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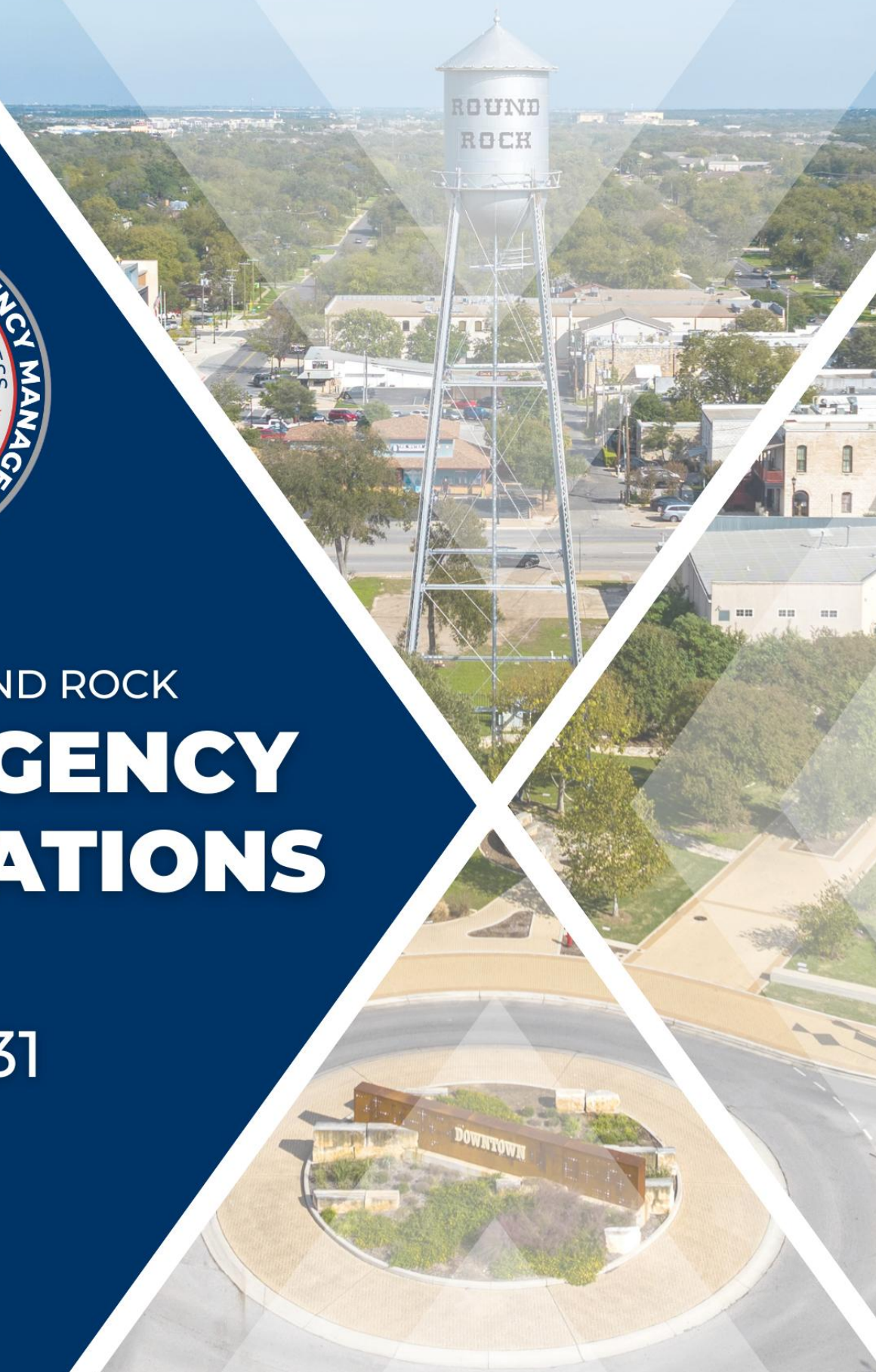
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CITY OF ROUND ROCK

EMERGENCY OPERATIONS PLAN

2026-2031



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Promulgation Statement

Submitted herewith is the Emergency Operations Plan for the City of Round Rock. It provides a framework in which the City of Round Rock can plan for and perform its emergency responsibilities during an emergency or disaster.

This plan supersedes any previous plan and has been approved by the Emergency Management Director and Emergency Management Coordinator of the City of Round Rock. It will be reviewed and recertified as dictated by law. Recipients are requested to advise the City of Round Rock of any changes which might result in an improvement of the efficiency and effectiveness of emergency operations.

Approved: _____ Date: _____

Craig Morgan

Round Rock – Mayor/ Emergency Management Director

Approved: _____ Date: _____

Cheree Smith

Round Rock – Emergency Management Coordinator

Purpose & Scope

This document serves as the City of Round Rock's all-hazards Emergency Operations Plan (EOP) to establish the comprehensive framework in which the City operates to mitigate, prepare for, respond to, and recover from the adverse impacts of various incidents. The EOP is a foundational document outlining the City's coordination structure for each disaster phase. It delineates the roles and responsibilities across all departments necessary to manage emergency operations. This plan also addresses the implementation of the National Incident Management System (NIMS).

NIMS provides a national framework to prevent, protect against, mitigate, respond to, and recover from incidents of all sizes and types across all levels of government and functional disciplines. Homeland Security Presidential Directive 5 requires state and local governments to adopt the fundamental principles, language, and operational concepts embedded in NIMS and the National Response Plan as a condition for receiving specific categories of federal support for emergency management. The City of Round Rock adopted NIMS in 2005. This EOP is updated at least every 5 years to ensure continued compliance with current standards and requirements.

This plan provides the general framework for emergency operations within the City of Round Rock and is not intended to serve as a detailed tactical plan. More detailed standard operating procedures and checklists may be developed and distributed separately to emergency operations personnel for internal use only.

This plan applies to all emergencies and disasters that may potentially impact the City of Round Rock. These include natural disasters, technological failures, and human-caused incidents. More specifically these emergencies and disasters include, but are not limited to, the following:

- Extreme Heat and Cold
- Flood
- Drought
- Severe Weather
- Tornadoes
- Winter Storms
- Dam Failure
- Wildfire
- Widespread Utility Outages
- Cyber Attack
- Transportation Emergencies
- Civil Unrest
- Terrorism
- Hazardous Materials Incidents
- Nuclear Incidents
- Public Health Emergencies

Situation Overview

This section of the plan provides context for understanding the City's vulnerability to major emergencies and disasters, considering its location, population, infrastructure, and regional significance.

The City of Round Rock is located in Central Texas, approximately 15 miles north of Austin. It is centrally located between some of the state's most populous cities. The City's estimated population is 139,809 and continues to grow as Round Rock maintains a high quality of life. This growth is complemented by a steady stream of visitors who come to enjoy events hosted within the community and the multiple attractions, such as the Dell Diamond, Old Settlers Park, the Downtown District, Kalahari Resorts & Conventions, and the Round Rock Premium Outlets. These population fluctuations may increase demands on public safety, transportation, and emergency response services during critical incidents.

The City supports a diverse and robust economy and serves as a major center for economic development. There are major industry clusters in the City of Round Rock including manufacturing, life sciences and healthcare, professional and financial services, and technology and computing. Disruptions to these sectors could have localized and regional economic impacts.

The City also includes a large concentration of educational facilities, including campuses serving K-12 and higher education populations. These educational facilities represent critical community assets and may require additional consideration during emergency preparedness, response, and recovery operations.

The City of Round Rock also has a network of medical facilities providing essential healthcare services to residents and visitors. These facilities are critical to maintain public health and support emergency operations during incidents. These medical facilities may experience a surge, or increased demand, during incidents. A disruption in service or damage of these facilities could affect the City's ability to provide timely medical assistance and may require coordination with regional healthcare partners during all disaster phases.

The City of Round Rock relies on a variety of critical facilities to support essential functions. These facilities include government buildings, public safety facilities, public works and utilities infrastructure, and major transportation networks. Ongoing implementation of critical infrastructure protection measures is necessary to minimize disruptions and support the continuity of operations.

The City of Round Rock is committed to ensuring the vulnerable populations are appropriately considered and supported during disasters and emergencies. Ongoing efforts focus on strengthening response and operational plans to address the needs of the most vulnerable members of the community. Specific Emergency Support Functions (ESFs) within the EOP provide guidance for assisting individuals who may require additional support. When necessary, the City will also coordinate with regional and state partners to promote the safety and well-being of the vulnerable populations during emergencies or disasters.

Pets and service animals are also accounted for in the ESFs within the EOP and complies with The Americans with Disabilities Act (ADA) and Pets Evacuation and Transportation Standards Act of 2006 (PETS). The PETS act requires local governments plan for sheltering and care of household pets and service animals during emergencies where shelters are established. Additional information for the sheltering of pets may be found in ESF 6- Mass Care.

Overall, this section provides the context to better understand how the necessary planning components come together to ensure there are robust efforts for mitigating, preparing for, responding to, and recovering from various incidents.

Overview of Hazards and Risks

Round Rock is susceptible to natural disasters, technological failures, and human-caused incidents, as outlined in the Hazard Risk Index seen in the table below. This index is from the City of Round Rock’s Hazard Mitigation Plan. The planning team assessed each hazard, determined the frequency in which the hazard occurs, the associated severity, and then ranked them using this information. The Hazard Mitigation Plan may be referenced for further information regarding the individual hazards and their associated risks.

