

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF ADDISON, TEXAS, BY ADDING CHAPTER 6-3, SECTIONS 6-3.1 THROUGH 6-3.13 BY PROVIDING A SHORT TITLE; STATING THE INTENT AND PURPOSE OF THE ORDINANCE; DEFINING TERMS; PROVIDING FOR CONCEPT OF ORGANIZATION; PROVIDING FOR ASSIGNMENT OF RESPONSIBILITIES FOR ALL DEPARTMENTS; PROVIDING FOR DIRECTION AND CONTROL; PROVIDING FOR INCREASED READINESS CONDITIONS; PROVIDING FOR CONTINUITY OF GOVERNMENT; PROVIDING FOR ADMINISTRATION AND SUPPORT; PROVIDING FOR PLAN DEVELOPMENT, MAINTENANCE AND IMPLEMENTATION; PROVIDING FOR GOVERNMENTAL FUNCTION; DECLARING AN OFFENSE; PROVIDING FOR PENALTIES; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. That the Code of Ordinances for the Town of Addison be amended to add Chapter 6-3, Sections 6-3.1 through 6-3.13 to read as follows:

Chapter 6-3. Emergency Operations Plan

Sec. 6-3.1. Title.

This article shall be known and may be cited and referred to as the Emergency Operations Plan for the Town of Addison, Texas.

Sec. 6-3.2. Authority.

The organizational and operational concepts set forth in this plan are promulgated under the following authorities.

A. Federal

1. Federal Civil Defense Act of 1950, PL 81-920, as amended

Published 10/1/87



2. The Disaster Relief Act of 1974, PL 93-288, as amended

3. Emergency Management and Assistance, Code of Federal Regulations, Title 44

B. State

1. The Texas Disaster Act of 1975, 64th Legislature, Article 6889-7, Vernon's Texas Civil Statutes, as amended

2. Executive Order of the Governor

3. Attorney General Opinion MW-140

C. Local

Addison City Ordinance No. 087-054

Date September 22, 1987

Sec. 6-3.3. Intent and Purpose

A. The intent and purpose of this ordinance is to establish an Emergency Operations Plan (EOP) which will ensure the complete and efficient utilization of all of the City's resources to combat disaster resulting from enemy actions or other disasters as defined herein.

B. This plan seeks to mitigate the effects of a hazard, to prepare for measures to be taken which will preserve life and minimize damage, to respond during emergencies and provide necessary assistance, and to establish a recovery system in order to return the community to its normal state of affairs.

C. This ordinance will not relieve any City department of the legal responsibilities or authority given to it in the City Charter or by ordinance.

Sec. 6-3.4 Definitions.

The following definitions shall apply in the interpretation of this ordinance:

A. "Emergency Management" or "Emergency Operations" shall mean the carrying out of the basic government functions of maintaining the public peace, health and safety during an emergency. This shall include plans and preparations for protection from, and relief, recovery and rehabilitation from, the effects of an attack on the City by the forces of an enemy nation or the agents thereof, and it shall also include such

activity in connection with disaster as defined herein. It shall not, however, include any activity that is the primary responsibility of the military forces of the United States.

B. "Attack" shall mean a direct or indirect assault against the Town of Addison, its government, its environs, or a direct or indirect assault against the United States, by the forces of a hostile nation or the agents thereof, including, but not limited to, assault by bombing, radiological, chemical or biological warfare or sabotage.

C. "Disaster" shall include, but is not limited to, actual or threatened enemy attack, sabotage, extraordinary fire, flood, tornado, chemical spills, storm, epidemic or other impending or actual calamity endangering or threatening to endanger health, life or property or constituted government.

D. "Executive Group" is referred to in this plan as a single body but in fact has several components with representation from each municipal department within the emergency management program. The Group is responsible for the activities conducted within their jurisdiction. The members of the Group include both elected and appointed executives with certain legal responsibilities such as: the Mayor and Council members, City Manager and Emergency Management Coordinator.

E. "Emergency Services" include those services required for an effective emergency management program.

F. "Emergency Management Director" shall mean the Mayor or his designated alternate duly appointed in accordance with this ordinance.

G. "Emergency Management Coordinator" shall mean the advisor to the City Manager and Mayor on emergency matters as defined herein.

H. "Regulations" shall include plans, programs and other emergency procedures deemed essential to civil defense.

Sec. 6-3.5. Situation and Assumptions.

A. Situation

Addison is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Possible natural hazards include floods, tornadoes, fires, and winter storms. There is also the threat of a war-related incident such as nuclear, biochemical, or conventional attack. Other disaster situations could develop from a hazardous materials accident, conflagration, major transportation accident, terrorism or civil disorder.

## B. Assumptions

1. Addison will continue to be exposed to the hazards noted above as well as others which may develop in the future.

2. Outside assistance will be available in most emergency situations affecting this city. Although this plan defines procedures for coordinating such assistance, it is essential for Addison to be prepared to carry out disaster response and short-term actions on an independent basis.

3. It is possible for a major disaster to occur at any time, and at any place in Addison. In some cases, dissemination of warning and increased readiness measures may be possible. However, many disasters and events can, and will, occur with little or no warning.

4. Local government officials recognize their responsibilities for the safety and well-being of the public and will assume their responsibilities in the implementation of this Emergency Operations Plan.

