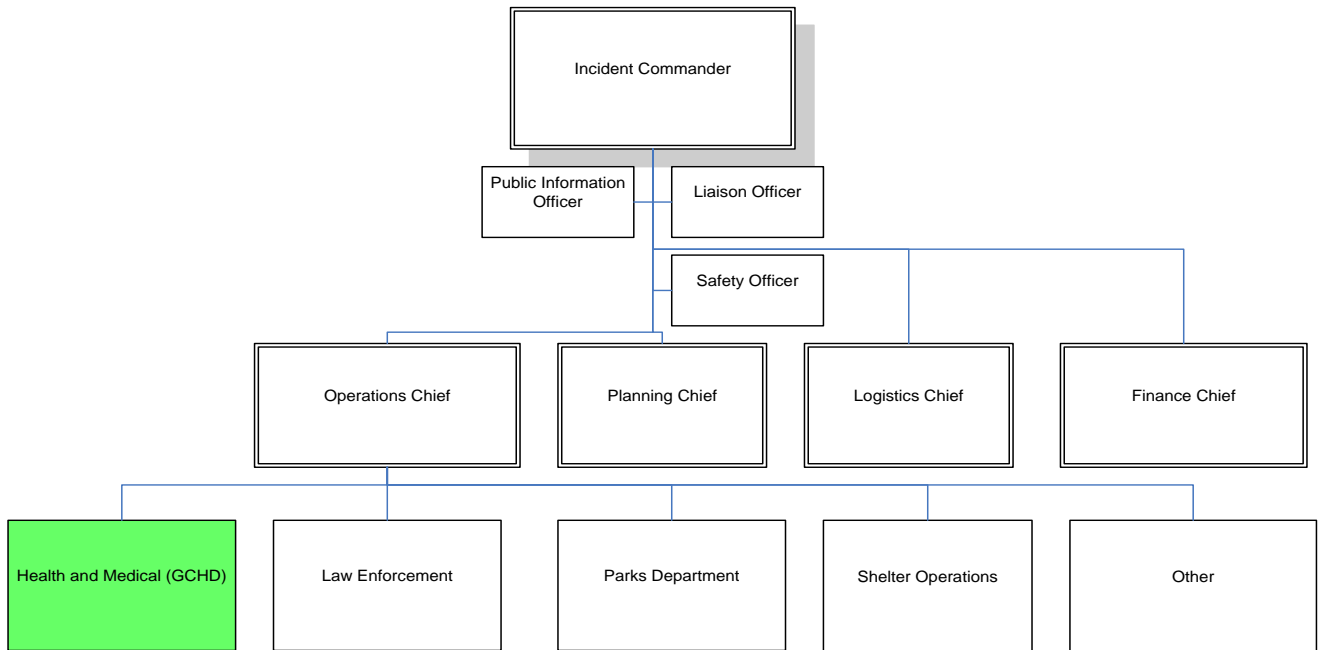
1. Texas Department of Public Safety, Governor's Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10
2. Texas Department of Public Safety, Governor's Division of Emergency Management, *Disaster Recovery Manual*
3. Texas Department of Public Safety, Governor's Division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

**ATTACHMENT 3
ORGANIZATION FOR EMERGENCY MANAGEMENT**

GCHD ICS OPERATIONAL STRUCTURE



Galveston County Emergency Management Organization Chart



**ATTACHMENT 4
SUMMARY OF AGREEMENTS & CONTRACTS**

Agreements

STRATEGIC NATIONAL STOCKPILE

Description: Memorandum of Understanding with College of the Mainland, City of Texas City, UTMB and the Independent School Districts of Clear Creek, Dickinson, Friendswood, Galveston, High Island, Hitchcock, La Marque, Santa Fe, and Texas City.

Summary of Provisions: To provide the use of facilities, office equipment, supplies, and staff in the event of a public health emergency where mass vaccination or mass dispensing of medications is needed in affected communities.

Costs: None Specified. GCHD will seek reimbursement for supplies used in the course of response to a public health emergency.

Copies Held By: GCHD Compliance Auditor

Emergency Medical Services (EMS)

Description: EMS Mutual Aid Agreement with the East Texas Gulf Coast Regional Trauma Advisory Council and GCHD, Cities of Dickinson, La Marque, and Texas City.

Summary of Provisions: To provide EMS services as requested when available

Costs: Entities assume own costs.

Copies Held By: GCHD Compliance Auditor