HAZARD	FREQUENCY OF OCCURRING	POTENTIAL SEVERITY	RANKING
Natural Hazards			
Extreme Heat	Highly Likely	Substantial	High
Flood	Likely	Limited	High
Drought	Highly Likely	Limited	Moderate
Hail	Highly Likely	Minor	Moderate
Lightning	Highly Likely	Limited	Moderate
Thunderstorm Wind	Highly Likely	Limited	Moderate
Tornado	Unlikely	Substantial	Moderate
Winter Storm	Highly Likely	Minor	Moderate
Dam Failure	Unlikely	Limited	Low
Earthquake	Unlikely	Limited	Low
Land Subsidence	Unlikely	Limited	Low
Wildfire	Highly Likely	Minor	Low
Human-Caused Hazards			
Cyber Attack	Unlikely	Major	High
Hazardous Materials	Occasional	Limited	Low
Infectious Disease	Unlikely	Substantial	Low
Pipeline Failure	Unlikely	Minor	Low
Terrorism	Unlikely	Substantial	Low

Assumptions:

The planning assumptions are the areas of the plan that are believed to be facts for planning purposes to make it possible to execute the Emergency Operations Plan (EOP). These assumptions note the areas where the plan may need to be adjusted as the facts surrounding an incident are known.

This plan operates under the assumption that incidents may threaten the lives, property, environment, and well-being of the City of Round Rock. The impacts from incidents may include the following:

- Severely damaged or destroyed homes, public buildings, or other critical facilities or equipment;
- Power, utility, and telecommunications disruptions;
- Widespread debris;
- Impassable emergency routes;
- Shortages of emergency supplies;
- Cascading impacts; and
- Mass fatalities.

Incidents can occur with little to no warning, which is why it is critical to maintain an adequate preparedness posture. Preparedness within the public sector of the City of Round Rock includes maintaining, training, exercising, and updating all the necessary emergency management plans. Community preparedness may be achieved through public awareness and education campaigns to ensure citizens are aware of the necessary actions to reduce their vulnerability to incident impacts.

An incident may be of such a magnitude where the emergency call volume increases rapidly, overwhelming current resources to the extent responders are unable to immediately respond to every call for assistance. Initial response efforts will focus on lifesaving activities first before working to stabilize the incident, preserve property, and further address other safety concerns. There may also be times where an evacuation or shelter-in-place may be necessary for incidents posing a significant credible threat.

The following assumptions describe conditions that may further affect emergency operations:

- Damage to medical facilities could strain remaining healthcare capacity,
- Supply chains may be disrupted; and
- Hazardous materials may be released if fixed facilities that generate, use, store, or dispose of such materials are damaged.

Incidents may simultaneously affect multiple jurisdictions; however, they are most effectively managed at the lowest possible jurisdictional level. Local officials possess the most comprehensive knowledge of their communities, including available resources, geography, critical facilities, private sector partners, and relevant social factors. This familiarity enables local personnel to tailor the incident response to address the specific needs of the community.

The City will maintain sufficient resources to execute the EOP during an emergency or disaster. However, if local resources are depleted or need augmentation, then the City may activate its mutual aid agreements. If mutual aid agreements are insufficient and local resources prove to be inadequate to effectively manage an incident, then resource requests may be submitted to county, regional, state, or federal partners.

The Emergency Operations Center (EOC) will be activated during major disasters and will become the centralized point for supporting the incident through the coordination of information and resources. City personnel will staff the EOC and be organized based on their assigned Emergency Support Function (ESF). The primary department or agency for each ESF is responsible for coordinating the planning and response activities of their respective function.

Damage assessments and documentation will be used to communicate the severity of the incident and its associated costs. This information may also be used to help support the need for a disaster declaration. The City of Round Rock will coordinate with the Texas Division of Emergency Management, the Federal Emergency Management Agency, and other necessary stakeholders to facilitate the recovery process following an incident.

The City of Round Rock will work to address its vulnerability and risk to hazards through proactive mitigation actions and activities as outlined in the City of Round Rock's Hazard Mitigation Plan. All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from disasters.

Concept of Operations:

The Emergency Operations Plan (EOP) is an All-Hazards plan applicable for all incidents regardless of size, scope, and severity. Portions of this plan are always activated for everyday emergencies and pre-incident planning, preparedness, and mitigation activities. Other portions of this plan may be activated by the City of Round Rock's Homeland Security and Emergency Management Division (HSEM) during large-scale disasters and emergencies or when a local disaster declaration is issued. To implement this plan, the City of Round Rock organizes its emergency management activities around four established phases: mitigation, preparedness, response and recovery. These phases provide a structured framework to guide emergency management activities throughout the lifecycle of an incident.

Mitigation:

Mitigation encompasses efforts to reduce or eliminate long-term risks to people, property, infrastructure, and the environment. The City of Round Rock implements mitigation projects using the Hazard Mitigation Action Plan (HMAP). The HMAP identifies hazards, assesses their risks, and lists the projects the planning team deems appropriate to minimize the impacts of future incidents. Annual revisions to the HMAP are standard. Although, the plan may be updated more frequently if necessary.

There are also multiple programs that offer funds for mitigation projects in the form of grants. More information about these programs, and other mitigation topics, may be referenced using the most current Hazard Mitigation Action Plan.

Preparedness:

Preparedness encompasses the ongoing activities to ensure the City is ready to respond effectively to incidents. These activities include, but are not limited to, planning, training, exercising, managing resources, and conducting public outreach. This section of the plan further explains each of these activities.

Plans:

The City of Round Rock's emergency management program maintains several plans including the EOP, Emergency Support Functions (ESFs), supporting annexes, and the hazard mitigation plan.

The EOP sets the foundation in which emergency management activities are conducted and uses the ESF format. ESFs are a coordination system in which resources and information are coordinated with a streamlined approach by grouping similar capabilities together. Each of the ESFs have their own supporting document focusing on a specific emergency function. The EOP, including the ESFs, are submitted to Texas Division of Emergency Management (TDEM) every 5 years.

There are times where support annexes may be necessary. Supporting annexes are additional plans that have a specialized focus and may be created and updated based on the needs of the City to fulfill any gaps within the EOP.

Event Action Plans may also be created by the City of Round Rock when there are large public gatherings or special events. These plans are for official use to clearly define roles and responsibilities, resources, communication procedures, safety measures, medical plans, and operational guidance.

The Homeland Security and Emergency Management Division (HSEM) may also help facilitate the planning process for the Continuity of Operations Plan (COOP). The COOP is an internal plan that involves conducting a business impact analysis and a business process analysis to identify the essential functions, personnel, information, and other resources and supplies required to complete the tasks necessary to keep operations going in the event mission critical operations are affected. The COOP also identifies orders of succession, delegation of authority, devolution, and relocation information.

Training:

Training is an essential part of preparing for incidents as it is the systematic process through which personnel develop and maintain the knowledge, skills, and abilities required to understand emergency operations and perform their respective emergency operations duties as is appropriate.

Training related to emergency management is coordinated and scheduled through HSEM. Training is offered to all agencies involved in emergency operations. Topics for training include, but are not limited to, the National Incident Management System (NIMS), Incident Command System, debris management, mitigation, preparedness, response, and recovery. The Emergency Management Coordinator may provide a notice regarding training opportunities to appropriate personnel as is necessary.

Training Requirements:

Any personnel staffing the Emergency Operations Center should have a minimum of the following courses to maintain compliance with NIMS:

- IS-100 Introduction to the Incident Command System
- IS-200 Basic Incident Command System for Initial Response
- IS 700 An Introduction to the National Incident Management System
- IS 800 National Response Framework, An Introduction

Please note that these are the recommended courses based on guidance from FEMA. However, the courses may not always be available through FEMA. Please contact the City of Round Rock's Emergency Management Division if any of these courses are not available from FEMA at anytime to ensure the attempt to access the course is properly documented.

Exercises:

The City of Round Rock's HSEM Division uses the Homeland Security Exercise and Evaluation Program, established by the Federal Emergency Management Agency (FEMA), to plan and coordinate exercises. Exercises are planned scenarios used to validate and evaluate plans and procedures. Exercise types include tabletop, functional, and full-scale exercises. Tabletop exercises are the least resource intensive and are discussion-based sessions where participants use existing plans and procedures to work through a simulated scenario. Functional exercises simulate specific operational functions in real-time without moving personnel or resources. Full-scale exercises are the most resource intensive as they involve mock scenarios in which there is the actual deployment of resources and personnel.

After an exercise is conducted, an after-action review is completed. The after-action review is an evaluation of the exercise to determine the areas where plans, policies, and procedures worked well and identifies the areas of improvement. The After-Action Report usually entails identifying action items that may be implemented to strengthen the preparedness posture of the City. These action items may include changes to plans, policies, and procedures, acquiring new or replacing outdated equipment and resources, and identifying additional training opportunities for personnel.

Resource Management:

Resource management during the preparedness phase involves the identification, acquisition, allocation, tracking, and maintenance of personnel, equipment, supplies, and facilities necessary to support emergency operations. This process ensures the City can effectively respond to incidents of any size or type.

Resource identification entails maintaining lists of personnel, equipment, equipment operators, vehicles, facilities, suppliers, contractors, vendors, and staging areas available for emergency use. It is also beneficial to maintain a list of mutual aid agreements and contracts that may be enacted during an emergency or disaster. Each department identified in the EOP and ESFs are responsible for developing and maintaining applicable resource lists. HSEM should be able to access these lists when appropriate.

Resource acquisition involves assessing current capabilities and needs and determining which resources, personnel, or supplies may be necessary to support emergency operations.

Resource allocation is the process of assigning and deploying available resources to support emergency operations based on incident priorities and operational needs. Allocation decisions are informed by situational awareness, established priorities and current capabilities. Resources may also be adjusted as conditions change to maintain effective emergency operations.

Resource tracking involves maintaining accountability for all acquired assets to ensure they are used efficiently and effectively during an incident. This also helps prevent the loss or duplication of assets during incidents, make informed operational decisions, and obtain the appropriate documentation following an incident.

Maintaining resources ensures all personnel, equipment, supplies, and facilities remain functional, reliable, and ready for deployment to support an effective incident management.

Public Outreach

Public outreach is primarily a preparedness activity focused on educating the public on the hazards that occur within the City of Round Rock and ways to prepare for them. Information is provided through publications, online, and in-person. Effective public outreach strengthens the City's ability to manage emergencies by fostering an informed and prepared community.