5. Proper implementation of this plan will reduce or prevent disaster related losses.

## Sec. 6-3.6. Concept of Operations.

### A. General

It is the responsibility of government to protect life and property from the effects of hazardous events. Local government has the primary responsibility for emergency management activities. This plan is based upon the concept that the emergency functions for various agencies/ organizations involved in emergency management will generally parallel normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency may be suspended for the duration of any emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.

### B. Phases of Management

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; consequently, all phases of emergency management are addressed as shown below.

1. Mitigation. Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities which lessen the undesirable effects of unavoidable hazards.

2. 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.

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

4. Recovery. Recovery is both a short-term and long-term process. 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, or improved, state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

#### Sec. 6-3.7. Organization and Assignment of Responsibilities

##### A. General.

The County Judge is responsible for emergency management planning and operations for that area of the county outside the corporate limits of the incorporated municipalities of the county. The Mayor of Addison is responsible for emergency management planning and operations for his jurisdiction.

Most of the departments within Addison have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining their own emergency management procedures. Specific responsibilities are outlined below under the section entitled "Task Assignments" as well as in individual annexes. Attachment I details how Addison is organized for emergencies. Attachment II illustrates functional responsibilities with Primary and Secondary assignments, respectively.

##### B. Organization.

#### 1. Executive Group - Emergency Operations Center (EOC) Direction and Control

The Executive Group is referred to in this plan as a single body but in fact has several components

with representation from each municipal department within the emergency management program. The Group is responsible for the activities conducted within their jurisdictions. The members of the Group include both elected and appointed executives with certain legal responsibilities such as: the Mayor and Council Members, City Manager, and Emergency Management Coordinator.

2. Emergency Services

These groups include those services required for an effective emergency management program.

C. TASK ASSIGNMENTS

1. Executive Group

a. The Mayor is primarily responsible for:

(1) directing the overall preparedness program for Addison;

(2) making emergency policy decisions;

(3) declaring a state of emergency when necessary;

(4) implementing the emergency powers of local government (See Sec. 6-3.8(C.) Emergency Authority);

(5) keeping the public and the Disaster District informed of the situation (with the assistance of the Public Information Officer);

(6) requesting outside assistance when necessary (either from the Disaster District Texas Department of Public Safety in Garland or from other jurisdictions in accordance with existing Mutual Aid Agreements).

b. The City Manager is responsible for:

(1) assuring that all City departments develop, maintain and exercise their respective service annexes to this plan;

(2) supporting the overall preparedness program in terms of its budgetary and organizational requirements;

(3) serving as controller of the EOC during its activation;

(4) implementing the policies and decisions of the governing body;

(5) directing the emergency operational response of City services;

(6) preparing and maintaining Annex N (EOC) to this plan and supporting Standard Operating Procedures (SOP's) and Hazard-Specific Appendices as needed.

c. The Emergency Management Coordinator is responsible for:

(1) serving as staff advisor to the Mayor on emergency matters;

(2) coordinating the planning and preparedness activities of the government and maintenance of this plan;

(3) analyzing the emergency skills needed by Addison forces and arranging the training necessary to provide those skills;

(4) preparing and maintaining a resource inventory;

(5) ensuring the operational capability of the Emergency Operation Center (EOC);

(6) EOC activation;

(7) keeping the governing body apprised of Addison's preparedness status and anticipated needs;

(8) serving as day-to-day liaison between local, state and federal emergency management organizations

(9) maintaining liaison with organized emergency volunteer groups and private agencies;

(10) initiating and monitoring the increased readiness actions among Addison services when disaster threatens; (Refer to Sec. 6-3.9, Increased Readiness Conditions);

(11) preparing and maintaining this plan, supporting Standard Operating Procedures (SOP's) and Hazard-Specific Appendices as needed.



2.

Emergency Services

Assigned to:

ANNEX A  
WARNING

POLICE CHIEF/  
FIRE CHIEF

Primary Tasks:

- a. disseminate emergency public information as requested
- b. receive and disseminate warning information to the public and key City officials
- c. prepare and maintain Annex A (Warning) to this plan and supporting SOP's and Hazard-Specific Appendices where needed.

ANNEX B  
COMMUNICATIONS

POLICE CHIEF/  
FIRE CHIEF

Primary Tasks:

- a. establish and maintain Emergency Communication System
- b. coordinate use of all public and private communication systems necessary during emergencies, including Addison Emergency Broadcast System (AEBS)
- c. manage and coordinate all emergency communication operations within the EOC once activated
- d. coordinate weather reconnaissance with the National Weather Service (NWS) through the Radio Amateur Civil Emergency Services (RACES) of Dallas County
- e. prepare and maintain Annex B (Communications) to this plan and supporting SOP's and Hazard-Specific Appendices where needed.

ANNEX C  
SHELTER

DIRECTOR OF  
LANDSCAPING

Primary Tasks:

- a. prepare and maintain the Community Shelter Plan (CSP)

- b. supervise the Shelter Management program (stocking, marking, equipping, etc.) for natural disaster and/or fallout shelters
- c. coordinate support with other Addison departments, relief agencies and volunteer groups
- d. prepare and maintain Annex C (Shelter) and supporting SOP's and Hazard-Specific Appendices where needed.

**ANNEX D  
RADIOLOGICAL PROTECTION**

**FIRE CHIEF/ FIRE  
TRAINING CHIEF**

**Primary Tasks:**

- a. establish and maintain a radiological monitoring and reporting network
- b. secure initial and refresher training for instructors and monitors
- c. provide input to the statewide monitoring and reporting system
- d. under fallout conditions, provide Addison officials and department heads with information on fallout rates, fallout projections and allowable doses
- e. coordinate radiological monitoring throughout Addison
- f. provide monitoring services and advise at the scene of accidents involving radioactive materials
- g. prepare and maintain Annex D (Radiological Protection) to this plan and supporting SOP's and Hazard-Specific Appendices where needed.

**ANNEX E  
EVACUATION**

**EMERGENCY  
MANAGEMENT  
COORDINATOR/FIRE  
MARSHAL**

**Primary Tasks:**

- a. define responsibilities of Addison departments and private sector groups

- b. identify high hazard areas and number of potential evacuees
- c. coordinate evacuation planning to include:
  - (1) movement control
  - (2) health/medical requirements
  - (3) transportation needs
  - (4) Emergency Public Information (EPI) materials
- d. conduct on-going hazard awareness and public education programs
- e. prepare and maintain Annex E (Evacuation) this plan and supporting SOP's and Hazard-Specific Appendices where needed.

**ANNEX F  
FIRE AND RESCUE**

**FIRE CHIEF/  
FIRE MARSHAL**

**Primary Tasks:**

- a. fire prevention
- b. fire suppression
- c. inspection of damaged area for fire hazards
- d. contain and clean-up hazardous spills
- e. inspection of shelters for fire hazards
- f. coordinate search and rescue activities
- g. maintain a reserve pool of manpower and equipment for rescue purposes
- h. weather reconnaissance
- i. prepare and maintain Annex F (Fire, Rescue) to this plan and supporting SOP's and Hazard-Specific Appendices where needed.

**ANNEX G  
LAW ENFORCEMENT**

**POLICE CHIEF**

**Primary Tasks:**

- a. law enforcement

- b. traffic control
- c. crowd control
- d. isolation of damaged area
- e. damage reconnaissance and reporting
- f. explosive ordinance reconnaissance
- g. weather reconnaissance
- h. disaster area evacuation
- i. prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOP's and Hazard-Specific Appendices where needed.

**ANNEX H**  
**HEALTH AND MEDICAL**

**ADDISON HEALTH**  
**OFFICER**

**Primary Tasks:**

- a. coordinate planning efforts of hospital and other health facilities with Addison planning requirements
- b. coordinate patient loads of health facilities during emergencies
- c. assist EMS in triage and first aid activities immediately after disaster strikes
- d. develop emergency health and sanitation standards and procedures
- e. establish procedures for identifying fatalities and notification of next of kin
- f. develop a procedure for setting up temporary morgue
- g. set up an agreement with the Dallas County Medical Examiner's Office to receive bodies for investigating into the nature of death
- h. establish guidelines for release of information through the Public Information Officer
- i. prepare and maintain Annex H (Health and Medical) to this plan and supporting SOP's and Hazard-Specific Appendices where needed.

**ANNEX I  
EMERGENCY PUBLIC  
INFORMATION**

**ADMINISTRATIVE  
ASSISTANT**

**Primary Tasks:**

- a. conduct on-going hazard awareness and public education programs
- b. compile and prepare emergency information for the public in case of emergency
- c. arrange for media representatives to receive regular briefings on the status of Addison during extended emergency situations
- d. secure printed and photographic documentation of the disaster situation
- e. handle unscheduled inquiries from the media and the public
- f. prepare and maintain Annex I (Emergency Public Information) to this plan and supporting SOP's and Hazard-Specific Appendices where needed.

**ANNEX J  
DAMAGE ASSESSMENT**

**FINANCE DIRECTOR/  
BUILDING OFFICIAL**

**Primary Tasks:**

- a. establish a damage assessment team from among City departments with assessment capabilities and responsibilities
- b. train and provide damage plotting team to EOC
- c. develop systems for reporting and compiling information on deaths, injuries, dollar damage to tax-supported facilities, and to private property
- d. assist in determining geographic extent of damaged area
- e. compile estimates of damage for use by Addison officials in requesting disaster assistance
- f. evaluate effect of damage on Addison economic index, tax base, bond ratings, insurance ratings, etc., for use in long-range recovery planning

g. assessment of damage to streets, bridges, traffic control devices, waste water treatment system, and other public works facilities

h. prepare and maintain Annex J (Damage Assessment) to this plan and supporting SOP's and Hazard-Specific Appendices where needed.

**ANNEX K  
PUBLIC WORKS/  
ENGINEERING**

**DIRECTOR OF  
STREETS/P&Z  
COORDINATOR**

Primary Tasks:

- a. barricading of hazardous areas
- b. priority restoration of streets and bridges
- c. protection and/or restoration of waste treatment and disposal systems
- d. augmentation of sanitation services
- e. debris removal
- f. assessment of damage to Addison owned facilities
- g. condemnation of unsafe structures
- h. direct temporary repair of essential facilities
- i. prepare and maintain Annex K (Public Works/Engineering) to this plan and supporting SOP's and Hazard-Specific Appendices where needed.