Through ongoing preparedness activities, the City of Round Rock helps ensure personnel, resources, plans, and procedures are maintained in a state of readiness to support effective emergency operations. Continuous planning, training, exercises, resource management, and public outreach enable the City to respond in a coordinated and timely manner to incidents of varying size and complexity. The preparedness efforts form the foundation for successful response and recovery operations and support the City's ability to protect life, property, and environment.

Response:

Response operations begin immediately upon notification of an incident and focus on life safety, incident stabilization, and protection of property and the environment. Incidents are primarily managed at the field level using the Incident Command System (ICS). However, there are times where incidents may require additional coordination, resources, and policy support beyond the site of the incident. This is when it may be appropriate to activate the Emergency Operations Center (EOC). Response activities of field personnel and the EOC continue until incident objectives are met and conditions allow for the transition to recovery.

Incident Command System

ICS uses a standard organizational structure to facilitate effective collaboration among multiple response organizations and is scalable. Functional areas and positions are activated as incident conditions require. The five core functional areas are:

- Command
- Planning
- Operations
- Logistics
- Finance/Administration

Command:

Command consists of Single Command, Unified Command, and Area Command. Single Command is when there is one incident commander (IC) who has the full authority to manage an incident, to include all strategic and tactical decisions and developing an incident action plan (IAP). The IAP serves as the primary tool for communicating incident objectives and guiding tactical activities. Unified Command is when there are multiple ICs, each of whom represents their agency but are working together on one incident to identify a single set of objectives, tactics, and IAP. Area Command may be implemented if an incident is not site specific, the incident is extremely large and involves multiple ICS organizations. If the incidents are multi-jurisdictional, a Unified Command will be established within the Area Command.

ICs are also responsible for establishing an Incident Command Post (ICP). The ICP is the physical location at the tactical level where incident management activities commence by general and command staff at the direction of the IC.

Command staff may include a Public Information Officer (PIO), Liaison Officer, and Safety Officer. The PIO coordinates public messaging. The Liaison Officer facilitates coordination with assisting and cooperating agencies. The Safety Officer monitors responder safety conditions. These roles may be expanded or modified based on the size, scope, and complexity of the incident.

General Staff:

The General Staff Consists of the Operations, Planning, Logistics, and Finance/Administration Sections. General staff positions may be established to manage specific functional areas of incident operations as incident complexity increases. The Operations Section is responsible for carrying out tactical actions in support of incident objectives. The Planning Section collects, evaluates, and disseminates incident information and develops IAPs. The Logistics Section provides resources and services necessary to support incident operations. The Finance/Administration Section tracks incident-related costs, manages procurements and contracts, and provides direct support for reimbursement activities.

Emergency Operations Center:

The Emergency Operations Center (EOC) serves as the central location for coordinating and supporting emergency response and recovery activities. The National Incident Management System notes the primary functions of the EOC are:

- Collecting, analyzing, and sharing information;
- Supporting resource needs and requests, including allocation and tracking;
- Coordinating plans and determining current and future needs; and
- Providing coordination and policy direction.

EOC Location:

The primary EOC operates virtually, enabling coordination efforts to be conducted remotely without a reliance on a physical location. The physical location serves as a secondary EOC and is located at:

- Fire Station 6: 2919 Joe DiMaggio Blvd Round Rock, Texas 78664

Readiness Levels – Levels of Emergency

The EOC uses activation levels to clearly communicate the level of resources and coordination necessary to maintain an appropriate preparedness posture. Each level has established criteria that must be met before it is activated. Readiness levels may be adjusted incrementally based on changing conditions or rapidly escalated for sudden incidents. Any changes in the EOC readiness level will be communicated to the appropriate personnel as is necessary.

There are four distinct readiness levels that also establish who will be involved in the implementation of the Emergency Operation Plan (EOP) during an EOC activation. The following table depicts each of these levels and the potential thresholds.

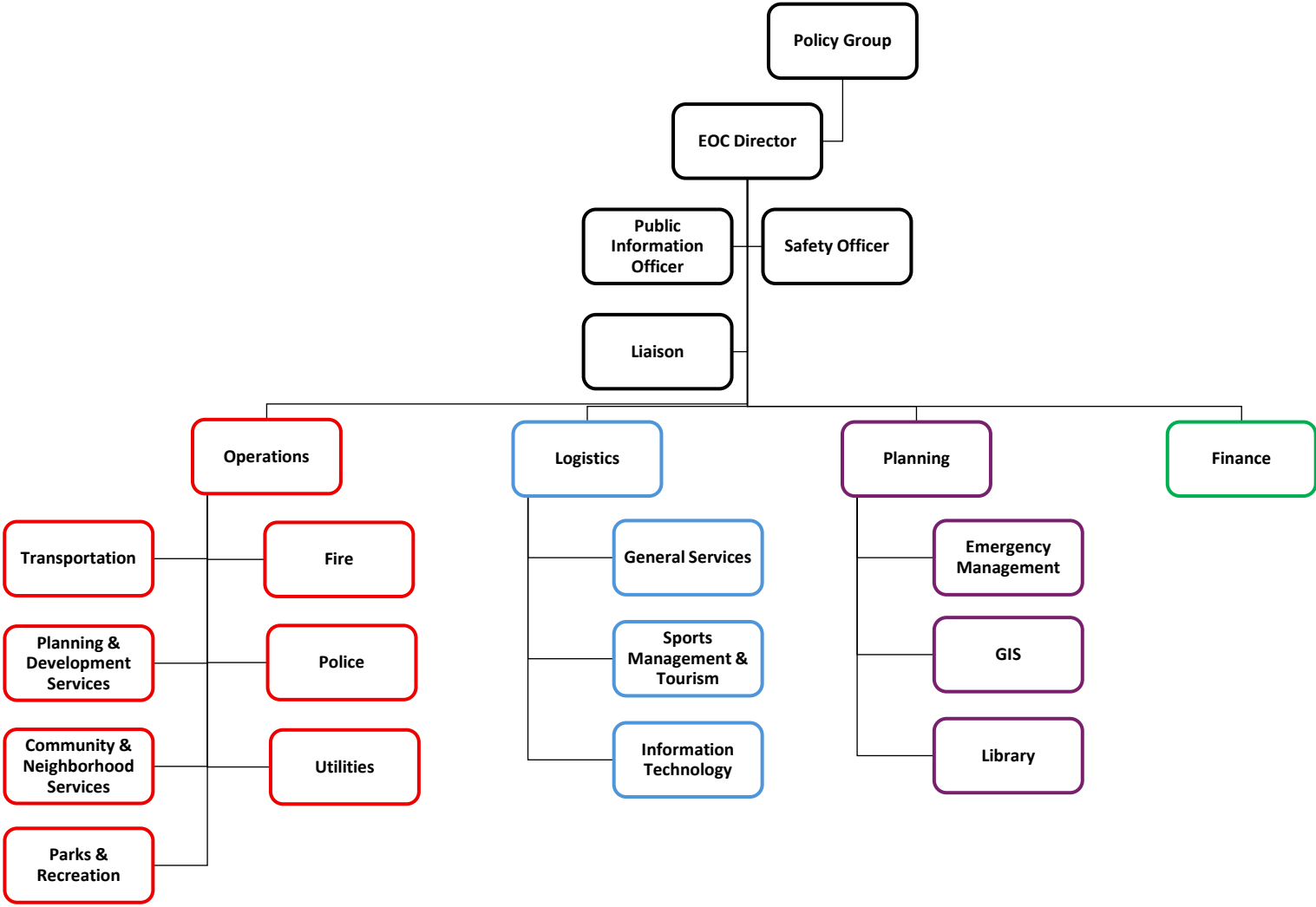
EOC Activation Levels	
Level IV: Normal Operations	There are normal operations and the EOC is not activated. Situational awareness is maintained and routine operations are conducted.
Level III: Enhanced Readiness	Activated when there is a minor or routine incident manageable with local assets where no significant interagency coordination is required, where mutual aid may not be necessary, and there is not a pertinent risk of an incident escalating.
Level II: Partial Activation	Activated when conditions indicate an emergency or disaster is ongoing or imminent where partial EOC staffing is necessary, significant coordination is required, mutual aid is requested, and the incident is complex, prolonged, or escalating.
Level I: Full Activation	Activated when a disaster or emergency is taking place over several operational periods, involving multiple response agencies and all EOC positions, requiring significant mutual aid, and prompting the need for state and federal assistance.

Departments responsible for responding to a situation can use the readiness level system to determine the severity, expectations, and potential resources or needs associated with the situation. This information can be further used in department-specific emergency plans. General actions to be taken at each readiness level are outlined in the annexes. More specific actions will be detailed in departmental or agency SOPs.

EOC Organization:

The City of Round Rock uses a hybrid EOC structure incorporating the ICS-like structure and a departmental model. The EOC operates in alignment with ICS. However, the organizational structure is different than the structure used for field response. The key difference is that ICS within the EOC focuses on strategic operations to help support incident needs rather than conducting tactical operations.

Emergency Operations Center Organization Chart



There are four main General Staff sections within the EOC, which are Operations, Logistics, Planning, and Finance. Each department reporting to the EOC for an activation will be assigned to one of these sections. Each of these sections manages a functional area of incident. The table below describes the high-level overview of each General Staff section within the EOC.

EOC Section	Description
Operations	Departments in this section have personnel responsible for conducting tactical level actions.
Planning	Maintains situational awareness through the collection and analysis of information.
Logistics	Provides facilities, services, personnel support, equipment, and supplies necessary to sustain EOC and field operations.
Finance	Tracks incident-related costs, manages contracts, documents personnel time, and supports financial accountability and reimbursement.

Emergency Support Functions Overview:

The City of Round Rock uses the Emergency Support Function (ESF) framework. ESFs provide the structure for organizing and coordinating functional capabilities during emergency operations. ESFs are activated as needed to support incident management activities and are coordinated through the EOC.