**ANNEX L  
UTILITIES**

**DIRECTOR OF  
UTILITIES/BUILDING  
OFFICIAL**

Primary Tasks:

- a. priority restoration of electrical service to vital facilities
- b. provision of emergency power sources as required
- c. coordination of private utilities recovery activities

- d. restoration of water treatment and supply services
- e. damage assessment and identification of recovery times for affected utility systems
- f. prepare and maintain Annex L (Utilities) to this plan and supporting SOP's and Hazard-Specific Appendices where needed

**ANNEX M  
RESOURCE  
MANAGEMENT**

**PERSONNEL DIRECTOR/  
FINANCE DIRECTOR**

Primary Tasks:

- a. establish procedures for employing temporary personnel for disaster operations
- b. establish and maintain a manpower reserve
- c. coordinate deployment of reserve personnel to City departments requiring augmentation
- d. establish emergency purchasing procedures and/or a disaster contingency fund
- e. maintain records of emergency-related expenditures for purchases and personnel
- f. prepare and maintain Annex M (Resource Management) to this plan and supporting SOP's and Hazard-Specific Appendices where needed.

**ANNEX N  
E.O.C.**

**EMERGENCY  
MANAGEMENT  
COORDINATOR/MAYOR  
MAYOR**

Primary Tasks:

- a. designate the E.O.C. with all equipment and staffing needed during activation
- b. direct and control all response and mitigation of the disaster relief efforts including public information
- c. assure that all departments and agencies maintain detailed message logs for fiscal, legal and historical considerations
- d. determine the need to declare a local state of disaster and make the proper requests for aid

e. prepare and maintain Annex N (E.O.C.) to this plan and supporting SOP's and Hazard-Specific Appendices where needed.

**ANNEX O  
HUMAN SERVICES**

**DIRECTOR OF  
LANDSCAPING**

**Primary Tasks:**

- a. identify emergency feeding sites
- b. identify sources of clothing for disaster victims
- c. secure source of emergency food supplies
- d. coordinate operations of shelter facilities, whether they are operated by Addison, local volunteers, or organized disaster relief agencies such as American Red Cross

coordinate special care requirements for sheltered groups such as unaccompanied children, the aged and others

f. prepare and maintain Annex O (Human Services) to this plan and supporting SOP's and Hazard-Specific Appendices where needed.

**ANNEX P  
HAZARD MITIGATION**

**FIRE MARSHAL/  
PLANNING AND  
ZONING COORDINATOR**

**Primary Tasks:**

- a. provide overall management of the hazard mitigation process
- b. insure, through planning, the elimination or reduction of disaster damage to the community
- c. lessen the undesirable effects of unavoidable hazards through long-range planning and zoning practices
- d. prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOP's and Hazard Specific Appendices as needed.



**ANNEX Q  
HAZARDOUS MATERIALS**

**FIRE CHIEF**

**Primary Tasks:**

a. maintain a list (for public inspection) of all Material Safety Data Sheets (MSDS) including but not limited to those substances listed as Threshold Planning Quantities (TPQ) by the Environmental Protection Agency in Title III of the Superfund Amendments and Reauthorization Act of 1986 (PL99-499) found in facilities and on transportation routes within the city

b. maintain emergency response procedures for on-site and off-site emergencies involving hazardous materials at facilities in the city

establish evacuation plans as needed

in the event of a hazardous material release, identify the hazard and provide for public safety. Institute Hazardous Materials SOP

e. establish field command post and advise other city departments and outside agencies as required

f. contain the hazardous material if possible or if necessary evacuate the area and establish shelters utilizing the American Red Cross and Annex C (Shelters) of this plan

g. cooperate with all involved parties to mitigate the hazard and direct cleanup efforts to the satisfaction of all responsible agencies and make all required reports of the incident

h. prepare and maintain Annex Q, (Hazardous Materials) to this plan and supporting SOP's and Hazard-Specific Appendices where needed.

**ANNEX R  
RESCUE/EMERGENCY  
MEDICAL SERVICES**

**FIRE CHIEF**

**Primary Tasks:**

a. provide efficient fire/rescue and related services with adequate manpower and equipment to meet the rescue needs of the community on a 24-hour basis

b. assume command at all incidents involving the public welfare during emergencies and disasters where rescue may be needed

- c. maintain diligent weather reconnaissance and coordinate with the National Weather Service through the Radio Amateur Civil Emergency Services (RACES) of Dallas County
- d. provide advanced life support through trained Emergency Medical Technicians and Paramedics
- e. coordinate rescue efforts with outside agencies and make requests for mutual aid as required
- f. prepare and maintain Annex R (Rescue) to this plan and all supporting SOP's and Hazard-Specific Appendices where needed.

**ANNEX S  
TRANSPORTATION**

**STREET AND VEHICLE  
MAINTENANCE  
DIRECTOR**

Primary Tasks:

- a. identify local transportation resources and arrange for their use in emergencies
- b. coordinate deployment of transportation equipment to Addison services requiring augmentation
- c. establish and maintain a reserve pool of drivers, maintenance personnel, parts and tools
- d. maintain records on use of privately-owned transportation equipment and personnel for purpose of possible reimbursement
- e. prepare and maintain Annex S (Transportation) to this plan and supporting SOP's and Hazard-Specific Appendices where needed.

**ANNEX T  
TRAINING**

**EMERGENCY  
MANAGEMENT  
COORDINATOR**

Primary Tasks:

- a. provide training in emergency management for every department in the city regarding the procedures for each annex in this plan
- b. maintain training records for personnel involved in training exercises in emergency management

- c. establish methods for exercising the emergency operations plan at least annually
- d. participate in area-wide as well as local disaster drills as often as necessary to maintain proficiency levels required to meet the needs of the community
- e. Prepare and maintain Annex T (Training) to this plan.

**ANNEX U  
LEGAL**

**CITY ATTORNEY**

**Primary Tasks:**

- a. advise Addison officials on emergency powers of local government and necessary procedures for invocation of measures to:
  - (1) implement wage, price and rent controls
  - (2) establish rationing of critical resources
  - (3) establish curfews
  - (4) restrict or deny access
  - (5) specify routes of egress
  - (6) limit or restrict use of water or other utilities
  - (7) use any publicly or privately owned property
  - (8) remove debris from publicly or privately owned property
- b. review and advise Addison officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers
- c. prepare and/or recommend legislation to implement to the emergency powers which may be required during an emergency
- d. advise Addison officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers

e. prepare and maintain Annex U (Legal) to this plan and supporting SOP's and Hazard-Specific Appendices where needed.

#### OTHER AGENCIES

Other 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 the Emergency Management Director (Mayor).

#### Sec. 6-3.8. Direction and Control.

A. General. The Mayor, as Emergency Management Director for Addison, is responsible for assuring that coordinated and effective emergency response methods are developed and maintained. Existing agencies of government will perform emergency activities closely related to those they perform routinely. Specific positions and agencies are responsible for fulfilling their obligations as presented in the Basic Plan and individual annexes. As EOC controller, the City Manager will provide overall direction of the response activities within each department.

Department heads will retain control over their employees and equipment unless directed otherwise by the Emergency Management Director. Each agency will be responsible for having its own Standing Operating Procedures to be followed during response operations.

Outside assistance, whether from other political jurisdictions or from organized volunteer groups, will be requested and used only as an adjunct to existing City services, and only when the emergency situation threatens to expand beyond City response capabilities. Requests for state or federal assistance are covered in Section 6-3.10.

B. Emergency Operating Center (EOC). Response activities will be coordinated from the Emergency Operating Center, which is located at 4798 Airport Parkway in the Central Fire Station. The EOC will be activated upon notification of a possible or actual disaster. EOC responsibilities and activation procedures are addressed in Annex N (EOC). During emergency situations certain agencies will be required to relocate to the EOC. During large scale emergencies the EOC will in fact become the seat of government for the duration of the crisis.

#### C. Emergency Authority.

1. A compilation of primary state and local legal documents pertaining to emergency management is shown in Attachment III.

2. In accordance with Section 8(g) of the Texas Disaster Act of 1975, as amended, the Mayor may take extraordinary measures in the interest of effective emergency management. Procedures associated with emergency powers are contained in Annex U (Legal). These powers include, but are not limited to:

- a. declaration of a local state of disaster;
- b. wage, price and rent controls and other economic stabilization measures;
- c. curfews, blockades and limitations on utility usage;
- d. rules governing ingress and egress to the affected area;
- e. other security measures;

3. All physical resources within the City whether publicly or privately owned, may be utilized when deemed necessary by the Mayor. The City assumes no financial or civil liability for the use of such resources; however, accurate records of such use will be maintained in case reimbursement becomes possible.

4. In locally declared disaster emergencies, as provided in the Texas Disaster Act of 1975, as amended, and the Executive Order of the Governor, the Mayor may exercise the same powers, on an appropriate local scale, granted to the Governor.

**Sec. 6-3.9. Increased Readiness Conditions.**

A. Most emergencies follow some recognizable build-up period during which actions can be taken to achieve a state of maximum readiness. General departmental actions are outlined in the appropriate annex while specific actions will be detailed in the SOP's. See Attachment IV "Increased Readiness Conditions Chart".

B. The following INCREASED READINESS CONDITIONS will be used as a means of increasing the City alert posture.

1. **CONDITION 4:** The term "CONDITION 4" will be used by the City to denote a situation that causes a higher degree of readiness than is normally present.

a. "CONDITION 4" actions could be triggered by the onset of particular hazard vulnerability season such as: tornado season, flash flood season, fire threats due to severe drought, etc.

b. An increase in international tensions could also trigger "CONDITION 4".

c. The potential for local civil unrest could also trigger "CONDITION 4".

d. Declaration of "CONDITION 4" by the Emergency Management Director/Coordinator will generally require the initiation of the increased readiness activities identified in each Annex.

2. **CONDITION 3:** The term "CONDITION 3" will be used by the City to refer to a situation which presents a greater potential threat than "CONDITION 4", but poses no immediate threat to life and/or property. This condition includes situations that could develop into a hazardous condition.

a. "CONDITION 3" actions could be generated by severe weather watch information issued by the National Weather Service such as:

(1) **Tornado Watch:** Issued to alert persons to the possibility of tornado development in a specified area, for a specified period of time. Persons in watch areas should maintain their daily routine but be prepared to respond to a tornado warning.