In the City of Round Rock, ESFs are organized around existing departmental authorities and capabilities. Each ESF is led by a designated department and supported by additional agencies as identified in the ESF annexes.

When the EOC is activated, departments are notified and assume responsibility for coordinating their assigned ESF as detailed in the ESF annexes. This allows the City to leverage the established structure while maintaining alignment with the ESF framework. The departmental roles and responsibilities, as they pertain to the ESFs, may be found in the Organization and Assignment of Responsibilities section.

Table: ESF Overview

ESF #	Title	High-Level Function
1	Transportation	Supports the management of transportation systems and infrastructure.
2	Communications	Addresses emergency communications challenges and coordinates the restoration and maintenance of critical communications infrastructure.
3	Public Works & Engineering	Supports the protection and restoration of critical infrastructure, debris management, and safety of water and wastewater services.
4	Firefighting	Provides firefighting support, fire prevention, and the coordination of fire service resources.
5	Emergency Management	Coordinates emergency management efforts, provides situational awareness, and supports decision-making.
6	Mass Care	Coordinates mass care, emergency assistance, temporary housing, and human services to support individuals and communities affected by incidents.
7	Logistics	Coordinates the provision, acquisition, and delivery of essential resources to support emergency operations.

8	Public Health & Medical Services	Provides public health, medical care, and mental health services and manages medical resources.
9	Search & Rescue	Coordinates specialized search and rescue capabilities and provide lifesaving assistance.
10	Oil and Hazardous Materials	Coordinates resources and technical assistance to support hazardous materials incidents.
11	Agriculture & Natural Resources	Supports management of impacts on food, agriculture, animals, and natural/cultural resources.
12	Energy	Assists private sector energy sector owners and operators with stabilization and restoration of normal operations as it pertains to energy.
13	Law Enforcement	Coordinates public safety and security tasks and resources.
14	Long- Term Recovery	Coordinates resources at all levels of government and nongovernmental organizations to address community and City needs during recovery.
15	Public Information	Coordinates clear, unified, accurate, and effective messaging as it pertains to the incident.

Recovery:

The Recovery phase begins once the incident is stabilized through immediate response activities and focuses on supporting the affected communities as they return to normal. This phase also includes coordinated actions to restore essential services and address ongoing needs. Recovery efforts may occur concurrently with response actions and can extend for months or years depending on the impact of the incident.

Initial Damage Assessments:

The first indications of the scope and extent of damages will likely be provided by field personnel reporting to emergency communications or to the Emergency Operations Center (EOC) during incident response. This information contains informal assessments that entail quickly gauging the extent of damages as a result of an incident. The EOC may also receive damage assessment information from additional sources including, but not limited to, the public, media, businesses, or other personnel.

Damage assessments help the City determine the personnel, equipment, facilities, and other resources that may be critical to effectively respond and recover from an incident. These assessments also enable the City to prioritize response strategies, allocate resources, ensure public safety, identify critical needs, start recovery planning, and determine the need for a disaster declaration.

Disaster Declarations:

A disaster declaration may be issued if incident impacts are substantial or are expected to be substantial. A disaster declaration is an official mechanism in which a local government indicated incident impacts have the potential to or are exceeding the jurisdiction's response capabilities.

The declaration signifies additional support may be required to effectively manage the incident. While local jurisdictions are expected to use all available local resources and mutual aid agreements first, state assistance may be requested when those resources prove inadequate. However, most incidents occur without the need for a disaster declaration. It is also true that an overwhelming majority of local disaster declarations will not meet the threshold for a federal disaster declaration.

Disaster Summary Outline

Any pertinent damage assessment information provided to the EOC may be used by the Emergency Management Coordinator, or their designee, to submit a Disaster Summary Outline (DSO). The DSO is an official mechanism in which the City is able to notify the Texas Division of Emergency Management (TDEM) that there is damage within the community as a result of an incident and includes the associated rough cost estimates.

It is essential costs associated with the response and recovery of an incident are accurately captured. This information is used for the DSO and as a basis to determine whether there is a need for state or federal assistance and is required to obtain a federal disaster declaration.

The DSO may be resubmitted multiple times as costs change or cost estimates are refined. The DSO may be submitted after a disaster declaration is issued by the City of Round Rock or Williamson County, as this information is also used as a basis for obtaining a presidential disaster declaration.

Once the immediate response actions are completed, more detailed and systemic damage assessments are conducted. These assessments are used to provide an overall picture of the severity of the impacts after an incident and are shared with the EOC. The information provided may be used to support recovery planning, estimate repair and reconstruction cost, determine eligibility for assistance, and guide long-term rebuilding efforts.

Damage Assessment Tools:

TDEM manages two different tools local jurisdictions will need to use to submit detailed and accurate damage assessments to the State. These tools provide the necessary documentation used during the preliminary damage assessment. In addition, these tools must be used if there is intent to receive federal assistance, as it is the mechanism TDEM uses to start reviewing whether they believe damages may be to the extent where a presidential disaster declaration is necessary.

Public Assistance State of Texas Assessment Tool

The City will need to complete damage assessments using the Public Assistance State of Texas Assessment Tool (pSTAT) to document damage to public property or buildings. The information gathered through pSTAT submissions will be used to determine the extent of damage and also whether the federal threshold for Federal Emergency Management Assistance (FEMA) Public Assistance is met. To be eligible for Public Assistance, Williamson County must meet a specific threshold, and the State of Texas must also meet its threshold. These thresholds are updated annually by FEMA. Jurisdictions can access the pSTAT at pSTAT.tdem.texas.gov.

Individual Assistance State of Texas Assessment Tool:

The Individual Assistance State of Texas Assessment Tool (iSTAT) is a damage assessment tool available to the community for the residents to submit information about damages to their private homes and businesses. This information may be accessed by the City of Round Rock's Homeland Security and Emergency Management Division (HSEM) and the Texas Division of Emergency Management. These submissions help inform the local and state officials about the extent of damage to private property. This information is used for the preliminary damage assessment and to determine if the thresholds for federal assistance are met for FEMA's Individual Assistance Program or the Small Business Administration's disaster assistance program. This tool may be accessed at damage.tdem.texas.gov.

Joint Preliminary Damage Assessment:

After DSO information is reviewed, including the existing pSTAT and iSTAT information, a Joint Preliminary Damage Assessment (JPDA) may be scheduled if deemed appropriate. A JPDA is a formal damage assessment of public and individual damage that may be performed by local, state, and federal officials. Local representatives familiar with the damage will accompany any other local, state, and federal officials during this process and provide maps to complete the damage assessments. The local representatives involved in this process will need to be able to provide a reasonable cost estimate of damage. The JPDA is the mechanism in which local damages are verified and certified. After a JPDA is completed, the Governor may use this information to then request federal assistance.

Additional damage assessment functions are maintained in the appropriate standard operating procedures, which include the identification of roles and responsibilities, training, assessment criteria, reporting formats, and the process for initial and preliminary damage assessments.

Assistance:

Federal assistance may become available following a major or catastrophic disaster in which an emergency or major disaster declaration is granted by the president. There are multiple assistance programs that may become available depending on whether the criteria have been met. HSEM will notify the appropriate City officials when there is a federal disaster declaration where federal assistance programs are available.

The Joint Field Office (JFO) is the primary field location for the coordination of federal and state recovery operations. It is a temporary federal multi-agency coordination center established locally to facilitate field-level domestic incident management activities and provides a central location for the coordination of response and incident support among all levels of government and also private-sector organizations.

Public Assistance:

The Public Assistance (PA) program provides program support to eligible local governmental entities following a disaster to assist with the response and recovery from incidents. The program provides assistance for debris removal from public property, emergency protective measures, and the permanent restoration of public infrastructure. Public Assistance is broken down into categories.

The categories of Public Assistance include:

- Category A: Debris Removal
- Category B: Emergency Protective Measures
- Category C: Roads & Bridges
- Category D: Water Control Facilities
- Category E: Public Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreational Facilities, and Other Facilities
- Category I: Building Code and Floodplain Management and Enforcement

The City of Round Rock will need to go through the appropriate multi-step process if there is a federal disaster declaration in which the City has been deemed eligible to apply for Public Assistance funds. There will be a briefing that includes high-level information necessary for the City to complete the appropriate tasks and the necessary deadlines that must be met to receive potential funds. Project worksheets will need to be prepared for eligible emergency costs and for eligible permanent work to restore damaged public infrastructure. These project worksheets will be completed using the documentation submitted by City personnel.

The State serves as the Grantee and eligible applicants for public assistance are sub-grantees. The current federal cost share is typically 75/25. This means the federal share for most federal declarations is 75% and the remaining 25% is provided by the local government.

Hazard Mitigation Grant Program:

The President may make Hazard Mitigation Grant Program (HGMP) funds available to the state and local governments following a disaster declaration. The purpose of this program is to help communities implement hazard mitigation measures following a major disaster declaration. These funds may be used for projects that will reduce or eliminate losses from future disasters. The funding for HGMP is limited to 15% of the total cost of Public Assistance and Individual Assistance for the disaster. FEMA may fund up to 75% of the eligible project costs while at least 25% must be met by cash or in-kind resources. To be eligible for these funds, the City of Round Rock must have a state and federally approved Hazard Mitigation Plan.

Individual Assistance:

Individual Assistance may also be available following a major disaster declaration. This program provides financial assistance and other services to individuals in federally declared disaster areas whose property is damaged or destroyed and where the losses are not covered by insurance.

The following factors are considered by FEMA when evaluating a governor's request for a major disaster declaration:

- State fiscal capacity and resource availability,
- Uninsured home and personal property losses,
- Disaster impacted population profile,
- Impact to community infrastructure,
- Casualties, and
- Disaster-related unemployment.

Disaster Recovery Center:

Disaster Recovery Centers (DRCs) are established in a disaster area to provide information on the complete range of disaster assistance that is available. DRCs provide individuals affected by a disaster with the opportunity to meet representatives from local, state, federal, and volunteer agencies to do the following:

- Apply for assistance,
- Learn more about disaster assistance programs,
- Check the status of FEMA applications,
- Understand letters from FEMA,
- Find housing and rental assistance information,
- Answer questions pertaining to the recovery process, and
- Receive referrals to agencies that may offer other forms of assistance.

The Emergency Management Coordinator will collaborate with the necessary City, State, and federal officials to determine the potential need for a DRC.

Other Assistance

There are multiple assistance programs that may be available after a major disaster declaration. Additional information on these programs may be found in ESF 14 – Long-Term Recovery.

Information Collection and Dissemination

The EOC is responsible for gathering timely, accurate, accessible and consistent information during an emergency. This information is synthesized and shared through situation reports, which create a common operating picture and may be used to adjust operational goals, priorities, and strategies.

To ensure effective information flow, emergency response agencies involved in emergency operations must establish communications systems and protocols to organize, integrate, and coordinate information among the entities affected by the incident.

Information Collection Priorities

Information collection priorities are dependent on the incident and driven by immediate resource needs. Essential information will be collected by the EOC from the appropriate sections, departments, or personnel. The EOC will then use this information to provide a current common operating picture, long-term strategies, and disseminate or archive information pertaining to the incident. The EOC will maintain and update a list of essential stakeholders who receive situation reports and other essential information. Some examples of essential information collected may include the following:

- Weather conditions and upcoming forecasts,
- Status of responding agencies and the overall incident,
- New or ongoing response objectives and operational needs,
- Impacts or threats to life safety, property, and environment,
- Evacuation information, shelters, distribution sites, etc.,
- Impacts on departmental continuity of operations,
- Damage assessment data,
- Road closures, and
- Essential City service impacts.

Communication and Coordination

The City may be alerted about an incident by the public through 9-1-1, the State Warning Center, another response agency, emergency management personnel, or through the analysis of social media and other news sites. Upon alert, response agencies will be notified.

The City of Round Rock uses redundant modes of communication to ensure situational awareness is maintained and the appropriate personnel are notified. The City will notify other levels of government of disasters that affect the City as is appropriate.

Emergency management officials frequently monitor the situation to assess the current risks and hazards. This is done through increasing the awareness level of the necessary personnel and the community when a threat is approaching or is imminent. Sufficient warning, when applicable, provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once an emergency occurs. Readiness activities may include:

- Briefing government officials,
- Reviewing plans and procedures,
- Preparing and disseminating information to the community,
- Updating resource inventory lists, and
- Precautionarily activating the EOC.

Multiple communication methods are integrated within the City, such as the use of traditional media, social media, web-based media, printed publications, and email distributions to notify and prepare the community for imminent hazards.

The City of Round Rock also uses the State of Texas Assistance Registry to identify and reach vulnerable populations on the registry when specific criteria are met. These notifications include communication via text or email, phone, and in-person.

Notification System

The City of Round Rock does not have a siren system. However, residents can sign up for Warn Central Texas to receive notifications based on their address. When residents sign up, they may select different types of alerts they want to receive. In addition, the City has access to this notification system so that tailored alerts may be sent to the community.

Public Information

Public information consists of the processes, procedures, and systems to communicate timely and accurate information about the current situation to the public, responders, and stakeholders. Public information must be coordinated and integrated across jurisdictions, agencies, and organizations among all levels of government, the private sector, and non-governmental organizations. Well-developed public information, educational strategies, and communication plans help ensure lifesaving measures are coordinated and communicated to a widespread audience in a timely and consistent manner. During a significant incident, managing public information is essential in keeping the public informed about what happened, what actions the City emergency response agencies have taken and what the public needs to know and do in response to the incident.

More extensive public information guidance during an emergency is documented in the Public Information Annex, ESF 15, of the EOP.

Joint Information System

All public information is coordinated utilizing joint information system procedures for situational awareness and to ensure there is a unified message. Subsequently, the Joint Information Center may be activated to serve as the central location for Public Information Officers (PIOs) from all involved agencies to share information before coordinating information dissemination strategies. Within the EOC, PIOs will also work with the appropriate personnel to efficiently prioritize information needing to be shared with the public. The lead PIO in the City's EOC will also coordinate with the County's PIO on news releases related to a disaster when it is necessary.

Information dissemination strategies to the public may differ depending on the incident. PIOs may utilize social media, news outlets, radio, or other means of communication to share information with the public depending on which communication systems are impacted.

Direction and Control

According to the Texas Disaster Act, the Mayor serves as the Emergency Management Director and has overall responsibility for the management of local disasters. This authority also includes the ability to issue an emergency or disaster declaration within the City of Round Rock.

The Mayor may also appoint an individual to act as the Emergency Management Coordinator (EMC). The EMC serves as the Emergency Management Director's assistant for emergency management purposes. The EMC is responsible for managing the emergency management program and executing the Emergency Operations Plan, including its annexes, for emergencies, disasters, or planned events.

Incident Command System

As part of its formal adoption of the National Incident Management System (NIMS), the City of Round Rock uses the Incident Command System (ICS) as a standardized framework for incident command and coordination. ICS is a subcomponent of NIMS designed to provide a consistent and scalable system for managing all incidents. The City applies the ICS principles during field response operations.

Incident Command

The Incident Commander has overall authority and responsibility for conducting and managing all incident operations at the incident site. When multiple command authorities are involved, the incident may be led by a unified command comprised of officials who have jurisdictional authority or functional responsibility for the incident under appropriate laws, ordinances, agreements, or policies. Command provides direct, on-scene control of tactical operations. At the tactical level, on-scene incident command and management organization are located at the Incident Command Post (ICP).

ICS and EOC Interface:

It is imperative that the EOC and personnel at the ICP collaborate during an incident. Essential information from the ICP needs to be communicated to the EOC as is appropriate. In addition, pertinent information also needs to flow from the EOC to the ICP. This helps minimize each coordinating body from independently managing an incident, duplicating efforts and inefficiently using resources. This communication and collaboration further ensure the City is managing the incident based on a shared common operating picture.

The Emergency Operations Center:

The emergency operations center (EOC) serves as the central location for coordinating and supporting emergency response and recovery activities. This allows incident command to remain focused on tactical response while broader coordination needs are addressed by the EOC. The EOC is not designed to replace on-scene incident command. The EOC supports Citywide coordination and information sharing and facilitates communication among the various departments and external partners in accordance with this Emergency Operations Plan. See the EOC portion of the Concept of Operations Section for additional information.

The EOC may be activated or deactivated by the following positions or their designee:

- Mayor,
- Emergency Management Coordinator,
- City Manager's Office,
- Fire Chief,
- Chief of Police, or
- Public Works Director.

Lines of Succession:

The line of succession for the Mayor is Mayor-Pro Tem.

The line of succession for the City Manager is the Assistant City Manager.

The line of succession for the Emergency Management Coordinator is the Fire Chief.

Organization and Assignment of Responsibilities

This section outlines the organizational structure and identifies the roles and responsibilities of departments and agencies involved in emergency response and recovery. It also further defines how responsibilities are assigned to support coordinated operations, clarifies functional relationships among response partners, and ensures all participating entities understand their duties under the Emergency Operations Plan. These responsibilities are intended to enable the jurisdiction to effectively manage various incidents.

City of Round Rock Emergency Management

Organization:

The City's emergency management program is structured to provide clear leadership, accountability, and coordination during all disaster phases, emergencies, and planned events. The program is located within the Fire Department and is managed by the Emergency Management Coordinator (EMC). The EMC reports to the Fire Chief, who reports to the City Manager. The City Manager is accountable to the Mayor and City Council and oversees City operations while coordinating departmental activities to implement the objectives and policies set by Council.

The responsibilities of the emergency management program include developing and maintaining an emergency management plan for disaster mitigation, preparedness, response, and recovery (Texas Government Code Chapter 418.106); coordinating with neighboring jurisdictions and state agencies; conducting training, exercises, and public education campaigns; and supporting continuity of government to include essential services. Emergency management is also responsible for coordinating emergency operations during an incident. If an incident is of such a magnitude where local resources are expected to be depleted, or are currently depleted, then the EMC may recommend a Disaster Declaration, if one has not already been issued.

Disaster Declarations

There may be circumstances in which the severity or scope of an incident exceeds the City’s capacity to effectively respond using existing resources. In such cases, the issuance of a disaster declaration may be necessary.

The Texas Disaster Act, Chapter 418, Texas Government Code, provides the Mayor with the authority to declare a local state of disaster and may do so without the consent of the City Council. However, the declaration may last no longer than seven days unless continued by the City Council. The City Council may terminate a state of disaster at anytime. Copies of a disaster declaration should be filed with the City Secretary and the Texas Division of Emergency Management.

Chapter 418.108 of the Texas Government Code provides that the mayor may, when a State of Local Disaster has been declared, exercise similar powers on an appropriate local scale as have been granted to the Governor in the Disaster Act. Among those powers is the authority to suspend procedural laws and rules, use public and private resources to respond to the disaster, control the movement of people, restrict the sale and transportation of certain items, and take several other actions. After a state of disaster is declared, the City may enact an emergency ordinance or order describing the specific emergency regulations that are to be put into effect during the disaster.

When the Mayor makes a Declaration of Local Disaster and exercises the powers, the City Manager will execute the orders as directed by the Mayor.

Emergency Operations Roles and Responsibilities

This section is to provide a high-level overview of the roles and responsibilities for emergency operations. Not every role listed within this section may be filled for every incident. Roles may be activated depending on incident needs.

EOC Director

The EOC Director is responsible for the overall management and coordination of the EOC during an activation. This position provides strategic direction as is appropriate to support incident command. The EOC Director is responsible for the following:

- Determining the level of the EOC activation and organizational structure,
- Coordinating with the Policy Group, EOC personnel, and incident command to establish EOC objectives and priorities,
- Ensuring effective interagency coordination, and
- Overseeing compliance with applicable plans, and procedures as is appropriate.

Policy Group

The Policy Group provides executive guidance and oversight during emergency operations. Its primary role is to establish broad policies, set priorities, allocate resources, and ensure coordination among City departments, elected officials, and the necessary external partners. The Policy Group typically consists of the Mayor, City Council, City Manager, departmental directors, and other key senior officials. These individuals may convene depending on the scale and type of incident.

The Policy Group does not manage daily operational activities but provides direction to the Incident Commander, department directors, and the EOC Director to ensure response and recovery efforts align with City objectives and legal authorities. This oversight ensures all emergency management activities are consistent with established policies, Council priorities, and the City's strategic goals.

Departments and Agencies

City departments and agencies are responsible for carrying out their assigned emergency management roles in accordance with this plan and applicable annexes. Departments support emergency operations by providing personnel, resources, technical expertise, and continuity of essentials services. Department directors are responsible for ensuring their organizations are prepared to fulfill assigned responsibilities and for coordinating with the EMC and EOC during activations.

Departments are identified as a primary agency for each Emergency Support Function and are responsible for implementing the measures within the assigned ESF. The Primary Agency may also identify a designee, work with supporting agencies to conduct emergency operations efforts within their respective ESF, and will update the respective plan in coordination with the Homeland Security and Emergency Management Division (HSEM).

ESF #	ESF	Primary Round Rock Coordinating Agency
1	Transportation	Transportation Department
2	Communications	Police Department-Emergency Communications
3	Public Works and Engineering	Utilities and Environmental Services Department
4	Firefighting	Fire Department
5	Emergency Management	Fire Department - Homeland Security and Emergency Management Division
6	Mass Care	Parks and Recreation Department
7	Finance	Finance Department
8	Health and Medical Services	Fire Department
9	Search and Rescue	Fire Department
10	Oil and Hazardous Materials Response	Fire Department
11	Agriculture and Natural Resources	Police Department
12	Energy	Public Works Department
13	Law Enforcement	Police Department
14	Cross-Sector Collaboration	Fire Department - Homeland Security and Emergency Management Division
15	Public Information	Communications and Marketing Department

Emergency Support Functions:

Emergency Support Functions provide a functional framework for organizing and coordinating response and recovery activities. Each ESF groups City departments, agencies, and partners with similar responsibilities to support efficient coordination and communication. More detailed roles and procedures may be found in the corresponding ESF annexes or in supporting policies and procedures. However, high-level descriptions of ESF responsibilities are included below.

ESF 1 Transportation

Primary Agency: Transportation Dept.

Coordinates transportation needs, issues, and activities before, during, and after a disaster, emergency, or event. Responsibilities include, but are not limited to, the following:

- Establishing evacuation routes,
- Identifying transportation routes for resources,
- Determining resource needs,
- Coordinating the restoration of transportation infrastructure,
- Maintaining status information about transportation routes,
- Identifying potential emergency transportation issues, and
- Implementing necessary plans, protocols, procedures, and policies.

ESF 2 Communications

Primary Agency: Police Department – Emergency Communications

Coordinates communications needs, issues, and activities before, during, and after a disaster, emergency, or event. Responsibilities include, but are not limited to, the following:

- Establishing and maintaining communications between and among key facilities that are integral to efficient emergency operations,
- Ensuring Emergency Communications is prepared to respond, recover, and mitigate incidents and their impacts,
- Maintaining status information on communications systems and infrastructure,
- Identifying potential emergency communications issues and resource needs and coordinating the prioritization of restoration, and
- Implementing necessary plans, protocols, procedures, and policies.

ESF 3 Public Works and Engineering

Primary Agency: Utilities and Environmental Services Department

Coordinates the resources to support emergency public works and engineering needs before, during, or after a disaster, emergency, or event. Responsibilities include, but are not limited to, the following:

- Providing engineering and construction services,
- Conducting safety inspections and damage assessments,
- Issuing relevant permits as is appropriate following an incident,
- Maintaining status information about water and wastewater facilities,
- Establishing priorities to repair damaged water and wastewater systems,
- Coordinating provision of temporary, alternate, or interim sources of water and wastewater systems when necessary,
- Coordinating debris management operations,
- Identifying potential impacts to public works and engineering infrastructure, and
- Implementing necessary plans, protocols, procedures, and policies.

ESF 4 Firefighting

Primary Agency: Fire Department

Coordinates and mobilizes fire, rescue, and emergency services resources, personnel, and equipment to detect fires and other fire protection issues before, during, or after a disaster, emergency, or event. Responsibilities include, but are not limited to, the following:

- Maintaining information regarding available firefighting resources and personnel as is appropriate,
- Coordinating firefighting resources, which includes mutual aid and auto aid agreements,
- Providing status information on firefighting efforts,
- Maintaining situational awareness of committed resources pertaining to ESF 4,
- Supporting fire investigations and inspections as appropriate, and
- Implementing necessary plans, protocols, procedures, and policies.

ESF 5 Emergency Management

Primary Agency: Fire Department – Homeland Security and Emergency Management Division

Coordinates emergency management efforts of preparedness, response, recovery, and mitigation for disasters, emergencies, and events.

Responsibilities include, but are not limited to, the following:

- Ensuring and maintaining the operational readiness of the EOC,
- Coordinating with other ESFs and departments throughout the incident,
- Collecting, analyzing, and disseminating information on the nature, scope, and potential impacts of the incident,
- Using the information gathered for situational awareness to support Operations, Planning, Finance, and Logistics as necessary,
- Identifying and anticipating future needs and requirements,
- Supporting and planning for mitigation measures for future incidents, and
- Implementing necessary plans, protocols, procedures, and policies.

ESF 6 Mass Care

Primary Agency: Parks and Recreation

Coordinates mass care, emergency assistance, temporary housing, and human-services-related efforts before, during, and after a disaster, emergency, or event. Responsibilities include, but are not limited to, the following:

- Identifying shelter facilities and the provision of life-sustaining services in a safe, sanitary, and secure environment,
- Identifying and establishing appropriate resource agreements relating to ESF 6,
- Determining resource needs and maintaining adequate resources for ESF 6,
- Maintaining status information on mass care, housing, and human services,
- Supporting reunification centers and temporary evacuation points,
- Identifying mass care, housing, and human services vulnerabilities, and
- Implementing necessary plans, protocols, procedures, and policies.

ESF 7 Logistics

Primary Agency: Finance

Coordinating logistical and resource support to departments involved in response and recovery efforts before, during, or after a disaster, emergency, or event. Responsibilities include, but are not limited to, the following:

- Maintaining current inventories of available resources,
- Maintaining a list of essential points of contacts for critical resource needs and contracts pertaining to ESF 7,
- Identifying potential resource needs during an incident,
- Ensuring procurement rules are followed,
- Maintaining status information about resources,
- Tracking resources and coordinating resource requests,
- Coordinating with the necessary entities to identify a staging area, and
- Implementing necessary plans, protocols, procedures, and policies.

ESF 8 Health and Medical Services

Primary Agency: Fire Department

Coordinating provision of medical care, public health, fatality management, and medical transport before, during, and after a disaster, emergency, or event. Responsibilities include, but are not limited to, the following:

- Conducting planning efforts with other healthcare partners,
- Notifying the local health department when necessary,
- Coordinating Emergency Medical Services activities,
- Coordinating with hospitals and healthcare facilities as is appropriate,
- Maintaining status information about ESF 8 resources, facilities, and situation,
- Support mass fatality efforts as appropriate,
- Identifying public health and medical services vulnerabilities, and
- Implementing necessary plans, protocols, procedures, and policies.

ESF 9 Search and Rescue

Primary Agency: Fire Department

Coordinates search and rescue operations before, during, and after a disaster, emergency, or event. Responsibilities include, but are not limited to, the following:

- Developing and maintaining internal agency search and rescue plans, procedures, resource directories, and emergency contact lists,
- Maintaining inventories of search and rescue equipment, materials, supplies, and facilities,
- Maintaining status information about search and rescue efforts and committed resources,
- Establishing communications with appropriate field personnel as appropriate, and
- Implementing necessary plans, protocols, procedures, and policies.

ESF 10 Oil and Hazardous Materials Response

Primary Agency: Fire Department

Coordinates support for the control and containment of an actual or potential oil spills or hazardous materials releases requiring an ESF 10 activation before, during, or after a disaster, emergency, or event. Responsibilities include, but are not limited to, the following:

- Maintaining a resource inventory record of hazardous materials resources,
- Maintaining status information on the current situation and hazardous materials resources,
- Coordinating response and recovery activities as appropriate, and
- Implementing necessary plans, protocols, procedures, and policies

ESF 11 Agriculture and Natural Resources

Primary Agency: Police Department

Coordinate with the appropriate agencies regarding agriculture and natural resources before, during and after a disaster, emergency, or event.

Responsibilities include, but are not limited to, the following:

- Coordinating with subject matter experts and establishing liaisons to assist with the management of any incidents involving an ESF 11 activation,
- Coordinating with the proper authorities to address food contamination, water inspections, pets and livestock, and plant and animal diseases as necessary,
- Maintaining current situational awareness and the status of resources pertaining to ESF11, and
- Implementing necessary plans, protocols, procedures, and policies.

ESF 12 Energy

Primary Agency: Public Works Department

Coordinates support for energy and energy systems before, during, and after a disaster, emergency, or event. Responsibilities include, but are not limited to, the following:

- Coordinating with the necessary utility representatives to determine emergency response and recovery needs,
- Determining areas affected by outages and time estimates for restoration,
- Assisting with obtaining emergency power generation capabilities for critical infrastructure,
- Identifying damages to energy infrastructure and systems,
- Providing conservation guidance, emergency information, and education concerning energy systems,
- Maintaining status information about the current situation pertaining to ESF 12,
- Implementing necessary plans, protocols, procedures, and policies.

ESF 13 Law Enforcement

Primary Agency: Police Department

Provides coordination and support for law enforcement activities and resources before, during, and after a disaster, emergency, or event.

Responsibilities include, but are not limited to, the following:

- Conducting public education and outreach, as is appropriate, regarding law enforcement, public safety, and security,
- Coordinating law enforcement resources, including mutual aid agreements,
- Providing security for emergency facilities and response personnel as necessary,
- Assisting with evacuations and reentry,
- Maintaining status information about law enforcement activities, and
- Implementing necessary plans, protocols, procedures, and policies.

ESF 14 Cross-Sector Collaboration

Primary Agency: Fire Department – Homeland Security and Emergency Management Division

Coordinates with the appropriate stakeholders to address private sector functions needed to assist the City before, during, or after a disaster, emergency, or event. Responsibilities include, but are not limited to, the following:

- Establishing, maintaining, and communicating with the private sector partner network,
- Developing and maintaining protocols to coordinate private sector goods and services,
- Maintaining status information about business impacts and the related impacts on the community,
- Supporting the resumption or continuation of normal business operations as is appropriate, and
- Implementing necessary plans, protocols, procedures, and policies.

ESF 15 Public Information

Primary Agency: Communications and Marketing Department

Coordinates and collaborates with the appropriate agencies regarding public information needs, issues, and activities before, during, and after a disaster, emergency, or event. This role is normally filled by the Public Information Officer or their designee. Responsibilities include, but are not limited to, the following:

- Educating the public on emergency preparedness activities,
- Relaying and coordinating critical information during an incident response and recovery,
- Maintaining a roster of necessary contacts and status information pertaining to public information,
- Establishing a JIC or JIS dependent on incident needs when appropriate,
- Monitoring social media, and
- Implementing necessary plans, protocols, procedures, and policies.

Safety Officer:

The Safety Officer in the EOC is responsible for ensuring the health and safety of EOC staff, responders, and supporting agencies during emergency operations. The Safety Officer has the authority to halt or modify activities within the EOC or associated operations that present an imminent safety risk. Other duties the safety officer is responsible for may include the following:

- Monitoring EOC operations and incident activities for unsafe conditions or practices,
- Recommending and coordinating corrective safety actions, controls, protective measures, and resources,
- Developing and disseminating safety messages and briefings to EOC personnel,
- Ensuring compliance with applicable safety regulations, policies, and procedures,
- Investigating and documenting accidents, injuries, or hazardous exposures related to EOC operations, and
- Advising the EOC Director on overall risk levels and safety implications of strategic and tactical decisions.

Liaison:

The Liaison within the EOC may be activated when there is a need for one person to serve as the single point of contact for external agencies or departments the City may need to contact and coordinate with during an emergency.

The responsibilities for the liaison include, but are not limited to, the following:

- Serving as the primary point of contact and maintaining communication with external agencies, volunteers, and mutual aid partners as is necessary,
- Providing situational awareness and updates to EOC leadership and external partners when appropriate, and
- Identifying potential or actual issues and discussing them with the appropriate EOC personnel.

Legal

The City of Round Rock has a City Attorney that is generally responsible for all legal affairs and reports directly to City Council. The City Attorney is also responsible for providing legal advice and guidance to City Council, emergency management, and other appropriate personnel for all emergency management issues and concerns as it pertains to legal affairs.

Governmental Roles and Responsibilities

Each level of government has a specialized role in emergency management. It is essential to understand each of their roles and limitations to determine the most efficient and effective ways to coordinate throughout multiple disaster phases when necessary.

Municipal Government:

Cities are responsible for managing and coordinating the overall emergency response and recovery activities within their jurisdiction. Each municipal government emergency management organization and its relationship to the field response level may vary, depending upon factors related to geographical size, population, function, and complexity.

Municipal governments are responsible for coordinating with county governments to provide updated situational awareness and damage assessments as is deemed appropriate based upon the needs associated with an incident. This also includes coordinating with county government for resource requests, which include the activation of mutual aid agreements. If county government is unable to fulfill municipal resource requests, then the municipal government is responsible for submitting a resource request to the region or state.

Special Districts:

Special districts, such as school and utility districts, are responsible for establishing liaisons with the City of Round Rock to support emergency operations as is appropriate.

School Districts:

ISDs are responsible for the safety of students, staff, and visitors at their facilities. Round Rock ISD maintains an Emergency Operations Plan to account for the hazards that may impact their facilities.

County Government:

The County is responsible for maintaining an emergency management program at the county level, which includes managing and/or coordinating information, resources, and priorities among local governments within the County and serves as the coordination and communications link between the local government level and the regional level.

Regional Partners

The State of Texas is divided into 24 regional mutual aid jurisdictions, based upon existing Councils of Government regional boundaries. City of Round Rock and Williamson County is part of Capital Area Council of Governments (CAPCOG). CAPCOG is a 10-county region that includes Travis, Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, and Williamson Counties.

The regional level manages and coordinates information and resources among local governments and counties within the 10-County area. The regional level also coordinates overall State agency support for emergency response activities within the region.

State Government

TDEM supports state, regional, county, and city governments with the response and recovery of emergencies and disasters through the management of state assets, which may also include mutual aid. TDEM may also coordinate with the federal government to request and deploy federal assets during large-scale incidents.

The state is divided into 8 different TDEM regions, each region has a District Chief. The City of Round Rock is located within TDEM Region 8. TDEM also divides the regions into disaster districts. The City of Round Rock is located within Disaster District 12. In addition, TDEM employs a County Liaison Officer (CLO) for Williamson County. The CLO serves as the initial point of contact for a local jurisdiction when there is a need for TDEM support.

Federal Government:

The Federal Government is responsible for providing assistance to state and local governments when requested and authorized under applicable federal law. Federal agencies support local emergency management efforts through the provision of resources, technical assistance, specialized capabilities, and reimbursement in accordance with the National Incident Management System, the National Response Framework, the Stafford Act, and other federal statutes and policies. Any federal assistance will be coordinated through the State.

Non-Governmental and Volunteer Organizations

Non-government and volunteer organizations involved in emergency operations may provide and coordinate relief not provided by the government on a complementary and supplementary basis.

Nongovernmental organizations and volunteer organizations interested in assisting with emergency operations are responsible for developing aid agreements and Memorandums of Understanding of duties and areas of responsibilities to be performed during an incident. The City maintains a roster of volunteer agency points of contact who may be contacted to assist with incident management capabilities. In addition, the City also maintains MOUs for resources and/or services organizations may have agreed to provide when certain conditions are met.

Private Sector

The private sector has a crucial role in supporting emergency response and recovery efforts within the City. These entities may include, but are not limited to, utilities, critical infrastructure owners and operators, healthcare providers, businesses, volunteer organizations, and suppliers of essential goods and services.

Private sector participation in governmental emergency operations is coordinated through mutual aid agreements, contractual arrangements, and partnerships. Private sector representatives may coordinate with the City through the EOC to support situational awareness and to help solidify a unified approach to response and recovery operations.

Long-Term Care Providers

The following are responsible for maintaining an emergency preparedness and response plan as required by the Texas Administrative Code:

- Nursing Facilities,
- Type A and B Assisted Living Facilities,
- Intermediate care facilities for individuals with an intellectual disability or related condition,
- Individualized skills and socialization facilities,
- Prescribed pediatric extended care centers,
- Home and Community Support Service Agencies (HCSSAs), and
- Hospice inpatient units.

Each of these facilities within the City are also responsible for coordinating their plan with the City of Round Rock's Emergency Management Coordinator. Plan requirements will vary based on the type of facility.

Citizens and Community Involvement:

The public is a vital component of community preparedness. It is essential that the public maintains an adequate level of preparedness to minimize the impacts of an incident. In addition, strong partnerships with citizen groups and organizations may provide support throughout all disaster phases, which includes preparedness, response, recovery, and mitigation.

The vulnerable population within the City of Round Rock is encouraged to register their information with the State of Texas Emergency Assistance Registry so the City of Round Rock's Homeland Security and Emergency Management Division can identify the reported needs to enhance proper notification, planning, and response.

Administration, Finance, and Support

Compliance with established administrative and financial procedures is necessary to ensure proper tracking, accountability, and documentation of resources and funding used to support response and recovery activities. Standard administrative and financial practices also support proper cost accounting to obtain any reimbursement provided through disaster assistance programs.

Finance

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

Disaster Assistance

There may be instances in which a disaster overwhelms the City of Round Rock and where the City of Round Rock may become eligible for reimbursement. This requires a local disaster declaration, meeting specific criteria, and a federal disaster declaration. The City of Round Rock's Finance Department will manage and oversee the financial aspects of the reimbursement process.

Documentation

It is important to keep specific records on personnel assignments and costs related to the response and recovery from an incident. Proper documentation allows the City to track expenditures, determine extent of damages, provide a legal account for an action that took place before, during, or after an incident, determine potential eligibility for various disaster assistance programs, and use the information to plan for future budgetary needs.

At the onset of a no-notice incident or prior to a potential incident, required forms are distributed to each department's designated documentation point of contact. If a department has not identified a specific point of contact, the forms will be provided to the appropriate department director.

During the response, personnel should document activities and expenses to the best of their ability in such a manner that does not impede their ability to conduct critical emergency operations. After response has concluded, the EMC, or designee, will coordinate with each department to ensure documentation is received. The EMC will then coordinate with Finance to determine the next steps for cost recovery efforts when applicable. The City of Round Rock's Homeland Security and Emergency Management Division (HSEM) will maintain an archive for the required time period.

After-Action-Report

After-Actions may be conducted dependent on the severity of an incident and the level of response required. HSEM is responsible for the coordination of after-action reviews and reports as they relate to EOC response.

HSEM will gather feedback from all responding agencies to determine best practices and areas of improvement based on individual and collective experiences. This information will be used to develop an after-action report and improvement plan matrix which identifies strengths, areas of improvement, corrective actions, and agencies responsible for implementing the correlating action. HSEM will then track improvement progress. Once these actions are implemented, they will be evaluated through future drills and exercises.

Support

This section describes the support and resource management mechanisms to identify and acquire resources for emergency operations. During the initial stages of an incident, resource procurement processes are managed at the field incident response level. Each responding agency maintains, deploys, and procures resources specific to department operations. However, once an incident requires resources outside the department or responding agency, resource requests are submitted to the EOC.

If a responding department in the field cannot procure a resource through their own departmental processes, the request will be submitted to the EOC Operations Section when it is activated. If the Operations Section is unable to procure a resource, the request is sent to the Logistics Section. The Logistics Section fulfills supply, facility, personnel, technology, ground transportation, and other resource requests as is necessary and in accordance with all the appropriate rules and regulations. The EOC Logistics Section will do this by working to acquire the resource through City warehouses, departments, and established vendors.

The City of Round Rock is typically able to provide most resources through internal procurement processes. However, there may be times where an incident is of such a magnitude that it overwhelms the local resource capacity. This is most likely to happen when there is a disaster. Therefore, immediate resource requests may need to be submitted to the County or the State to meet critical local response needs.

County/State

If the City of Round Rock is unable to procure a resource and has exhausted all local assets, a resource request will be made to the County Office of Emergency Management to fulfill the request. If the County is unable to fulfill the request, then the City of Round Rock may submit a State of Texas Assistance Request (STAR) to the State Operations Center.

Resources:

There are various resource types that may be needed during a disaster. These resources should be tracked as they are used during an incident to help maintain situational awareness and determine overall incident costs and impacts.

The City maintains a list of critical resources that may be used during an incident. Having updated information on the use of these resources helps the City effectively plan and address potential incident needs. If any critical resources are needed, the City will need to account for the time it will take to get the resource procured or fulfilled, if a resource request was submitted. The types of resources that may be used include supplies, facilities, personnel, technology, fleet and ground support, and contractual services.

Supplies: These are basic resources needed to respond to an incident. The City maintains an inventory of these resources and replenishes them as is appropriate. Emergency purchase orders may be necessary to procure these resources if there is a critical need for them during a disaster.

Facilities: These are physical sites established to support the storage, pre-positioning, and accommodation of incident-related resources including personnel, supplies, and equipment. Facilities may include warehouses and staging areas.

Personnel: These are essential resources to ensure response and recovery processes occur within the City of Round Rock. There are instances where additional personnel with a specific skillset may be necessary.

Technology: These resources include, but are not limited to, hardware, software, and communication systems used to support and enhance incident management. Technology resources are made available as is appropriate and are coordinated through the Information Technology Department.

Fleet and Ground Support: These resources include those that are used to manage transportation, fuel, and equipment for assets used to support incident management operations.

Contractual Services: This refers to the services that are outsourced or obtained through contractual agreements to support and augment the capabilities of those involved in emergency response. These services are typically provided by external entities or contractors with specialized expertise and resources which have a crucial role in enhancing the overall response efforts during emergencies or disasters. The City of Round Rock maintains information on these contracts so they may be activated if necessary, following an incident.

Distribution Management

The efficient and effective distribution of critical supplies and equipment may be essential to meet the needs of emergency operations during some incidents. Resources may need to be delivered to various sites identified for use in response to serve as distribution sites.

Donations Management:

The City of Round Rock will implement a Donations Management Plan to outline the concept of operation, organizational arrangements, and responsibilities for coordinating the appropriate efforts as they pertain to the donation of goods and services that may occur in the aftermath of an incident.

Plan Development and Maintenance

This EOP has been developed to meet the requirements of Texas Government Code § 418.106 to prepare and keep current an emergency management plan to provide for mitigation, preparedness, response and recovery.

Plan Development

This plan has also been developed to describe response functions and capabilities of the City of Round Rock and is expected to be used by each department identified within this Plan to develop their own SOPs to direct their respective tactical operations. When developing SOPs, each department should consider all the activities identified within this plan. This plan is not intended to conflict with any existing plans, policies, activities, and procedures. Any conflicts need to be reported as soon as possible to the Homeland Security and Emergency Management Division (HSEM).

Plan Maintenance and Evaluation

HSEM should be contacted if at any time there is a department, agency, or stakeholder to this plan changes, develops, or amends any policy, procedure, or operation that will affect the contents of this plan. This plan is to be corrected upon notification or observation of any operational errors or conflicts. These corrections should be reflected within the Record of Changes.

Periodic revisions will occur in alignment with the planning cycle and as updates are identified after incidents occur, training, or exercises. Any significant revisions during this process will also be reflected in the Record of Changes.

Plan Approval Process

The State of Texas requires jurisdictions to submit their Emergency operations Plan every five years to maintain compliance. This planning cycle includes updating the plan, conducting legal review, incorporating any necessary revisions, submitting the plan to the Mayor for review, and presenting it to City Council for adoption. Following the Mayor's approval, the plan is submitted to the Texas Division of Emergency Management (TDEM) for final approval. Upon completion of this process, the City maintains an approved and Compliant Emergency Operations Plan.

Authorities & References

The following list contains several federal, state, and local statutes, codes, ordinances, regulations, and other guidance relating to emergency operations. This list also identifies authorities that may have a role in emergency operations. This list of authorities is not intended to be a comprehensive listing of every legal authority applicable to emergency operations.

Federal

[Robert T. Stafford Disaster Relief and Emergency Assistance Act](#)

[Post-Katrina Emergency Management Reform Act](#)

[Sandy Recovery Improvement Act](#)

[Disaster Recovery Reform Act](#)

[Americans with Disabilities Act \(ADA\)](#)

[Housing and Economic Recovery Act](#)

[42 Code of Federal Regulations Public Health](#)

[44 Code of Federal Regulations Emergency Management and Assistance](#)

[Emergency Management Assistance Compact](#)

[Emergency Planning and Community Right-to-Know Act](#)

[Pets Evacuation and Transportation Standards Act](#)

Executive Orders of the President

[HSPD 5 Management of Domestic Incidents](#)

[PPD 8 National Preparedness](#)

[Executive Order 13347 Individuals with Disabilities in Emergency Preparedness](#)

State

Texas Government Code

[§ 411.301-307 Power Outage Alert](#)

[§ 418 Emergency Management](#)

[§ 421 Homeland Security](#)

[§ 433 State of Emergency](#)

[§ 791 Interlocal Cooperation Contracts](#)

Texas Health and Safety Code

[773 Emergency Medical Services](#)

[778 Emergency Management Assistance Compact](#)

Local Government Code

[§ 616 Emergency Interim Public Office Succession Act](#)

[§ 391 Regional Planning Commissions](#)

Texas Water Code

[§ 13 Water Rates and Services](#)

[Subtitle C § 16 Provisions Generally Applicable to Water Development](#)

Executive Orders of the Governor

[GA 05 Relating to Emergency Management of Natural and Human-Caused Events, Emergencies, and Disasters \(2018\)](#)

[RP 16 Relating to the Creation of the Statewide Texas Amber Alert Network \(2002\)](#)

[RP 40 Relating to the Designation of NIMS as the Incident Management System for the State of Texas \(2005\)](#)

[RP 68 Relating to the Creation of Blue Alert Program \(2008\)](#)

[RP 69 Relating to the Creation of the Governor's Commission for Disaster Recovery and Renewal \(2008\)](#)

Local Ordinances

Code of Ordinances Part II Chapter 12 Emergency Management

References

- City of Round Rock Hazard Mitigation Plan
- City of Round Rock Emergency Operations Plan 2021-2026
- State of Texas Emergency Management Basic Plan
- State of Texas Executive Guide 2025
- Federal Emergency Management Agency Public Assistance Policy Guide
- [Texas Health and Human Services: Requirements for Written Emergency Preparedness and Response Plans](#)

Attachment I: Sample Local Disaster Declaration

WHEREAS, the [COUNTY OF/CITY OF] on the [DAY] of [MONTH], [YEAR], has suffered widespread or severe damage, injury, or loss of life or property (or there is imminent threat of same) resulting from

[BRIEFLY DESCRIBE THE DISASTER SITUATION] and

WHEREAS, the [COUNTY JUDGE/MAYOR] of [JURISDICTION] has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property,

NOW, THEREFORE, BE IT PROCLAIMED BY THE [COUNTY JUDGE/MAYOR] OF [JURISDICTION]:

That a local state of disaster is hereby declared for [JURISDICTION] pursuant to §418.108(a) of the Texas Government Code.

Pursuant to §418.108(b) of the Texas Government Code, the state of disaster shall continue for a period of not more than seven days from the date of this declaration unless continued or renewed by the [CITY COUNCIL/COMMISSIONERS COURT] of [JURISDICTION].

Pursuant to §418.108(c) of the Texas Government Code, this declaration of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the [CITY SECRETARY/COUNTY CLERK].

Pursuant to §418.108(d) of the Texas Government Code, this declaration of a local state of disaster activates the [COUNTY/CITY] emergency management plan.

That this proclamation shall take effect immediately from and after its issuance. ORDERED this

[DAY] of [MONTH], [YEAR].

[COUNTY JUDGE/MAYOR]

Attachment II: Acronyms

Acronym	Definition
ADA	Americans with Disabilities Act
CAPCOG	Capital Area Council of Governments
DSO	Disaster Summary Outline
EAP	Event Action Plan
EMC	Emergency Management Coordinator
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
HMAP	Hazard Mitigation Action Plan
HMGP	Hazard Mitigation Grant Program
HSEM	Homeland Security and Emergency Management Division
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
iSTAT	Individual Assistance State of Texas Assessment Tool
JPDA	Joint Preliminary Damage Assessment
NIMS	National Incident Management System
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
pSTAT	Public Assistance State of Texas Assessment Tool
TDEM	Texas Division of Emergency Management

Attachment III: Record of Distribution

The City of Round Rock's Homeland Security and Emergency Management Division distributes the Emergency Operations Plan to all department directors within the City and key stakeholders. This document, including all associated annexes, is maintained by HSEM and are made available electronically in an internal shared drive. Department directors are responsible for ensuring the Emergency Operations Plan is distributed to their personnel as is appropriate.

Date Provided	Department	Manner of Distribution

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