(2) **Flash Flood Watch:** Issued to alert persons to the possibility of flash flooding in a designated area due to heavy rains occurring or expected to occur. Persons should remain alert and be prepared to take immediate action.

(3) **Winter Storm Watch:** Issued when there is a threat of severe winter weather in a particular area.

b. "CONDITION 3" actions could be generated when the international situation has deteriorated to the point that enemy attack is a possibility. This condition probably would allow sufficient time for an orderly evacuation and/or preparation of shelters.

c. "CONDITION 3" actions could also be generated when small-scale, localized civil unrest is present.

d. Declaration of "CONDITION 3" by the Emergency Management Director/Coordinator will generally require the initiation of the increased readiness activities identified in each Annex.

3. "CONDITION 2": The term "CONDITION 2" will be used by the City to signify a hazardous 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.

a. "CONDITION 2" actions could be triggered by severe weather warning information issued by the National Weather Service such as:

(1) Tornado Warning: Issued when a tornado has actually been sighted in the area or indicated by radar, and may strike in the vicinity of Addison.

(2) 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.

(3) Winter Storm Warning: Issued when heavy snow (4 inches or more in a 12-hour period or 6 inches or more in a 24-hour period), sleet or freezing rain are forecast to occur separately or in combination.

b. "CONDITION 2" actions could be generated when the international situation has deteriorated to the point that enemy attack is possible. This condition may/may not allow sufficient time for orderly evacuation.

c. "CONDITION 2" actions could also be triggered by civil disorder with relatively large-scale localized violence.

d. Declaration of "CONDITION 2" by the Emergency Management Director/Coordinator will generally require the initiation of the increased readiness activities identified in each Annex.

4. "CONDITION 1": The term "CONDITION 1" will be issued by the City to signify that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a "CONDITION 2" event.

a. "CONDITION 1" actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent, such as:

(1) tornado sighted especially close to populated area;

(2) flooding is imminent or occurring at specific locations.

b. "CONDITION 1" actions could be generated when an enemy attack is imminent based upon the evaluation of intelligence data. This warning (ATTACK WARNING) is declared and disseminated by the Federal Emergency Management Agency (FEMA) National Warning Center over the FEMA National Warning System (NAWAS).

c. "CONDITION 1" actions could also be implemented with civil disorder precipitates large-scale and wide-spread violence.

d. Declaration of "CONDITION 1" by the Emergency Management Director/Coordinator will generally require the initiation of the increased readiness activities identified in each Annex.

Sec. 6-3.10. Continuity of Government.

A. Line of Succession

1. Line of succession to the Mayor will be the Mayor Pro-Tem followed by the City Council members in order of their seniority to the Council.

2. Line of succession to the Emergency Management Coordinator will be the Deputy Coordinator followed in order by the Senior Fire Prevention officer and the other fire officers in order of their seniority.

3. Line of succession to each department head are according to the Standard Operating Procedures established by each department.

B. Preservation of Records. In order to provide normal government operations following a disaster, vital records must be protected. These would include legal documents, as well as personal documents such as property deeds and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

Sec. 6-3.11. Administration and Support.

A. Support. Requests for state or federal assistance, including the Texas National Guard or other military services, will be made to the District Disaster Committee of the Texas Department of Public Safety in Garland (District 1A). All requests will be made by the Mayor or by another official duly authorized by the Mayor.



B. Agreements and Understandings. Should local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel or other available capabilities. All agreements will be entered into by duly authorized officials and will be formalized in writing whenever possible.

C. Reports and Records. Required reports will be submitted to the appropriate authorities in accordance with individual annexes.

D. Relief Assistance. All individual relief assistance will be provided in accordance with the policies set forth in state and federal provisions.

E. Consumer Protection. Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the State Attorney General's Consumer Protection Division.

Sec. 6-3.12. Plan Development, Maintenance and Implementation.

A. If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Director/Coordinator will brief the appropriate public/private officials concerning their role in emergency management and ensure proper distribution of the plan.

B. All agencies will be responsible for the development and maintenance of their respective annexes and SOP's identified in Sec. 6-3.7, Organization and Assignment of Responsibilities.

C. The Director/Coordinator will be responsible for insuring that an annual review of the plan is conducted by all officials involved and that the plan is recertified biennially by the chief elected official.

D. The plan will be activated at least once a year in the form of a simulated emergency in order to provide practical experience to those having EOC responsibilities.

E. This plan supersedes and rescinds all previous editions of the Addison Emergency Management Plan and is effective upon signing by the Mayor.

Sec. 6-3.13. Governmental Function.

This article is an exercise by the City of its governmental functions for the protection of the public peace, health and safety, and neither the City nor officers, agents, representatives and employees of said City, or any individual, receiver, firm partnership, corporation, association or trustee, or any of the agents thereof, in good faith carrying out, complying with or attempting to comply with any order, rule or regulation promulgated pursuant to the provisions of this article, shall be liable for any damage sustained to persons or property as the result of said activity.

Any person owning or controlling real estate or other premises who voluntarily and without compensation grants the City the right to inspect, designate and use the whole or any any part or parts of such real estate or premises for the purpose of sheltering persons during an actual, impending or practice enemy attack shall not be civilly liable for the death of, or injury to, any persons on or about such real estate or premises under such license, privilege or other permission, or for loss of, or damage to, the property of such person.

SECTION 2. That it shall be unlawful and an offense for any person, firm or corporation to violate any of the provisions of this ordinance or any regulation or plan promulgated pursuant to the authority contained herein, or to willfully obstruct, hinder or delay any member of the civil defense organization as herein defined in the enforcement of the provisions of this ordinance or any regulation or plan issued thereunder.

SECTION 3. Any person, firm or corporation violating any of the provisions of this ordinance, shall upon commission be deemed guilty of a misdemeanor, and shall be subject to a fine not to exceed the sum of Two Thousand and no/100 Dollars (\$2,000.00) for each offense, and each day such violation continues shall constitute a separate offense.

SECTION 4. That all ordinances of the City in conflict with the provisions of this ordinance be, and the same are hereby repealed and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 5. That should any paragraph, sentence, subdivision, clause, phrase or section of this ordinance be adjudged or be held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole or any part or provision thereof other than the part so decided to be invalid, illegal, or unconstitutional.

SECTION 6. The fact that the present Code does not provide for an Emergency Operations Plan creates an urgency, an emergency and an imperative public necessity, and is therefore inadequate to properly safeguard the general public, health and safety, and therefore the ordinance shall take effect immediately from and after its passage and publication of the caption as the law in such cases provides.

DULY PASSED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, this the 22nd day of September, 1987.

  
MAYOR

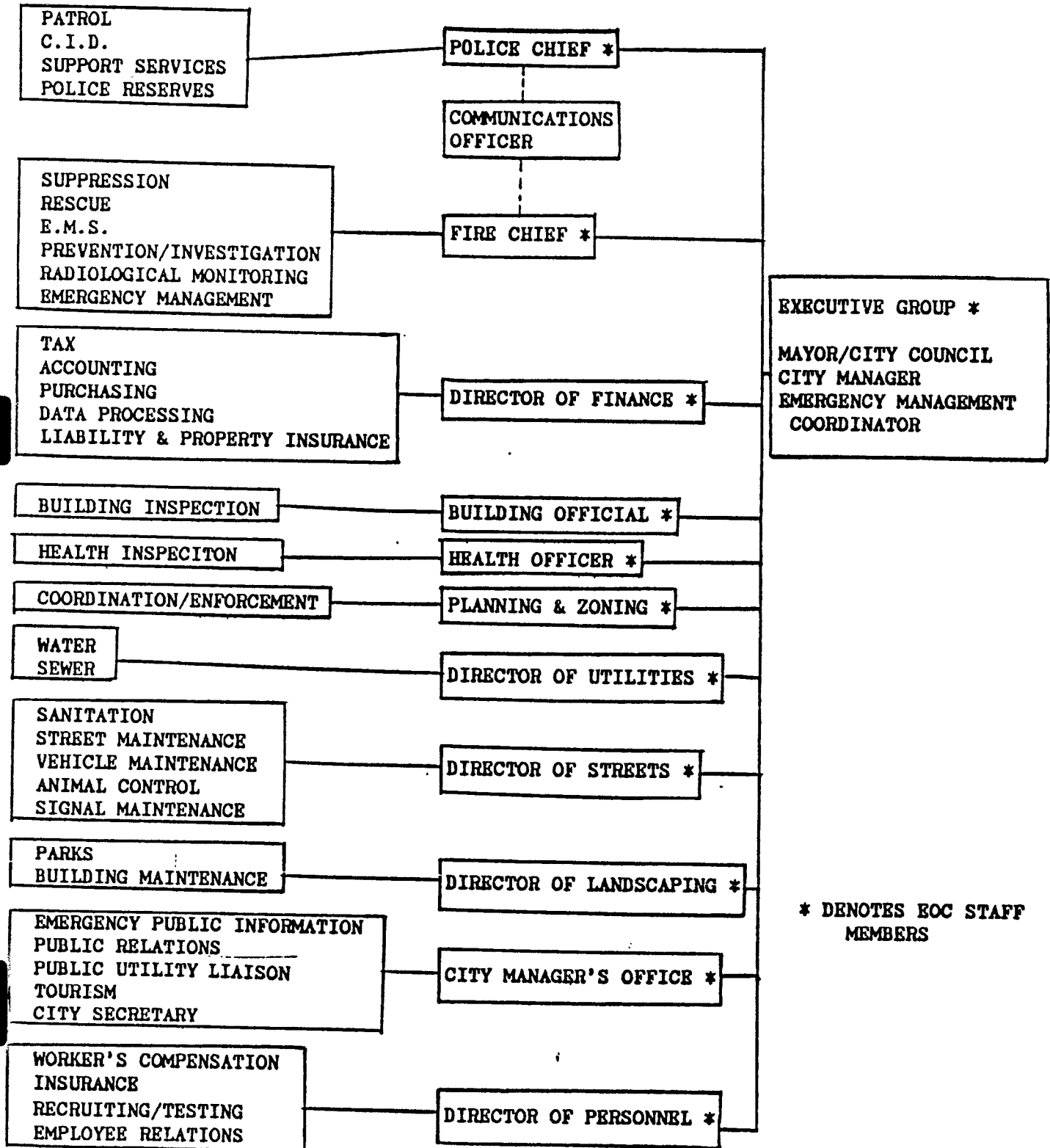
ATTEST:

  
CITY SECRETARY

APPROVED AS TO FORM:

  
ATTORNEY FOR CITY

## ORGANIZATIONAL CHART FOR TOWN OF ADDISON EMERGENCY OPERATIONS





**ATTACHMENT III**  
**LEGAL DOCUMENTS**

1. Federal Civil Defense Act of 1950, PL 81-920, as amended.
2. The Disaster Relief Act of 1974, PL 93-288, as amended.
3. Emergency Management Assistance, Code of Federal Regulations, Title 44.
4. The Texas Disaster Act of 1975, 64th Legislature, Article 6889-7, Vernon's Civil Statutes, as amended.
5. Executive Order of the Governor.

INCREASED READINESS ACTIONS

ATTACHMENT IV

CONDITION	EXECUTIVE GROUP	EMERGENCY PUBLIC INFORMATION	DIRECTION AND CONTROL	COMMUNICATIONS AND WARNING	PUBLIC SHELTER & WELFARE	FIRE & RESCUE	LAW & ORDER	EMERGENCY HEALTH & MEDICAL	PUBLIC WORKS & UTILITIES
1 "HAZARDOUS CONDITIONS ARE IMMINENT"	(8) Commence liaison contact with supporting levels of state government.	(9) Urge public to make final crisis preparations.	(10) Man EOC at full strength.	(10) Maintain 24-hour operation.	(9) Commence shelter operations.	(9) Mobilize all fire and rescue personnel.	(10) Begin traffic control procedures for evacuation movement. (9) Mobilize all law enforcement personnel.	(8) Mobilize health and medical personnel.	(8) Mobilize emergency work crews.
2 "SITUATIONS EXIST THAT HAVE DEFINITE CHARACTERISTICS OF DEVELOPING INTO A HAZARDOUS CONDITION"	(7) Initiate public service announcements. (8) Review assignments of all local govt. employees. (9) Brief key officials.	(8) Maintain contact with local news media on activities being performed by local govt. to meet needs. (7) Increase readiness information to public. (6) Commence moderate public info. activities.	(9) Establish contact with nearby local govts. (8) Man EOC stand-by by relief EOC staff. (7) Alert EOC staff.	(9) Mobilize all warners and communication personnel. (8) Alert personnel of possible emergency duty.	(8) Open public shelters in coordination with local relief agencies. (7) Request assistance. (6) Review shelter requirements.	(8) Alert auxiliary personnel, off-duty personnel on stand-by. (5) Alert personnel of possible emergency duty.	(8) Alert auxiliary personnel, off-duty personnel on stand-by. (5) Alert personnel of possible emergency duty.	(7) Establish liaison with all private and public health and medical facilities. (6) Alert personnel of possible emergency duty.	(7) Place off-duty personnel on stand-by. (6) Alert personnel of possible emergency duty.
3 "SITUATIONS EXIST THAT COULD DEVELOP INTO A HAZARDOUS CONDITION"	(4) Review and update procedures for support of local government forces.	(5) Meet with management & staff of local news media to review emergency public info. plan and procedures.	(6) Correct any deficiencies. (5) Begin watch of possible emergency developments, monitoring EOC facility.	(7) Correct any deficiencies. (6) Check readiness of all equipment and facilities. (5) Review alert list of key officials and dept. heads.	(5) Initiate public service info. on shelter locations and procedures. (4) Meet with local relief agencies on shelter & welfare requirements.	(5) Correct deficiencies in equipment and/or facilities. (4) Check readiness of all fire-rescue equipment.	(5) Correct deficiencies in equipment and/or facilities. (4) Check readiness of law enforcement equipment, supplies, and facilities.	(5) Correct any deficiencies in equipment or supplies. (4) Check readiness of local health and medical facilities.	(5) Correct all deficiencies in equipment and/or facilities.
4 "BEGINNING OF DISASTER VIA REABILITY SEASON"	(3) Brief key government officials on emergency operations. (2) Brief dept. heads on major planning changes. (1) Review and update emergency plan.	(4) Brief dept. heads on emergency public info. news releases on emergency info. programs. (3) Brief key officials on emergency info. news releases. (2) Review emergency plan and update emergency PIO plan.	(3) Brief dept. heads on EOC development and improvement status. (2) Brief key officials on EOC operations & procedures. (1) Review and update plans/SOP's for EOC operations	(4) Conduct personnel training program. (3) Test existing systems for serviceability. (2) Brief dept. heads on procedures. (1) Review and update warning, communication, SOP's and procedures	(3) Review mutual aid agreements with certain relief agencies. (2) Review assignment of all personnel. (1) Review and update procedures for emergency public shelter/welfare.	(3) Conduct test and training exercises. (2) Review assignment of all personnel. (1) Review and update fire and rescue plans, SOP's, procedures	(3) Conduct test and training. (2) Review assignment of all personnel. (1) Review and update law enforcement plans - SOP's, procedures.	(3) Coordinate with local private health and medical facilities. (2) Review assignment of all personnel. (1) Review and update emergency health and medical SOP's.	(4) Check readiness of all facilities. (3) Conduct test and readiness of all emergency equipment. (2) Review assignment of all personnel. (1) Review and update public works/utilities plan - SOP's.

INCREASED READINESS ACTIONS FOR: