

TYLER COUNTY COMMISSIONERS COURT  
SPECIAL MEETING  
February 17, 2012 ---- 8:30 a.m.

THE STATE OF TEXAS                      ON THIS THE 17th day of February, 2012 the  
Commissioners' Court in and for Tyler County, Texas convened in a Special Meeting at  
the Commissioners' Courtroom in Woodville, Texas, the following members of the Court  
present, to wit:

JACQUES L. BLANCHETTE	COUNTY JUDGE, presiding
RUSTY HUGHES	COMMISSIONER, PCT. #2
MIKE MARSHALL	COMMISSIONER, PCT. #3
JACK WALSTON	COMMISSIONER, PCT. #4
DONECE GREGORY	COUNTY CLERK, Ex-Officio

The following were absent: Commissioner Nash thereby constituting a quorum. In  
addition to the above were:

JACKIE SKINNER	COUNTY AUDITOR
JOE SMITH	CRIMINAL DISTRICT ATTORNEY
SHARON FULLER	COUNTY TREASURER
DAVID HENNIGAN	SHERIFF
DALE FREEMAN	EMERGENCY MANAGEMENT
AUDREY PELL	COURT COORDINATOR

The invocation was delivered by Rev. Mahoney, pastor of First Baptist Church of  
Hillister. Judge Blanchette led in the pledge of allegiance to the Texas flag.

A motion was made by **Commissioner Marshall** and seconded by **Commissioner  
Walston** to accept a **road easement** off CR2800 formerly known as Barney Creech  
Road. Commissioner Marshall explained this would help with the drainage problems of  
an adjoining county road in that area. All voted yes and none no with exception of  
Commissioner Hughes abstaining. SEE ATTACHED EASEMENT

Commissioner Walston motioned to approve the **minutes** of January 13, 2012, with  
**corrections** to taking out the words "crossing" from the permits on approximately 3.10  
mile on CR 4800, and permit on CR 4850. Commissioner Marshall seconded the motion.  
All voted yes and none no. Joe Smith inquired as to whether the action taken concerning  
the upcoming event at the **Tyler County Airport** included that the approval was  
dependent upon review of his counsel. Mike Marshall responded that he had previously  
asked the event be reviewed by the Criminal District Attorney; therefore, he assumed that  
had been done prior to the action. Mr. Smith wants an Indemnity Agreement for the  
event. Audrey Pelly stated she thinks the agenda item for January 13<sup>th</sup> stated "with the  
approval of legal council".

A motion was made by **Commissioner Hughes** to approve paying the county **bills**, as  
submitted by the **County Auditor**. **Commissioner Walston** seconded the motion. All  
voted yes and none no. SEE ATTACHED

The County Auditor explained an increase to the budgets of the constables was needed,  
due to the newly enacted "accrual basis". This would be at no additional funding by the  
county. A motion was made by **Commissioner Marshall** and seconded by  
**Commissioner Walston** to approve **line item transfer** for **Commissioner Pct. #2** and  
**budget amendments** for **Constables Pct. 1, Pct. 2, Pct. 3 and Pct. 4**, as submitted by  
the **County Auditor**. All voted yes and none no. SEE ATTACHED

A motion was made by **Judge Blanchette** and seconded by **Commissioner Marshall** to  
authorize **advertise for bids** for **Emergency Stand-by Services and Products**. All voted  
yes and none no. SEE ATTACHED

**Commissioner Marshall** motioned to approve amending the **contingency fund** by adding a telephone line item to the **budget of the 1-A District Judge**. **Commissioner Hughes** seconded the motion. This bill has been paid through Adult Probation. All voted yes and none no.

**Commissioner Walston** motioned to approve a contract with AT&T for **county designated internet**. **Commissioner Marshall** seconded the motion. All voted yes and none no. SEE ATTACHED

A motion was made by **Commissioner Marshall** and seconded by **Commissioner Hughes** to approve the **security shredding** for all departments at a cost of .17 per pound on March 2, 2012. All voted yes and none no.

A motion was made by **Commissioner Marshall** to block all **social networks** from being used on the county **internet** with exception of one station at the District Attorney's office and one station at the Sheriff's office. The motion was seconded by **Commissioner Walston**. All voted yes and none no. Exception of Juvenile Probation and Emergency Management will be placed on the next agenda.

The County Treasurer requested a clarification on the **policy on longevity pay**. A motion was made by **Commissioner Marshall** to clarify that longevity pay is to be paid after three (3) years of unbroken service to the county- starting at the beginning of the next fiscal year following the completion of three (3) years. **Commissioner Walston** seconded the motion. All voted yes and none no.

A motion was made by **Commissioner Marshall** and seconded by **Commissioner Hughes** to accept the donation of a **trailer** from the **National Park Service** to the **Sheriff's department**. All voted yes and none no.

**Judge Blanchette** motioned to approve **Emergency Management Plan Annex B: Communications**. **Commissioner Walston** seconded the motion. All voted yes and none no. SEE ATTACHED PLAN

**Commissioner Marshall** motioned to approve **Emergency Management Plan Annex D: Radiological Protection**. **Commissioner Hughes** seconded the motion. All voted yes and none no. SEE ATTACHED PLAN

**Commissioner Walston** motioned to approve **Emergency Management Plan Annex F: Firefighting protection**. **Commissioner Marshall** seconded the motion. All voted yes and none no. SEE ATTACHED PLAN

A motion was made by **Commissioner Hughes** to approve **Emergency Management Plan Annex H: Health & Medical Services**. **Commissioner Walston** seconded the motion. All voted yes and none no. SEE ATTACHED PLAN

A motion was made by **Judge Blanchette** to approve **Emergency Management Plan Annex I: Emergency Public Information**. **Commissioner Marshall** seconded the motion. All voted yes and none no. SEE ATTACHED PLAN

**Commissioner Marshall** motioned to approve **Emergency Management Plan Annex K: Public Works & Engineering**. **Commissioner Walston** seconded the motion. All voted yes and none no. SEE ATTACHED PLAN

**Commissioner Walston** motioned to approve **Emergency Management Plan Annex M: Resource Management**. **Commissioner Marshall** seconded the motion. All voted yes and none no. SEE ATTACHED PLAN

**Commissioner Marshall** motioned to approve **Emergency Management Plan Annex N: Direction & Control**. **Commissioner Walston** seconded the motion. All voted yes and none no. SEE ATTACHED PLAN

**Commissioner Hughes** motioned to approve **Emergency Management Plan Annex V: Terrorist Incident Response**. **Commissioner Walston** seconded the motion. All voted yes and none no. SEE ATTACHED PLAN

A motion was made by **Commissioner Hughes** to approve donation of a RV type trailer from the **Sheriff's department to Precinct #2** to be used for storage. **Commissioner Marshall** seconded the motion. All voted yes and none no.

**Commissioner Hughes** motioned to appoint Royce Hill and Greg Dawson to the one year term of the **Emergency Service District #3 Board of Commissioners**. The motion was seconded by **Commissioner Walston**. All voted yes and none no. SEE ATTACHED

**Commissioner Hughes** motioned to appoint Clyde Caldwell, Yvonne Goss and Ron Hensarling to the two year term of the **Emergency Service District #3 Board of Commissioners**. The motion was seconded by **Commissioner Marshall**. All voted yes and none no. SEE ATTACHED

A motion was made by **Commissioner Walston** to approve amending the **contingency fund** by hiring a second full time employee at the Tyler County Collection Center. **Commissioner Marshall** seconded the motion. **Commissioner Walston** explained the challenges in keeping a part-time employee that has the required CDL license. All voted yes and none no. SEE ATTACHED SALARY WORKSHEET

**Judge Blanchette** motioned to receive the **2012 budgets from Emergency Service Districts # 1, 2, 4, 5, and 7**. **Commissioner Marshall** seconded the motion. All voted yes and none no. SEE ATTACHED BUDGETS

**Commissioner Walston** motioned to adopt the resolution naming March 2012 as **Red Cross Month**, as presented by Wanda Copes, and other representatives in the meeting. **Commissioner Marshall** seconded the motion. All voted yes and none no. SEE ATTACHED RESOLUTION

Commissioner Marshall left the meeting at 9:05 a.m.

Eddie Chalmers, Chief Appraiser for the **Tyler County Appraisal District** presented a semi-annual report explaining the tax process. His main focus was on the overview of 2012 oil & gas values, to which he predicted the outlook for natural gas values would not be good for 2012. SEE ATTACHED OVERVIEW

Steve Pittman presented a historical report from the **Southeast Texas Groundwater Conservation District**, which started in 2003. Tyler County joined the district in 2005, making it a four county area. Mr. Pittman inquired as to what type of report should be presented on an on-going basis. Judge Blanchette responded that information other than routine in nature, which will have an impact on Tyler County, would be beneficial for the court to be apprised, outside of an annual or semi-annual update. Mr. Pittman explained the potential litigation of a well permitting process on a non-exempt well for use of water on a commercial basis by entities in the south area of the county, in 2011. There were 141 wells permitted in Tyler County in 2011.

Executive session was not held

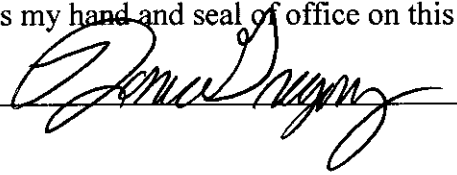
Judge Blanchette reported attending the Lone Star Legislative Summit in Nacogdoches. He heard reports on the impact of water on the State of Texas. Currently Tyler County uses 15% of amount allotted.

A motion was made by Commissioner Walston and seconded by Commissioner Hughes that the meeting adjourn. All voted yes.

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED: 9:40 a.m.

I, Donece Gregory, County Clerk and ex officio member of the Tyler County Commissioners Court, do hereby certify to the fact that the above is a true and correct record of the Tyler County Commissioners Court session held on February 17, 2012.

Witness my hand and seal of office on this the 17<sup>th</sup> day of February, 2012.

Attest: 



**DEDICATION OF ROAD EASEMENT**

THE STATE OF TEXAS    )  
COUNTY OF TYLER        )

THAT Michael A. Hughes  
Kristi Creech Hughes hereinafter called GRANTOR for and in consideration of the sum of One and No/100 (\$1.00) dollars, the receipt of which is hereby acknowledged, have Granted, Sold and Conveyed, and by these presents do Grant, Sell and Convey unto THE PUBLIC and to the **COUNTY COMMISSIONERS OF TYLER COUNTY, TEXAS, PRECINCT NO. 2**, the FREE AND UNINTERRUPTED USE, LIBERTY, PRIVILEGE AND EASEMENT OF PASSING IN AND ALONG A CERTAIN WAY ACROSS A CERTAIN TRACT OF LAND SITUATED IN TYLER COUNTY, TEXAS, described as follows, to-wit:

(SEE ATTACHED)

**Right-of-way of the road as described in the attached "Exhibit", known as PR \_\_\_\_\_; also known as BARNY CREECH Rd may be widened to 50ft as required by the specifications of the County of Tyler.**

For the same consideration, Grantor does further grant, bargain, sell and convey unto the Grantee the right to grade, excavate and use the soil from said right-of-way to construct and repair said road; the right to surface the same with any material Grantee deems suitable for the purpose; the right to install or construct all bridges, cattle gaps, culverts, gates, drainage ditches and other facilities necessary or desirable in the maintenance of said road; and the right to cut any timber located upon said right-of-way, and to use or remove the same.

Hereby granting free ingress, egress, regress to and for the said Grantee, their successors, heirs and assigns and their tenants, by foot, wagon, automobile and other vehicles as by them shall be necessary or convenient at all times and seasons forever, in, along, upon and out of said way, in common with us, our heirs and assigns, and our tenants.

TO HAVE AND TO HOLD all and singular the said rights and privileges aforesaid to the said Grantee, their successors, heirs and assigns, to their proper use and behalf, in common with us, our heirs and assigns, and our tenants.

WITNESS our hands this 15<sup>th</sup> day of JANUARY, 2002

Michael A. Hughes

Kristi Creech Hughes

THE STATE OF TEXAS )

COUNTY OF Tyler )

Before me, the undersigned authority, on this day personally appeared

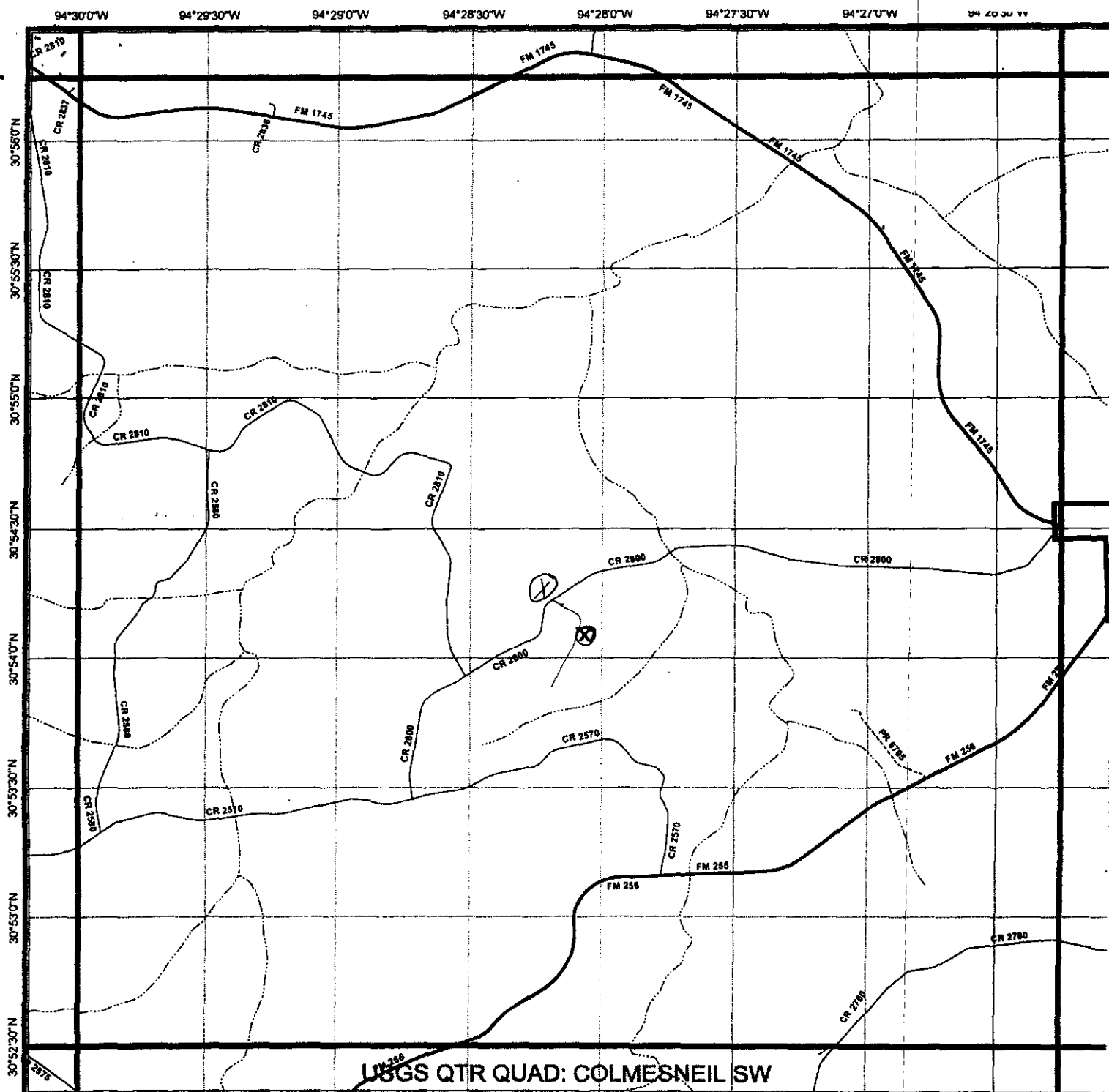
Known to me to be the person(s) whose name(s) is(are) subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office this 15<sup>th</sup> day of January, 2002



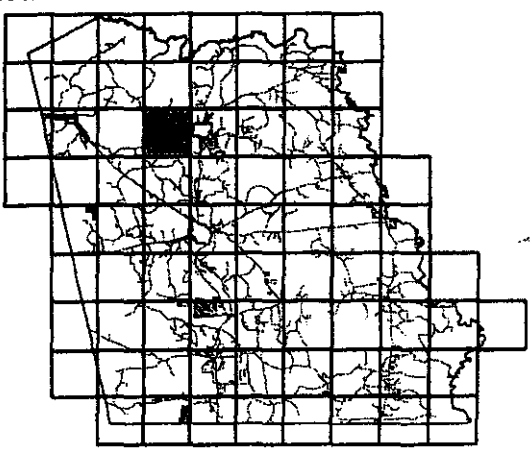
Notary Public in and for the State of Texas.





USGS QTR QUAD: COLMESNEIL SW

94°30'0"W 94°29'30"W 94°29'0"W 94°28'30"W 94°28'0"W 94°27'30"W 94°27'0"W 94°26'30"W



09	10	11	12	13	14	15	16
17	18	19		21	22	23	24
25	26	27	28	29	30	31	32

# TYLER COUNTY

Print Date: August 2003

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COUNTY OF TYLER        )

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Hereby granting free ingress, egress, regress to and for the said Grantee, their successors, heirs and assigns and their tenants, by foot, wagon, automobile and other vehicles as by them shall be necessary or convenient at all times and seasons forever, in, along, upon and out of said way, in common with us, our heirs and assigns, and our tenants.

TO HAVE AND TO HOLD all and singular the said rights and privileges aforesaid to the said Grantee, their successors, heirs and assigns, to their proper use and behalf, in common with us, our heirs and assigns, and our tenants.

WITNESS our hands this 15<sup>th</sup> day of JANUARY, 2002

P Creech

\_\_\_\_\_  
\_\_\_\_\_



THE STATE OF TEXAS )

COUNTY OF Tyler )

Before me, the undersigned authority, on this day personally appeared

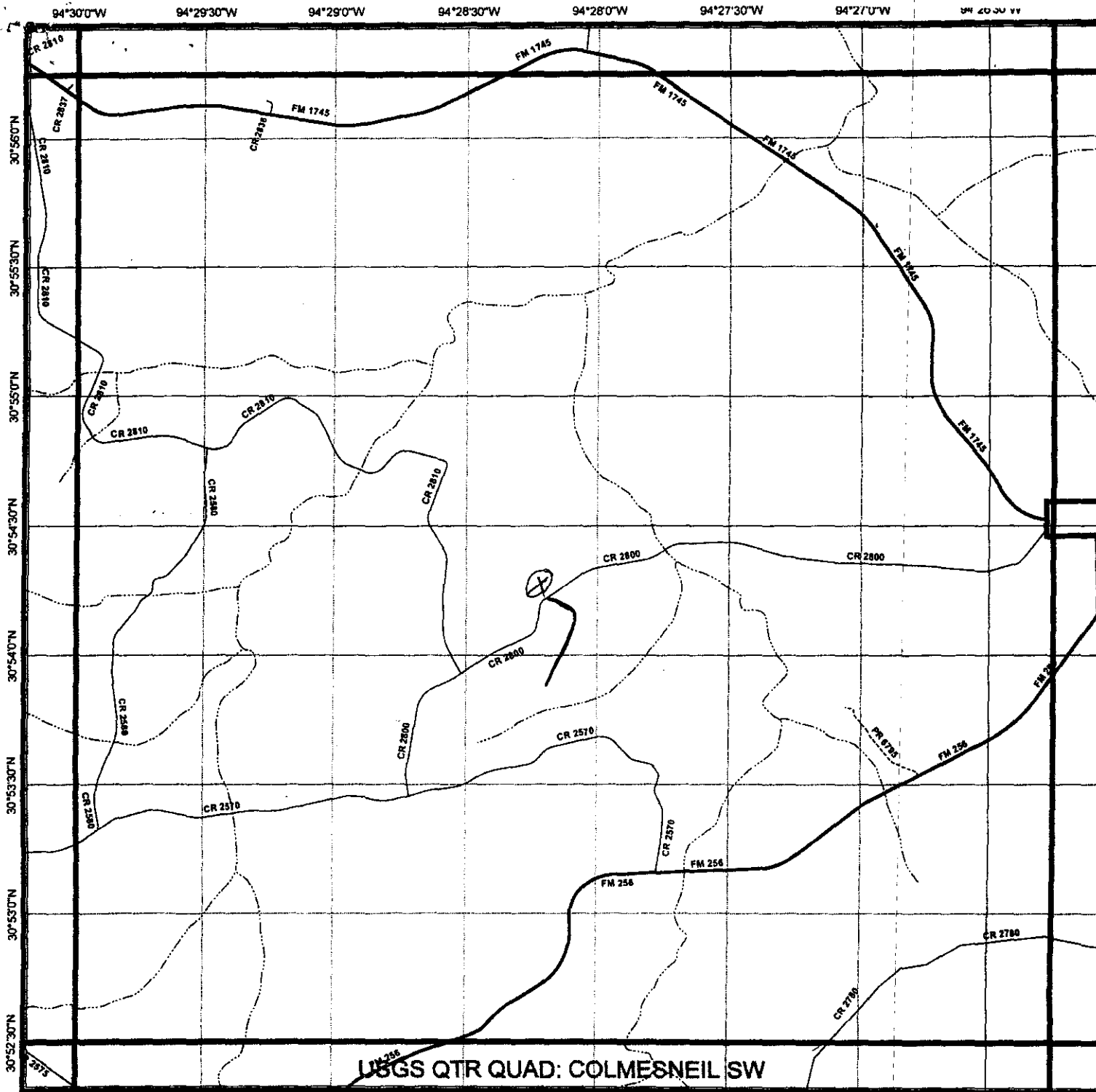
Known to me to be the person(s) whose name(s) is(are) subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office this 15<sup>th</sup> day of JANUARY 2012

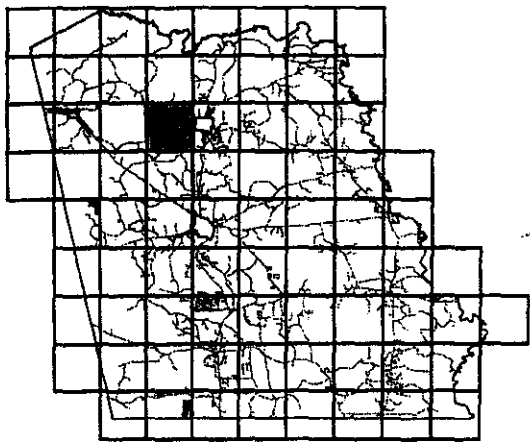


Notary Public in and for the State of Texas.





94°30'0"W 94°29'30"W 94°29'0"W 94°28'30"W 94°28'0"W 94°27'30"W 94°27'0"W 94°26'30"W



09	10	11	12	13	14	15	16
17	18	19		21	22	23	24
25	26	27	28	29	30	31	32

**TYLER COUNTY**

Print Date: August 2003

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**Tyler County**

**Accounts Payable**

**January 17, 2012**

GENERAL FUND  
ALL CHECKS

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
A T & T MOBILITY	2012 010-410-009	TELEPHONE	889251812/DSJUD	02/17/2012	103456	103.26
MUSIC MOUNTAIN WATER CO	2012 010-440-007	SUPPLIES-DATA PROCESSING	82270201/COCLK	02/17/2012	103458	37.24
MUSIC MOUNTAIN WATER CO	2012 010-440-007	SUPPLIES-DATA PROCESSING	82270201/COCLK	02/17/2012	103459	37.24
MUSIC MOUNTAIN WATER CO	2012 010-440-007	SUPPLIES-DATA PROCESSING	82274101/COJUD	02/17/2012	103460	118.15
MUSIC MOUNTAIN WATER CO	2012 010-440-007	SUPPLIES-DATA PROCESSING	82274101/COJUD	02/17/2012	103461	61.97
NAGYPAL, KIM	2012 010-408-061	PETIT JURORS	JURY MONEY/ 2-28-12	02/17/2012	103462	1,440.00
NAGYPAL, KIM	2012 010-408-061	PETIT JURORS	JURY MONEY/3-5-12	02/17/2012	103463	1,440.00
VERIZON WIRELESS	2012 010-442-010	REPAIRS TO COURTHOUSE	8019-00001/COJUD	02/17/2012	103465	179.91
VERIZON WIRELESS	2012 010-411-009	TELEPHONE	5066-00001/JP. 1	02/17/2012	103466	39.44
VERIZON WIRELESS	2012 010-405-009	TELEPHONE	8386-00002/VET SRV.	02/17/2012	103467	85.23
A & M WIRELESS	2012 010-426-009	TELEPHONE	10.00 LABOR/TCSO	02/17/2012	103468	10.00
A T & T LONG DISTANCE	2012 010-401-009	PROBATION TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012	103469	7.61
A T & T LONG DISTANCE	2012 010-402-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012	103469	6.07
A T & T LONG DISTANCE	2012 010-405-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012	103469	3.60
A T & T LONG DISTANCE	2012 010-407-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012	103469	7.42
A T & T LONG DISTANCE	2012 010-411-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012	103469	14.49
A T & T LONG DISTANCE	2012 010-419-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012	103469	21.18
A T & T LONG DISTANCE	2012 010-420-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012	103469	20.05
A T & T LONG DISTANCE	2012 010-421-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012	103469	13.13
A T & T LONG DISTANCE	2012 010-422-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012	103469	10.46
A T & T LONG DISTANCE	2012 010-423-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012	103469	3.65
A T & T LONG DISTANCE	2012 010-426-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012	103469	63.32
A T & T LONG DISTANCE	2012 010-430-009	TELEPHONE - HIGHWAY PATROL	FEB. 2012/LONG DISTANCE	02/17/2012	103469	18.20
A T & T LONG DISTANCE	2012 010-430-011	TELEPHONE - DRIVERS LICENS	FEB. 2012/LONG DISTANCE	02/17/2012	103469	4.45
A T & T LONG DISTANCE	2012 010-430-010	TELEPHONE - PARKS & WILDLI	FEB. 2012/LONG DISTANCE	02/17/2012	103469	2.47
A T & T LONG DISTANCE	2012 010-440-015	SERVICE CONTRACTS	FEB. 2012/LONG DISTANCE	02/17/2012	103469	1.45
A T & T LONG DISTANCE	2012 010-439-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012	103469	8.93
ACE IMAGEWEAR	2012 010-442-008	UNIFORMS	3719/COJUD	02/17/2012	103471	28.47
ACE IMAGEWEAR	2012 010-442-008	UNIFORMS	3719/COJUD	02/17/2012	103471	28.47
ACE IMAGEWEAR	2012 010-442-008	UNIFORMS	3719/COJUD	02/17/2012	103471	93.92
ACE IMAGEWEAR	2012 010-442-008	UNIFORMS	3719/COJUD	02/17/2012	103471	40.00
ACE IMAGEWEAR	2012 010-442-008	UNIFORMS	3719/COJUD	02/17/2012	103471	32.74
ARROWHEAD SCIENTIFIC, INC.	2012 010-426-008	DEPUTIES SUPPLIES	INV.#53830/TCSO	02/17/2012	103474	380.57
BABIN, BRIAN D.D.S.	2012 010-401-094	PRISONER MEDICAL	MACGINNIS, DANIEL/TCSO	02/17/2012	103475	125.00
BJ TRANSPORT SERVICE INC	2012 010-401-043	AUTOPSIES	BAKER, FRANKIE RAE	02/17/2012	103479	225.00
BJ TRANSPORT SERVICE INC	2012 010-401-043	AUTOPSIES	DIDEN, DAVID	02/17/2012	103479	225.00
BJ TRANSPORT SERVICE INC	2012 010-401-043	AUTOPSIES	HOMMEL, DAVID	02/17/2012	103479	225.00
BJ TRANSPORT SERVICE INC	2012 010-401-043	AUTOPSIES	HOMMEL, DAVID ADAM	02/17/2012	103479	225.00
BLANCHETTE, JACQUES	2012 010-421-012	EDUCATION, GOVERNMENT RELAT	MILEAGE/VG YOUNG INSTITU	02/17/2012	103480	154.29
BOB BARKER COMPANY, INC.	2012 010-427-010	JAIL SUPPLIES	TYLTX0/TCSO	02/17/2012	103481	200.02
BOB BARKER COMPANY, INC.	2012 010-427-010	JAIL SUPPLIES	TYLTX0/TCSO	02/17/2012	103481	159.61
BYTHEWOOD LEGAL SERVICES,	2012 010-408-055	DIST. COURT APPOINTED ATTY	LOVETT, JAMES EARL	02/17/2012	103483	400.00
BYTHEWOOD LEGAL SERVICES,	2012 010-408-055	DIST. COURT APPOINTED ATTY	RODRIGUEZ, VERONICA	02/17/2012	103483	1,000.00
CAPITAL GRAPHICS, INC.	2012 010-401-050	ELECTION EXPENSE	INV.#110305/COCLK	02/17/2012	103484	1,105.78
CHESTER VOL. FIRE DEPT.	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012	103486	150.00
CHILD ABUSE & FORENSIC SER	2012 010-419-016	DNA LAB FEES	CASE#2012-00013/CDA	02/17/2012	103487	700.00
CHILD ABUSE & FORENSIC SER	2012 010-419-016	DNA LAB FEES	CASE#10-0000474/CDA	02/17/2012	103487	700.00
CIT TECHNOLOGY FIN SERV, I	2012 010-440-018	EQUIPMENT LEASE	930-0039478-000/EXT.	02/17/2012	103488	85.30
CIT TECHNOLOGY FIN SERV, I	2012 010-440-018	EQUIPMENT LEASE	930-0039477-000/JP. 1	02/17/2012	103488	91.27
CODE BLUE POLICE SUPPLY	2012 010-426-041	UNIFORMS	TYLER CO/TCSO	02/17/2012	103489	105.90
COLMESNEIL VOL. FIRE DEPT	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012	103490	150.00
COUNTY GRAPHICS CO.	2012 010-440-007	SUPPLIES-DATA PROCESSING	ENVELOPES/TAX	02/17/2012	103491	360.63
COUNTY & DISTRICT CLERKS A	2012 010-407-012	TRAVEL, TRAINING & EDUCATIO	REGIS./NAGYPAL, KIM	02/17/2012	103495	35.00
COUNTY JUDGES & COMM. ASSO	2012 010-401-020	ASSOCIATION DUES	ANNUAL DUES/COJUD	02/17/2012	103496	1,100.00
COXE, RAY PHD	2012 010-408-099	PSYCHIATRIC & MEDICAL EXPE	ADAMS, CLINTON/11,773	02/17/2012	103497	300.00

GENERAL FUND  
ALL CHECKS

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
CREATIVE PRODUCT SOURCE, I	2012 010-426-008	DEPUTIES SUPPLIES	CPSD75979/TCSO	02/17/2012	103498	330.02
DAM B VOL. FIRE DEPT.	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012	103500	150.00
DIRECT SOLUTIONS	2012 010-442-007	JANITORS SUPPLIES	INV.#4816/COJUD	02/17/2012	103501	239.99
DIRECT SOLUTIONS	2012 010-442-007	JANITORS SUPPLIES	INV.#4698/COJUD	02/17/2012	103501	132.69
DOTCOM LTD./INU POWERED	2012 010-402-009	TELEPHONE	272156/COCLK	02/17/2012	103503	2.00
ENTERGY	2012 010-442-038	UTILITIES-JUSTICE CENTER	1727262/JUST. CTR.	02/17/2012	103506	21.24
FEDEX	2012 010-401-008	POSTAGE FOR POSTAGE METER	2212-3061-1/COAUD	02/17/2012	103507	164.08
FP MAILING SOLUTIONS	2012 010-401-008	POSTAGE FOR POSTAGE METER	500065071/TAX	02/17/2012	103508	7.75
FRED VOL. FIRE DEPARTMENT	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012	103509	150.00
GERMER GERTZ, L.L.P.	2012 010-401-093	CONTINGENCY FOR LEGAL FEES	TYLCOU-79852/COJUD	02/17/2012	103513	315.64
GRAHAM, G. W. PHD.	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	GIUSTINIANO, TOBIE/TCSO	02/17/2012	103515	150.00
GRAHAM, G. W. PHD.	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	STANLEY, JOEL/TCSO	02/17/2012	103515	150.00
HAT RACK, THE	2012 010-426-041	UNIFORMS	940.00 LABOR/TCSO	02/17/2012	103517	940.00
HAVIS FEED AND HARDWARE	2012 010-426-023	ANIMAL CONTROL	DOG FEED/TCSO	02/17/2012	103518	47.70
INDOFF OFFICE SUPPLIES	2012 010-423-007	OFFICE SUPPLIES	183749/TREAS	02/17/2012	103521	28.68
INDOFF OFFICE SUPPLIES	2012 010-440-007	SUPPLIES-DATA PROCESSING	186597/VET SRV.	02/17/2012	103521	94.99
INDOFF OFFICE SUPPLIES	2012 010-440-007	SUPPLIES-DATA PROCESSING	183922/EOC	02/17/2012	103521	47.97
INDOFF OFFICE SUPPLIES	2012 010-420-007	OFFICE SUPPLIES	185084/TAX	02/17/2012	103521	679.80
INDOFF OFFICE SUPPLIES	2012 010-420-007	OFFICE SUPPLIES	185084/TAX	02/17/2012	103521	39.95
INDOFF OFFICE SUPPLIES	2012 010-421-007	OFFICE SUPPLIES	183748/COJUD	02/17/2012	103521	32.98
INDOFF OFFICE SUPPLIES	2012 010-421-007	OFFICE SUPPLIES	183748/COJUD	02/17/2012	103521	30.93
INDOFF OFFICE SUPPLIES	2012 010-419-007	OFFICE SUPPLIES	185596/CDA	02/17/2012	103521	23.99
INDOFF OFFICE SUPPLIES	2012 010-419-007	OFFICE SUPPLIES	185596/CDA	02/17/2012	103521	79.52
INDOFF OFFICE SUPPLIES	2012 010-440-007	SUPPLIES-DATA PROCESSING	185596/CDA	02/17/2012	103521	292.96
INDOFF OFFICE SUPPLIES	2012 010-419-007	OFFICE SUPPLIES	185596/CDA	02/17/2012	103521	164.49
INDOFF OFFICE SUPPLIES	2012 010-423-007	OFFICE SUPPLIES	183749/TREAS	02/17/2012	103521	19.99
INNOVATIVE LEASING	2012 010-440-018	EQUIPMENT LEASE	001-0034127-002/TAX	02/17/2012	103522	867.99
INNOVATIVE LEASING	2012 010-440-018	EQUIPMENT LEASE	001-0077472-001/CDA	02/17/2012	103522	165.00
INNOVATIVE LEASING	2012 010-419-007	OFFICE SUPPLIES	001-0077472-001/CDA	02/17/2012	103522	101.68
INNOVATIVE OFFICE SYSTEMS	2012 010-401-008	POSTAGE FOR POSTAGE METER	TYLCOT/TAX	02/17/2012	103523	196.83
IVANHOE VOL. FIRE DEPARTME	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012	103525	150.00
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	ADAMS, CLINTON/TCSO	02/17/2012	103530	3.30
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	BURTON, DENNIS/TCSO	02/17/2012	103530	39.66
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	CHAPDELAIN, ROBERT/TCSO	02/17/2012	103530	17.78
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	CHAPDELAIN, ROBERT/TCSO	02/17/2012	103530	19.06
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	HUNTER, TRENTON/TCSO	02/17/2012	103530	18.63
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	MARTIN, BENNIE/TC SO	02/17/2012	103530	48.19
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	WHITMIRE, DALE/TCSO	02/17/2012	103530	34.04
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	WIGGINS, ELVIS/TCSO	02/17/2012	103530	106.16
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	ADAMS, CLINTON/TCSO	02/17/2012	103530	111.70
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	CHANCE, CHRISTOPHER/TCSO	02/17/2012	103530	51.49
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	CHAPMAN, WALTER/TCSO	02/17/2012	103530	113.15
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	CORMICLE, CHRIS/TCSO	02/17/2012	103530	65.77
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	HOKE, BRANDON/TCSO	02/17/2012	103530	22.06
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	JONES, GENE/TCSO	02/17/2012	103530	34.99
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	LANSFORD, AARON/TCSO	02/17/2012	103530	70.39
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	MARTIN, BENNIE/TCSO	02/17/2012	103530	18.76
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	MCGINNIS, DANIEL/TCSO	02/17/2012	103530	17.83
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	SAWYER, WILLIAM/TCSO	02/17/2012	103530	49.59
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	DEPT TYL CO./TCSO	02/17/2012	103530	13.63
JARROTTS PHARMACY	2012 010-401-094	PRISONER MEDICAL	WIGGINS, ELVIS/TCSO	02/17/2012	103530	78.63
KEY EQUIPMENT FINANCE	2012 010-440-018	EQUIPMENT LEASE	5911122861/TAX	02/17/2012	103531	115.00
LAINE, BRYAN S.	2012 010-408-055	DIST. COURT APPOINTED ATTY	GORE, AVERIL ABRAHAM	02/17/2012	103533	400.00
LAKWAY TIRE & SERVICE	2012 010-426-029	GAS, OIL, GREASE	34.50 LABOR/TCSO	02/17/2012	103535	41.00
LARRY TREST AUTO BROKERS,	2012 010-426-028	REPAIRS TO VEHICLES	210.00 LABOR/TCSO	02/17/2012	103536	291.18

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VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
LARRY TREST AUTO BROKERS, LAW ENFORCEMENT SYSTEMS	2012 010-426-028	REPAIRS TO VEHICLES	160.00 LABOR/TCSO	02/17/2012	103536	284.10
LEAF	2012 010-426-008	DEPUTIES SUPPLIES	75979/TCSO	02/17/2012	103537	209.00
LEGAL DIRECTORIES PUBLISHI	2012 010-440-018	EQUIPMENT LEASE	100-1360627-001/COAUD	02/17/2012	103538	79.61
LIQUID ENVIRONMENTAL SOLUT	2012 010-407-007	OFFICE SUPPLIES	0127156/DSCLK	02/17/2012	103539	82.50
LONG LEAF SOIL & WATER CON	2012 010-442-013	REPAIRS AT JUSTICE CENTER	381658/TCSO	02/17/2012	103542	159.08
MAGNOLIA APPLIANCE	2012 010-401-025	LONG LEAF SOIL & WATER CON	FY 2012 ALLOCATION/COAUD	02/17/2012	103543	2,000.00
MATTINGLY, GARRY	2012 010-442-013	REPAIRS AT JUSTICE CENTER	65.00 LABOR/TCSO	02/17/2012	103545	124.55
MATTINGLY, GARRY	2012 010-424-012	TRAINING & EDUCATION	MILEAGE/DA INVES. SCHOOL	02/17/2012	103548	350.21
MATTINGLY, GARRY	2012 010-424-012	TRAINING & EDUCATION	PER DIEM/DA INVES SCHOOL	02/17/2012	103548	250.00
MCDONOUGH, TIMOTHY R.	2012 010-424-012	TRAINING & EDUCATION	REGIS./DA INVES SCHOOL	02/17/2012	103548	150.00
MCDONOUGH, TIMOTHY R.	2012 010-408-055	DIST. COURT APPOINTED ATTY	MARSHALL, ROY EDWARD	02/17/2012	103549	400.00
MCDONOUGH, TIMOTHY R.	2012 010-408-055	DIST. COURT APPOINTED ATTY	BENTON, DENNIS	02/17/2012	103549	400.00
MCDONOUGH, TIMOTHY R.	2012 010-408-055	DIST. COURT APPOINTED ATTY	LANGFORD, AARON XANTH	02/17/2012	103549	800.00
MIDWEST RADAR AND EQUIP.	2012 010-401-095	RADIO TOWER RENTAL	7 CERTS/TCSO	02/17/2012	103550	245.00
MODICA BROTHERS	2012 010-426-030	TIRES, TUBES	179.95 LABOR/TCSO	02/17/2012	103551	1,728.43
MODICA BROTHERS	2012 010-426-028	REPAIRS TO VEHICLES	130.00 LABOR/TCSO	02/17/2012	103551	316.32
MODICA BROTHERS	2012 010-426-029	GAS, OIL, GREASE	6.00 LABOR/TCSO	02/17/2012	103551	130.35
NES RENTALS	2012 010-442-010	REPAIRS TO COURTHOUSE	541859/COJUD	02/17/2012	103557	1,028.50
NET DATA CORP.	2012 010-440-015	SERVICE CONTRACTS	TYL900057/COAUD	02/17/2012	103558	10,000.00
OCE' FINANCIAL SERVICES IN	2012 010-440-018	EQUIPMENT LEASE	200-5028484-000/COAUD	02/17/2012	103563	218.00
OCE' IMAGISTICS INC.	2012 010-440-007	SUPPLIES-DATA PROCESSING	SR4199/COAUD	02/17/2012	103564	42.68
OCE' IMAGISTICS INC.	2012 010-440-007	SUPPLIES-DATA PROCESSING	SR2880/EXT	02/17/2012	103564	20.13
OCE' IMAGISTICS INC.	2012 010-440-007	SUPPLIES-DATA PROCESSING	SR4199/COAUD	02/17/2012	103564	46.07
OFFICE DEPOT	2012 010-402-007	OFFICE SUPPLIES	62203117/COCLK	02/17/2012	103565	130.98
OFFICE DEPOT	2012 010-402-007	OFFICE SUPPLIES	62203117/COCLK	02/17/2012	103565	5.49
OFFICE DEPOT	2012 010-440-007	SUPPLIES-DATA PROCESSING	62203117/COCLK	02/17/2012	103565	79.99
OFFICE DEPOT	2012 010-402-007	OFFICE SUPPLIES	62203117/COCLK	02/17/2012	103565	106.95
OFFICE DEPOT	2012 010-440-007	SUPPLIES-DATA PROCESSING	62203117/COCLK	02/17/2012	103565	29.99
OFFICE DEPOT	2012 010-402-007	OFFICE SUPPLIES	62203117/COCLK	02/17/2012	103565	199.99
PARKER LUMBER	2012 010-442-010	REPAIRS TO COURTHOUSE	22725/COJUD	02/17/2012	103566	5.97
PITNEY BOWES	2012 010-440-018	EQUIPMENT LEASE	1242785/COAUD	02/17/2012	103567	202.00
PITNEY BOWES	2012 010-440-018	EQUIPMENT LEASE	1242785/COAUD	02/17/2012	103567	202.00
PITNEY BOWES	2012 010-401-008	POSTAGE FOR POSTAGE METER	POSTAGE REFILL/COAUD	02/17/2012	103568	1,122.00
PITNEY BOWES INC.	2012 010-440-007	SUPPLIES-DATA PROCESSING	0100-3109-00-4/COAUD	02/17/2012	103569	126.48
QUILL CORPORATION	2012 010-440-007	SUPPLIES-DATA PROCESSING	C6076298/TAX	02/17/2012	103571	124.63
QUILL CORPORATION	2012 010-420-007	OFFICE SUPPLIES	C6076298/TAX	02/17/2012	103571	98.33
QUILL CORPORATION	2012 010-420-007	OFFICE SUPPLIES	C6076298/TAX	02/17/2012	103571	53.94
QUILL CORPORATION	2012 010-440-007	SUPPLIES-DATA PROCESSING	C5421407/DPS	02/17/2012	103571	97.58
RELIABLE OFFICE SUPPLIES	2012 010-402-007	OFFICE SUPPLIES	00077638/COCLK	02/17/2012	103573	86.92
RISINGER, J. MICHAEL	2012 010-408-055	DIST. COURT APPOINTED ATTY	SANFORD, CHRISTOPHER COL	02/17/2012	103574	600.00
SERVICE BY SCOTT	2012 010-442-013	REPAIRS AT JUSTICE CENTER	681.76 LABOR/TCSO	02/17/2012	103576	741.71
SHADY GROVE VOL. FIRE DEPT	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012	103578	150.00
SOUTHEAST TEXAS FORENSIC C	2012 010-401-043	AUTOPSIES	BAKER, FRANKIE	02/17/2012	103579	1,900.00
SOUTHEAST TEXAS FORENSIC C	2012 010-401-043	AUTOPSIES	DIDEN, DAVID	02/17/2012	103579	1,900.00
SOUTHEAST TEXAS FORENSIC C	2012 010-401-043	AUTOPSIES	HOMMEL, DAVID/12-0150	02/17/2012	103579	1,900.00
SOUTHEAST TEXAS RC&D, INC.	2012 010-401-038	SOUTHEAST TX R C & D	SPONS. DUES/COJUD	02/17/2012	103580	500.00
SPARKLETTS & SIERRA SPRING	2012 010-440-007	SUPPLIES-DATA PROCESSING	21549393631084/TAX	02/17/2012	103581	23.88
SPURGER VOL. FIRE DEPT.	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012	103583	150.00
STAMPS OFFICE SUPPLY	2012 010-426-007	OFFICE SUPPLIES	065057-100/TCSO	02/17/2012	103584	367.26
STAMPS OFFICE SUPPLY	2012 010-440-007	SUPPLIES-DATA PROCESSING	065100/TCSO	02/17/2012	103584	214.74
STAR GRAPHICS OFFSET, INC	2012 010-401-008	POSTAGE FOR POSTAGE METER	109032/TAX	02/17/2012	103586	256.95
STORY-WRIGHT	2012 010-422-007	OFFICE SUPPLIES	104307/COAUD	02/17/2012	103587	112.90
STORY-WRIGHT	2012 010-440-007	SUPPLIES-DATA PROCESSING	104307/COAUD	02/17/2012	103587	919.80
STORY-WRIGHT	2012 010-422-007	OFFICE SUPPLIES	104307/COAUD	02/17/2012	103587	27.99
STORY-WRIGHT	2012 010-422-007	OFFICE SUPPLIES	104307/COAUD	02/17/2012	103587	15.08

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VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT			
STORY-WRIGHT	2012 010-440-007	SUPPLIES-DATA PROCESSING	104307/COAUD	02/17/2012	103587	359.90			
STORY-WRIGHT	2012 010-402-007	OFFICE SUPPLIES	105837/COCLK	02/17/2012	103587	51.99			
STORY-WRIGHT	2012 010-440-007	SUPPLIES-DATA PROCESSING	105837/COCLK	02/17/2012	103587	114.96			
STORY-WRIGHT	2012 010-402-007	OFFICE SUPPLIES	105837/COCLK	02/17/2012	103587	51.99			
STORY-WRIGHT	2012 010-422-007	OFFICE SUPPLIES	104307/COAUD	02/17/2012	103587	61.74			
STORY-WRIGHT	2012 010-422-007	OFFICE SUPPLIES	104307/COAUD	02/17/2012	103587	67.22			
SULLIVANS HARDWARE	2012 010-401-050	ELECTION EXPENSE	JAN. 2012/COCLK	02/17/2012	103588	37.08			
SULLIVANS HARDWARE	2012 010-442-013	REPAIRS AT JUSTICE CENTER	JAN. 2012/TCO	02/17/2012	103588	7.49			
SULLIVANS HARDWARE	2012 010-442-010	REPAIRS TO COURTHOUSE	JAN. 2012/COJUD	02/17/2012	103588	334.03			
SWEARINGEN, ROBERT E., DR.	2012 010-436-022	COUNTY HEALTH OFFICER	MONTHLY ALLOWANCE	02/17/2012	103589	300.00			
SYSCO FOOD SERVICES	2012 010-427-036	PRISONER MEALS	819219/TCO	02/17/2012	103590	3,327.21			
TCH FAMILY MEDICAL CLINIC	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	DEAN, JESSE A./TCO	02/17/2012	103591	98.00			
TCH FAMILY MEDICAL CLINIC	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	FORD, LISA/TCO	02/17/2012	103591	98.00			
TCH FAMILY MEDICAL CLINIC	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	GIUSTINIANO, VINCENT/MAI	02/17/2012	103591	98.00			
TCH FAMILY MEDICAL CLINIC	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	MCCULLOUGH, CHARLIE/MAIN	02/17/2012	103591	98.00			
TCH FAMILY MEDICAL CLINIC	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	ORTIZ, EDUARDO/MAIN	02/17/2012	103591	98.00			
TCH FAMILY MEDICAL CLINIC	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	STANLEY, JOEL/TCO	02/17/2012	103591	98.00			
TDCAA	2012 010-419-012	TRAVEL TRAINING & EDUCATIO	REGIS./HUNT, DANIEL (DAN	02/17/2012	103592	275.00			
TELSTAR SPECIALTY PRODUCTS	2012 010-427-010	JAIL SUPPLIES	INV.#7207/TCO	02/17/2012	103594	665.90			
TELSTAR SPECIALTY PRODUCTS	2012 010-427-010	JAIL SUPPLIES	INV.#7180/TCO	02/17/2012	103594	489.50			
TELSTAR SPECIALTY PRODUCTS	2012 010-442-007	JANITORS SUPPLIES	INV.#7211/COJUD	02/17/2012	103594	345.75			
TELSTAR SPECIALTY PRODUCTS	2012 010-442-007	JANITORS SUPPLIES	INV.#7186/COJUD	02/17/2012	103594	545.00			
TELSTAR SPECIALTY PRODUCTS	2012 010-442-007	JANITORS SUPPLIES	INV.#7183/COJUD	02/17/2012	103594	140.50			
TELSTAR SPECIALTY PRODUCTS	2012 010-442-007	JANITORS SUPPLIES	INV.#7190/COJUD	02/17/2012	103594	131.50			
TEXAS ASSOCIATION OF COUNT	2012 010-401-046	LAW ENFORCEMENT LIAB INSUR	LAW ENFORCEMENT	02/17/2012	103595	32,118.00			
TEXAS ASSOCIATION OF COUNT	2012 010-401-044	PUBLIC OFFICIALS LIAB INSU	PUBLIC OFFICIALS	02/17/2012	103595	20,121.00			
TEXAS ASSOCIATION OF COUNT	2012 010-421-012	EDUCATION, GOVERNMENT RELAT	REGIS./RANDEL, MARY	02/17/2012	103597	100.00			
TEXAS DEPARTMENT OF STATE	2012 010-402-009	TELEPHONE	C7000008/COCLK	02/17/2012	103598	47.58			
TEXAS DEPARTMENT OF STATE	2012 010-402-009	TELEPHONE	C7000008/COCLK	02/17/2012	103598	80.52			
TEXAS FOREST COUNTRY PARTN	2012 010-401-020	ASSOCIATION DUES	MEMB. INVEST/COJUD	02/17/2012	103599	750.00			
TEXAS IMAGING SYSTEMS	2012 010-440-012	EQUIPMENT REPAIRS	105.00 LABOR/COCLK	02/17/2012	103600	549.30			
TEXAS IMAGING SYSTEMS	2012 010-440-007	SUPPLIES-DATA PROCESSING	LK1670/TCO	02/17/2012	103600	22.02			
TEXAS IMAGING SYSTEMS	2012 010-440-007	SUPPLIES-DATA PROCESSING	LK1670/TCO	02/17/2012	103600	64.44			
TEXAS IMAGING SYSTEMS LEAS	2012 010-440-018	EQUIPMENT LEASE	001-0097404-001/TCO	02/17/2012	103601	188.40			
TIMBERMANS SUPPLY	2012 010-442-010	REPAIRS TO COURTHOUSE	12032/COJUD	02/17/2012	103602	138.26			
TOLARS FEED AND OUTDOOR SU	2012 010-426-023	ANIMAL CONTROL	STMT.#13673/TCO	02/17/2012	103603	34.00			
TOLARS FEED AND OUTDOOR SU	2012 010-426-023	ANIMAL CONTROL	STMT.#13673/TCO	02/17/2012	103603	24.00			
TOLARS FEED AND OUTDOOR SU	2012 010-426-023	ANIMAL CONTROL	STMT.#13673/TCO	02/17/2012	103603	25.50			
TOLARS FEED AND OUTDOOR SU	2012 010-426-023	ANIMAL CONTROL	STMT.#13673/TCO	02/17/2012	103603	49.50			
TYCO GENERAL FEED & RANCH	2012 010-442-010	REPAIRS TO COURTHOUSE	INV.#367739/COJUD	02/17/2012	103605	330.00			
TYCO GENERAL FEED & RANCH	2012 010-442-010	REPAIRS TO COURTHOUSE	INV.#366964/COJUD	02/17/2012	103605	93.41			
TYCO GENERAL FEED & RANCH	2012 010-442-010	REPAIRS TO COURTHOUSE	INV.#367422/COJUD	02/17/2012	103605	15.90			
TYLER COUNTY BOOSTER	2011 010-426-023	ANIMAL CONTROL	AD/TCO	02/17/2012	103608	42.00			
TYLER COUNTY BOOSTER	2011 010-426-023	ANIMAL CONTROL	AD/TCO	02/17/2012	103608	42.00			
TYLER COUNTY HOSPITAL	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	PHILLIPS, MATTHEW/COLL.	02/17/2012	103609	42.00			
TYLER COUNTY HOSPITAL	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	RANDEL, MARY/COJUD	02/17/2012	103609	42.00			
TYLER COUNTY HOSPITAL	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	FLU SHOTS/TCO	02/17/2012	103609	195.00			
TYLER COUNTY HOSPITAL	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	BYRON, STEFANI L./TCO	02/17/2012	103609	42.00			
TYLER TECHNOLOGIES, INC.	2012 010-401-099	CONTINGENCY FOR MISCELLANE	41637/COAUD	02/17/2012	103610	1,206.25			
U PUMP IT	2012 010-426-029	GAS, OIL, GREASE	UP TYLERCOSH/TCO	02/17/2012	103611	10,255.65			
U PUMP IT	2012 010-442-010	REPAIRS TO COURTHOUSE	UP TYCO COURTHOUSE/COJUD	02/17/2012	103611	193.83			
US FLAG	2012 010-442-010	REPAIRS TO COURTHOUSE	TYLER COUNTY JUDGE/COJUD	02/17/2012	103612	276.31			
WAL-MART COMMUNITY/GECRB	2012 010-440-007	SUPPLIES-DATA PROCESSING	5595/DPS	02/17/2012	103613	29.94			
WAL-MART COMMUNITY/GECRB	2012 010-430-007	OFFICE SUPPLIES	5595/DPS	02/17/2012	103613	53.52			
WALLING SIGNS & GRAPHICS	2012 010-402-007	OFFICE SUPPLIES	ENVELOPES/COCLK	02/17/2012	103614	173.60			

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WALLING SIGNS & GRAPHICS	2012 010-426-007	OFFICE SUPPLIES	STAMP/TCSO	02/17/2012	103614	18.95
WALLING SIGNS & GRAPHICS	2012 010-442-008	UNIFORMS	CAPS/COJUD	02/17/2012	103614	228.00
WARREN VOL. FIRE DEPT.	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012	103615	150.00
WEST GROUP	2012 010-426-008	DEPUTIES SUPPLIES	1000381238/TCSO	02/17/2012	103616	120.50
WEST GROUP	2012 010-411-007	OFFICE SUPPLIES	1000712973/JP. 1	02/17/2012	103616	46.50
WEST GROUP	2012 010-411-007	OFFICE SUPPLIES	1000712973/JP. 1	02/17/2012	103616	59.50
WEST GROUP	2012 010-411-007	OFFICE SUPPLIES	1000712973/JP. 1	02/17/2012	103616	52.50
WEST GROUP	2012 010-411-007	OFFICE SUPPLIES	1000712973/JP. 1	02/17/2012	103616	47.00
WEST GROUP	2012 010-411-007	OFFICE SUPPLIES	1000712973/JP. 1	02/17/2012	103616	47.00
WEST GROUP	2012 010-411-007	OFFICE SUPPLIES	1000712973/JP. 1	02/17/2012	103616	47.00
WHITE TAIL RIDGE FIRE DPT	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012	103617	150.00
WILDWOOD VOL. FIRE DEPT.	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012	103618	150.00
WILSON INSURANCE	2012 010-401-046	LAW ENFORCEMENT LIAB INSUR	DOWDEN, GAIL/TCSO	02/17/2012	103619	71.00
WOODVILLE VETERINARY CLINI	2012 010-426-023	ANIMAL CONTROL	265/TCSO	02/17/2012	103620	111.60
WOODVILLE VOL. FIRE DEPT.	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012	103621	150.00
XEROX CORPORATION	2012 010-440-015	SERVICE CONTRACTS	711323717/DSCLK	02/17/2012	103622	88.00
<b>TOTAL CHECKS WRITTEN</b>						<b>128,083.06</b>
<b>TOTAL VOID CHECKS</b>						<b>0.00</b>
<b>TOTAL CHECK AMOUNT</b>						<b>128,083.06</b>



ROAD & BRIDGE I  
ALL CHECKS

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
NORTH & EAST TX CTY JUDGES	2012 021-451-043	TRAVEL, TRAINING & EDUCATI	REGIS./NASH, MARTIN	02/17/2012	103464	175.00
A T & T LONG DISTANCE	2012 021-451-035	UTILITIES	FEB. 2012/LONG DISTANCE	02/17/2012	103469	5.23
A-1 JOHNNY PORTABLE TOILET	2012 021-451-035	UTILITIES	TYCO PCT1	02/17/2012	103470	37.41
GARDNER OIL, INC.	2012 021-451-029	GAS, OIL, GREASE	TYCO PCT1	02/17/2012	103511	405.00
GARDNER OIL, INC.	2012 021-451-029	GAS, OIL, GREASE	TYCO PCT1	02/17/2012	103511	2,671.57
J.R. ENTERPRISES	2012 021-451-028	MACHINERY MAINTENANCE	560.00LBR/PCT1	02/17/2012	103527	882.80
LAKES AREAS SEPTIC & SLUDG	2012 021-451-035	UTILITIES	TYL CO PCT1	02/17/2012	103534	25.00
LAKES AREAS SEPTIC & SLUDG	2012 021-451-035	UTILITIES	TYL CO PCT1	02/17/2012	103534	25.00
LAKES AREAS SEPTIC & SLUDG	2012 021-451-035	UTILITIES	TYL CO PCT 1	02/17/2012	103534	25.00
MODICA BROTHERS	2012 021-451-030	TIRES, TUBES	TYL CO PCT 1	02/17/2012	103551	1,877.61
NORTHERN SAFETY CO., INC.	2012 021-451-028	MACHINERY MAINTENANCE	0003956646/PCT1	02/17/2012	103560	611.20
O'REILLY AUTOMOTIVE STORES	2012 021-451-028	MACHINERY MAINTENANCE	591681/PCT1	02/17/2012	103562	49.98
PARKER LUMBER	2012 021-451-028	MACHINERY MAINTENANCE	22700/PCT. 1	02/17/2012	103566	43.13
R & D HARDWARE & FEED	2012 021-451-028	MACHINERY MAINTENANCE	JAN. 12/PCT. 1	02/17/2012	103572	37.57
STORY-WRIGHT	2012 021-451-040	MISCELLANEOUS SUPPLIES	105828/PCT. 1	02/17/2012	103587	37.98
STORY-WRIGHT	2012 021-451-040	MISCELLANEOUS SUPPLIES	105828/PCT. 1	02/17/2012	103587	24.48
STORY-WRIGHT	2012 021-451-040	MISCELLANEOUS SUPPLIES	105828/PCT. 1	02/17/2012	103587	33.98
TEJAS EQUIPMENT INC	2012 021-451-028	MACHINERY MAINTENANCE	00025/PCT. 1	02/17/2012	103593	64.47
TEJAS EQUIPMENT INC	2012 021-451-028	MACHINERY MAINTENANCE	00025/PCT. 1	02/17/2012	103593	7.60
TEJAS EQUIPMENT INC	2012 021-451-028	MACHINERY MAINTENANCE	00025/PCT. 1	02/17/2012	103593	40.95
TEJAS EQUIPMENT INC	2012 021-451-028	MACHINERY MAINTENANCE	00025/PCT. 1	02/17/2012	103593	541.38
TELSTAR SPECIALTY PRODUCTS	2012 021-451-040	MISCELLANEOUS SUPPLIES	INV.#7217/PCT. 1	02/17/2012	103594	129.95
TELSTAR SPECIALTY PRODUCTS	2012 021-451-040	MISCELLANEOUS SUPPLIES	INV.#7036/PCT. 1	02/17/2012	103594	15.25
TEXAS ASSOCIATION OF COUNT	2012 021-451-043	TRAVEL, TRAINING & EDUCATI	210452/PCT1	02/17/2012	103596	197.00
TIMBERMANS SUPPLY	2012 021-451-028	MACHINERY MAINTENANCE	12023/PCT1	02/17/2012	103602	37.59
TYLER COUNTY AUTO PARTS	2012 021-451-028	MACHINERY MAINTENANCE	7050/PCT1	02/17/2012	103607	70.62
U PUMP IT	2012 021-451-029	GAS, OIL, GREASE	UP TYCO PCT1	02/17/2012	103611	387.31
WAL-MART COMMUNITY/GECRB	2012 021-451-040	MISCELLANEOUS SUPPLIES	00195371/PCT1	02/17/2012	103613	80.09
<b>TOTAL CHECKS WRITTEN</b>						<b>8,540.15</b>
<b>TOTAL VOID CHECKS</b>						<b>0.00</b>
<b>TOTAL CHECK AMOUNT</b>						<b>8,540.15</b>

ROAD & BRIDGE II  
ALL CHECKS

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
A T & T LONG DISTANCE	2012 022-451-035	UTILITIES	FEB. 2012/LONG DISTANCE	02/17/2012	103469	5.22
BEAUMONT FREIGHTLINER-STER	2012 022-451-028	MACHINERY MAINTENANCE	1,104.00LBR/PCT3	02/17/2012	103476	2,664.69
BILLY WILLIAMS TRUCKING	2012 022-451-032	ROAD MATERIAL	TY CO PCT 2	02/17/2012	103478	12,755.13
CATERPILLAR FINANCIAL SERV	2012 022-454-046	PRINCIPLE ON WARRANTS	001-0486190-000/PCT. 2	02/17/2012	103485	29,352.21
CATERPILLAR FINANCIAL SERV	2012 022-454-047	INTEREST ON WARRANTS	001-0486190-000/PCT. 2	02/17/2012	103485	38.59
CONSOLIDATED COMMUNICATION	2012 022-451-035	UTILITIES	936-969-2645/0-PCT. 2	02/17/2012	103492	7.86
D & J TIRE, INC	2012 022-451-030	TIRES, TUBES	37013/PCT2	02/17/2012	103499	818.00
GARDNER OIL, INC.	2012 022-451-029	GAS, OIL, GREASE	TYCO PCT 2	02/17/2012	103511	1,346.24
GARDNER OIL, INC.	2012 022-451-029	GAS, OIL, GREASE	TYCO PCT 2	02/17/2012	103511	2,025.37
GEMPLER'S	2012 022-451-028	MACHINERY MAINTENANCE	6246690/PCT2	02/17/2012	103512	112.35
GULF WELDING SUPPLY CO.	2012 022-451-028	MACHINERY MAINTENANCE	030133/PCT2	02/17/2012	103516	31.50
GULF WELDING SUPPLY CO.	2012 022-451-028	MACHINERY MAINTENANCE	TYL CO PCT 2	02/17/2012	103516	193.61
J. D. TAYLOR GENERAL CONTR	2012 022-451-028	MACHINERY MAINTENANCE	495.00LBR/PCT3	02/17/2012	103526	495.00
JACK ALEXANDER, LTD.	2012 022-451-032	ROAD MATERIAL	TY CO PCT 2	02/17/2012	103528	7,101.19
LAKEWAY TIRE & SERVICE	2012 022-451-030	TIRES, TUBES	35.00LBR/PCT2	02/17/2012	103535	218.15
LAKEWAY TIRE & SERVICE	2012 022-451-030	TIRES, TUBES	80.00LBR/PCT2	02/17/2012	103535	129.95
LAKEWAY TIRE & SERVICE	2012 022-451-030	TIRES, TUBES	TYL CO PCT 2	02/17/2012	103535	524.30
LOWE'S	2012 022-451-040	MISCELLANEOUS SUPPLIES	6650867/PCT2	02/17/2012	103544	99.98
MARTINS TRU-VALUE HDWE.	2012 022-451-028	MACHINERY MAINTENANCE	INV.#0013830/PCT. 2	02/17/2012	103546	44.75
MUSTANG CAT	2012 022-451-028	MACHINERY MAINTENANCE	917.74LBR/PCT2	02/17/2012	103554	3,755.52
NALCOM WIRELESS COMMUNICAT	2012 022-451-028	MACHINERY MAINTENANCE	254.00LBR/PCT2	02/17/2012	103556	254.00
NORTH & EAST TX CTY JUDGES	2012 022-451-043	TRAVEL, TRAINING & EDUCATI	REGIS/HUGHES, JAMES T.	02/17/2012	103559	175.00
NORTHERN TOOL & EQUIPMENT	2012 022-451-028	MACHINERY MAINTENANCE	0100/PCT. 2	02/17/2012	103561	544.99
NORTHERN TOOL & EQUIPMENT	2012 022-451-028	MACHINERY MAINTENANCE	0118/PCT. 2	02/17/2012	103561	88.32
O'REILLY AUTOMOTIVE STORES	2012 022-451-028	MACHINERY MAINTENANCE	591682/PCT 2	02/17/2012	103562	15.99
O'REILLY AUTOMOTIVE STORES	2012 022-451-028	MACHINERY MAINTENANCE	591682/PCT 2	02/17/2012	103562	24.99
PARKER LUMBER	2012 022-451-040	MISCELLANEOUS SUPPLIES	22705/PCT2	02/17/2012	103566	10.58
STORY-WRIGHT	2012 022-451-040	MISCELLANEOUS SUPPLIES	105828/PCT. 2	02/17/2012	103587	37.98
STORY-WRIGHT	2012 022-451-040	MISCELLANEOUS SUPPLIES	105828/PCT. 2	02/17/2012	103587	24.49
STORY-WRIGHT	2012 022-451-040	MISCELLANEOUS SUPPLIES	105828/PCT. 2	02/17/2012	103587	26.49
SULLIVANS HARDWARE	2012 022-451-028	MACHINERY MAINTENANCE	TY CO PCT 2	02/17/2012	103588	23.49
TELSTAR SPECIALTY PRODUCTS	2012 022-451-040	MISCELLANEOUS SUPPLIES	INV.#7216/PCT. 2	02/17/2012	103594	129.95
TELSTAR SPECIALTY PRODUCTS	2012 022-451-040	MISCELLANEOUS SUPPLIES	INV.#7036/PCT. 2	02/17/2012	103594	15.25
TIMBERMANS SUPPLY	2012 022-451-028	MACHINERY MAINTENANCE	12024/PCT 2	02/17/2012	103602	498.71
TYLER COUNTY AUTO PARTS	2012 022-451-028	MACHINERY MAINTENANCE	7051/PCT 2	02/17/2012	103607	13.79
U PUMP IT	2012 022-451-029	GAS, OIL, GREASE	UP TYLERCCP2	02/17/2012	103611	565.70
<b>TOTAL CHECKS WRITTEN</b>						<b>64,169.33</b>
<b>TOTAL VOID CHECKS</b>						<b>0.00</b>
<b>TOTAL CHECK AMOUNT</b>						<b>64,169.33</b>

ROAD & BRIDGE III  
ALL CHECKS

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
A T & T LONG DISTANCE	2012 023-451-035	UTILITIES	FEB. 2012/LONG DISTANCE	02/17/2012	103469	5.22
GARDNER OIL, INC.	2012 023-451-029	GAS, OIL, GREASE	TYCO PCT3	02/17/2012	103511	1,456.80
GARDNER OIL, INC.	2012 023-451-029	GAS, OIL, GREASE	TYCO PCT3	02/17/2012	103511	2,721.75
GARDNER OIL, INC.	2012 023-451-029	GAS, OIL, GREASE	TYCO PCT3	02/17/2012	103511	895.50
GOLDSTAR PRODUCTS, INC.	2012 023-451-028	MACHINERY MAINTENANCE	0021718/PCT3	02/17/2012	103514	467.92
INTERSTATE BILLING SERVICE	2012 023-451-028	MACHINERY MAINTENANCE	120677/PCT3	02/17/2012	103524	145.21
LAKEWAY TIRE & SERVICE	2012 023-451-030	TIRES, TUBES	47.50LBR/PCT3	02/17/2012	103535	79.00
MARTINS TRU-VALUE HDWE.	2012 023-451-028	MACHINERY MAINTENANCE	INV. #13815/PCT. 3	02/17/2012	103546	10.28
MATHESON TRI-GAS INC	2012 023-451-028	MACHINERY MAINTENANCE	E2319/PCT3	02/17/2012	103547	10.23
MATHESON TRI-GAS INC	2012 023-451-028	MACHINERY MAINTENANCE	E2314/PCT3	02/17/2012	103547	220.11
MODICA BROTHERS	2012 023-451-030	TIRES, TUBES	117.00LBR/PCT3	02/17/2012	103551	117.00
MODICA BROTHERS	2012 023-451-028	MACHINERY MAINTENANCE	94.50LBR/PCT3	02/17/2012	103551	256.85
MUSTANG CAT	2012 023-451-028	MACHINERY MAINTENANCE	0792920/PCT3	02/17/2012	103554	86.86
RURAL PIPE AND SUPPLY	2012 023-451-031	CULVERTS	TY CO PCT3	02/17/2012	103575	2,439.48
SEXTON, MATTIE M.	2012 023-451-040	MISCELLANEOUS SUPPLIES	35.00LBR/PCT3BARN	02/17/2012	103577	35.00
SEXTON, MATTIE M.	2012 023-451-040	MISCELLANEOUS SUPPLIES	35.00LBR/PCT3BARN	02/17/2012	103577	35.00
STAPLES CREDIT PLAN	2012 023-451-040	MISCELLANEOUS SUPPLIES	3694/PCT. 4	02/17/2012	103585	16.04
TIMBERMANS SUPPLY	2012 023-451-028	MACHINERY MAINTENANCE	12025/PCT3	02/17/2012	103602	116.44
TRIPLE BLADE & STEEL	2012 023-451-028	MACHINERY MAINTENANCE	TY CO PCT3	02/17/2012	103604	561.53
TYLER COUNTY AUTO PARTS	2012 023-451-031	CULVERTS	7052/PCT3	02/17/2012	103607	515.65
TYLER COUNTY AUTO PARTS	2012 023-451-028	MACHINERY MAINTENANCE	7052/PCT3	02/17/2012	103607	287.75
U PUMP IT	2012 023-451-029	GAS, OIL, GREASE	UP TYCO PCT3	02/17/2012	103611	37.15
<b>TOTAL CHECKS WRITTEN</b>						<b>10,516.77</b>
<b>TOTAL VOID CHECKS</b>						<b>0.00</b>
<b>TOTAL CHECK AMOUNT</b>						<b>10,516.77</b>

ROAD & BRIDGE IV  
ALL CHECKS

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
A T & T LONG DISTANCE	2012 024-451-035	UTILITIES	FEB. 2012/LONG DISTANCE	02/17/2012	103469	5.22
BILLY WILLIAMS TRUCKING	2012 024-451-032	ROAD MATERIAL	TYL CO PCT 4	02/17/2012	103478	2,827.24
BILLY WILLIAMS TRUCKING	2012 024-451-032	ROAD MATERIAL	TYL CO PCT 4	02/17/2012	103478	2,601.51
CONSTRUCTION SAFETY PRODUC	2012 024-451-028	MACHINERY MAINTENANCE	TYL CO PCT 4	02/17/2012	103493	229.05
ELDER HARDWOODS	2012 024-451-028	MACHINERY MAINTENANCE	TY CO PCT 4	02/17/2012	103504	316.80
ELLIS TRUCK & TRAILER PART	2012 024-451-028	MACHINERY MAINTENANCE	14.50LBR/PCT 4	02/17/2012	103505	14.50
GARDNER OIL, INC.	2012 024-451-029	GAS, OIL, GREASE	TYCO PCT4	02/17/2012	103511	110.00
GARDNER OIL, INC.	2012 024-451-029	GAS, OIL, GREASE	TYCO PCT4	02/17/2012	103511	3,217.92
HOLLIS TIRE CO.	2012 024-451-030	TIRES, TUBES	50.00LBR/PCT4	02/17/2012	103519	65.00
JACK ALEXANDER,LTD.	2012 024-451-032	ROAD MATERIAL	TYLCO4/PCT 4	02/17/2012	103528	3,215.93
LEHMAN'S PIPE AND STEEL, I	2012 024-451-028	MACHINERY MAINTENANCE	TYLE03/PCT 4	02/17/2012	103540	500.28
MATHESON TRI-GAS INC	2012 024-451-028	MACHINERY MAINTENANCE	E2315/PCT 4	02/17/2012	103547	203.91
MOTT SUPPLY	2012 024-451-028	MACHINERY MAINTENANCE	TY CO PCT 4	02/17/2012	103552	37.24
MOTT WHOLESALE, INC.	2012 024-451-028	MACHINERY MAINTENANCE	TYL CO PCT 4	02/17/2012	103553	241.24
MOTT WHOLESALE, INC.	2012 024-451-028	MACHINERY MAINTENANCE	TYL CO PCT 4	02/17/2012	103553	147.96
MOTT WHOLESALE, INC.	2012 024-451-028	MACHINERY MAINTENANCE	TYL CO PCT 4	02/17/2012	103553	34.04
MOTT WHOLESALE, INC.	2012 024-451-028	MACHINERY MAINTENANCE	TYL CO PCT 4	02/17/2012	103553	424.94
MOTT WHOLESALE, INC.	2012 024-451-028	MACHINERY MAINTENANCE	TYL CO PCT 4	02/17/2012	103553	1.55
MUSTANG CAT	2012 024-451-028	MACHINERY MAINTENANCE	0792930/PCT 4	02/17/2012	103554	1,095.40
MY FAVORITE THINGS	2012 024-451-044	UNIFORMS	96.00LBR/PCT 4	02/17/2012	103555	96.00
PARKER LUMBER	2012 024-451-028	MACHINERY MAINTENANCE	22715/PCT 4	02/17/2012	103566	41.36
POWERPLAN	2012 024-451-028	MACHINERY MAINTENANCE	87001-13241/PCT 4	02/17/2012	103570	259.76
STAPLES CREDIT PLAN	2012 024-451-040	MISCELLANEOUS SUPPLIES	3694/PCT. 4	02/17/2012	103585	16.04
TIMBERMANS SUPPLY	2012 024-451-028	MACHINERY MAINTENANCE	12026/PCT 4	02/17/2012	103602	25.38
TYCO GENERAL FEED & RANCH	2012 024-451-044	UNIFORMS	TYL CO PCT 4	02/17/2012	103605	614.80
<b>TOTAL CHECKS WRITTEN</b>						<b>16,343.07</b>
<b>TOTAL VOID CHECKS</b>						<b>0.00</b>
<b>TOTAL CHECK AMOUNT</b>						<b>16,343.07</b>

DATE 02/17/2012 TO 02/17/2012

CHECKS CLAIMS LIST

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COUNTY CLERK RMP  
ALL CHECKS

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
NET DATA CORP.	2012 031-452-051	PRESERVATION-RMP	TYL900057/COCLK	02/17/2012	103558	225.00
						-----
						TOTAL CHECKS WRITTEN 225.00
						TOTAL VOID CHECKS 0.00
						-----
						TOTAL CHECK AMOUNT 225.00

DATE 02/17/2012 TO 02/17/2012

CHECKS CLAIMS LIST

CHK101 PAGE 11

SHERIFF FORFEITURE  
ALL CHECKS

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
SPORTS PROMOTION NETWORK	2012 033-451-013	DRUG ADVERTISING	INV.#519311/TCSO	02/17/2012	103582	624.45
<b>TOTAL CHECKS WRITTEN</b>						<b>624.45</b>
<b>TOTAL VOID CHECKS</b>						<b>0.00</b>
<b>TOTAL CHECK AMOUNT</b>						<b>624.45</b>

DATE 02/17/2012 TO 02/17/2012

CHECKS CLAIMS LIST

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DISTRICT CLERK RMP  
ALL CHECKS

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
INDOFF OFFICE SUPPLIES	2012 034-453-045	PURCHASE OF EQUIPMENT	187474/DSCLK	02/17/2012	103521	895.00
						-----
						TOTAL CHECKS WRITTEN 895.00
						TOTAL VOID CHECKS 0.00
						-----
						TOTAL CHECK AMOUNT 895.00

LIBRARY FUND  
ALL CHECKS

B

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
JAMES PUBLISHING	2012 036-492-050	LIBRARY BOOKS & SUPPLIES	406683-00/CDA	02/17/2012	103529	87.94
KNOWLES PUBLISHING, INC.	2012 036-492-050	LIBRARY BOOKS & SUPPLIES	00936831/CDA	02/17/2012	103532	107.44
LEXIS NEXIS	2012 036-492-050	LIBRARY BOOKS & SUPPLIES	149Q4D/COJUD	02/17/2012	103541	195.00
LEXIS NEXIS	2012 036-492-050	LIBRARY BOOKS & SUPPLIES	1396TR/DSJUD	02/17/2012	103541	46.00
						-----
						TOTAL CHECKS WRITTEN 436.38
						TOTAL VOID CHECKS 0.00
						-----
						TOTAL CHECK AMOUNT 436.38



T C COLLECTION CENTER  
ALL CHECKS B

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT	
A T & T LONG DISTANCE	2012 037-451-035	UTILITIES	FEB. 2012/LONG DISTANCE	02/17/2012	103469	0.33	
GARDNER OIL, INC.	2012 037-451-029	GAS, OIL, GREASE	TYCO COLLECTION	02/17/2012	103511	971.92	
IESI HARDIN CO LANDFILL	2012 037-451-043	CONTAINER HAULS	052032696/COLLECTIONS	02/17/2012	103520	1,798.00	
IESI HARDIN CO LANDFILL	2012 037-451-043	CONTAINER HAULS	052032696/COLLECTIONS	02/17/2012	103520	1,922.00	
LAKWAY TIRE & SERVICE	2012 037-451-028	MACHINERY MAINTENANCE	TYL CO COLLECTIONS	02/17/2012	103535	246.45	
WAL-MART COMMUNITY/GEGRB	2012 037-451-040	MISCELLANEOUS SUPPLIES	10142157/COLL	02/17/2012	103613	42.51	
						-----	
						TOTAL CHECKS WRITTEN	4,981.21
						TOTAL VOID CHECKS	0.00
						-----	
						TOTAL CHECK AMOUNT	4,981.21

COUNTY-RMP  
ALL CHECKS

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
NET DATA CORP.	2012 045-492-004	MISCELLANEOUS EXPENSE	TYL900057/COCLK	02/17/2012	103558	225.00
<b>TOTAL CHECKS WRITTEN</b>						<b>225.00</b>
<b>TOTAL VOID CHECKS</b>						<b>0.00</b>
<b>TOTAL CHECK AMOUNT</b>						<b>225.00</b>

ADULT PROBATION  
ALL CHECKS

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
MUSIC MOUNTAIN WATER CO	2012 053-451-007	SUPPLIES & OPERATING EXPEN	51092000/CSCD	02/17/2012	103457	36.96
A T & T LONG DISTANCE	2012 053-451-009	UTILITIES	FEB. 2012/LONG DISTANCE	02/17/2012	103469	16.03
ALERE TOXICOLOGY SERVICES,	2012 053-451-012	CONTRACT SERVICES FOR OFFE	MCNEAL, ALBERT C/CSCD	02/17/2012	103472	15.00
BELT, HARRIS, & ASSOCIATES	2012 053-451-016	PROFESSIONAL FEES	FY2011:LBR/CSCD	02/17/2012	103477	7,500.00
CORRECTIONS SOFTWARE SOLUT	2012 053-451-016	PROFESSIONAL FEES	MARCH2012/CSCD	02/17/2012	103494	995.00
LEAF	2012 053-451-007	SUPPLIES & OPERATING EXPEN	1001539477001/CSCD	02/17/2012	103538	100.00
OCE' IMAGISTICS INC.	2012 053-451-007	SUPPLIES & OPERATING EXPEN	SR3409/CSCD	02/17/2012	103564	25.00
QUILL CORPORATION	2012 053-451-007	SUPPLIES & OPERATING EXPEN	C2772734/CSCD	02/17/2012	103571	48.47
QUILL CORPORATION	2012 053-451-010	EQUIPMENT	C2772734/CSCD	02/17/2012	103571	149.99
QUILL CORPORATION	2012 053-451-007	SUPPLIES & OPERATING EXPEN	C2772734/CSCD	02/17/2012	103571	188.94
TYLER COUNTY	2012 053-437-014	CCP CONTRACT SERV FOR OFFE	FEB.CMSRV FEE/CSCD	02/17/2012	103606	2,000.00
<b>TOTAL CHECKS WRITTEN</b>						<b>11,075.39</b>
<b>TOTAL VOID CHECKS</b>						<b>0.00</b>
<b>TOTAL CHECK AMOUNT</b>						<b>11,075.39</b>

JUVENILE PROBATION  
ALL CHECKS

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
A T & T LONG DISTANCE	2012 054-451-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012	103469	17.81
						-----
						TOTAL CHECKS WRITTEN 17.81
						TOTAL VOID CHECKS 0.00
						-----
						TOTAL CHECK AMOUNT 17.81

EMERGENCY OPERATIONS CENTER  
ALL CHECKS

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
A T & T LONG DISTANCE	2012 076-451-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012	103469	3.25
FREEMAN, DALE	2012 076-451-007	OFFICE SUPPLIES	REIMB/COMPUTER SUPPLIES	02/17/2012	103510	18.85
SULLIVANS HARDWARE	2012 076-453-045	STANDBY MAINTENANCE	JAN. 2012/EOC	02/17/2012	103588	47.07
TEXAS IMAGING SYSTEMS	2012 076-451-007	OFFICE SUPPLIES	LK2576/EOC	02/17/2012	103600	498.25
TEXAS IMAGING SYSTEMS	2012 076-451-007	OFFICE SUPPLIES	LK2576/EOC	02/17/2012	103600	332.00
U PUMP IT	2012 076-451-028	VEHICLE OPERATIONS/MAINTEN	UP TYCO EMER MGT2/EOC	02/17/2012	103611	173.36
WALLING SIGNS & GRAPHICS	2012 076-451-042	UNIFORMS	JACKET/DECALS - EOC	02/17/2012	103614	25.00
						-----
<b>TOTAL CHECKS WRITTEN</b>						<b>1,097.78</b>
<b>TOTAL VOID CHECKS</b>						<b>0.00</b>
						-----
<b>TOTAL CHECK AMOUNT</b>						<b>1,097.78</b>

TJPC-TITLE IVE FUND  
ALL CHECKS

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
BELT, HARRIS, & ASSOCIATES	2012 088-451-040	MISCELLANEOUS EXPENSE	FY2011:LBR/JUPRO	02/17/2012	103477	7,500.00
WAL-MART COMMUNITY/GECRB	2012 088-451-040	MISCELLANEOUS EXPENSE	00620824/JUPRO	02/17/2012	103613	54.32
<b>TOTAL CHECKS WRITTEN</b>						<b>7,554.32</b>
<b>TOTAL VOID CHECKS</b>						<b>0.00</b>
<b>TOTAL CHECK AMOUNT</b>						<b>7,554.32</b>

TYLER COUNTY NUTRITION CENTER  
ALL CHECKS

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
BRANDON CAMERON PLUMBING	2012 089-451-028	REPAIRS & MAINTENANCE	170.00 LABOR/NUTR. CTR.	02/17/2012	103482	429.80
DIRECTV COMMERCIAL	2012 089-451-035	UTILITIES	035535115/COLLECTION	02/17/2012	103502	86.99
PARKER LUMBER	2012 089-451-028	REPAIRS & MAINTENANCE	22700/NUTRITION CTR	02/17/2012	103566	9.95
SULLIVANS HARDWARE	2012 089-451-028	REPAIRS & MAINTENANCE	TY CO NUTRITION CTR	02/17/2012	103588	40.43
TELSTAR SPECIALTY PRODUCTS	2012 089-451-028	REPAIRS & MAINTENANCE	TYL CO NUTRITION	02/17/2012	103594	223.25
TELSTAR SPECIALTY PRODUCTS	2012 089-453-045	PURCHASE OF EQUIPMENT	INV.# 7253/NUTR. CTR.	02/17/2012	103594	1,750.00
<b>TOTAL CHECKS WRITTEN</b>						<b>2,540.42</b>
<b>TOTAL VOID CHECKS</b>						<b>0.00</b>
<b>TOTAL CHECK AMOUNT</b>						<b>2,540.42</b>

CHILD SAFETY FUND  
ALL CHECKS

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	DATE	CHECK	AMOUNT
ALLEN, TERRY	2012 097-451-014	CHILD SAFETY PROGRAMS	HOTEL/JUV. LAW CONF.	02/17/2012	103473	371.28
ALLEN, TERRY	2012 097-451-014	CHILD SAFETY PROGRAMS	PER DIEM/JUV. LAW CONF.	02/17/2012	103473	144.00
ALLEN, TERRY	2012 097-451-014	CHILD SAFETY PROGRAMS	PARKING/JUV. LAW CONF.	02/17/2012	103473	31.53
						-----
						TOTAL CHECKS WRITTEN 546.81
						TOTAL VOID CHECKS 0.00
						-----
						TOTAL CHECK AMOUNT 546.81





# Check Register

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CHECK REGISTER  
ALL CHECKS

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BANK ACCOUNT: ALL

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VENDOR NAME	ACCOUNT NUMBER	ACCOUNT NAME	ITEM/REASON	DATE	PO NO	AMOUNT	BATCH CODE
A T & T MOBILITY	2012 010-410-009	TELEPHONE	889251812/DSJUD	02/17/2012		103.26	-- CHK# 103456
MUSIC MOUNTAIN WATER CO	2012 053-451-007	SUPPLIES & OPERATING EXPEN	51092000/CSCD	02/17/2012		36.96	-- CHK# 103457
MUSIC MOUNTAIN WATER CO	2012 010-440-007	SUPPLIES-DATA PROCESSING	82270201/COCLK	02/17/2012		37.24	-- CHK# 103458
MUSIC MOUNTAIN WATER CO	2012 010-440-007	SUPPLIES-DATA PROCESSING	82270201/COCLK	02/17/2012		37.24	-- CHK# 103459
MUSIC MOUNTAIN WATER CO	2012 010-440-007	SUPPLIES-DATA PROCESSING	82274101/COJUD	02/17/2012		118.15	-- CHK# 103460
MUSIC MOUNTAIN WATER CO	2012 010-440-007	SUPPLIES-DATA PROCESSING	82274101/COJUD	02/17/2012		61.97	-- CHK# 103461
NAGYPAL, KIM	2012 010-408-061	PETIT JURORS	JURY MONEY/ 2-28-12	02/17/2012		1,440.00	-- CHK# 103462
NAGYPAL, KIM	2012 010-408-061	PETIT JURORS	JURY MONEY/3-5-12	02/17/2012		1,440.00	-- CHK# 103463
NORTH & EAST TX CTY JUDGES	2012 021-451-043	TRAVEL, TRAINING & EDUCATI	REGIS./NASH, MARTIN	02/17/2012		175.00	-- CHK# 103464
VERIZON WIRELESS	2012 010-442-010	REPAIRS TO COURTHOUSE	8019-00001/COJUD	02/17/2012		179.91	-- CHK# 103465
VERIZON WIRELESS	2012 010-411-009	TELEPHONE	5066-00001/JP. 1	02/17/2012		39.44	-- CHK# 103466
VERIZON WIRELESS	2012 010-405-009	TELEPHONE	8386-00002/VET SRV.	02/17/2012		85.23	-- CHK# 103467
A & M WIRELESS	2012 010-426-009	TELEPHONE	10.00 LABOR/TCSO	02/17/2012		10.00	-- CHK# 103468
A T & T LONG DISTANCE	2012 010-401-009	PROBATION TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012		7.61	--

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CHECK REGISTER  
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VENDOR NAME	ACCOUNT NUMBER	ACCOUNT NAME	ITEM/REASON	DATE	PO NO	AMOUNT	BATCH CODE
	2012 010-402-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012		6.07	--
	2012 010-405-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012		3.60	--
	2012 010-407-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012		7.42	--
	2012 010-411-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012		14.49	--
	2012 010-419-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012		21.18	--
	2012 010-420-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012		20.05	--
	2012 010-421-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012		13.13	--
	2012 010-422-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012		10.46	--
	2012 010-423-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012		3.65	--
	2012 010-426-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012		63.32	--
	2012 010-430-009	TELEPHONE - HIGHWAY PATROL	FEB. 2012/LONG DISTANCE	02/17/2012		18.20	--
	2012 010-430-011	TELEPHONE - DRIVERS LICENS	FEB. 2012/LONG DISTANCE	02/17/2012		4.45	--
	2012 010-430-010	TELEPHONE - PARKS & WILDLI	FEB. 2012/LONG DISTANCE	02/17/2012		2.47	--
	2012 010-440-015	SERVICE CONTRACTS	FEB. 2012/LONG DISTANCE	02/17/2012		1.45	--
	2012 021-451-035	UTILITIES	FEB. 2012/LONG DISTANCE	02/17/2012		5.23	--
	2012 022-451-035	UTILITIES	FEB. 2012/LONG DISTANCE	02/17/2012		5.22	--
	2012 023-451-035	UTILITIES	FEB. 2012/LONG DISTANCE	02/17/2012		5.22	--
	2012 024-451-035	UTILITIES	FEB. 2012/LONG DISTANCE	02/17/2012		5.22	--
	2012 037-451-035	UTILITIES	FEB. 2012/LONG DISTANCE	02/17/2012		0.33	--
	2012 010-439-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012		8.93	--
	2012 054-451-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012		17.81	--
	2012 053-451-009	UTILITIES	FEB. 2012/LONG DISTANCE	02/17/2012		16.03	--
	2012 076-451-009	TELEPHONE	FEB. 2012/LONG DISTANCE	02/17/2012		3.25	--
						-----	CHK#
						264.79	103469
<b>A-1 JOHNNY PORTABLE TOILET</b>	2012 021-451-035	UTILITIES	TYCO PCT1	02/17/2012		37.41	--
						-----	CHK#
						37.41	103470
<b>ACE IMAGEWEAR</b>	2012 010-442-008	UNIFORMS	3719/COJUD	02/17/2012		28.47	--
	2012 010-442-008	UNIFORMS	3719/COJUD	02/17/2012		28.47	--
	2012 010-442-008	UNIFORMS	3719/COJUD	02/17/2012		93.92	--
	2012 010-442-008	UNIFORMS	3719/COJUD	02/17/2012		40.00	--
	2012 010-442-008	UNIFORMS	3719/COJUD	02/17/2012		32.74	--
						-----	CHK#
						223.60	103471
<b>ALERE TOXICOLOGY SERVICES,</b>	2012 053-451-012	CONTRACT SERVICES FOR OFFE	MCNEAL, ALBERT C/CSCD	02/17/2012		15.00	--
						-----	CHK#
						15.00	103472
<b>ALLEN, TERRY</b>	2012 097-451-014	CHILD SAFETY PROGRAMS	HOTEL/JUV. LAW CONF.	02/17/2012		371.28	--
	2012 097-451-014	CHILD SAFETY PROGRAMS	PER DIEM/JUV. LAW CONF.	02/17/2012		144.00	--
	2012 097-451-014	CHILD SAFETY PROGRAMS	PARKING/JUV. LAW CONF.	02/17/2012		31.53	--
						-----	CHK#
						546.81	103473
<b>ARROWHEAD SCIENTIFIC, INC.</b>	2012 010-426-008	DEPUTIES SUPPLIES	INV.#53830/TCSO	02/17/2012		380.57	--
						-----	CHK#
						380.57	103474
<b>BABIN, BRIAN D.D.S.</b>	2012 010-401-094	PRISONER MEDICAL	MACGINNIS, DANIEL/TCSO	02/17/2012		125.00	--

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VENDOR NAME	ACCOUNT NUMBER	ACCOUNT NAME	ITEM/REASON	DATE	PO NO	AMOUNT	BATCH CODE
						-----	CHK#
						125.00	103475
BEAUMONT FREIGHTLINER-STER	2012 022-451-028	MACHINERY MAINTENANCE	1,104.00LBR/PCT3	02/17/2012		2,664.69	--
						-----	CHK#
						2,664.69	103476
BELT, HARRIS, & ASSOCIATES	2012 053-451-016	PROFESSIONAL FEES	FY2011:LBR/CSCD	02/17/2012		7,500.00	--
	2012 088-451-040	MISCELLANEOUS EXPENSE	FY2011:LBR/JUPRO	02/17/2012		7,500.00	--
						-----	CHK#
						15,000.00	103477
BILLY WILLIAMS TRUCKING	2012 022-451-032	ROAD MATERIAL	TYL CO PCT 2	02/17/2012		12,755.13	--
	2012 024-451-032	ROAD MATERIAL	TYL CO PCT 4	02/17/2012		2,827.24	--
	2012 024-451-032	ROAD MATERIAL	TYL CO PCT 4	02/17/2012		2,601.51	--
						-----	CHK#
						18,183.88	103478
BJ TRANSPORT SERVICE INC	2012 010-401-043	AUTOPSIES	BAKER, FRANKIE RAE	02/17/2012		225.00	--
	2012 010-401-043	AUTOPSIES	DIDEN, DAVID	02/17/2012		225.00	--
	2012 010-401-043	AUTOPSIES	HOMMEL, DAVID	02/17/2012		225.00	--
	2012 010-401-043	AUTOPSIES	HOMMEL, DAVID ADAM	02/17/2012		225.00	--
						-----	CHK#
						900.00	103479
BLANCHETTE, JACQUES	2012 010-421-012	EDUCATION, GOVERNMENT RELAT	MILEAGE/VG YOUNG INSTITU	02/17/2012		154.29	--
						-----	CHK#
						154.29	103480
BOB BARKER COMPANY, INC.	2012 010-427-010	JAIL SUPPLIES	TYLTX0/TCSSO	02/17/2012		200.02	--
	2012 010-427-010	JAIL SUPPLIES	TYLTX0/TCSSO	02/17/2012		159.61	--
						-----	CHK#
						359.63	103481
BRANDON CAMERON PLUMBING	2012 089-451-028	REPAIRS & MAINTENANCE	170.00 LABOR/NUTR. CTR.	02/17/2012		429.80	--
						-----	CHK#
						429.80	103482
BYTHEWOOD LEGAL SERVICES,	2012 010-408-055	DIST. COURT APPOINTED ATTY	LOVETT, JAMES EARL	02/17/2012		400.00	--
	2012 010-408-055	DIST. COURT APPOINTED ATTY	RODRIGUEZ, VERONICA	02/17/2012		1,000.00	--
						-----	CHK#
						1,400.00	103483
CAPITAL GRAPHICS, INC.	2012 010-401-050	ELECTION EXPENSE	INV.#110305/COCLK	02/17/2012		1,105.78	--
						-----	CHK#
						1,105.78	103484
CATERPILLAR FINANCIAL SERV	2012 022-454-046	PRINCIPLE ON WARRANTS	001-0486190-000/PCT. 2	02/17/2012		29,352.21	--
	2012 022-454-047	INTEREST ON WARRANTS	001-0486190-000/PCT. 2	02/17/2012		38.59	--
						-----	CHK#
						29,390.80	103485
CHESTER VOL. FIRE DEPT.	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012		150.00	--

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VENDOR NAME	ACCOUNT NUMBER	ACCOUNT NAME	ITEM/REASON	DATE	PO NO	AMOUNT	BATCH CODE
						150.00	CHK# 103486
CHILD ABUSE & FORENSIC SER	2012 010-419-016	DNA LAB FEES	CASE#2012-00013/CDA	02/17/2012		700.00	--
	2012 010-419-016	DNA LAB FEES	CASE#10-0000474/CDA	02/17/2012		700.00	--
						1,400.00	CHK# 103487
CIT TECHNOLOGY FIN SERV, I	2012 010-440-018	EQUIPMENT LEASE	930-0039478-000/EXT.	02/17/2012		85.30	--
	2012 010-440-018	EQUIPMENT LEASE	930-0039477-000/JP. 1	02/17/2012		91.27	--
						176.57	CHK# 103488
CODE BLUE POLICE SUPPLY	2012 010-426-041	UNIFORMS	TYLER CO/TCSO	02/17/2012		105.90	--
						105.90	CHK# 103489
COLMESNEIL VOL. FIRE DEPT	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012		150.00	--
						150.00	CHK# 103490
COLOR GRAPHICS CO.	2012 010-440-007	SUPPLIES-DATA PROCESSING	ENVELOPES/TAX	02/17/2012		360.63	--
						360.63	CHK# 103491
CONSOLIDATED COMMUNICATION	2012 022-451-035	UTILITIES	936-969-2645/0-PCT. 2	02/17/2012		7.86	--
						7.86	CHK# 103492
CONSTRUCTION SAFETY PRODUC	2012 024-451-028	MACHINERY MAINTENANCE	TYL CO PCT 4	02/17/2012		229.05	--
						229.05	CHK# 103493
CORRECTIONS SOFTWARE SOLUT	2012 053-451-016	PROFESSIONAL FEES	MARCH2012/CSCD	02/17/2012		995.00	--
						995.00	CHK# 103494
COUNTY & DISTRICT CLERKS A	2012 010-407-012	TRAVEL, TRAINING & EDUCATIO	REGIS./NAGYPAL, KIM	02/17/2012		35.00	--
						35.00	CHK# 103495
COUNTY JUDGES & COMM. ASSO	2012 010-401-020	ASSOCIATION DUES	ANNUAL DUES/COJUD	02/17/2012		1,100.00	--
						1,100.00	CHK# 103496
COXE, RAY PHD	2012 010-408-099	PSYCHIATRIC & MEDICAL EXPE	ADAMS, CLINTON/11,773	02/17/2012		300.00	--
						300.00	CHK# 103497
CREATIVE PRODUCT SOURCE, I	2012 010-426-008	DEPUTIES SUPPLIES	CPSD75979/TCSO	02/17/2012		330.02	--
						330.02	CHK# 103498

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VENDOR NAME	ACCOUNT NUMBER	ACCOUNT NAME	ITEM/REASON	DATE	PO NO	AMOUNT	BATCH CODE
D & J TIRE, INC	2012 022-451-030	TIRES, TUBES	37013/PCT2	02/17/2012		818.00	--
						-----	CHK#
						818.00	103499
DAM B VOL. FIRE DEPT.	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012		150.00	--
						-----	CHK#
						150.00	103500
DIRECT SOLUTIONS	2012 010-442-007	JANITORS SUPPLIES	INV.#4816/COJUD	02/17/2012		239.99	--
	2012 010-442-007	JANITORS SUPPLIES	INV.#4698/COJUD	02/17/2012		132.69	--
						-----	CHK#
						372.68	103501
DIRECTV COMMERCIAL	2012 089-451-035	UTILITIES	035535115/COLLECTION	02/17/2012		86.99	--
						-----	CHK#
						86.99	103502
DOTCOM LTD./INU POWERED	2012 010-402-009	TELEPHONE	272156/COCLK	02/17/2012		2.00	--
						-----	CHK#
						2.00	103503
ELDER HARDWOODS	2012 024-451-028	MACHINERY MAINTENANCE	TY CO PCT 4	02/17/2012		316.80	--
						-----	CHK#
						316.80	103504
ELLIS TRUCK & TRAILER PART	2012 024-451-028	MACHINERY MAINTENANCE	14.50LBR/PCT 4	02/17/2012		14.50	--
						-----	CHK#
						14.50	103505
ENTERGY	2012 010-442-038	UTILITIES-JUSTICE CENTER	1727262/JUST. CTR.	02/17/2012		21.24	--
						-----	CHK#
						21.24	103506
FEDEX	2012 010-401-008	POSTAGE FOR POSTAGE METER	2212-3061-1/COAUD	02/17/2012		164.08	--
						-----	CHK#
						164.08	103507
FP MAILING SOLUTIONS	2012 010-401-008	POSTAGE FOR POSTAGE METER	500065071/TAX	02/17/2012		7.75	--
						-----	CHK#
						7.75	103508
FRED VOL. FIRE DEPARTMENT	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012		150.00	--
						-----	CHK#
						150.00	103509
FREEMAN, DALE	2012 076-451-007	OFFICE SUPPLIES	REIMB/COMPUTER SUPPLIES	02/17/2012		18.85	--
						-----	CHK#
						18.85	103510
GARDNER OIL, INC.	2012 023-451-029	GAS, OIL, GREASE	TYCO PCT3	02/17/2012		1,456.80	--
	2012 023-451-029	GAS, OIL, GREASE	TYCO PCT3	02/17/2012		2,721.75	--
	2012 023-451-029	GAS, OIL, GREASE	TYCO PCT3	02/17/2012		895.50	--
	2012 022-451-029	GAS, OIL, GREASE	TYCO PCT 2	02/17/2012		1,346.24	--

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VENDOR NAME	ACCOUNT NUMBER	ACCOUNT NAME	ITEM/REASON	DATE	PO NO	AMOUNT	BATCH CODE
	2012 022-451-029	GAS, OIL, GREASE	TYCO PCT 2	02/17/2012		2,025.37	--
	2012 021-451-029	GAS, OIL, GREASE	TYCO PCT1	02/17/2012		405.00	--
	2012 021-451-029	GAS, OIL, GREASE	TYCO PCT1	02/17/2012		2,671.57	--
	2012 037-451-029	GAS, OIL, GREASE	TYCO COLLECTION	02/17/2012		971.92	--
	2012 024-451-029	GAS, OIL, GREASE	TYCO PCT4	02/17/2012		110.00	--
	2012 024-451-029	GAS, OIL, GREASE	TYCO PCT4	02/17/2012		3,217.92	--
						-----	<b>CHK#</b>
						<b>15,822.07</b>	<b>103511</b>
<b>GEMPLER'S</b>	2012 022-451-028	MACHINERY MAINTENANCE	6246690/PCT2	02/17/2012		112.35	--
						-----	<b>CHK#</b>
						<b>112.35</b>	<b>103512</b>
<b>GERMER GERTZ, L.L.P.</b>	2012 010-401-093	CONTINGENCY FOR LEGAL FEES	TYLCOU-79852/COJUD	02/17/2012		315.64	--
						-----	<b>CHK#</b>
						<b>315.64</b>	<b>103513</b>
<b>GOLDSTAR PRODUCTS, INC.</b>	2012 023-451-028	MACHINERY MAINTENANCE	0021718/PCT3	02/17/2012		467.92	--
						-----	<b>CHK#</b>
						<b>467.92</b>	<b>103514</b>
<b>GRAHAM, G. W. PHD.</b>	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	GIUSTINIANO, TOBIE/TCSO	02/17/2012		150.00	--
	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	STANLEY, JOEL/TCSO	02/17/2012		150.00	--
						-----	<b>CHK#</b>
						<b>300.00</b>	<b>103515</b>
<b>GULF WELDING SUPPLY CO.</b>	2012 022-451-028	MACHINERY MAINTENANCE	030133/PCT2	02/17/2012		31.50	--
	2012 022-451-028	MACHINERY MAINTENANCE	TYL CO PCT 2	02/17/2012		193.61	--
						-----	<b>CHK#</b>
						<b>225.11</b>	<b>103516</b>
<b>HAT RACK, THE</b>	2012 010-426-041	UNIFORMS	940.00 LABOR/TCSO	02/17/2012		940.00	--
						-----	<b>CHK#</b>
						<b>940.00</b>	<b>103517</b>
<b>HAVIS FEED AND HARDWARE</b>	2012 010-426-023	ANIMAL CONTROL	DOG FEED/TCSO	02/17/2012		47.70	--
						-----	<b>CHK#</b>
						<b>47.70</b>	<b>103518</b>
<b>HOLLIS TIRE CO.</b>	2012 024-451-030	TIRES, TUBES	50.00LBR/PCT4	02/17/2012		65.00	--
						-----	<b>CHK#</b>
						<b>65.00</b>	<b>103519</b>
<b>IESI HARDIN CO LANDFILL</b>	2012 037-451-043	CONTAINER HAULS	052032696/COLLECTIONS	02/17/2012		1,798.00	--
	2012 037-451-043	CONTAINER HAULS	052032696/COLLECTIONS	02/17/2012		1,922.00	--
						-----	<b>CHK#</b>
						<b>3,720.00</b>	<b>103520</b>
<b>INDOFF OFFICE SUPPLIES</b>	2012 010-423-007	OFFICE SUPPLIES	183749/TREAS	02/17/2012		28.68	--
	2012 010-440-007	SUPPLIES-DATA PROCESSING	186597/VET SRV.	02/17/2012		94.99	--
	2012 010-440-007	SUPPLIES-DATA PROCESSING	183922/EOC	02/17/2012		47.97	--
	2012 010-420-007	OFFICE SUPPLIES	185084/TAX	02/17/2012		679.80	--
	2012 010-420-007	OFFICE SUPPLIES	185084/TAX	02/17/2012		39.95	--



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	2012 010-421-007	OFFICE SUPPLIES	183748/COJUD	02/17/2012		32.98	--
	2012 010-421-007	OFFICE SUPPLIES	183748/COJUD	02/17/2012		30.93	--
	2012 010-419-007	OFFICE SUPPLIES	185596/CDA	02/17/2012		23.99	--
	2012 010-419-007	OFFICE SUPPLIES	185596/CDA	02/17/2012		79.52	--
	2012 010-440-007	SUPPLIES-DATA PROCESSING	185596/CDA	02/17/2012		292.96	--
	2012 010-419-007	OFFICE SUPPLIES	185596/CDA	02/17/2012		164.49	--
	2012 010-423-007	OFFICE SUPPLIES	183749/TREAS	02/17/2012		19.99	--
	2012 034-453-045	PURCHASE OF EQUIPMENT	187474/DSCLK	02/17/2012		895.00	--
						-----	CHK#
						2,431.25	103521
<b>INNOVATIVE LEASING</b>	2012 010-440-018	EQUIPMENT LEASE	001-0034127-002/TAX	02/17/2012		867.99	--
	2012 010-440-018	EQUIPMENT LEASE	001-0077472-001/CDA	02/17/2012		165.00	--
	2012 010-419-007	OFFICE SUPPLIES	001-0077472-001/CDA	02/17/2012		101.68	--
						-----	CHK#
						1,134.67	103522
<b>INNOVATIVE OFFICE SYSTEMS</b>	2012 010-401-008	POSTAGE FOR POSTAGE METER	TYLCOT/TAX	02/17/2012		196.83	--
						-----	CHK#
						196.83	103523
<b>INTERSTATE BILLING SERVICE</b>	2012 023-451-028	MACHINERY MAINTENANCE	120677/PCT3	02/17/2012		145.21	--
						-----	CHK#
						145.21	103524
<b>IVANHOE VOL. FIRE DEPARTME</b>	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012		150.00	--
						-----	CHK#
						150.00	103525
<b>J. D. TAYLOR GENERAL CONTR</b>	2012 022-451-028	MACHINERY MAINTENANCE	495.00LBR/PCT3	02/17/2012		495.00	--
						-----	CHK#
						495.00	103526
<b>J.R. ENTERPRISES</b>	2012 021-451-028	MACHINERY MAINTENANCE	560.00LBR/PCT1	02/17/2012		882.80	--
						-----	CHK#
						882.80	103527
<b>JACK ALEXANDER, LTD.</b>	2012 022-451-032	ROAD MATERIAL	TY CO PCT 2	02/17/2012		7,101.19	--
	2012 024-451-032	ROAD MATERIAL	TYLCO4/PCT 4	02/17/2012		3,215.93	--
						-----	CHK#
						10,317.12	103528
<b>JAMES PUBLISHING</b>	2012 036-492-050	LIBRARY BOOKS & SUPPLIES	406683-00/CDA	02/17/2012		87.94	--
						-----	CHK#
						87.94	103529
<b>JARROTT'S PHARMACY</b>	2012 010-401-094	PRISONER MEDICAL	ADAMS, CLINTON/TCSO	02/17/2012		3.30	--
	2012 010-401-094	PRISONER MEDICAL	BURTON, DENNIS/TCSO	02/17/2012		39.66	--
	2012 010-401-094	PRISONER MEDICAL	CHAPDELAIN, ROBERT/TCSO	02/17/2012		17.78	--
	2012 010-401-094	PRISONER MEDICAL	CHAPDELAIN, ROBERT/TCSO	02/17/2012		19.06	--
	2012 010-401-094	PRISONER MEDICAL	HUNTER, TRENTON/TCSO	02/17/2012		18.63	--
	2012 010-401-094	PRISONER MEDICAL	MARTIN, BENNIE/TC SO	02/17/2012		48.19	--
	2012 010-401-094	PRISONER MEDICAL	WHITMIRE, DALE/TCSO	02/17/2012		34.04	--

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	2012 010-401-094	PRISONER MEDICAL	WIGGINS, ELVIS/TCSO	02/17/2012		106.16	--
	2012 010-401-094	PRISONER MEDICAL	ADAMS, CLINTON/TCSO	02/17/2012		111.70	--
	2012 010-401-094	PRISONER MEDICAL	CHANCE, CHRISTOPHER/TCSO	02/17/2012		51.49	--
	2012 010-401-094	PRISONER MEDICAL	CHAPMAN, WALTER/TCSO	02/17/2012		113.15	--
	2012 010-401-094	PRISONER MEDICAL	CORMICLE, CHRIS/TCSO	02/17/2012		65.77	--
	2012 010-401-094	PRISONER MEDICAL	HOKE, BRANDON/TCSO	02/17/2012		22.06	--
	2012 010-401-094	PRISONER MEDICAL	JONES, GENE/TCSO	02/17/2012		34.99	--
	2012 010-401-094	PRISONER MEDICAL	LANSFORD, AARON/TCSO	02/17/2012		70.39	--
	2012 010-401-094	PRISONER MEDICAL	MARTIN, BENNIE/TCSO	02/17/2012		18.76	--
	2012 010-401-094	PRISONER MEDICAL	MCGINNIS, DANIEL/TCSO	02/17/2012		17.83	--
	2012 010-401-094	PRISONER MEDICAL	SAWYER, WILLIAM/TCSO	02/17/2012		49.59	--
	2012 010-401-094	PRISONER MEDICAL	DEPT TYL CO./TCSO	02/17/2012		13.63	--
	2012 010-401-094	PRISONER MEDICAL	WIGGINS, ELVIS/TCSO	02/17/2012		78.63	--
						-----	CHK#
						934.81	103530
KEY EQUIPMENT FINANCE	2012 010-440-018	EQUIPMENT LEASE	5911122861/TAX	02/17/2012		115.00	--
						-----	CHK#
						115.00	103531
KNOWLES PUBLISHING, INC.	2012 036-492-050	LIBRARY BOOKS & SUPPLIES	00936831/CDA	02/17/2012		107.44	--
						-----	CHK#
						107.44	103532
LAINE, BRYAN S.	2012 010-408-055	DIST. COURT APPOINTED ATTY	GORE, AVERIL ABRAHAM	02/17/2012		400.00	--
						-----	CHK#
						400.00	103533
LAKES AREAS SEPTIC & SLUDG	2012 021-451-035	UTILITIES	TYL CO PCT1	02/17/2012		25.00	--
	2012 021-451-035	UTILITIES	TYL CO PCT1	02/17/2012		25.00	--
	2012 021-451-035	UTILITIES	TYL CO PCT 1	02/17/2012		25.00	--
						-----	CHK#
						75.00	103534
LAKEWAY TIRE & SERVICE	2012 023-451-030	TIRES, TUBES	47.50LBR/PCT3	02/17/2012		79.00	--
	2012 022-451-030	TIRES, TUBES	35.00LBR/PCT2	02/17/2012		218.15	--
	2012 022-451-030	TIRES, TUBES	80.00LBR/PCT2	02/17/2012		129.95	--
	2012 037-451-028	MACHINERY MAINTENANCE	TYL CO COLLECTIONS	02/17/2012		246.45	--
	2012 022-451-030	TIRES, TUBES	TYL CO PCT 2	02/17/2012		524.30	--
	2012 010-426-029	GAS, OIL, GREASE	34.50 LABOR/TCSO	02/17/2012		41.00	--
						-----	CHK#
						1,238.85	103535
LARRY TREST AUTO BROKERS,	2012 010-426-028	REPAIRS TO VEHICLES	210.00 LABOR/TCSO	02/17/2012		291.18	--
	2012 010-426-028	REPAIRS TO VEHICLES	160.00 LABOR/TCSO	02/17/2012		284.10	--
						-----	CHK#
						575.28	103536
LAW ENFORCEMENT SYSTEMS	2012 010-426-008	DEPUTIES SUPPLIES	75979/TCSO	02/17/2012		209.00	--
						-----	CHK#
						209.00	103537
LEAF	2012 010-440-018	EQUIPMENT LEASE	100-1360627-001/COAUD	02/17/2012		79.61	--

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	2012 053-451-007	SUPPLIES & OPERATING EXPEN	1001539477001/CSCD	02/17/2012		100.00	--
						-----	CHK#
						179.61	103538
LEGAL DIRECTORIES PUBLISHI	2012 010-407-007	OFFICE SUPPLIES	0127156/DSCLK	02/17/2012		82.50	--
						-----	CHK#
						82.50	103539
LEHMAN'S PIPE AND STEEL, I	2012 024-451-028	MACHINERY MAINTENANCE	TYLE03/PCT 4	02/17/2012		500.28	--
						-----	CHK#
						500.28	103540
LEXIS NEXIS	2012 036-492-050	LIBRARY BOOKS & SUPPLIES	149Q4D/COJUD	02/17/2012		195.00	--
	2012 036-492-050	LIBRARY BOOKS & SUPPLIES	1396TR/DSJUD	02/17/2012		46.00	--
						-----	CHK#
						241.00	103541
LIQUID ENVIRONMENTAL SOLUT	2012 010-442-013	REPAIRS AT JUSTICE CENTER	381658/TCSO	02/17/2012		159.08	--
						-----	CHK#
						159.08	103542
LONG LEAF SOIL & WATER CON	2012 010-401-025	LONG LEAF SOIL & WATER CON	FY 2012 ALLOCATION/COAUD	02/17/2012		2,000.00	--
						-----	CHK#
						2,000.00	103543
LOWE'S	2012 022-451-040	MISCELLANEOUS SUPPLIES	6650867/PCT2	02/17/2012		99.98	--
						-----	CHK#
						99.98	103544
MAGNOLIA APPLIANCE	2012 010-442-013	REPAIRS AT JUSTICE CENTER	65.00 LABOR/TCSO	02/17/2012		124.55	--
						-----	CHK#
						124.55	103545
MARTINS TRU-VALUE HDWE.	2012 023-451-028	MACHINERY MAINTENANCE	INV. #13815/PCT. 3	02/17/2012		10.28	--
	2012 022-451-028	MACHINERY MAINTENANCE	INV.#0013830/PCT. 2	02/17/2012		44.75	--
						-----	CHK#
						55.03	103546
MATHESON TRI-GAS INC	2012 023-451-028	MACHINERY MAINTENANCE	E2319/PCT3	02/17/2012		10.23	--
	2012 023-451-028	MACHINERY MAINTENANCE	E2314/PCT3	02/17/2012		220.11	--
	2012 024-451-028	MACHINERY MAINTENANCE	E2315/PCT 4	02/17/2012		203.91	--
						-----	CHK#
						434.25	103547
MATTINGLY, GARRY	2012 010-424-012	TRAINING & EDUCATION	MILEAGE/DA INVES. SCHOOL	02/17/2012		350.21	--
	2012 010-424-012	TRAINING & EDUCATION	PER DIEM/DA INVES SCHOOL	02/17/2012		250.00	--
	2012 010-424-012	TRAINING & EDUCATION	REGIS./DA INVES SCHOOL	02/17/2012		150.00	--
						-----	CHK#
						750.21	103548
MCDONOUGH, TIMOTHY R.	2012 010-408-055	DIST. COURT APPOINTED ATTY	MARSHALL, ROY EDWARD	02/17/2012		400.00	--
	2012 010-408-055	DIST. COURT APPOINTED ATTY	BENTON, DENNIS	02/17/2012		400.00	--
	2012 010-408-055	DIST. COURT APPOINTED ATTY	LANGFORD, AARON XANTH	02/17/2012		800.00	--

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VENDOR NAME	ACCOUNT NUMBER	ACCOUNT NAME	ITEM/REASON	DATE	PO NO	AMOUNT	BATCH CODE
						1,600.00	CHK# 103549
MIDWEST RADAR AND EQUIP.	2012 010-401-095	RADIO TOWER RENTAL	7 CERTS/TCSO	02/17/2012		245.00	CHK# 103550
MODICA BROTHERS	2012 023-451-030	TIRES, TUBES	117.00LBR/PCT3	02/17/2012		117.00	--
	2012 023-451-028	MACHINERY MAINTENANCE	94.50LBR/PCT3	02/17/2012		256.85	--
	2012 021-451-030	TIRES, TUBES	TYL CO PCT 1	02/17/2012		1,877.61	--
	2012 010-426-030	TIRES, TUBES	179.95 LABOR/TCSO	02/17/2012		1,728.43	--
	2012 010-426-028	REPAIRS TO VEHICLES	130.00 LABOR/TCSO	02/17/2012		316.32	--
	2012 010-426-029	GAS, OIL, GREASE	6.00 LABOR/TCSO	02/17/2012		130.35	--
						4,426.56	CHK# 103551
MOTT SUPPLY	2012 024-451-028	MACHINERY MAINTENANCE	TY CO PCT 4	02/17/2012		37.24	CHK# 103552
MOTT WHOLESALE, INC.	2012 024-451-028	MACHINERY MAINTENANCE	TYL CO PCT 4	02/17/2012		241.24	--
	2012 024-451-028	MACHINERY MAINTENANCE	TYL CO PCT 4	02/17/2012		147.96	--
	2012 024-451-028	MACHINERY MAINTENANCE	TYL CO PCT 4	02/17/2012		34.04	--
	2012 024-451-028	MACHINERY MAINTENANCE	TYL CO PCT 4	02/17/2012		424.94	--
	2012 024-451-028	MACHINERY MAINTENANCE	TYL CO PCT 4	02/17/2012		1.55	--
						849.73	CHK# 103553
MUSTANG CAT	2012 023-451-028	MACHINERY MAINTENANCE	0792920/PCT3	02/17/2012		86.86	--
	2012 022-451-028	MACHINERY MAINTENANCE	917.74LBR/PCT2	02/17/2012		3,755.52	--
	2012 024-451-028	MACHINERY MAINTENANCE	0792930/PCT 4	02/17/2012		1,095.40	--
						4,937.78	CHK# 103554
MY FAVORITE THINGS	2012 024-451-044	UNIFORMS	96.00LBR/PCT 4	02/17/2012		96.00	CHK# 103555
NALCOM WIRELESS COMMUNICAT	2012 022-451-028	MACHINERY MAINTENANCE	254.00LBR/PCT2	02/17/2012		254.00	CHK# 103556
NES RENTALS	2012 010-442-010	REPAIRS TO COURTHOUSE	541859/COJUD	02/17/2012		1,028.50	CHK# 103557
NET DATA CORP.	2012 010-440-015	SERVICE CONTRACTS	TYL900057/COAUD	02/17/2012		10,000.00	--
	2012 031-452-051	PRESERVATION-RMP	TYL900057/COCLK	02/17/2012		225.00	--
	2012 045-492-004	MISCELLANEOUS EXPENSE	TYL900057/COCLK	02/17/2012		225.00	--
						10,450.00	CHK# 103558
NORTH & EAST TX CTY JUDGES	2012 022-451-043	TRAVEL, TRAINING & EDUCATI	REGIS/HUGHES, JAMES T.	02/17/2012		175.00	--

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						175.00	CHK# 103559
NORTHERN SAFETY CO., INC.	2012 021-451-028	MACHINERY MAINTENANCE	0003956646/PCT1	02/17/2012		611.20	CHK# 103560
NORTHERN TOOL & EQUIPMENT	2012 022-451-028	MACHINERY MAINTENANCE	0100/PCT. 2	02/17/2012		544.99	CHK# 103561
	2012 022-451-028	MACHINERY MAINTENANCE	0118/PCT. 2	02/17/2012		88.32	
O'REILLY AUTOMOTIVE STORES	2012 022-451-028	MACHINERY MAINTENANCE	591682/PCT 2	02/17/2012		15.99	CHK# 103562
	2012 022-451-028	MACHINERY MAINTENANCE	591682/PCT 2	02/17/2012		24.99	
	2012 021-451-028	MACHINERY MAINTENANCE	591681/PCT1	02/17/2012		49.98	
OCE' FINANCIAL SERVICES IN	2012 010-440-018	EQUIPMENT LEASE	200-5028484-000/COAUD	02/17/2012		218.00	CHK# 103563
OCE' IMAGISTICS INC.	2012 010-440-007	SUPPLIES-DATA PROCESSING	SR4199/COAUD	02/17/2012		42.68	CHK# 103564
	2012 053-451-007	SUPPLIES & OPERATING EXPEN	SR3409/CSCD	02/17/2012		25.00	
	2012 010-440-007	SUPPLIES-DATA PROCESSING	SR2880/EXT	02/17/2012		20.13	
	2012 010-440-007	SUPPLIES-DATA PROCESSING	SR4199/COAUD	02/17/2012		46.07	
OFFICE DEPOT	2012 010-402-007	OFFICE SUPPLIES	62203117/COCLK	02/17/2012		130.98	CHK# 103565
	2012 010-402-007	OFFICE SUPPLIES	62203117/COCLK	02/17/2012		5.49	
	2012 010-440-007	SUPPLIES-DATA PROCESSING	62203117/COCLK	02/17/2012		79.99	
	2012 010-402-007	OFFICE SUPPLIES	62203117/COCLK	02/17/2012		106.95	
	2012 010-440-007	SUPPLIES-DATA PROCESSING	62203117/COCLK	02/17/2012		29.99	
	2012 010-402-007	OFFICE SUPPLIES	62203117/COCLK	02/17/2012		199.99	
PARKER LUMBER	2012 022-451-040	MISCELLANEOUS SUPPLIES	22705/PCT2	02/17/2012		10.58	CHK# 103566
	2012 089-451-028	REPAIRS & MAINTENANCE	22700/NUTRITION CTR	02/17/2012		9.95	
	2012 024-451-028	MACHINERY MAINTENANCE	22715/PCT 4	02/17/2012		41.36	
	2012 010-442-010	REPAIRS TO COURTHOUSE	22725/COJUD	02/17/2012		5.97	
	2012 021-451-028	MACHINERY MAINTENANCE	22700/PCT. 1	02/17/2012		43.13	
PITNEY BOWES	2012 010-440-018	EQUIPMENT LEASE	1242785/COAUD	02/17/2012		202.00	CHK# 103567
	2012 010-440-018	EQUIPMENT LEASE	1242785/COAUD	02/17/2012		202.00	
PITNEY BOWES	2012 010-401-008	POSTAGE FOR POSTAGE METER	POSTAGE REFILL/COAUD	02/17/2012		1,122.00	CHK# 103568

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PITNEY BOWES INC.	2012 010-440-007	SUPPLIES-DATA PROCESSING	0100-3109-00-4/COAUD	02/17/2012		126.48	--
						-----	CHK#
						126.48	103569
POWERPLAN	2012 024-451-028	MACHINERY MAINTENANCE	87001-13241/PCT 4	02/17/2012		259.76	--
						-----	CHK#
						259.76	103570
QUILL CORPORATION	2012 053-451-007	SUPPLIES & OPERATING EXPEN	C2772734/CSCD	02/17/2012		48.47	--
	2012 053-451-010	EQUIPMENT	C2772734/CSCD	02/17/2012		149.99	--
	2012 053-451-007	SUPPLIES & OPERATING EXPEN	C2772734/CSCD	02/17/2012		188.94	--
	2012 010-440-007	SUPPLIES-DATA PROCESSING	C6076298/TAX	02/17/2012		124.63	--
	2012 010-420-007	OFFICE SUPPLIES	C6076298/TAX	02/17/2012		98.33	--
	2012 010-420-007	OFFICE SUPPLIES	C6076298/TAX	02/17/2012		53.94	--
	2012 010-440-007	SUPPLIES-DATA PROCESSING	C5421407/DPS	02/17/2012		97.58	--
						-----	CHK#
						761.88	103571
R & D HARDWARE & FEED	2012 021-451-028	MACHINERY MAINTENANCE	JAN. 12/PCT. 1	02/17/2012		37.57	--
						-----	CHK#
						37.57	103572
RELIABLE OFFICE SUPPLIES	2012 010-402-007	OFFICE SUPPLIES	00077638/COCLK	02/17/2012		86.92	--
						-----	CHK#
						86.92	103573
RISINGER, J. MICHAEL	2012 010-408-055	DIST. COURT APPOINTED ATTY	SANFORD, CHRISTOPHER COL	02/17/2012		600.00	--
						-----	CHK#
						600.00	103574
RURAL PIPE AND SUPPLY	2012 023-451-031	CULVERTS	TY CO PCT3	02/17/2012		2,439.48	--
						-----	CHK#
						2,439.48	103575
SERVICE BY SCOTT	2012 010-442-013	REPAIRS AT JUSTICE CENTER	681.76 LABOR/TCSO	02/17/2012		741.71	--
						-----	CHK#
						741.71	103576
SEXTON, MATTIE M.	2012 023-451-040	MISCELLANEOUS SUPPLIES	35.00LBR/PCT3BARN	02/17/2012		35.00	--
	2012 023-451-040	MISCELLANEOUS SUPPLIES	35.00LBR/PCT3BARN	02/17/2012		35.00	--
						-----	CHK#
						70.00	103577
SHADY GROVE VOL. FIRE DEPT	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012		150.00	--
						-----	CHK#
						150.00	103578
SOUTHEAST TEXAS FORENSIC C	2012 010-401-043	AUTOPSIES	BAKER, FRANKIE	02/17/2012		1,900.00	--
	2012 010-401-043	AUTOPSIES	DIDEN, DAVID	02/17/2012		1,900.00	--
	2012 010-401-043	AUTOPSIES	HOMMEL, DAVID/12-0150	02/17/2012		1,900.00	--
						-----	CHK#
						5,700.00	103579

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VENDOR NAME	ACCOUNT NUMBER	ACCOUNT NAME	ITEM/REASON	DATE	PO NO	AMOUNT	BATCH CODE				
SOUTHEAST TEXAS RC&D, INC.	2012 010-401-038	SOUTHEAST TX R C & D	SPONS. DUES/COJUD	02/17/2012		500.00	--				
						-----	CHK#				
						500.00	103580				
SPARKLETT'S & SIERRA SPRING	2012 010-440-007	SUPPLIES-DATA PROCESSING	21549393631084/TAX	02/17/2012		23.88	--				
						-----	CHK#				
						23.88	103581				
SPORTS PROMOTION NETWORK	2012 033-451-013	DRUG ADVERTISING	INV.#519311/TCSO	02/17/2012		624.45	--				
						-----	CHK#				
						624.45	103582				
SPURGER VOL. FIRE DEPT.	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012		150.00	--				
						-----	CHK#				
						150.00	103583				
STAMPS OFFICE SUPPLY	2012 010-426-007	OFFICE SUPPLIES	065057-100/TCSO	02/17/2012		367.26	--				
						-----	CHK#				
						2012 010-440-007	SUPPLIES-DATA PROCESSING	065100/TCSO	02/17/2012	214.74	--
						582.00	103584				
STAPLES CREDIT PLAN	2012 024-451-040	MISCELLANEOUS SUPPLIES	3694/PCT. 4	02/17/2012		16.04	--				
						-----	CHK#				
						2012 023-451-040	MISCELLANEOUS SUPPLIES	3694/PCT. 4	02/17/2012	16.04	--
						32.08	103585				
STAR GRAPHICS OFFSET, INC	2012 010-401-008	POSTAGE FOR POSTAGE METER	109032/TAX	02/17/2012		256.95	--				
						-----	CHK#				
						256.95	103586				
STORY-WRIGHT	2012 010-422-007	OFFICE SUPPLIES	104307/COAUD	02/17/2012		112.90	--				
						-----	CHK#				
						2012 010-440-007	SUPPLIES-DATA PROCESSING	104307/COAUD	02/17/2012	919.80	--
						2012 010-422-007	OFFICE SUPPLIES	104307/COAUD	02/17/2012	27.99	--
						2012 010-422-007	OFFICE SUPPLIES	104307/COAUD	02/17/2012	15.08	--
						2012 010-440-007	SUPPLIES-DATA PROCESSING	104307/COAUD	02/17/2012	359.90	--
						2012 010-402-007	OFFICE SUPPLIES	105837/COCLK	02/17/2012	51.99	--
						2012 010-440-007	SUPPLIES-DATA PROCESSING	105837/COCLK	02/17/2012	114.96	--
						2012 010-402-007	OFFICE SUPPLIES	105837/COCLK	02/17/2012	51.99	--
						2012 021-451-040	MISCELLANEOUS SUPPLIES	105828/PCT. 1	02/17/2012	37.98	--
						2012 021-451-040	MISCELLANEOUS SUPPLIES	105828/PCT. 1	02/17/2012	24.48	--
						2012 021-451-040	MISCELLANEOUS SUPPLIES	105828/PCT. 1	02/17/2012	33.98	--
						2012 022-451-040	MISCELLANEOUS SUPPLIES	105828/PCT. 2	02/17/2012	37.98	--
						2012 022-451-040	MISCELLANEOUS SUPPLIES	105828/PCT. 2	02/17/2012	24.49	--
						2012 022-451-040	MISCELLANEOUS SUPPLIES	105828/PCT. 2	02/17/2012	26.49	--
						2012 010-422-007	OFFICE SUPPLIES	104307/COAUD	02/17/2012	61.74	--
						2012 010-422-007	OFFICE SUPPLIES	104307/COAUD	02/17/2012	67.22	--
						1,968.97	103587				
SULLIVANS HARDWARE	2012 076-453-045	STANDBY MAINTENANCE	JAN. 2012/EOC	02/17/2012		47.07	--				
						-----	CHK#				
						2012 022-451-028	MACHINERY MAINTENANCE	TY CO PCT 2	02/17/2012	23.49	--
						2012 089-451-028	REPAIRS & MAINTENANCE	TY CO NUTRITION CTR	02/17/2012	40.43	--
						37.08	--				

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VENDOR NAME	ACCOUNT NUMBER	ACCOUNT NAME	ITEM/REASON	DATE	PO NO	AMOUNT	BATCH CODE
	2012 010-442-013	REPAIRS AT JUSTICE CENTER	JAN. 2012/TCSO	02/17/2012		7.49	--
	2012 010-442-010	REPAIRS TO COURTHOUSE	JAN. 2012/COJUD	02/17/2012		334.03	--
						-----	CHK#
						489.59	103588
SWEARINGEN, ROBERT E., DR.	2012 010-436-022	COUNTY HEALTH OFFICER	MONTHLY ALLOWANCE	02/17/2012		300.00	--
						-----	CHK#
						300.00	103589
SYSKO FOOD SERVICES	2012 010-427-036	PRISONER MEALS	819219/TCSO	02/17/2012		3,327.21	--
						-----	CHK#
						3,327.21	103590
TCH FAMILY MEDICAL CLINIC	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	DEAN, JESSE A./TCSO	02/17/2012		98.00	--
	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	FORD, LISA/TCSO	02/17/2012		98.00	--
	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	GIUSTINIANO, VINCENT/MAI	02/17/2012		98.00	--
	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	MCCULLOUGH, CHARLIE/MAIN	02/17/2012		98.00	--
	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	ORTIZ, EDUARDO/MAIN	02/17/2012		98.00	--
	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	STANLEY, JOEL/TCSO	02/17/2012		98.00	--
						-----	CHK#
						588.00	103591
TDCAA	2012 010-419-012	TRAVEL, TRAINING & EDUCATIO	REGIS./HUNT, DANIEL (DAN	02/17/2012		275.00	--
						-----	CHK#
						275.00	103592
TEJAS EQUIPMENT INC	2012 021-451-028	MACHINERY MAINTENANCE	00025/PCT. 1	02/17/2012		64.47	--
	2012 021-451-028	MACHINERY MAINTENANCE	00025/PCT. 1	02/17/2012		7.60	--
	2012 021-451-028	MACHINERY MAINTENANCE	00025/PCT. 1	02/17/2012		40.95	--
	2012 021-451-028	MACHINERY MAINTENANCE	00025/PCT. 1	02/17/2012		541.38	--
						-----	CHK#
						654.40	103593
TELSTAR SPECIALTY PRODUCTS	2012 089-451-028	REPAIRS & MAINTENANCE	TYL CO NUTRITION	02/17/2012		223.25	--
	2012 010-427-010	JAIL SUPPLIES	INV.#7207/TCSO	02/17/2012		665.90	--
	2012 010-427-010	JAIL SUPPLIES	INV.#7180/TCSO	02/17/2012		489.50	--
	2012 010-442-007	JANITORS SUPPLIES	INV.#7211/COJUD	02/17/2012		345.75	--
	2012 010-442-007	JANITORS SUPPLIES	INV.#7186/COJUD	02/17/2012		545.00	--
	2012 010-442-007	JANITORS SUPPLIES	INV.#7183/COJUD	02/17/2012		140.50	--
	2012 010-442-007	JANITORS SUPPLIES	INV.#7190/COJUD	02/17/2012		131.50	--
	2012 089-453-045	PURCHASE OF EQUIPMENT	INV.# 7253/NUTR. CTR.	02/17/2012		1,750.00	--
	2012 021-451-040	MISCELLANEOUS SUPPLIES	INV.#7217/PCT. 1	02/17/2012		129.95	--
	2012 021-451-040	MISCELLANEOUS SUPPLIES	INV.#7036/PCT. 1	02/17/2012		15.25	--
	2012 022-451-040	MISCELLANEOUS SUPPLIES	INV.#7216/PCT. 2	02/17/2012		129.95	--
	2012 022-451-040	MISCELLANEOUS SUPPLIES	INV.#7036/PCT. 2	02/17/2012		15.25	--
						-----	CHK#
						4,581.80	103594
TEXAS ASSOCIATION OF COUNT	2012 010-401-046	LAW ENFORCEMENT LIAB INSUR	LAW ENFORCEMENT	02/17/2012		32,118.00	--
	2012 010-401-044	PUBLIC OFFICIALS LIAB INSU	PUBLIC OFFICIALS	02/17/2012		20,121.00	--
						-----	CHK#
						52,239.00	103595



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VENDOR NAME	ACCOUNT NUMBER	ACCOUNT NAME	ITEM/REASON	DATE	PO NO	AMOUNT	BATCH CODE
TEXAS ASSOCIATION OF COUNT	2012 021-451-043	TRAVEL, TRAINING & EDUCATI	210452/PCT1	02/17/2012		197.00	--
						-----	CHK#
						197.00	103596
TEXAS ASSOCIATION OF COUNT	2012 010-421-012	EDUCATION, GOVERNMENT RELAT	REGIS./RANDEL, MARY	02/17/2012		100.00	--
						-----	CHK#
						100.00	103597
TEXAS DEPARTMENT OF STATE	2012 010-402-009	TELEPHONE	C7000008/COCLK	02/17/2012		47.58	--
	2012 010-402-009	TELEPHONE	C7000008/COCLK	02/17/2012		80.52	--
						-----	CHK#
						128.10	103598
TEXAS FOREST COUNTRY PARTN	2012 010-401-020	ASSOCIATION DUES	MEMB. INVEST/COJUD	02/17/2012		750.00	--
						-----	CHK#
						750.00	103599
TEXAS IMAGING SYSTEMS	2012 076-451-007	OFFICE SUPPLIES	LK2576/EOC	02/17/2012		498.25	--
	2012 076-451-007	OFFICE SUPPLIES	LK2576/EOC	02/17/2012		332.00	--
	2012 010-440-012	EQUIPMENT REPAIRS	105.00 LABOR/COCLK	02/17/2012		549.30	--
	2012 010-440-007	SUPPLIES-DATA PROCESSING	LK1670/TCSO	02/17/2012		22.02	--
	2012 010-440-007	SUPPLIES-DATA PROCESSING	LK1670/TCSO	02/17/2012		64.44	--
						-----	CHK#
						1,466.01	103600
TEXAS IMAGING SYSTEMS LEAS	2012 010-440-018	EQUIPMENT LEASE	001-0097404-001/TCSO	02/17/2012		188.40	--
						-----	CHK#
						188.40	103601
TIMBERMANS SUPPLY	2012 023-451-028	MACHINERY MAINTENANCE	12025/PCT3	02/17/2012		116.44	--
	2012 022-451-028	MACHINERY MAINTENANCE	12024/PCT 2	02/17/2012		498.71	--
	2012 021-451-028	MACHINERY MAINTENANCE	12023/PCT1	02/17/2012		37.59	--
	2012 024-451-028	MACHINERY MAINTENANCE	12026/PCT 4	02/17/2012		25.38	--
	2012 010-442-010	REPAIRS TO COURTHOUSE	12032/COJUD	02/17/2012		138.26	--
						-----	CHK#
						816.38	103602
TOLARS FEED AND OUTDOOR SU	2012 010-426-023	ANIMAL CONTROL	STMT.#13673/TCSO	02/17/2012		34.00	--
	2012 010-426-023	ANIMAL CONTROL	STMT.#13673/TCSO	02/17/2012		24.00	--
	2012 010-426-023	ANIMAL CONTROL	STMT.#13673/TCSO	02/17/2012		25.50	--
	2012 010-426-023	ANIMAL CONTROL	STMT.#13673/TCSO	02/17/2012		49.50	--
						-----	CHK#
						133.00	103603
TRIPLE BLADE & STEEL	2012 023-451-028	MACHINERY MAINTENANCE	TY CO PCT3	02/17/2012		561.53	--
						-----	CHK#
						561.53	103604
TYCO GENERAL FEED & RANCH	2012 024-451-044	UNIFORMS	TYL CO PCT 4	02/17/2012		614.80	--
	2012 010-442-010	REPAIRS TO COURTHOUSE	INV.#367739/COJUD	02/17/2012		330.00	--
	2012 010-442-010	REPAIRS TO COURTHOUSE	INV.#366964/COJUD	02/17/2012		93.41	--
	2012 010-442-010	REPAIRS TO COURTHOUSE	INV.#367422/COJUD	02/17/2012		15.90	--
						-----	CHK#
						1,054.11	103605

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VENDOR NAME	ACCOUNT NUMBER	ACCOUNT NAME	ITEM/REASON	DATE	PO NO	AMOUNT	BATCH CODE
TYLER COUNTY	2012 053-437-014	CCP CONTRACT SERV FOR OFFE	FEB.CMSRV FEE/CSCD	02/17/2012		2,000.00	--
						-----	CHK#
						2,000.00	103606
TYLER COUNTY AUTO PARTS	2012 023-451-031	CULVERTS	7052/PCT3	02/17/2012		515.65	--
	2012 023-451-028	MACHINERY MAINTENANCE	7052/PCT3	02/17/2012		287.75	--
	2012 022-451-028	MACHINERY MAINTENANCE	7051/PCT 2	02/17/2012		13.79	--
	2012 021-451-028	MACHINERY MAINTENANCE	7050/PCT1	02/17/2012		70.62	--
						-----	CHK#
						887.81	103607
TYLER COUNTY BOOSTER	2011 010-426-023	ANIMAL CONTROL	AD/TCSO	02/17/2012		42.00	--
	2011 010-426-023	ANIMAL CONTROL	AD/TCSO	02/17/2012		42.00	--
						-----	CHK#
						84.00	103608
TYLER COUNTY HOSPITAL	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	PHILLIPS, MATTHEW/COLL.	02/17/2012		42.00	--
	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	RANDEL, MARY/COJUD	02/17/2012		42.00	--
	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	FLU SHOTS/TCSO	02/17/2012		195.00	--
	2012 010-401-098	MISC. EXPENSE/DRUG TESTING	BYRON, STEFANI L./TCSO	02/17/2012		42.00	--
						-----	CHK#
						321.00	103609
TYLER TECHNOLOGIES, INC.	2012 010-401-099	CONTINGENCY FOR MISCELLANE	41637/COAUD	02/17/2012		1,206.25	--
						-----	CHK#
						1,206.25	103610
U PUMP IT	2012 076-451-028	VEHICLE OPERATIONS/MAINTEN	UP TYCO EMER MGT2/EOC	02/17/2012		173.36	--
	2012 023-451-029	GAS, OIL, GREASE	UP TYCO PCT3	02/17/2012		37.15	--
	2012 022-451-029	GAS, OIL, GREASE	UP TYLERCCP2	02/17/2012		565.70	--
	2012 021-451-029	GAS, OIL, GREASE	UP TYCOPCT1	02/17/2012		387.31	--
	2012 010-426-029	GAS, OIL, GREASE	UP TYLERCOSH/TCSO	02/17/2012		10,255.65	--
	2012 010-442-010	REPAIRS TO COURTHOUSE	UP TYCO COURTHOUSE/COJUD	02/17/2012		193.83	--
						-----	CHK#
						11,613.00	103611
US FLAG	2012 010-442-010	REPAIRS TO COURTHOUSE	TYLER COUNTY JUDGE/COJUD	02/17/2012		276.31	--
						-----	CHK#
						276.31	103612
WAL-MART COMMUNITY/GEGRB	2012 088-451-040	MISCELLANEOUS EXPENSE	00620824/JUPRO	02/17/2012		54.32	--
	2012 021-451-040	MISCELLANEOUS SUPPLIES	00195371/PCT1	02/17/2012		80.09	--
	2012 037-451-040	MISCELLANEOUS SUPPLIES	10142157/COLL	02/17/2012		42.51	--
	2012 010-440-007	SUPPLIES-DATA PROCESSING	5595/DPS	02/17/2012		29.94	--
	2012 010-430-007	OFFICE SUPPLIES	5595/DPS	02/17/2012		53.52	--
						-----	CHK#
						260.38	103613
WALLING SIGNS & GRAPHICS	2012 076-451-042	UNIFORMS	JACKET/DECALS - EOC	02/17/2012		25.00	--
	2012 010-402-007	OFFICE SUPPLIES	ENVELOPES/COCLK	02/17/2012		173.60	--
	2012 010-426-007	OFFICE SUPPLIES	STAMP/TCSO	02/17/2012		18.95	--
	2012 010-442-008	UNIFORMS	CAPS/COJUD	02/17/2012		228.00	--
						-----	CHK#
						445.55	103614

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VENDOR NAME	ACCOUNT NUMBER	ACCOUNT NAME	ITEM/REASON	DATE	PO NO	AMOUNT	BATCH CODE
WARREN VOL. FIRE DEPT.	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012		150.00	--
						-----	CHK#
						150.00	103615
WEST GROUP	2012 010-426-008	DEPUTIES SUPPLIES	1000381238/TCSO	02/17/2012		120.50	--
	2012 010-411-007	OFFICE SUPPLIES	1000712973/JP. 1	02/17/2012		46.50	--
	2012 010-411-007	OFFICE SUPPLIES	1000712973/JP. 1	02/17/2012		59.50	--
	2012 010-411-007	OFFICE SUPPLIES	1000712973/JP. 1	02/17/2012		52.50	--
	2012 010-411-007	OFFICE SUPPLIES	1000712973/JP. 1	02/17/2012		47.00	--
	2012 010-411-007	OFFICE SUPPLIES	1000712973/JP. 1	02/17/2012		47.00	--
	2012 010-411-007	OFFICE SUPPLIES	1000712973/JP. 1	02/17/2012		47.00	--
						-----	CHK#
						420.00	103616
WHITE TAIL RIDGE FIRE DPT	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012		150.00	--
						-----	CHK#
						150.00	103617
WILDWOOD VOL. FIRE DEPT.	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012		150.00	--
						-----	CHK#
						150.00	103618
WILSON INSURANCE	2012 010-401-046	LAW ENFORCEMENT LIAB INSUR	DOWDEN, GAIL/TCSO	02/17/2012		71.00	--
						-----	CHK#
						71.00	103619
WOODVILLE VETERINARY CLINI	2012 010-426-023	ANIMAL CONTROL	265/TCSO	02/17/2012		111.60	--
						-----	CHK#
						111.60	103620
WOODVILLE VOL. FIRE DEPT.	2012 010-401-026	RURAL FIRE PROTECTION	MONTHLY ALLOWANCE	02/17/2012		150.00	--
						-----	CHK#
						150.00	103621
XEROX CORPORATION	2012 010-440-015	SERVICE CONTRACTS	711323717/DSCLK	02/17/2012		88.00	--
						-----	CHK#
						88.00	103622
						TOTAL CHECKS WRITTEN	257,871.95
						TOTAL VOID CHECKS	0.00
						-----	
						TOTAL CHECK AMOUNT	257,871.95

LINE ITEM TRANSFER-BUDGET AMENDMENT

Department & Fund: Constable #1,#2,#3,#4/General Fund

Date: February 17, 2012

To Honorable Commissioners' Court of Tyler County

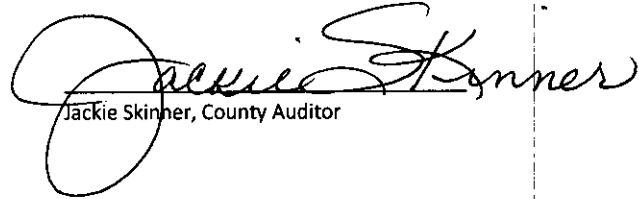
I submit to you for consideration the following:

Description	Budget	Amended	Increase/Decrease
Training & Education 010-424-012	\$ 300.00	\$ 2,200.37	\$ 1,900.37
Training & Education 010-425-012	\$ 500.00	\$ 2,303.50	\$ 1,803.50
Training & Education 010-428-012	\$ 300.00	\$ 2,138.37	\$ 1,838.37
Training & Education 010-429-012	\$ 300.00	\$ 462.67	\$ 167.67

Reason: The increases in the Constables Training & Education are due to the carry over of funds issued to them by the State of Texas.

  
Suzanne D. Marchetti  
Approved Commissioners' Court

  
Anne Dwyer  
Attest County Clerk

  
Jackie Skinner, County Auditor

100.00% OF YEAR COMPLETED

GENERAL FUND

ACCOUNT NO	ACCOUNT NAME	ENCUMBRANCE	BUDGET	** ACTUAL ** M-T-D	*** ACTUAL **** Y-T-D PERCENT	**** ACTUAL ***** REMAINING PERCENT
2011 010-424-012	TRAINING & EDUCATION	.00	300.00	.00	1,600.37- 533.46-	1,900.37 633.46
	FINAL TOTAL	.00	300.00	.00	1,600.37- 533.46-	1,900.37 633.46

*Carry over*

C

300.00 +  
 1,900.37 +  
 2,200.37 ← increased to  
 0.00 \*

# 1

100.00% OF YEAR COMPLETED

GENERAL FUND

ACCOUNT NO	ACCOUNT NAME	ENCUMBRANCE	BUDGET	** ACTUAL ** M-T-D	*** ACTUAL **** Y-T-D PERCENT	**** ACTUAL ***** REMAINING PERCENT
2011 010-425-012	TRAINING & EDUCATION	.00	500.00	.00	1,303.50- 260.70-	1,803.50 360.70
	FINAL TOTAL	.00	500.00	.00	1,303.50- 260.70-	1,803.50 360.70

*Carry over*

500.00 +  
 1,803.50 +  
 2,303.50 \* ← increased to

#2

100.00% OF YEAR COMPLETED

GENERAL FUND

ACCOUNT NO	ACCOUNT NAME	ENCUMBRANCE	BUDGET	** ACTUAL ** M-T-D	*** ACTUAL **** Y-T-D PERCENT	**** ACTUAL ***** REMAINING PERCENT
2011 010-428-012	TRAINING & EDUCATION	.00	300.00	.00	1,538.37- 512.79-	1,838.37 612.79
	FINAL TOTAL	.00	300.00	.00	1,538.37- 512.79-	1,838.37 612.79

*Carry over*

# 3

0.00 \*

1,838.37 +

300.00 +

2,138.37 ←

*increased to*

100.00% OF YEAR COMPLETED

GENERAL FUND

ACCOUNT NO	ACCOUNT NAME	ENCUMBRANCE	BUDGET	** ACTUAL ** M-T-D	*** ACTUAL *** Y-T-D PERCENT	**** ACTUAL **** REMAINING PERCENT
2011 010-429-012	TRAINING & EDUCATION	.00	.00	.00	162.67- .00	162.67 .00
	FINAL TOTAL	.00	.00	.00	162.67- .00	162.67 .00

*Carry over*

*#4*

0.00 \*

300.00 +

162.67 +

462.67 \*

*← increased to*



LINE ITEM TRANSFER-BUDGET AMENDMENT

Department & Fund: Commissioner PCT.2


Date: 02/13/12

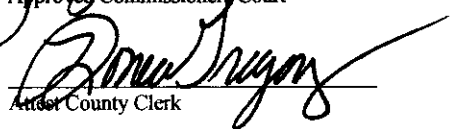
Honorable Commissioners' Court of Tyler County

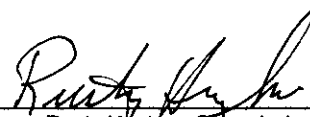
I submit to you for consideration the following:

<u>LINE ITEM</u>	<u>LINE ITEM NUMBER</u>	<u>BUDGET</u>	<u>AMENDED</u>	<u>INCREASE (DECREASE)</u>	<u>REVENUE</u>
Interest on Warrants	022-454-047	3,203.00	38.79	(3,164.21)	
Principal on Warrants	022-454-046	26,188.00	29,352.21	3,164.21	
					0

Reason: Invalid assumptions underlying budget estimates of receipts and disbursements.

  
\_\_\_\_\_  
Approved Commissioners Court

  
\_\_\_\_\_  
Asst. County Clerk

  
\_\_\_\_\_  
Rusty Hughes, Commissioner PCT. II

# TYLER COUNTY

## REQUEST OF BID FOR EMERGENCY STANDBY SERVICES AND PRODUCTS

### 1. PURPOSE:

This is an invitation to submit for the contracting of Emergency Standby Products and Services.

The intent of this contract is to have a vendor that is capable of providing all types of product and services required in the case of a declared State of Emergency. This contract would be used when the County of Tyler resources and contracts are not able to provide for an emergency in an immediate manner. The contractor would provide an additional source beyond existing resources. Tyler County would use these products in responding to a declared disaster such as hurricanes, tornadoes, floods, and other man-made and natural disasters that affect the county. The types of items that may be required would be generators, lighting systems, toilet facilities, health facilities, living accommodations and/or supplies, etc: as well as possible on-site response teams to perform a wide range of emergency services. We will expect a return phone call or response from the contractor within 4 hours of a receipt of a message from Tyler County requesting assistance under this contract. Further, we expect the contractor to have the requested products and services on site within 72 hours after the initial call.

### 2. GENERAL INFORMATION:

### 3. SPECIFIC INFORMATION:

Tyler County is looking for contractors who have the capacity, ability, and experience to respond rapidly with the delivery of the products and services required in a declared emergency. The Contractor must provide a past history proving expertise and success in this type of work and provide references of past and present customers.

Tyler County requires a contractor who has access to all types of emergency equipment. The contractor must provide a fixed price for weekly rental rates on all types of equipment that can be provided. A sample list is attached, however, please add any additional products or services not already listed and include pricing for those items. During times of declared emergency, the contractor's personnel shall return any call or message received by a representative of the State of Utah within four (4) hours of initial call.

#### CONTRACTOR QUALIFICATIONS

The Contractor shall submit satisfactory evidence that it has previous experience and possesses an adequate plant/inventory, financial resources, and organization as herein specified to perform the type, magnitude, and quality of work as specified.

#### CONTRACTOR EXPERIENCE

The Contractor shall have at least three years experience in the provision of emergency products and services and must be able to demonstrate that some of this experience was during periods of emergency type conditions.

#### CONTRACTOR FINANCIAL STABILITY

The Contractor must be able to document their current and past-established agreements with other organizations, which will establish the Contractor's ability to obtain the products and services required by this contract.

The Contractor shall have the financial resources to effectively perform the service required under a contract of the same scope and magnitude as proposed under this solicitation. The Contractor shall furnish an independent, certified audit or financial statement for the last fiscal period prior to submission of its proposal.

The Contractor shall have adequate personnel dedicated to contract administration and supervision addressing day-to-day contract administration concerns and questions. The Contractor shall designate at least one individual for our contract administrator to address contact disputes or other administrative issues.

**PROPOSAL EVALUATION CRITERIA:**

- 30% - Demonstrate ability to successfully provide emergency equipment for current and previous customers.
- 25% - Demonstrate background and experience in this type of work.
- 30% - Cost -- Equipment and Services Offered
- 20% - Range of Equipment and Services to Offer Tyler County.

**PROPOSAL OUTLINE:**

To be prepared by the Offeror. The proposal shall consist of the following items:

**A. Cover Letter: To contain the following information:**

1. Name of person (s) authorized to represent the Offeror in any negotiations and to sign any Contract resulting.
2. Location of business office and any service facilities if applicable.
3. Name and address of corporate officers or partners.
4. The offeror will provide references including point of contact and phone numbers for any corporate customers or government agency.
5. Statement that attached bid meets all requirements of the Proposal
6. Request that trade secrets or proprietary information in the proposal be withheld from public inspection if needed.

**B. Technical Proposal: Shall be in narrative format.**

1. Measurable proof of expertise in this area with past and present clients and experience, and copies of past and present agreements with those clients, also a certified financial statement or audit of the company . (What makes you the best company for this contract?)
2. A description of the methodologies to be used in meeting the scope of work including how you have met those objectives with past performance.
3. Staffing: Numbers, Titles, Education and Experience.
4. Detailed explanation of any contingencies that may be offered as part of this contract.
5. Explanation of how Offeror will make use of other resources and time to accomplish the requirements of the contract.

6. How will you address deployment issues and incoming orders?

C. Cost Proposal:

1. Use the attached pricing sheets for products and services include additional items and services you can offer.
2. Offer a pricing method for any additional equipment or services not detailed but may be obtainable.

D. Performance/Payment Bond:

Provide proof, that if required, your company could provide a performance/payment bond for the products and services required. This should be in written form from an Insurance/Surety Company, on their company letterhead indicating they have a business relationship with your company and that if required they would provide a performance/payment bond for your company also, list the maximum dollar amount they would issue for your companies bond.

## General Requirements

1. Authorized Contract Users.

This contract will be used by or at the direction of the Emergency Management Office (EMO). EMO may make purchases, or direct other local governments to do so. The Contractor understands and agrees that use of this contract in the event of a declared emergency is optional and will be primarily for, but not limited to, Tyler County, Local governments, school districts and others authorized by law, (collectively with Agencies referred to as "Authorized Users") may only access this contract with the prior approval of EMO, and shall be solely responsible for issuing of valid purchase orders and for performance and payment.

2. Time is of the Essence.

The parties hereby agree that time is of the essence for performance of this contract. Contractor warrants and guarantees that it will use its best efforts to acquire and deliver required products and services at the price and on the terms quoted herein. Contractor shall fully cooperate and coordinate with the Authorized User, and its agents, subcontractors or employees to maximize timely delivery of products and services. Authorized User reserves the right to acquire part or all of

the products/ services offered by Contractor under this contract from other available resources, as deemed necessary in the best interests of the County to meet this requirement. The Contractor agrees and understands that its guarantee of timely performance hereunder is an inducement to Tyler County to enter into this contract, and that the Products or Services covered by this Contract will be immediately available for ordering and delivery during times of declared emergencies.

3. Indemnification.

The Contractor agrees to defend, indemnify, and hold harmless Tyler County against any and all losses, damages, costs, and expenses which they may hereafter suffer or pay out by reason of any claims, actions, and rights of action in law or equity, arising out of damage to the equipment or occurring to, suffered by any person or persons, caused by the Contractor, any of its officers, employees, agents or representatives or any person, firm, or corporation directly employed or engaged by the Contractor.

Tyler County agrees to defend, indemnify, and hold harmless the Contractor against any and all losses, damages, costs, and expenses which it may hereafter suffer or pay out by reason of any claims, actions, and rights of action in law or equity, arising out of damage to the equipment or occurring to, suffered by any person or persons, caused by Tyler County, any of its officers, employees, agents or representatives or any person, firm, or corporation directly employed or engaged by the County.

4. Non-Assignment.

Tyler County has entered into this contract on the express understanding that Contractor has the capacity and ability to respond rapidly with the delivery of the products/services set forth in Exhibit 2 in a declared emergency. Therefore, the resulting contract may not be assigned, transferred, or conveyed, without the prior written consent of the County.

Where Product is leased, Tyler County shall not assign this lease to any equipment under the lease, or any interest in the lease or equipment, without Contractor/Lessor's written consent. Lessee shall not sublet the equipment under the lease or any item of it, without Contractor/Lessor's written consent.

5. Compliance With Applicable codes/Laws

It is the Contractor's responsibility to provide product, equipment and materials hereunder which are configured or otherwise compliant with all applicable federal, state or municipal safety and health codes, laws, or ordinances. The Contractor is solely liable for any expenses, fines or penalties imposed due to a violation, including traffic infractions or parking violations attributable to employees, subcontractors or agents of the Contractor.

6. Issuance of a Purchase Order

This Contract does not constitute a purchase order. It is the framework within which Tyler County, in the event of a declared emergency may issue a purchase order to the Contractor. Purchases Orders may be transmitted electronically, including fax or e-mail to facilitate timely delivery on a 24 hour, 7 day a week basis. and are considered to have been submitted to Contractor upon successful transmission.

7. Inspection

The quality of products or services, shall be subject to inspection by Tyler County at any time. Should it be found that quality of products delivered or services being performed is not satisfactory, and that the requirements of the specifications are not being met, Tyler County may terminate the contract, and employ another Contractor to fulfill the requirements of the contract. The Contractor shall be liable to Tyler County for costs incurred on account thereof.

8. Stop-Work Order/Cancellation for Cause

Upon notice to Contractor and a failure, within twenty four (24) hours, to cure a stated deficiency, the County in its sole judgment, reserves the right to stop the work covered by a purchase order. Tyler County reserves the right to cancel this contract in its entirety at any time for cause when Tyler County deems that the Contractor is unable or incapable of performing the work including meeting the requisite delivery time frames, or otherwise adequately meeting the needs of the declared emergency. In the event of such stoppage or cancellation, Tyler County shall provide immediate written notice of Contractor's default and shall have the right to arrange for the completion of the work in such manner as they deem in their best interests.

9. Access to Site

Tyler County's representative reserves the right to reject and bar from the facility or job site any subcontractor, agent or employee hired by the Contractor.

10. Payment of Operators

Where product involves the delivery of equipment or heavy machinery without services, and unless otherwise mutually agreed, it shall be the responsibility of Tyler County to furnish labor and pay operators employed on the equipment during the period of use. Should services be required prevailing wage laws may apply.

11. Notices

All notices hereunder shall be delivered in person or by certified mail to an authorized representative of the party to whom delivery is made at the place of business of that party, or to any other place specifically designated by the party.

12. Point of Delivery

At the time of order placement, Tyler County shall specify the end point of delivery

for products/services. Contractor shall not ship without obtaining a specified point of delivery from Tyler County . The Contractor is responsible for obtaining and paying fees for all duties, tariffs, highway and other special permits that may be required for delivery. Prices bid shall be assumed to include all applicable delivery, freight, and shipping charges as well as taxes unless otherwise specified in the Contractor's proposal. Certain sales and excise taxes may not be applicable to Tyler County . Tax exemption certificates from Tyler County shall be furnished upon Contractor's request.

13. Power/Cable Specifications

Unless the parties agree otherwise, Products requiring power for operation shall be non-electric. At the option of Tyler County, Contractor shall provide, at the expense of Tyler County, sufficient electrical cable to enable the connection to the distribution systems identified by Tyler County. "2/0 Cable" is required for connecting generators.

14. Equipment Condition

Product shall be in good working order and, where applicable, be equipped with all OSHA required safeguards. Contractor shall make every effort to ensure that equipment provided includes as many safety-related options as practical. Where equipment is mounted on trucks, truck chassis, etc. it must meet at least the manufacturers minimum recommendations for Gross Vehicle Weight Rating (G.V.W.R.), Front Gross Axle Weight Rating (F.G.A.W.R.), Rear Gross Axle Weight Rating (R.G.A.W.R.) and curb weight. Unsatisfactory or unsafe equipment, as determined by a State or Tyler County representative, shall be either returned to the Contractor or, if inoperable, shall be picked up by the Contractor at its own expense.

15. Availability of Product or Equipment

Unless a different timeframe is specified by Tyler County, Contractor shall deliver product or equipment no more than seventy-two (72) hours from Tyler County's placement of the order. If product or equipment will not be available for delivery within that period, Contractor shall inform Tyler County at the time of order to allow Tyler County to locate an alternate source for the equipment. Failure to provide ordered product, equipment or services within the requisite timeframes may constitute a material breach and grounds for immediate cancellation of the contract upon notice. Additionally, the State reserves the right to cancel this Contract after 24 hours of any order placement if, in Tyler County's sole judgment, Contractor does not possess adequate resources or mobilization ability to meet the needs of the emergency by delivering product or services within 72 hours of request.

16. Highway & Special Permits

The Contractor is responsible for obtaining and paying fees for all highway and other special permits that may be required for delivery.



17. Contractor's Coordinator

The Contractor must specify the name of a contact person and phone number who can be reached for all communications and ordering 24 hours per day, 7 days per week during the time of the declared emergency. Contractor shall be responsible for updating this information within one week of any change.

18. Product Inventory

Contractor shall supply an equipment inventory along with its invoice, which shall be verified by a representative of the receiving Authorized User at the time of delivery.

**BILLINGS/ PAYMENTS**

1. Contract Billings

Contractor shall provide complete and accurate billing invoices to Tyler County in order to receive payment. Billings must contain all information required by the County. Tyler County shall render payment for all purchases, and such payment shall be made in accordance with ordinary county procedures and practices.

2. Responsibility for Payment

Payments for purchases made other than by Tyler County shall be the sole responsibility of such entities and the Contractor shall bill such entities directly on vouchers authorized by the said entities.

3. Vouchers & Late Payments

This voucher or invoice will contain the Contract ID number), the federal employer identification number ( ); the name of the ordering Authorized User; and the location to which the products, services or equipment was delivered.

4. Contract Term

This contract shall become effective upon approval of the Commissioner's Court of Tyler County but shall not be used until such time as the county Judge declares a state of emergency. The contract may then be used for ordering until such time as the County Judge declares the initial state of emergency over. The contract may also be available for use during any subsequently declared state(s) of emergency as the County may require but no longer than a period of five (5) years from the date of the Commissioners initial approval, with a renewal option for up to five (5) additional years, upon the mutual agreement of the parties. Said renewal term is also subject to the approval of the Commissioner's Court of Tyler County

5. Contract Updates

This contract may be amended from time to time to include additional products,

equipment or services as well as a mutually agreed upon price escalation, based upon the annual Consumer Price Index for all Urban Consumers ("CPI-U") changes and the documented changes in Contractor's actual costs.

6. Cancellation/Termination

Notwithstanding the above, the Commissioner's Court of Tyler County reserves the right to cancel this contract, in whole or in part, after the first month of contract use upon 72 hours written notice to Contractor. Otherwise termination of the contract shall be in accordance with the original contract term and any renewals mutually agreed to by the parties. Prorated payments shall be made through the end of the period of service as specified on the purchase order weekly or monthly, as applicable. If the period of service is not originally specified in the purchase order, then such period shall be deemed weekly and payments pro-rated accordingly.

7. Contract Pricing/updates

It is the intention of the Commissioner's Court of Tyler County to amend this contract as required reflecting product and service changes or price adjustments during the contract period. Dependent on the nature of product and service changes one of three methods will be used as set forth below: (i) the auto-add method; (ii) the Federal Emergency Management Agency (FEMA) reimbursement rate method; or (iii) formal contract amendment method. The County Judge must approve any price adjustment or contract amendment.



Tyler County Auditor  
 100 West Bluff, Room 110  
 Woodville, Texas 75979

1/12/2012

### Pricing Summary

Pricing At-A-Glance	
Nonrecurring Charges	\$0.00
Recurring Charges	\$770.45
Contract Length (Months)	36
Pricing Valid For	30 days

Pricing Summary			
	Qty	Nonrecurring	Recurring
T-1 Mis	1	\$0.00	\$770.45
Router Equip			Included
<b>Totals</b>		<b>\$0.00</b>	<b>\$770.45</b>

### Terms and Conditions

Municipal, Federal and State Taxes will apply & are not included

### Managed Internet Service

Managed Internet Service (MIS) is an Internet access service that combines a high-speed, dedicated connection with consolidated application management. It lets you reliably access information resources and communicate with Internet users worldwide. MIS includes proactive 24x7 network monitoring, enhanced network security features and maintenance of the communications link between your locations and the AT&T network.

*24 months  
or  
36 months*

### Reliability

AT&T Managed Internet Service provides managed connectivity to the Internet through access facilities. The AT&T Performance Objective for its Managed Internet Service is 99.95% availability within a given year. "MIS Latency" is a monthly measure of the AT&T network-wide delay within the Region or between Regions, which is the average interval of time it takes during the applicable calendar month for test packets of data to travel between all selected pairs of AT&T Network Backbone Nodes in the Region(s). Specifically, the time it takes test packets to travel from one AT&T Network Backbone Node in a pair to another and back is measured for all selected pairs of AT&T Network Backbone Nodes in the Region(s) over the month. Latency for the month is the average of all of these measurements. AT&T's Performance Objective for service provided in the United States is 37 milliseconds.

### Contact Information

Kimberly Cline  
 AT&T Account Manager  
 Business Integrated Solutions  
 Phone: 409-273-5065  
 Email: kc720e@att.com



MASTER AGREEMENT

<b>Customer</b> TYLER COUNTY COMMISSIONERS  Street Address: 100 W BLUFF ST City: WOODVILLE State/Province: TX Zip Code: 759795239 Country: United States	<b>AT&amp;T</b> AT&T Corp. or enter the International Affiliate Name
<b>Customer Contact (for notices)</b> Name: Jacques L. Blanchette Title: County Judge Street Address: 100 West Bluff City: Woodville State/Province: TX Zip Code: 75959 Country: United States Telephone: 4092833652 Fax: Email: jskinner.aud@co.tyler.tx.us	<b>AT&amp;T Contact (for notices)</b> Street Address: City: State/Province: Zip Code: Country:  With a copy to: AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: mast@att.com

This Master Agreement ("Master Agreement"), between the customer named above ("Customer") and the AT&T entity named above ("AT&T"), is effective when signed by both Customer and AT&T.

<b>Customer</b> (by its authorized representative)	<b>AT&amp;T</b> (by its authorized representative)
By: <i>Jacques L. Blanchette</i>	By:
Name: JACQUES L. BLANCHETTE	Name:
Title: COUNTY JUDGE	Title:
Date: 07/17/12	Date:

## MASTER AGREEMENT

## 1. INTRODUCTION

1.1 **Overview of Documents.** This Master Agreement and the following additional documents (collectively, the "Agreement") shall apply to all services and equipment AT&T provides Customer pursuant to this Agreement ("Services") and shall continue in effect so long as Services are provided under this Agreement:

- (a) **Pricing Schedules.** A "Pricing Schedule" means a pricing schedule (including related attachments) or other document that is attached to or is later executed by the parties and references this Master Agreement. A Pricing Schedule includes the Services, the pricing (including discounts and commitments, if applicable) and the pricing schedule term ("Pricing Schedule Term").
- (b) **Tariffs and Guidebooks.** "Tariffs" are documents containing the descriptions, pricing and other terms and conditions for a Service that AT&T or its Affiliates file with regulatory authorities. "Guidebooks" are documents (designated as Guidebooks or Price Lists) containing the descriptions, pricing and other terms and conditions for a Service that were but no longer are filed with regulatory authorities. Tariffs and Guidebooks can be found at [att.com/servicepublications](http://att.com/servicepublications) or other locations AT&T may designate.
- (c) **Acceptable Use Policy.** AT&T's Acceptable Use Policy ("AUP") applies to (i) Services provided over or accessing the Internet and (ii) wireless (i.e., cellular) data and messaging Services. The AUP can be found at [att.com/aup](http://att.com/aup) or other locations AT&T may designate.
- (d) **Service Guides.** The descriptions, pricing and other terms and conditions for a Service not covered by a Tariff or Guidebook may be contained in a Service Guide, which can be found at [att.com/servicepublications](http://att.com/servicepublications) or other locations AT&T may designate.

1.2 **Priority of Documents.** The order of priority of the documents that form this Agreement is: Pricing Schedules; this Master Agreement; the AUP; and Tariffs, Guidebooks and Service Guides; provided that, Tariffs will be first in priority in any jurisdiction where applicable law or regulation does not permit contract terms to take precedence over inconsistent Tariff terms.

1.3 **Revisions to Documents.** Subject to Section 8.2(b) (Materially Adverse Impact), AT&T may revise Service Publications at any time.

1.4 **Execution by Affiliates.** An AT&T Affiliate or Customer Affiliate may sign a Pricing Schedule in its own name, and such Affiliate contract will be a separate but associated contract incorporating the terms of this Agreement. Customer and AT&T will cause their respective Affiliates to comply with any such separate and associated contract.

## 2. AT&amp;T DELIVERABLES

2.1 **Services.** AT&T will either provide or arrange to have an AT&T Affiliate provide Services to Customer and its Users, subject to the availability and operational limitations of systems, facilities and equipment. Where required, an AT&T Affiliate authorized by the appropriate regulatory authority will be the service provider.

2.2 **AT&T Equipment.** Services may be provided using equipment owned by AT&T that is located at the Site ("AT&T Equipment"), but title to the AT&T Equipment will remain with AT&T. Customer must provide electric power for the AT&T Equipment and keep the AT&T Equipment physically secure and free from liens and encumbrances. Customer will bear the risk of loss or damage to the AT&T Equipment (other than ordinary wear and tear) except to the extent caused by AT&T or its agents.

2.3 **Software.** Any software that AT&T furnishes to Customer will be governed by the written terms and conditions applicable to such software. Title to such software remains with AT&T or its supplier. Customer must comply with all such terms and conditions, and they take precedence over this Agreement as to such software.

## 3. CUSTOMER'S COOPERATION

3.1 **Access Right.** Customer will in a timely manner allow AT&T access as reasonably required for the Services to property and equipment that Customer controls and will obtain at Customer's expense timely access for AT&T as reasonably required for the Services to property controlled by third parties such as Customer's landlord. AT&T will coordinate with and, except in an emergency, obtain Customer's consent to enter upon Customer's property and premises, which consent shall not be unreasonably withheld. Access rights mean the right to construct, install, repair, maintain, replace and remove access lines and network facilities and the right to use ancillary equipment space within a building for Customer's connection to AT&T's network. Customer must provide AT&T timely information and access to Customer's facilities and equipment as AT&T reasonably requires for the Services, subject to Customer's reasonable security

## MASTER AGREEMENT

policies. Customer will furnish any conduit, holes, wireways, wiring, plans, equipment, space, power/utilities and other items as AT&T reasonably requires for the Services and will obtain any necessary licenses, permits and consents (including easements and rights-of-way). Customer will have the Site ready for AT&T to perform its work according to a mutually agreed schedule.

3.2 **Safe Working Environment.** Customer will ensure that the location at which AT&T installs, maintains or provides Services is a safe working environment, free of Hazardous Materials and reasonably suitable for the Services. "Hazardous Materials" mean any substance or material capable of posing an unreasonable risk to health, safety or property or whose use, transport, storage, handling, disposal or release is regulated by any law related to pollution, to protection of air, water or soil or to health and safety. AT&T shall have no obligation to perform work at a location that is not a suitable and safe working environment or to handle, remove or dispose of Hazardous Materials.

3.3 **Users.** "User" means anyone who uses or accesses any Service provided to Customer. Customer will cause Users to comply with this Agreement and is responsible for Users' use of any Service unless expressly provided to the contrary in an applicable Service Publication.

3.4 **Resale of Services.** Customer may not resell the Services or rebrand the Services for resale to third parties without AT&T's written consent.

#### 4. PRICING AND BILLING

4.1 **Pricing and Pricing Schedule Term; Terms Applicable After End of Pricing Schedule Term.** The prices listed in a Pricing Schedule are stabilized until the end of the Pricing Schedule Term and will apply in lieu of the corresponding prices set forth in the applicable Service Publication. No promotion, credit, discount or waiver set forth in a Service Publication will apply. At the end of the Pricing Schedule Term, Customer may continue Service (subject to any applicable notice or other requirements in a Service Publication for Customer to terminate a Service Component) under a month-to-month service arrangement at the prices, terms and conditions in effect on the last day of the Pricing Schedule Term. AT&T may change such prices, terms or conditions on 30 days' prior notice to Customer.

4.2 **Additional Charges and Taxes.** Prices set forth in a Pricing Schedule are exclusive of and Customer will pay all taxes (excluding those on AT&T's net income), surcharges, recovery fees, customs clearances, duties, levies, shipping charges and other similar charges (and any associated interest and penalties resulting from Customer's failure to timely pay such taxes or similar charges) relating to the sale, transfer of ownership, installation, license, use or provision of the Services, except to the extent Customer provides a valid exemption certificate prior to the delivery of Services. To the extent required by law, Customer may withhold or deduct any applicable taxes from payments due to AT&T, provided that Customer will use reasonable commercial efforts to minimize any such taxes to the extent allowed by law or treaty and will furnish AT&T with such evidence as may be required by relevant taxing authorities to establish that such tax has been paid so that AT&T may claim any applicable credit.

4.3 **Billing.** Unless a Service Publication specifies otherwise, Customer's obligation to pay for a Service Component begins upon availability of the Service Component to Customer. Customer will pay AT&T without deduction, setoff or delay for any reason (except for withholding taxes as provided in Section 4.2 – Additional Charges and Taxes or in Section 4.5 – Delayed Billing; Disputed Charges). At Customer's request, but subject to AT&T's consent (which may not be unreasonably withheld or withdrawn), Customer's Affiliates may be invoiced separately, and AT&T will accept payment from such Affiliates. Customer will be responsible for payment if Customer's Affiliates do not pay charges in accordance with this Agreement. AT&T may require Customer or its Affiliates to tender a deposit if AT&T determines, in its reasonable judgment, that Customer or its Affiliates are not creditworthy, and AT&T may apply such deposit to any charges owed.

4.4 **Payments.** Payment is due within 30 days after the date of the invoice (unless another date is specified in an applicable Tariff or Guidebook) and must refer to the invoice number. Charges must be paid in the currency specified in the invoice. Restrictive endorsements or other statements on checks are void. Customer will reimburse AT&T for all costs associated with collecting delinquent or dishonored payments, including reasonable attorneys' fees. AT&T may charge late payment fees at the lowest of (a) 1.5% per month (18% per annum), (b) for Services contained in a Tariff or Guidebook at the rate specified therein, or (c) the maximum rate allowed by law for overdue payments.

4.5 **Delayed Billing; Disputed Charges.** Customer will not be required to pay charges for Services invoiced more than 6 months after close of the billing period in which the charges were incurred, except for calls assisted by an automated or live operator. If Customer disputes a charge, Customer will provide notice to AT&T specifically identifying the charge and the reason it is disputed within 6 months after the date of the affected invoice, or Customer waives the right to dispute the charge. The portion of charges in dispute may be withheld and will not be considered overdue until AT&T completes its investigation of the dispute, but Customer may incur late payment fees in accordance with Section 4.4 (Payments). Following AT&T's notice of the results of its investigation to Customer, payment of all

## MASTER AGREEMENT

properly due charges must be made within ten (10) business days, and AT&T will reverse any late payment fees that were invoiced in error.

4.6 **MARC.** Minimum Annual Revenue Commitment ("MARC") means an annual revenue commitment set forth in a Pricing Schedule that Customer agrees to satisfy during each 12-consecutive-month period of the Pricing Schedule Term. If Customer fails to satisfy the MARC for any such 12-month period, Customer will pay a shortfall charge in an amount equal to the difference between the MARC and the total of the applicable MARC-Eligible Charges incurred during such 12-month period, and AT&T may withhold contractual credits until Customer pays the shortfall charge.

4.7 **Adjustments to MARC.**

- (a) In the event of a business downturn beyond Customer's control, or a corporate divestiture, merger, acquisition or significant restructuring or reorganization of Customer's business, or network optimization using other Services, or a reduction of AT&T's prices, or a force majeure event, any of which significantly impairs Customer's ability to meet a MARC, AT&T will offer to adjust the affected MARC to reflect Customer's reduced usage of Services (with a corresponding adjustment to the prices, credits or discounts available at the reduced MARC level). If the parties reach agreement on a revised MARC, AT&T and Customer will amend the affected Pricing Schedule prospectively. This Section 4.7 will not apply to a change resulting from Customer's decision to use service providers other than AT&T. Customer will provide AT&T notice of the conditions Customer believes will require the application of this provision. This provision does not constitute a waiver of any charges, including monthly recurring charges and shortfall charges, Customer incurs prior to amendment of the affected Pricing Schedule.
- (b) If Customer, through merger, consolidation, acquisition or otherwise, acquires a new business or operation, Customer and AT&T may agree in writing to include the new business or operation under this Agreement. Such agreement will specify the impact, if any, of such addition on Customer's MARC or other volume or growth discounts and on Customer's attainment thereof.

5. **CONFIDENTIAL INFORMATION**

5.1 **Confidential Information.** Confidential Information means: (a) information the parties or their Affiliates share with each other in connection with this Agreement or in anticipation of providing Services under this Agreement (including pricing or other proposals), but only to the extent identified as Confidential Information in writing; and (b) except as may be required by applicable law or regulation, the terms of this Agreement.

5.2 **Obligations.** A disclosing party's Confidential Information will, for a period of 3 years following its disclosure to the other party (except in the case of software, for which the period is indefinite): (a) not be disclosed, except to the receiving party's employees, agents and contractors having a need-to-know (but only if such agents and contractors are not direct competitors of the other party and agree in writing to use and disclosure restrictions as restrictive as this Section 5) or to the extent authorized to be revealed by law, governmental authority or legal process (but only if such disclosure is limited to that which is so authorized and prompt notice is provided to the disclosing party to the extent practicable and not prohibited by law, governmental authority or legal process); (b) be held in confidence; and (c) be used only for purposes of using the Services, evaluating proposals for new services or performing this Agreement (including in the case of AT&T to detect fraud, to check quality and to operate, maintain and repair the Services).

5.3 **Exceptions.** The restrictions in this Section 5 will not apply to any information that: (a) is independently developed by the receiving party without use of the disclosing party's Confidential Information; (b) is lawfully received by the receiving party free of any obligation to keep it confidential; or (c) becomes generally available to the public other than by breach of this Agreement.

5.4 **Privacy Laws.** Each party is responsible for complying with the privacy laws applicable to its business. If Customer does not want AT&T to comprehend Customer data to which it may have access in performing Services, Customer must encrypt such data so that it will be unintelligible. Customer is responsible for obtaining consent from and giving notice to its Users, employees and agents regarding AT&T's processing the User, employee or agent information in connection with providing Service. Unless otherwise directed by Customer in writing, if AT&T designates a dedicated account representative as Customer's primary contact with AT&T, Customer authorizes that representative to discuss and disclose Customer's customer proprietary network information to any employee or agent of Customer without a need for further authentication or authorization.

6. **LIMITATIONS OF LIABILITY AND DISCLAIMERS**

6.1 **Disclaimer of Warranties.** AT&T MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, AND SPECIFICALLY DISCLAIMS ANY REPRESENTATION OR WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, NON-INFRINGEMENT, OR ANY WARRANTY ARISING BY USAGE OF TRADE OR COURSE OF DEALING. FURTHER, AT&T MAKES NO REPRESENTATION OR WARRANTY THAT TELEPHONE CALLS OR OTHER TRANSMISSIONS WILL

## MASTER AGREEMENT

BE ROUTED OR COMPLETED WITHOUT ERROR OR INTERRUPTION (INCLUDING CALLS TO 911 OR ANY SIMILAR EMERGENCY RESPONSE NUMBER), OR GUARANTEE REGARDING NETWORK SECURITY, THE ENCRYPTION EMPLOYED BY ANY SERVICE, THE INTEGRITY OF ANY DATA THAT IS SENT, BACKED UP, STORED OR SUBJECT TO LOAD BALANCING, OR THAT AT&T'S SECURITY PROCEDURES WILL PREVENT THE LOSS OR ALTERATION OF, OR IMPROPER ACCESS TO, CUSTOMER'S DATA AND CONFIDENTIAL INFORMATION.

## 6.2 Limitation of Liability.

AT&T'S ENTIRE LIABILITY, AND CUSTOMER'S EXCLUSIVE REMEDY, FOR DAMAGES ARISING OUT OF MISTAKES, OMISSIONS, INTERRUPTIONS, DELAYS, ERRORS OR DEFECTS IN THE SERVICES, AND NOT CAUSED BY CUSTOMER'S NEGLIGENCE, SHALL IN NO EVENT EXCEED THE APPLICABLE CREDITS SPECIFIED IN A SERVICE PUBLICATION OR PRICING SCHEDULE, OR IF NO CREDITS ARE SPECIFIED, AN AMOUNT EQUIVALENT TO THE PROPORTIONATE CHARGE TO CUSTOMER FOR THE PERIOD OF SERVICE DURING WHICH SUCH MISTAKE, OMISSION, INTERRUPTION, DELAY, ERROR OR DEFECT IN THE SERVICES OCCURS AND CONTINUES. IN NO EVENT SHALL ANY OTHER LIABILITY ATTACH TO AT&T.

### (a) SECTION 6.2(a) WILL NOT APPLY TO:

- (i) BODILY INJURY, DEATH, OR DAMAGE TO REAL OR TANGIBLE PROPERTY DIRECTLY CAUSED BY AT&T'S NEGLIGENCE;
- (ii) BREACH OF SECTION 5 (Confidential Information), SECTION 10.1 (Publicity), OR SECTION 10.2 (Trademarks);
- (iii) SETTLEMENT, DEFENSE OR PAYMENT OBLIGATIONS UNDER SECTION 7 (Third Party Claims); OR
- (iv) DAMAGES ARISING FROM AT&T'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.

### (b) NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, RELIANCE, OR SPECIAL DAMAGES, INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOST PROFITS, ADVANTAGE, SAVINGS OR REVENUES, OR INCREASED COST OF OPERATIONS.

**6.3 Disclaimer of Liability.** AT&T WILL NOT BE LIABLE FOR ANY DAMAGES, EXCEPT TO THE EXTENT CAUSED BY AT&T'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, ARISING OUT OF OR RELATING TO: INTEROPERABILITY, ACCESS OR INTERCONNECTION OF THE SERVICES WITH APPLICATIONS, EQUIPMENT, SERVICES, CONTENT, OR NETWORKS PROVIDED BY CUSTOMER OR THIRD PARTIES; SERVICE DEFECTS, SERVICE LEVELS, DELAYS, OR INTERRUPTIONS (EXCEPT FOR LIABILITY FOR SUCH EXPLICITLY SET FORTH IN THIS AGREEMENT); ANY INTERRUPTION OR ERROR IN ROUTING OR COMPLETING CALLS OR OTHER TRANSMISSIONS (INCLUDING 911 CALLS OR ANY SIMILAR EMERGENCY RESPONSE NUMBER); LOST OR ALTERED MESSAGES OR TRANSMISSIONS; OR UNAUTHORIZED ACCESS TO OR THEFT, ALTERATION, LOSS, OR DESTRUCTION OF CUSTOMER'S, ITS AFFILIATE'S, USERS', OR THIRD PARTIES' APPLICATIONS, CONTENT, DATA, PROGRAMS, CONFIDENTIAL INFORMATION, NETWORK, OR SYSTEMS.

**6.4 Application and Survival.** The disclaimer of warranties and limitations of liability set forth in this Agreement will apply regardless of the form of action, whether in contract, equity, tort, strict liability or otherwise and whether damages were foreseeable, and will apply so as to limit the liability of each party and its Affiliates, and their respective employees, directors, subcontractors, and suppliers. The limitations of liability and disclaimers set out in this Section 6 will survive failure of any exclusive remedies provided in this Agreement.

## 7. THIRD PARTY CLAIMS

**7.1 AT&T's Obligations.** AT&T agrees at its expense to defend and either to settle any third-party claim against Customer, its Affiliates and its and their respective employees and directors or to pay all Damages that a court finally awards against such parties for a claim alleging that a Service provided to Customer under this Agreement infringes any patent, trademark, copyright or trade secret, but not where the claimed infringement arises out of or results from: (a) Customer's, its Affiliate's or a User's content; (b) modifications to the Service by Customer, its Affiliate or a third party, or combinations of the Service with any non-AT&T services or products by Customer or others; (c) AT&T's adherence to Customer's or its Affiliate's written requirements; or (d) use of a Service in violation of this Agreement.

**7.2 Customer's Obligations.** Customer agrees at its expense to defend and either to settle any third-party claim against AT&T, its Affiliates and its and their respective employees, directors, subcontractors and suppliers or to pay all Damages that a court finally awards against such parties for a claim that: (a) arises out of Customer's, its Affiliate's or a User's access to or use of the Services and the claim is not the responsibility of AT&T under Section 7.1; (b) alleges that a Service infringes any patent, trademark, copyright or trade secret and



## MASTER AGREEMENT

falls within the exceptions in Section 7.1; or (c) alleges a breach by Customer, its Affiliate or a User of a software license agreement governing software provided in connection with the Services.

7.3 **Infringing Services.** Whenever AT&T is liable under Section 7.1, AT&T may at its option either procure the right for Customer to continue using, or may replace or modify, the Service so that it is non-infringing.

7.4 **Notice and Cooperation.** The party seeking defense or settlement of a third-party claim under this Section 7 will provide notice to the other party promptly upon learning of any claim for which defense or settlement may be sought, but failure to do so will have no effect except to the extent the other party is prejudiced by the delay. The party seeking defense or settlement will allow the other party to control the defense and settlement of the claim and will reasonably cooperate with the defense. The defending party will use counsel reasonably experienced in the subject matter at issue and will not settle a claim without the written consent of the party being defended, which consent will not be unreasonably withheld or delayed, except that no consent will be required to settle a claim where relief against the party being defended is limited to monetary damages that are paid by the defending party under this Section 7.

## 8. SUSPENSION AND TERMINATION

8.1 **Termination of Agreement.** This Agreement may be terminated immediately upon notice by either party if the other party becomes insolvent, ceases operations, is the subject of a bankruptcy petition, enters receivership or any state insolvency proceeding or makes an assignment for the benefit of its creditors.

8.2 **Termination or Suspension.** The following additional termination provisions apply:

- (a) **Material Breach.** If either party fails to perform or observe any material warranty, representation, term or condition of this Agreement, including non-payment of charges, and such failure continues unremedied for 30 days after receipt of notice, the aggrieved party may terminate the affected Service Components and, if the breach materially and adversely affects the entire Agreement, terminate the entire Agreement. If Customer is in breach, AT&T may elect to suspend (and later terminate) the affected Service Components and, if the breach materially and adversely affects the entire Agreement, suspend (and later terminate) the entire Agreement.
- (b) **Materially Adverse Change.** If AT&T revises a Service Publication, the revision has a materially adverse impact on Customer and AT&T does not effect revisions that remedy such materially adverse impact within 30 days after receipt of notice from Customer, then Customer may, as Customer's sole remedy, elect to terminate the affected Service Components on 30 days' notice to AT&T, given not later than 90 days after Customer first learns of the revision to the Service Publication. "Materially adverse impacts" do not include changes to non-stabilized pricing, changes required by governmental authority, or assessment of or changes to additional charges such as surcharges or taxes.
- (c) **Internet Services.** If Customer fails to rectify a violation of the AUP within 5 days after receiving notice from AT&T, AT&T may suspend the affected Service Components. AT&T reserves the right, however, to suspend or terminate immediately when: (i) AT&T's suspension or termination is in response to multiple or repeated AUP violations or complaints; (ii) AT&T is acting in response to a court order or governmental notice that certain conduct must be stopped; or (iii) AT&T reasonably determines that (a) it may be exposed to sanctions, liability, prosecution or other adverse consequences under applicable law if AT&T were to allow the violation to continue; (b) such violation may harm or interfere with the integrity, normal operations or security of AT&T's network or networks with which AT&T is interconnected or may interfere with another customer's use of AT&T services or the Internet; or (c) such violation otherwise presents an imminent risk of harm to AT&T, AT&T's customers or its or their respective employees.
- (d) **Fraud and Abuse.** AT&T may terminate or suspend an affected Service or Service Component and, if the activity materially and adversely affects the entire Agreement, terminate or suspend the entire Agreement, immediately by providing Customer with as much advance notice as is reasonably practicable under the circumstances if Customer: (i) commits a fraud upon AT&T; (ii) uses the Service to commit a fraud upon another party; (iii) unlawfully uses the Service; (iv) abuses or misuses AT&T's network or Service; or (v) interferes with another customer's use of AT&T's network or services.
- (e) **Infringing Services.** If the options described in Section 7.3 (Infringing Services) are not reasonably available, AT&T may at its option terminate the affected Services or Service Components without liability other than as stated in Section 7.1 (AT&T's Obligations).
- (f) **Hazardous Materials.** If AT&T encounters any Hazardous Materials at the Site, AT&T may terminate the affected Services or Service Components or may suspend performance until Customer removes and remediates the Hazardous Materials at Customer's expense in accordance with applicable law.

**MASTER AGREEMENT****8.3 Effect of Termination.**

- (a) Termination or suspension by either party of a Service or Service Component does not waive any other rights or remedies a party may have under this Agreement and will not affect the rights and obligations of the parties regarding any other Service or Service Component.
- (b) If a Service or Service Component is terminated, Customer will pay all amounts incurred prior to the effective date of termination.

**8.4 Termination Charges.**

- (a) If Customer terminates this Agreement or an affected Service or Service Component for cause in accordance with the Agreement or if AT&T terminates a Service or Service Component other than for cause, Customer will not be liable for the termination charges set forth in this Section 8.4.
- (b) If Customer or AT&T terminates a Service or Service Component prior to Cutover other than as set forth in Section 8.4(a), Customer (i) will pay any termination or cancellation charges set out in a Pricing Schedule or Service Publication, or (ii) in the absence of such specified charges, will reimburse AT&T for time and materials incurred prior to the effective date of termination, plus any third party charges resulting from the termination.
- (c) If Customer or AT&T terminates a Service or Service Component after Cutover other than as set forth in Section 8.4(a), Customer will pay applicable termination charges as follows: (i) 50% (unless a different percentage is specified in the Pricing Schedule) of the monthly recurring charges for the terminated Service or Service Component multiplied by the months remaining in an applicable Minimum Payment Period; (ii) if termination occurs before the end of an applicable Minimum Retention Period, any associated credits or waived or unpaid non-recurring charges; and (iii) any charges incurred by AT&T from a third party (*i.e.*, not an AT&T Affiliate) due to the termination. The charges set forth in Sections 8.4(c)(i) and (ii) will not apply if a terminated Service Component is replaced with an upgraded Service Component at the same Site, but only if the Minimum Payment Period or Minimum Retention Period, as applicable, (the "Minimum Period") and associated charge for the replacement Service Component are equal to or greater than the corresponding Minimum Period and associated charge for the terminated Service Component, respectively, and if the upgrade is not restricted in the applicable Service Publication.
- (d) In addition, if Customer terminates a Pricing Schedule that has a MARC, Customer will pay an amount equal to 50% of the unsatisfied MARC for the balance of the Pricing Schedule Term.

**9. IMPORT/EXPORT CONTROL**

Neither party will use, distribute, transfer or transmit any equipment, services, software or technical information provided under this Agreement (even if incorporated into other products) except in compliance with all applicable import and export laws, conventions and regulations.

**10. MISCELLANEOUS PROVISIONS**

**10.1 Publicity.** Neither party may issue any public statements or announcements relating to the terms of this Agreement or to the provision of Services without the prior written consent of the other party.

**10.2 Trademarks.** Each party agrees not to display or use, in advertising or otherwise, any of the other party's trade names, logos, trademarks, service marks or other indicia of origin without the other party's prior written consent, which consent may be revoked at any time by notice.

**10.3 Force Majeure.** Except for payment of amounts due, neither party will be liable for any delay, failure in performance, loss or damage due to fire, explosion, cable cuts, power blackout, earthquake, flood, strike, embargo, labor disputes, acts of civil or military authority, war, terrorism, acts of God, acts of a public enemy, acts or omissions of carriers or suppliers, acts of regulatory or governmental agencies or other causes beyond such party's reasonable control.

**10.4 Amendments and Waivers.** Any supplement to or modification or waiver of any provision of this Agreement must be in writing and signed by authorized representatives of both parties. A waiver by either party of any breach of this Agreement will not operate as a waiver of any other breach of this Agreement.

**10.5 Assignment and Subcontracting.**

## MASTER AGREEMENT

- (a) Customers may, without AT&T's consent but upon notice to AT&T, assign in whole or relevant part its rights and obligations under this Agreement to a Customer Affiliate. AT&T may, without Customer's consent, assign in whole or relevant part its rights and obligations under this Agreement to an AT&T Affiliate. In no other case may this Agreement be assigned by either party without the prior written consent of the other party (which consent will not be unreasonably withheld or delayed). In the case of any assignment, the assigning party shall remain financially responsible for the performance of the assigned obligations.
- (b) AT&T may subcontract to an Affiliate or a third party work to be performed under this Agreement but will remain financially responsible for the performance of such obligations.
- (c) In countries where AT&T does not have an Affiliate to provide a Service, AT&T may assign its rights and obligations related to such Service to a local service provider, but AT&T will remain responsible to Customer for such obligations. In certain countries, Customer may be required to contract directly with the local service provider.

10.6 **Severability.** If any portion of this Agreement is found to be invalid or unenforceable or if, notwithstanding Section 10.10 (Governing Law), applicable law mandates a different interpretation or result, the remaining provisions will remain in effect and the parties will negotiate in good faith to substitute for such invalid, illegal or unenforceable provision a mutually acceptable provision consistent with the original intention of the parties.

10.7 **Injunctive Relief.** Nothing in this Agreement is intended to or should be construed to prohibit a party from seeking preliminary or permanent injunctive relief in appropriate circumstances from a court of competent jurisdiction.

10.8 **Legal Action.** Any legal action arising in connection with this Agreement must be filed within two (2) years after the cause of action accrues, or it will be deemed time-barred and waived. The parties waive any statute of limitations to the contrary.

10.9 **Notices.** Any notices required under this Agreement shall be in writing and shall be deemed validly delivered if made by hand (in which case delivery will be deemed to have been effected immediately), or by overnight mail (in which case delivery will be deemed to have been effected one (1) business day after the date of mailing), or by first class pre-paid post (in which case delivery will be deemed to have been effected five (5) days after the date of posting), or by facsimile or electronic transmission (in which case delivery will be deemed to have been effected on the day the transmission was sent). Any such notice shall be sent to the office of the recipient set forth on the cover page of this Agreement or to such other office or recipient as designated in writing from time to time.

10.10 **Governing Law.** This Agreement will be governed by the law of the State of New York, without regard to its conflict of law principles, unless a regulatory agency with jurisdiction over the applicable Service applies a different law. The United Nations Convention on Contracts for International Sale of Goods will not apply.

10.11 **Compliance with Laws.** Each party will comply with all applicable laws and regulations and with all applicable orders issued by courts or other governmental bodies of competent jurisdiction.

10.12 **No Third Party Beneficiaries.** This Agreement is for the benefit of Customer and AT&T and does not provide any third party (including Users) the right to enforce it or to bring an action for any remedy, claim, liability, reimbursement or cause of action or any other right or privilege.

10.13 **Survival.** The respective obligations of Customer and AT&T that by their nature would continue beyond the termination or expiration of this Agreement, including the obligations set forth in Section 5 (Confidential Information), Section 6 (Limitations of Liability and Disclaimers) and Section 7 (Third Party Claims), will survive such termination or expiration.

10.14 **Agreement Language.** The language of this Agreement is English. If there is a conflict between this Agreement and any translation, the English version will take precedence..

10.15 **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to its subject matter. Except as provided in Section 2.3 (Software), this Agreement supersedes all other agreements, proposals, representations, statements and understandings, whether written or oral, concerning the Services or the rights and obligations relating to the Services, and the parties disclaim any reliance thereon. This Agreement will not be modified or supplemented by any written or oral statements, proposals, representations, advertisements, service descriptions or purchase order forms not expressly set forth in this Agreement.

## 11. DEFINITIONS

"Affiliate" of a party means any entity that controls, is controlled by or is under common control with such party.

**MASTER AGREEMENT**

**"Cutover"** means the date Customer's obligation to pay for Services begins.

**"Damages"** means collectively all injury, damage, liability, loss, penalty, interest and expense incurred.

**"Effective Date"** of a Pricing Schedule means the date on which the last party signs the Pricing Schedule unless a later date is required by regulation or law.

**"MARC-Eligible Charges"** means the recurring and usage charges (including amounts owed under Section 8.4(c)(i)), after deducting applicable discounts and credits (other than outage or SLA credits), that AT&T charges Customer for the Services identified in the applicable Pricing Schedule as MARC-contributing. The following are not MARC-Eligible Charges: (a) charges for or in connection with Customer's purchase of equipment; (b) taxes; and (c) charges imposed in connection with governmentally imposed costs or fees (such as USF, P ICC, payphone service provider compensation, E911 and deaf relay charges).

**"Minimum Payment Period"** means the Minimum Payment Period identified for a Service Component in a Pricing Schedule or Service Publication during which Customer is required to pay recurring charges for the Service Component.

**"Minimum Retention Period"** means the Minimum Retention Period identified for a Service Component in a Pricing Schedule or Service Publication during which Customer is required to maintain service to avoid the payment (or repayment) of certain credits, waived charges or amortized charges.

**"Service Component"** means an individual component of a Service provided under this Agreement.

**"Service Publications"** means Tariffs, Guidebooks, Service Guides and the AUP.

**"Site"** means Customer's physical location, including Customer's collocation space on AT&T's or its Affiliate's or subcontractor's property, where AT&T installs or provides a Service.



**AT&T MANAGED INTERNET SERVICE  
 PRICING SCHEDULE**

<b>Customer</b>	<b>AT&amp;T</b>
TYLER COUNTY COMMISSIONERS  Street Address: 100 W BLUFF ST City: WOODVILLE State/Province: TX Zip Code: 759795239 Country: United States	AT&T Corp.
<b>Customer Contact (for notices)</b>	<b>AT&amp;T Sales Contact Information and for Contract Notices</b> <input type="checkbox"/> <b>Primary AT&amp;T Contact</b>
Name: Jacques L. Blanchette Title: County Judge Street Address: 100 West Bluff City: Woodville State/Province: TX Zip Code: 75959 Country: United States Telephone: 4092833652 Fax: Email: jskinner.aud@co.tyler.tx.us Customer Account Number or Master Account Number: 1-QQ0S-761	Name: MANUEL QUINTERO Street Address: 6500 W Loop S City: Bellaire State/Province: TX Zip Code: 77401 Country: United States Telephone: 7132654683 Fax: Email: mq2603@us.att.com Sales/Branch Manager: OWENS MICHAEL SCVP Name: OWENS MICHAEL Sales Strata: Retail Sales Region: SW With a copy to: AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: mast@att.com
<b>AT&amp;T Solution Provider or Representative Information (if applicable)</b> <input type="checkbox"/>	
Name:            Company Name: Agent Street Address:    City:            State/Province:    Zip Code:    Country: Telephone:            Fax:            Email:            Agent Code:	

This Pricing Schedule is part of the Agreement between AT&T and Customer referenced above.

<b>Customer</b> (by its authorized representative)	<b>AT&amp;T</b> (by its authorized representative)
By: <i>Jacques L. Blanchette</i>	By:
Name: JACQUES L. BLANCHETTE	Name:
Title: COUNTY JUDGE	Title:
Date: 02/17/12	Date:

**AT&T and Customer Confidential Information**  
 Page 1  
 ASAP!

**AT&T MANAGED INTERNET SERVICE  
 PRICING SCHEDULE**

This Pricing Schedule and any promotional discounts provided herein shall apply to the Services ordered at an eligible Customer Site(s) only. In the event Customer wishes to order additional Services to a Site(s) that is ineligible for such promotional discounts, Customer and AT&T will be required to execute a new AT&T Managed Internet Service Pricing Schedule for Services at such Site(s).

**1. SERVICES**

Service	Service Publication Location
AT&T Managed Internet Service (MIS)	<a href="http://new.serviceguide.att.com/portals/sgportal.portal?nfpb=true&amp;pageLabel=mis_page">http://new.serviceguide.att.com/portals/sgportal.portal?nfpb=true&amp;pageLabel=mis_page</a>
AT&T Bandwidth Services	<a href="http://new.serviceguide.att.com/index.jsp?sg=bws">http://new.serviceguide.att.com/index.jsp?sg=bws</a>

**2. PRICING SCHEDULE TERM AND EFFECTIVE DATES**

<b>Pricing Schedule Term</b>	24
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<b>Pricing Schedule Term Start Date</b>	Effective Date of this Pricing Schedule
---	---

<b>Effective Date of Rates and Discounts</b>	Effective Date of this Pricing Schedule
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**3. MINIMUM PAYMENT PERIOD**

Service Components	Percent of Monthly Service Fees Due Upon Termination Prior to Completion of Minimum Payment Period	Minimum Payment Period per Service Component
All Service Components	50%	Longer of 12 months or until the end of the Pricing Schedule Term

**4. GRANDFATHERING AND WITHDRAWAL**

Availability of Service Components is subject to grandfathering and withdrawal per the Service Guide.

**AT&T MANAGED INTERNET SERVICE  
 PRICING SCHEDULE**

**5. RATES (US Mainland, and HI only)**

**Section I: AT&T Managed Internet Service  
 Access Bandwidth -**

**Table 1: Tiered T-1, NxT-1, E-1 And Frame**

Access Method	Speed	MIS Monthly Service Fee List Price	MIS w/ Managed Router Monthly Service Fee List Price	Discount
2xT-1	3 Mbps	\$850	\$1,145	79.0 %
3xT-1	4.5 Mbps	\$1,100	\$1,395	79.0 %
4xT-1	6 Mbps	\$1,250	\$1,545	79.0 %
5xT-1	7.5 Mbps	\$1,480	\$2,360	79.0 %
6xT-1	9 Mbps	\$1,715	\$2,595	79.0 %
7xT-1	10.5 Mbps	\$1,915	\$2,795	79.0 %
8xT-1	12 Mbps	\$2,190	\$3,070	79.0 %

\* Not available with MPLS PNT  
 † Available only with MPLS PNT Feature

**Table 2: DNS Services**

Option	Monthly Service Fee
Additional Primary DNS (available in increments of up to 15 zones with a maximum of 150 Kilobytes of zone file data)	\$100 per DNS increment
Additional Secondary DNS (available in increments of up to 15 zones with a maximum of 150 Kilobytes of zone file data)	\$100 per DNS increment

**Table 3: MIS Tele - Installation**

**Discount: 100.0 %**

MIS Speed	Undiscounted MIS	Undiscounted MIS w/ Managed Router
56 Kbps	\$1,000	\$1,000
128 Kbps - 1.5 Mbps	\$1,000	\$1,000
NxT-1	\$2,500	\$2,500
Tiered/Full T-3	\$5,000	N/A
Tiered OC-3, OC-12, OC-48	\$10,000	N/A
Ethernet	\$1,500	\$1,500**
10 Gig Ethernet*	\$10,000	N/A

\* Not available with MPLS PNT  
 \*\*Available for MIS speeds of 100 Mbps and below and with electrical interfaces only.

**Table 4: On-Site Installation**

**Discount: 0.0 %**

MIS Speed	Undiscounted MIS w/ Managed Router Only
56 Kbps	\$999
128 Kbps - 1.5 Mbps	\$999
NxT-1	\$999
Tiered/Full T-3	\$1,000
Tiered OC-3, OC-12, OC-48	\$10,000
Ethernet	\$1,500

**AT&T MANAGED INTERNET SERVICE  
 PRICING SCHEDULE**

**Table 5: Local Access**

The local access prices listed below are only for orders placed within 12 months of the AT&T countersignature date on this Pricing Schedule ("Local Access Pricing Term"). All local access orders placed after the expiration of the Local Access Pricing Term will be treated on an individual case basis, and set out in an Addendum to this Pricing Schedule or an AT&T order form, and will become part of this Pricing Schedule when the Pricing Addendum is signed by both parties, or the AT&T order form is signed by Customer and accepted by AT&T, as applicable.

NPA/NXX	Location	Access Bandwidth	Local Access Non-Recurring Charge	Local Access Net Monthly Recurring Charge
409283	100 W BLUFF ST WOODVILLE TX 759795239 US	MIS T1 Local Access	\$0.00	\$530.00

**Section II: Additional Service Fees**

Moving Fee (during hours)	\$1,000 per location
Additional Moving Fee (outside standard operating hours – 8:00 a.m. to 5:00 p.m. Monday through Friday)	Additional \$500 per location

This is the last page of the Pricing Document

**AT&T and Customer Confidential Information**

Page 4  
 ASAP!



**ANNEX B**

**COMMUNICATIONS**

**TYLER COUNTY**

---


**AND CITIES ADHEARING**

**TO THIS PLAN**

**APPROVAL & IMPLEMENTATION**

**Annex B**

**Communications**

  
\_\_\_\_\_  
Signature, Sheriff

2-17-12  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature, County Judge

2-17-12  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature, EMC

2-17-12  
\_\_\_\_\_  
Date

# RECORD OF CHANGES

Annex B

Communications

Change #	Date of Change	Entered By	Date Entered

# ANNEX B

## COMMUNICATIONS

### I. AUTHORITY

See Basic Plan, Section I.

### II. PURPOSE

This annex provides information about our communications equipment and capabilities available during emergency operations. Our entire communications system is discussed and procedures for its use are outlined.

### III. EXPLANATION OF TERMS

#### A. Acronyms

CATV	Cable TV
COG	Council of Government
DDC	Disaster District Committee
EAS	Emergency Alert System
EMP	Electromagnetic Pulse
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
IC	Incident Commander
JIC	Joint Information Center
NIMS	National Incident Management System
NRP	National Response Plan
SOC	State Operations Center
SOP	Standard Operating Procedures
RACES	Radio Amateur Civil Emergency Service
TLETS	Texas Law Enforcement Telecommunications System
TRCIP	Texas Radio Communications Interoperability Plan

#### B. Definitions

Local Computer Network	Local, Metropolitan, or Wide Area Networks
State Warning Point	State EOC

### IV. SITUATION AND ASSUMPTIONS

#### A. Situation

- As noted in the general situation statement in the basic plan, we are at risk from a number of hazards that could threaten public health and safety and personal and government property. A reliable interoperable communications system is essential to

obtain information on emergency situations, and to direct and control our resources responding to those situations.

2. The Dispatch/Communications Center is located at 702 N. Magnolia Woodville, Texas. It is staffed on a 24-hour basis by the Sheriff's dispatchers. Equipment is available to provide communications necessary for emergency operations.

**B. Assumptions**

1. Adequate communications are available for effective and efficient warning, response and recovery operations.
2. Any number of natural or manmade hazards may neutralize communications currently in place for emergency operations.
3. Additional communications equipment required for emergency operations will be made available from citizens, business, volunteer organizations, and/or other governmental agencies.

<b>V. CONCEPT OF OPERATIONS</b>
---------------------------------

**A. General**

1. A common operating picture within our jurisdiction and across other jurisdictions provides the framework of our communications capabilities. This framework is made possible by interoperable systems. Extensive communications networks and facilities are in existence throughout County to provide coordinated capabilities for the most effective and efficient response and recovery activities. A diagram of the communications network is in Appendix 1.
2. Our existing communications network consisting of telephone, computer, teletype, and radio facilities will serve to perform the initial and basic communications effort for emergency operations. Landline circuits, when available, will serve as the primary means of communication with other communication systems as back up.
3. During emergency operations, all County departments will maintain their existing equipment and procedures for communicating with their field operations units. They will keep the EOC informed of their operations and status at all times.
4. To meet the increased communications needs created by an emergency, various state and regional agencies, amateur radio operators and business/industry/volunteer group radio systems will be asked to supplement communications capabilities. These resource capabilities will be requested through local and regional mutual aid agreements and/or the Disaster District, as required..

**B. Activities by Phases of Emergency Management**

1. Prevention

- a. Maintain a current technology based, reliable, interoperable, and sustainable communications system..
- b. Ensure warning communications systems meet jurisdictional needs.
- c. Ensure intelligence and other vital information networks are operational.
- d. Ensure integrated communications procedures are in place to meet the needs and requirements of County.

2. Preparedness

- a. Review and update communications annex.
- b. Develop communications procedures that are documented and implemented through communications operating instructions (include connectivity with private-sector and nongovernmental organizations).
- c. Thoroughly and continually review the system for improvement including the implementation and institutionalized use of information management technologies.
- d. Ensure communications requirements for Emergency Operations Center and potential Joint Information Center (JIC) are regularly reviewed.
- e. Review After Action Reports of actual occurrences and exercises and other sources of information for lessons learned.
- f. Ensure the integration of mitigation plans and actions into all phases of emergency management as applicable.
- g. Acquire, test, and maintain communications equipment.
- h. Ensure replacement parts for communications systems are available and make arrangement for rapid resupply in the event of an emergency.
- i. Train personnel on appropriate equipment and communication procedures as necessary.
- j. Conduct periodic communications drills and make communications a major element during all exercises.
- k. Review assignment of all personnel.
- l. Review emergency notification list of key officials and department heads.
- m. Provide the ATT Telephone Company with a list of circuit restoration priorities for essential governmental systems.

3. Response

- a. Select communications personnel required for emergency operations according to the incident..
- b. Incident communications will follow ICS standards and will be managed by the IC using a common communications plan and an incident-based communications center.
- c. All incident management entities will make use of common language during emergency communications. This will reduce confusion when multiple agencies or entities are involved in an incident.
- d. Ensure emergency equipment repair on a 24-hour basis.
- e. Initiate warning procedures as outlined in Annex A, Warning, if required.

4. Recovery

All activities in the emergency phase will continue until such time as emergency communications are no longer required.

<b>VI. ORGANIZATION AND ASSIGNMENT REPOSIBILITIES</b>
---

**A. General**

1. Our emergency communications system is operated by the Sheriff's Office and includes a variety of government-owned and operated equipment as well as equipment owned and operated by certain volunteer groups. The departments, agencies, and groups that are part of our communications system are listed in Section VII.C.
2. The Sheriff will ensure that warning information received at our warning point, the Dispatch/Communications Center, is disseminated to County officials and, where appropriate, to the public. The responsibility of ensuring the communications system is operational and incorporates all available resources rests with the Sheriff, who may appoint a Communications Coordinator to carry out this task.

**B. Task Assignments**

1. Sheriff will:
  - a. Be responsible for all activities enumerated in this annex in Section V.B. Activities by Phases of Emergency Management.
  - b. Supervise the Communications Coordinator.
  
2. Communications Coordinator will:

- a. Coordinate common communications procedures.
- b. Develop and maintain a communications resource inventory (See Annex M, Resource Management)
- c. Ensure a communications capability exists between the Dispatch/Communications Center of the Sheriff's Department and the Emergency Operations Center to include coordination with the telephone company for installation of dedicated telephone lines into the Dispatch/Communications Center and/or EOC.
- d. Ensure communication restoration procedures are developed.
- e. Ensure that the local telephone company is forwarded a list of circuit restoration priorities.
- f. Ensure procedures are in place for dissemination of message traffic.
- g. Coordinate the inclusion of business/industry and amateur radio operators into the communications network.
- h. Develop and maintain SOPs to include message-handling procedures and recall rosters for essential personnel.

3. Radio Operators will be:

Responsible for proper use and maintenance of the equipment and for correct message handling procedures, including routing of all incoming messages and logging all incoming and out-going messages.

4. Public Information Officer will be:

Responsible for monitoring commercial radio and telephone broadcasts for accuracy of public information.

5. Switchboard Operators will be:

Responsible for proper screening and routing of all incoming telephone calls.

**VII. DIRECTION AND CONTROL**

**A. General**



1. The County Judge establishes general policies for emergency communications.
2. The Communications Coordinator is under the supervision of the Sheriff and is directly responsible for facilities, equipment, and operation of the Dispatch/Communications Center.
3. Communications personnel from individual departments and support agencies, while under control of their own department or agency and operating their own equipment, are responsible for knowing and following the procedures outlined in this annex.
4. During emergency situations involving multiple agencies and/or jurisdictions, the various code systems used for brevity will be discontinued and normal speech will be used to insure comprehension. In addition, local time will be used during transmissions.
5. During emergency situations, communications will be maintained between the Disaster District and the County EOC.

## **B. Continuity of Government**

Each department or agency with communications responsibilities shall establish a line of succession for communications personnel.

## **C. Existing Communications Systems**

1. Local Networks
  - a. County Sheriff's Office
  - b. County Road Maintenance
  - c. Volunteer Fire Departments
  - d. EOC
2. Other Networks
  - a. Texas Law Enforcement Telecommunications System (TLETS) is a statewide telecommunications network connecting the State Warning Point (State EOC) with approximately 1,292 city, county, state, federal, and military law enforcement agencies in Texas. Emergency communications between state, district, and local governments will be transmitted through this system. The Tyler County principal terminal is located at Sheriff's Office Communications Center.
  - b. Joint Information Center (JIC), Joint Operations Center (JOC) and SOC.
  - c. Individual Amateur Radio Operators
  - d. Radio Amateur Civil Emergency Service (RACES) is a state sponsored program composed of amateur radio operators. It is used to supplement state and local government communications systems in emergencies or disaster operations.

- e. Business/Industry/Volunteer Group Radio Systems

**VIII. READINESS LEVELS**

**A. Readiness Level IV - Normal Conditions**

See the prevention and preparedness activities in paragraphs V.B.1 and V.B.2 above.

**B. Readiness Level III - Increased Readiness**

- 1. Alert key personnel.
- 2. Check readiness of all equipment and facilities and correct any deficiencies.

**C. Readiness Level II – High Readiness**

- 1. Alert personnel for possible emergency duty.
- 2. Monitor situation of possible issuance of warning or alerts.

**D. Readiness Level I – Maximum Readiness**

- 1. Institute 24-hour operations.
- 2. Conduct periodic communication checks.

**IX. ADMINISTRATION AND SUPPORT**

**A. Facilities and Equipment**

A complete listing of equipment is included in Appendix 1 of Annex M.

**B. Maintenance of Records.**

All records generated during an emergency will be collected and filed in an orderly manner so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

**C. Preservation of Records**

Vital records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

**D. Communications Protection**

1. Radio

a. Electromagnetic Pulse (EMP)

One of the effects of a nuclear detonation that is particularly damaging to radio equipment is EMP. Plans call for the disconnection of radios from antennas and power source when an Attack Warning is issued. A portable radio unit will then be employed as a backup to maintain limited communications with field units. This procedure will be used until an All Clear is announced. Telephones will also be used while operable.

b. Lightning, Wind, and Blast

- 1) Standard lightning protection is used including arrestors and the use of emergency power during severe weather.
- 2) Damaged antennas can be quickly replaced with spare units kept in the LTI Towers, Lumberton, Texas.

2. Telephone (Common Carrier)

a. Overloaded Circuits

To avoid overloaded circuits during emergencies, citizens will be advised to listen to EAS for information and to use telephones only if they have a genuine emergency. If overloaded circuits do become a problem, coordinate with the ATT Telephone Company to begin immediate restoration of priority circuits.

b. Emergency Service

During major emergencies, a direct line to the ATT Office is activated in the EOC for emergency service calls.

3. Computer Equipment and Facilities

The physical protection of computer equipment and facilities will be maintained under normal and emergency operations to help ensure continuity of communications.

**E. Security**

1. Measures will be taken to ensure that only authorized personnel will have access to the Dispatch/Communications Center.

- 2. Communications security will be maintained in accordance with national, state, and local requirements.

**F. Training**

- 1. Each organization assigning personnel to the EOC for communications purposes is responsible for making certain those persons are familiar with the agency's operating procedures.
- 2. The Sheriff will provide additional training on emergency communications equipment and procedures as necessary.

**G. Support**

If requirements exceed the capability of local communications resources, the County Judge will request support from nearby jurisdictions or state resources from the Disaster District in Beaumont, Texas.

**X. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. The Sheriff and EMC will be responsible for maintaining this annex. Each agency will develop SOPs that address assigned tasks.
- B. This annex will be updated in accordance with the schedule outlined in Section X of the Basic Plan.

**XI. REFERENCES**

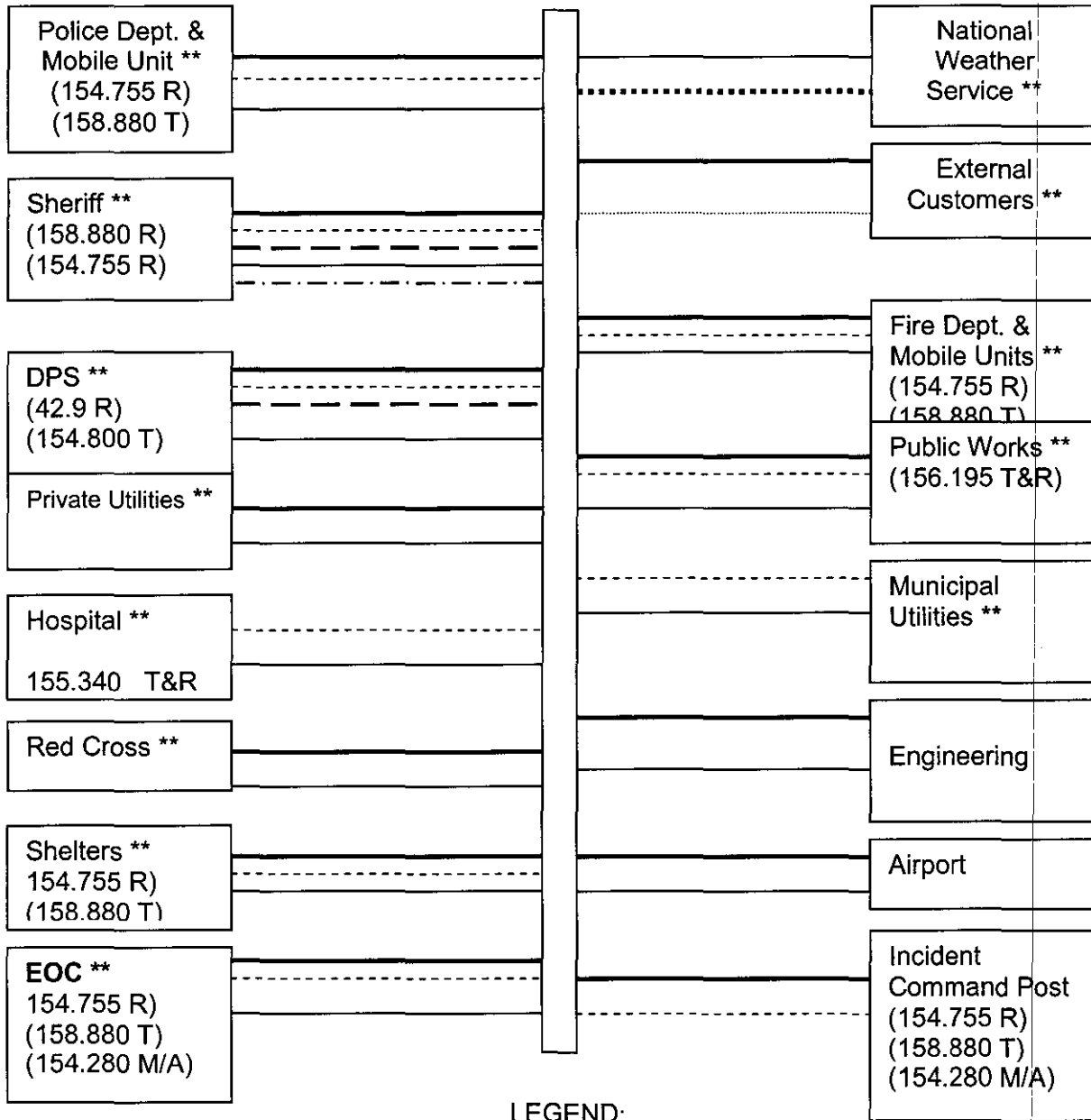
- A. Federal Emergency Management Agency (FEMA), 1996. Guide For All-Hazard Emergency Operations Planning. (SLG-101)
- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

**APPENDICES**

Appendix 1..... Communications Diagram & Table

**SUPPORTING DOCUMENTS**

- 1. Common Communications SOP
- 2. Communications Restoration Guide
- 3. Amateur Radio Support Agreement **COMMUNICATIONS DIAGRAM**



LEGEND:

- Radio
- ..... CATV or Satellite
- \_\_\_\_\_ Telephone and/or Fax
- - - - TLETS
- \_\_\_\_\_ Cell Phones
- R Receive Only
- T Transmit Only
- T&R Transmit and Receive
- \*\* Internet Access & E-mail

FACILITY	COMMUNICATIONS									
	Cable TV Or Satellite	Phone/ Fax	TLETS		Radio 154.755	Radio HF	Cell Phones	Satellite Phones		Internet E-mail
Airport		X					X			X
Department of Public Safety	X	X	X		X	X	X	X		X
Engineering		X					X			X
EOC	X	X	X		X		X			X
External Customers (Citizens, Private Industry)		X					X			X
Fire Department & Mobile Units		X			X		X			X
Hospital		X								X
Municipal Utilities		X								X
National Weather Service	X	X	X							X
Police Department & Mobile Units		X			X		X			X
Private Utilities		X			X		X			X
Public Works		X			X		X			X
Red Cross		X			X		X			X
Shelters		X			X		X			
Sheriff's Office	X	X	X		X		X			X

**ANNEX D**

**RADIOLOGICAL  
PROTECTION**

**TYLER COUNTY AND  
CITIES ADHERING  
TO THIS PLAN**

**APPROVAL & IMPLEMENTATION**

**Annex D**

**Radiological Protection**

*James J. Stanchette*  
Signature, County Judge

2/17/12  
Date

*Dale Freeman*  
Signature, EMC

2-17-12  
Date



# RECORD OF CHANGES

## Annex D

### Radiological Protection

Change #	Date of Change	Entered By	Date Entered

## ANNEX D

### RADIOLOGICAL PROTECTION

#### I. AUTHORITY

- A. Refer to Section I of the basic plan for general authorities.
- B. OSHA Regulation 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response*.
- C. Annex D, Radiological Emergency Management, to the *State of Texas Emergency Management Plan*.

#### II. PURPOSE

The purpose of this annex is to define organizational concepts and procedures, establish the local organization, and to assign responsibilities for an effective operational radiological protection program (RPP) for preparation and response in the event of a radiological emergency affecting this jurisdiction. This will allow our jurisdiction to provide a coordinated response to emergencies involving radioactive materials and for determination and implementation of local measures to protect life, property, and the environment during the course of the event.

#### III. EXPLANATION OF TERMS

DOE	(US) Department of Energy
DHS	Department of Homeland Security
DPS	Department of Public Safety
DSHS	Department of State Health Services
EOC	Emergency Operations Center
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
GDEM	Governor's Division of Emergency Management
OSHA	Occupational Safety and Health Administration
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management system
NRC	Nuclear Regulatory Commission
RCP	Radiation Control Program
RO	Radiological Officer
RPP	Radiation Protection Program
SMRAP	The Southern Mutual Radiation Assistance Plan
SOP	Standard Operating Procedures
TDH	Texas Department of Health
TLETS	Texas Law Enforcement Telecommunications System
TxDOT	Texas Department of Transportation

## IV. SITUATION & ASSUMPTIONS

### A. Situation

#### 1. General.

- a. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
- b. Radioactive materials are hazardous materials that that receive special coverage in state and federal laws and regulations covering such materials. However, radiological materials are also subject to a number of specific state and federal laws and regulations that control the handling and use of such materials, and plans that establish unique state and federal procedures for handling incidents involving them. In addition, the state and federal agencies that provide advice and assistance to local governments during radiological incidents differ from those that provide advice and assistance during most other hazardous materials incidents
- c. Except for radiological incidents involving federal facilities or federally owned nuclear materials, the State or local government has the responsibility for taking required emergency response actions. Response from the jurisdiction will be in compliance with the National Incident Management System (NIMS) operating principles and protocols, and will constitute general guidance for all responders to the radiological incident. Support may be requested from federal agencies pursuant to the National Response Plan (NRP). The Department of Homeland Security (DHS) has overall responsibility of all actual and potential incident of National Significance and accidents or incidents involving nuclear or radioactive materials that may or may not rise to the level on an Incident of National Significance. Various federal coordinating agencies will lead the response to incidents of lesser severity by coordinating federal radiological monitoring assistance to state and local governments.
- d. The Department of State Health Services, Radiation Control Program (DSHS/RCP), as state radiation control agency, has primary responsibility for the state radiological protection program. DSHS/RCP also provides statewide training for ROs and radiological monitors.
- e. The federal agency responsible for accidents at nuclear facilities licensed by the State of Texas or incidents involving shipments of radioactive materials licensed by the State is the Nuclear Regulatory Commission (NRC). The US Department of Energy (DOE) and Department of Defense (DOD) have the lead federal role in incidents at their facilities or accidents involving their shipments. Each of these federal agencies in addition to the United States Coast Guard (USCG), the Environmental Protection Agency (EPA), and the National Aeronautics and Space Administration (NASA) may serve as a coordinating agency for DHS.
- f. **Additional external resources may be available and requested by the State of Texas in accordance with the Southern Mutual Radiation assistance Plan (SMRAP).**

#### 2. Radiological Hazards.

- a. This jurisdiction is susceptible to accidents involving radioactive materials at fixed sites and in transport. Hospitals and medical facilities use a wide range of radioactive sources

in nuclear medicine as well as in research and development programs. Radioactive sources are used to x-ray pipe welds, in well logging, and for many other common industrial and business uses. These sources can be extremely hazardous (life threatening) when removed from their containers, either intentionally or by accident. A variety of radioactive materials are transported on our highways and rail systems, sometimes in unmarked vehicles. Additionally, radioactive materials may be present on some aircraft.

## **B. Assumptions**

1. We may experience radiological emergency situations which may threaten public health and safety and private or public property and/or the environment, which will necessitate the implementation of protective actions for the public at risk.
2. A nuclear attack against the United States is considered highly unlikely. The deliberate release of radioactive materials by criminals or terrorists in the local area is possible, but considered unlikely.
3. Proper development and execution of a RPP can significantly reduce the number of casualties that could result from a radiological accident. A combination of trained local radiological personnel, operational detection equipment and containment/decontamination equipment and facilities should be available to detect, assess the threat posed by, and contain radiological accidents.
4. We must be prepared to carry out the initial emergency response on an independent basis. If our resources alone are inadequate to cope with a radiological incident we may request state assistance through our Disaster District. The DSHS/RCP, as the state radiation control agency, will provide advice and assistance to local personnel in responding to an incident involving an actual or suspected radiological release.
5. Local emergency operations, including the use of mutual aid resources, will be directed by local officials, except in those situations where state or federal law requires that a state or federal agency exercise lead responsibility or where local responders lack the necessary expertise and/or equipment to cope with the incident and agree to permit those with the expertise to take charge.
6. The State may request supplemental emergency assistance from other states or from the federal government when local and state resources are insufficient to deal with the emergency.

## **V. CONCEPT OF OPERATIONS**

### **A. General**

1. A basic local radiation protection program (RPP) consists of the Emergency Operations Center (EOC) and an incident response capability that includes one or more Radiological Officers (ROs) to manage the program and trained radiological monitors equipped with appropriate radiation detection and communication equipment.
2. To conduct an effective RPP, we will:

- a. Maintain information on radiological monitoring instruments by type, number, location, and owner. See Appendix 1 for a list of radiological monitoring resources within our jurisdiction..
- b. Establish procedures for initial emergency response to radiological accidents. See the Radiological Incident Response Checklist in Appendix 2.
- c. Establish a radiological incident reporting system. See Appendix 3.
- d. Appoint personnel and provide training to local emergency responders, emergency management personnel, ROs, and radiological monitors. See Appendix 4.
- e. Establish procedures for decontamination and recovery operations.

## **B. Radiological Accidents**

1. **Discovery.** Radiological accidents may be discovered by the public, by businesses that use or transport such materials, or by local responders who are summoned to an accident site. Local personnel are likely to be first emergency responders on the scene of a radiological accident. The first local emergency responder at the scene will take charge, initiating the incident command system (ICS), and serve as the Incident Commander until relieved by a more senior or more qualified individual.
2. **Local Notification.** The Incident Commander will provide information on the incident to local officials through Dispatch, using the Hazardous Materials Incident Report provided in Tab A to Appendix 3. The Incident Commander shall make an initial assessment of the situation, to include an estimate of the likelihood of a release of radiological materials. If it appears that radiological materials have been released into the environment or such a release appears likely, the EOC will be activated to support the incident response.
3. **Response Actions.** The Incident Commander should identify response resources required and direct the on-scene response to contain or prevent spread of contamination at the incident site. The initial response should be accomplished in accordance with established hazardous materials response criteria and the general checklist in Appendix 2. At least one trained RO or radiological monitor should participate in the response to a known or suspected radiological incident.
4. **Protective Actions.**
  - a. **Short Term.**
    - 1) If it appears that a release of radiological materials has occurred or is possible, the Incident Commander is responsible for determining and implementing appropriate protective actions for the public in the immediate area of the incident. The Incident Commander is also responsible for advising personnel responding to the incident of the potential hazards and determining the requirements for personal protective equipment (PPE). Responders who lack appropriate hazardous materials training and appropriate (PPE) should not be committed to radiological incidents.
    - 2) If it appears that a radiological release has or may affect areas beyond the incident site, the incident commander should coordinate with the EOC to agree upon a division of responsibilities for warning the public, making required notifications, implementing protective actions for the public in areas beyond the incident site, and obtaining additional resources and technical assistance.

- 3) Suitable initial public protective actions for a radiological incident may include evacuation and/or sheltering in place. Appendix 4 to Annex Q, Hazardous Materials & Oil Spill Response provides additional information on selecting public protective measures.
- b. Long-term Protective Measures. DSHS/RCP will normally conduct a detailed incident assessment, identify affected areas through radiological monitoring, recommend follow-on protective measures to protect public health, and oversee recovery operations. Long-term protective measures may be implemented by DSHS or other state regulatory agencies and may include controls on the movement and use of livestock, foodstuffs, milk, and feed from contaminated areas and on the use of drinking or irrigation water from contaminated sources.
5. State and Federal Notifications. Dispatch or the EOC, if activated, shall be responsible for making required emergency notifications to state and federal agencies. Radiological releases should be reported to:
  - a. The local Department of Public Safety (DPS) office in Beaumont, Texas which will relay information to the Disaster District Committee (DDC) and the Governor's Division of Emergency Management.
  - b. The DSHS/RCP at 512-458-7460 (24-hour).
  - c. The State Environmental Hotline at 1-800-832-8224.
  - d. The National Response Center at 1-800-424-8802.
  - e. If incident involves a deliberate release of radiological materials, the FBI office in Beaumont, Texas.

See Appendix 3, Texas Radiological Incident Reporting System, and Tab A to Appendix 3, Hazardous Materials Incident Report, for additional information.

6. State & Federal Assistance. The EOC is responsible for coordinating with the DSHS/RCP to obtain technical advice and assistance regarding radiological issues. The TDH/BRC staff in Austin has the capability to provide advice by telephone to the EOC or directly to the Incident Commander until DSHS/RCP personnel arrive on the scene. The DSHS/RCP may formulate requests for the Governor for additional radiological monitoring and assessment assistance from the federal government or from other states, if required. The County Judge may request other types of state assistance through the Disaster District Committee Chairperson.
7. Situation Updates. The Incident Commander shall provide situation updates to the EOC; the EOC should prepare and transmit situation reports to the Disaster District. See Appendix N for guidance on situation reporting.
8. Monitoring of Emergency Workers. Exposure records and medical follow-up will be provided for responders who have entered contaminated areas.
9. US Government Nuclear Materials. In the event of a radiological accident involving nuclear weapons, special nuclear material (SNM), or classified components, the federal agency which owns that material may declare a National Defense Area (NDA) or National Security Area (NSA) around the site and take exclusive control within that area. NDAs and NSAs are established to safeguard classified information or restricted data, equipment, or material.

10. US Department of Energy (DOE) Shipments. US DOE has jurisdiction on accidents involving DOE transuranic waste shipments. Information on these shipments and guidance on dealing with incidents involving such shipments is provided in Appendix 5.

### **C. Deliberate Acts**

The deliberate release of radioactive materials is a crime under a number of state and federal laws. Any incident of this type must be promptly reported to local and state law enforcement agencies. The Federal Bureau of Investigation (FBI) has lead federal responsibility for criminal investigations of terrorist acts or terrorist threats involving weapons of mass destruction (WMD), including improvised radiological dispersion devices; the Department of Public Safety (DPS) is the lead state agency. The DHS is responsible for overall coordination of all actual and potential incidents of National significance and accidents or incidents involving radiological materials that may or may not rise to the level of an Incident of National Significance; GDEM is the lead state agency. If a release of radiation is believed to be an act of terrorism, we will ensure the incident is reported to both the Texas Department of Public Safety (DPS) and the FBI. If More information dealing with terrorist events is provided in Annex V, Terrorist Incident Response.

### **D. Activities by Phases of Emergency Management**

#### **1. Prevention**

- a. Maintain an effective public warning system.
- b. Establish/maintain a hazardous cargo route.

#### **2. Preparedness**

- a. Establish a RPP system.
- b. Select and train RPP personnel.
- c. Ensure responders have data available on local facilities that are licensed to use store, or transport radiological materials. This information may be obtained from the DSHS/RCP.
- d. Ensure radiation detection instruments are available and operational.
- e. Educate the public about radiological hazards and protective actions.

#### **3. Response**

- a. Activate the RPP system
- b. Respond in accordance with the guidelines in Appendix 2.
- c. Provide information and instructions to the public.

#### **4. Recovery**

- a. Ensure radiation source material is removed and ensure access to contaminated areas is controlled until they are cleaned up. Cleanup will normally be performed by a contractor supervised by state or federal agencies and paid for by the responsible party, if one can be located.
- b. Work with state and federal agencies to assess damage, if any.
- c. Work with the DSHS/RCP to continue area radiation monitoring, if required.
- d. Work with the DSHS/RCP to determine the cause of the incident and determine liability.
- e. Keep the public informed about the status of the incident.

## VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

### A. Organization

1. The Radiological Officer (RO) is in charge of the Ra P Pon a day-to-day basis. Once a radiological accident occurs, responsibility for managing and directing the response is assigned to the Incident Commander and responsibility for coordinating external support is assigned to the EOC staff.
2. Effective response to a radiological incident requires a coordinated response by local departments, agencies, and officials, together with representatives of the facility or company responsible for the incident, augmented, in certain circumstances, by state and federal agencies with responsibilities for radiological incidents. Technical assistance for a radiological incident may be provided by the facility, by state and federal agencies, or industry. See paragraph V.B.6, this annex for more information on state and federal assistance.

### B. Assignment of Responsibilities

1. The EMC will designate one or more Radiological Officers to coordinate all radiological protection program activities.
2. The Incident Commander will:
  - a. Manage emergency response resources and operations at the incident site to control the incident.
  - b. Determine and implement protective actions for emergency responders and the public in the vicinity of the incident site.
3. Fire Service(s) will:
  - a. Provide personnel and equipment to contain or control radiological incidents.
  - b. Carry out initial radiological monitoring needed to assess the situation and determine protective actions. State or federal agencies may provide follow-on radiological monitoring assistance.



- c. Carry out initial decontamination where needed. Large-scale decontamination, if needed, may be coordinated by state or federal agencies.
  - d. Assist in evacuation, if necessary.
- 4. The Radiological Officer (position) will:
  - a. In January of each year, obtain a current listing of local licensed users of radiological materials from DSHS/RCP, maintain a copy of that list, and provide copies to emergency response elements for use in operational planning.
  - b. Ensure sufficient number radiological detection instruments are in-place and operational.
  - c. Ensure selected emergency responders are provided training in radiological monitoring.
  - d. Schedule and conduct an annual review of this annex and coordinate update of the annex, if needed.
- 5. Law Enforcement will:
  - a. Restrict access to incident sites and contaminated areas to protect public health and safety.
  - b. Organize and conduct evacuations and provide traffic control as needed, if necessary.
  - c. Assist in warning the public, if necessary.
  - d. If the release of radiation appears deliberate, control the scene, apprehend suspects, conduct an investigation, and if, the incident appears to be terrorism-related, ensure DPS and the FBI are advised.
- 6. EMS will:
  - a. Provide medical care and transportation for casualties.
  - b. Alert hospitals of the potential for contaminated victims.
- 7. Hospital(s) will:
  - a. Provide medical care for casualties as needed.
  - b. Be prepared to decontaminate contaminated patients.
- 8. Other Departments & Agencies will:
  - a. Provide personnel, equipment, and supplies requested to support emergency operations.
  - b. Provide technical assistance to the Incident Commander and the EOC upon request.
  - c. In accordance with established procedures, provide personnel to staff the Incident Command Post (ICP) or EOC when activated.

## VII. DIRECTION & CONTROL

- A. Guidance.** The County Judge will establish local policies relating to radiological protection and may provide general guidance for emergency operations.
- B. Program Management.** The RO will carry out day-to-day management of RPP.
- C. Operational Direction.** During radiological incidents, the IC will manage radiological response operations at the incident site. The IC and the EOC shall agree upon a division of responsibilities for specific tasks. Typically, the EOC will conduct support operations, including activating additional resources and requesting external resources, making required notifications and reports, coordinating large scale evacuations and area traffic control, disseminating emergency public information, and other tasks to sustain emergency operations.
- D. Communications.** Telephone, radio, teletype, e-mail, and/or facsimile will be used to transmit reports of radiological incidents, obtain technical assistance, exchange information, and provide direction and control.

## VIII. READINESS LEVELS

Most radiological incidents typically occur without warning. Hence, developing a systematic set of increased readiness actions is difficult.

### A. Level IV - Normal Conditions.

See the prevention and preparedness activities in Section V.D, Emergency Management Activities by Phase.

- B. Level III - Increased Readiness.** Increased Readiness may be appropriate if there is a greater than normal threat of a radiological incident. Initiating conditions may include a radioactive source missing in our region or notification that a significant radioactive shipment will be transiting our area or a significant change in the Homeland Security Threat Level due to a radiological threat. Level 3 readiness actions may include:

1. Monitoring the situation.
2. Informing first responders of the situation.
3. Ensuring the hazardous materials response team (if available) is aware of the situation and can respond if necessary.

- C. Level II - High Readiness.** High Readiness may be appropriate if there is an increased risk of a radiological incident. Initiating conditions may include a significant radiological shipment is transiting through our area or a radioactive source is missing in our jurisdiction or notification of a significant change in the Homeland Security Threat Level due to a specific radiological threat. Level 2 readiness actions may include:

1. Monitoring the situation.
2. Alerting personnel for possible emergency duty and deploying personnel and equipment to investigate incidents.

3. Checking equipment and increasing short-term readiness if possible.
4. Issuing public warning and providing public information if necessary.

**D. Level I - Maximum Readiness.** Maximum readiness is appropriate when there is a significant possibility of a radiological release. Initiating conditions might include a lost radioactive source being located in the local area, activation of radiological alarms at a landfill screening point, or an incident at a facility licensed to use radiological materials or notification of a significant change in the Homeland Security Threat Level due to a specific radiological threat addressing this jurisdiction or facilities possessing radioactive materials. Level 1 readiness actions may include:

1. Investigating the situation and partially or fully activating the EOC to monitor it.
2. Placing first responders in alert status; placing off-duty personnel on standby.
3. Advising appropriate state and federal agencies.
4. Preparing to issue public warning if it becomes necessary.

## IX. ADMINISTRATION & SUPPORT

### A. Agreements & Contracts

Should our local resources prove to be inadequate during an emergency requests will be made for assistance from mutual aid agreements, state and/or federal agencies, and industry in accordance with existing mutual-aid agreements and contracts.

### B. Reports & Records

1. **Situation Reports.** If there has been an actual release of radioactive materials, the EOC should prepare and disseminate a periodic situation report to state and federal agencies through the DDC, until the situation is resolved. It may be desirable to also disseminate this report to nearby jurisdictions and to those cities or counties that are providing mutual aid resources. See Annex N, Direction and Control, for the format of and instructions for this report.
2. **Activity Logs.** The ICP and the EOC shall maintain accurate logs recording key response activities; activities to be logged are outlined in Section IX of our basic plan.
3. **Response & Recovery Expenses.** As it may be possible to recover some expenses incurred in responding to a release of radiological materials from the responsible party, insurers, or the federal government, each department or agency shall maintain detailed records of labor costs, equipment usage, and supplies expended to respond to or recover from an actual radiological release.
4. **Post-Incident Review.** A post-incident critique shall be conducted in the aftermath of any incident that resulted in an actual release of radiological materials.

### C. Maintenance of Radiological Equipment

1. All radiological monitoring devices owned by County will be maintained in accordance with the manual of instructions for those instruments.

2. State-owned instrument sets obtained from DSH/RCP are normally exchanged periodically by the DSHS/RCP so they can be serviced and calibrated. The RO will coordinate instrument exchanges calibrations, and any out-of-cycle maintenance requirements for state-owned instruments with DSHS/RCP

**D. Training**

Federal law requires that individuals who respond to hazardous materials incidents, including radiological incidents, should be adequately trained and equipped for the tasks they will perform. Training is available through a combination of federal, state, and local sources; see Appendix 4.

**X. PLAN DEVELOPMENT & MAINTENANCE**

**A. Development.** The EMC is responsible for developing and maintaining this annex.

**B. Maintenance.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the basic plan.

**XI. REFERENCES**

US Department of Transportation and Transport Canada, *Emergency Response Guidebook*.

FEMA, *Guide for All-Hazard Emergency Operations Planning*, SLG-10.

FEMA *Guidance for Developing State, Tribal, and Local Radiological Emergency Response Planning and Preparedness for Transportation Accidents*, FEMA-REP-5.

**APPENDICES:**

Appendix 1 .....Radiological Instrument Inventory  
 Appendix 2 ..... Radiological Incident Response Checklist  
 Appendix 3 ..... Texas Radiological Incident Reporting System  
     Tab A ..... Hazardous Materials Incident Report  
 Appendix 4 ..... Radiological Response Training & Instruments  
 Appendix 5 ..... Shipments of Transuranic Waste (include only if  
 applicable)

**RADIOLOGICAL INSTRUMENT INVENTORY**

Type of Instrument	Number in Stock	Location (Office, Vehicle)	City	Owner (Local/State)
<b>1 C-D-V-777 OPERATIONS SET consisting of;</b>				
Rad. Survey-6B	1	Fire Station	Woodville	Local
Rad. Survey-1B	2	Fire Station	Woodville	Local
Dosimeters V-742	6	Fire Station	Woodville	Local
Dosimeter Charger	2	Fire Station	Woodville	Local
<b>1 C-D-V-777 OPERATIONS SET consisting of;</b>				
Rad. Survey-6B	1	Fire Station	Ivanhoe Comm'y	Local
Rad. Survey-1B	2	Fire Station	Ivanhoe Comm'y	Local
Dosimeters V-742	6	Fire Station	Ivanhoe Comm'y	Local
Dosimeter Charger	2	Fire Station	Ivanhoe Comm'y	Local

<b>RADIOLOGICAL INCIDENT RESPONSE CHECKLIST</b>
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☐	Action Item	Assigned
	1. If the situation requires it, isolate the site and deny access. <ul style="list-style-type: none"> <li>• Use emergency vehicles, barricades, barrier tape, etc.</li> </ul>	
	2. Classify incident, provide basic situation information to dispatch, and identify response resources required. See Incident Classification page 3, this appendix. <ul style="list-style-type: none"> <li>• Level 1 – Incident</li> <li>• Level II – Emergency</li> <li>• Level III – Disaster</li> </ul>	
	3. Record situation on a Hazardous Materials Incident Report (see Appendix 3, Tab A) and provide to [Dispatch/Communications Center].	
	4. Dispatch should relay situation information to emergency responders, who should dispatch forces in accordance with their SOPs. If separate fire and law enforcement Dispatch is used, the center receiving the initial report should pass it to the other dispatch center.	
	5. Determine extent of danger to responders and establish requirements for personal protective equipment and specialized response equipment. See Response Personnel Safety in Annex Q, Appendix 4.	
	6. Ascertain extent of danger to general public; determine specific areas and special facilities (schools, hospitals, nursing homes, prisons, and other institutions), if any, at risk.	
	7. Develop initial action plan to contain and control the release of radiological material.	
	8. Determine appropriate protective actions for the public and special facilities. See Annex Q, Appendix 5. If evacuation is contemplated, see the General Evacuation Checklist in Annex E, Evacuation.	
	9. Initiate warning and issue protective action recommendations for the general public. See Annex A, Warning, and Annex I, Emergency Public Information.	
	10. Warn special facilities, provide protective action recommendations and instructions, and determine requirements for assistance. Provide assistance requested.	
	11. If evacuation will be conducted, provide traffic control and be prepared to provide transportation to those who lack it.	
	12. If evacuation will be conducted, provide traffic control and be prepared to provide transportation to those who lack it.	
	13. Warn other communities that may be threatened by the radiological release.	
	14. If possibility exists of casualties that are contaminated with radiological material, ensure EMS units and hospitals are so advised.	
	15. If evacuation is recommended, staff and open temporary shelters for evacuees. See Annex C, Shelter and Mass Care.	

E	Action Item	Assigned
	<p>16. Notifications: See Tab A to Appendix 3 for notification procedures and telephone numbers. The DSHS/RCP must be contacted for radiological accidents. They can provide assistance as needed. See paragraph V.B.6, this annex.</p> <ul style="list-style-type: none"> <li>• Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations.</li> <li>• If the [County/City] is responsible for the release, it must make required notifications to state and federal agencies.</li> <li>• If the responsible part cannot be identified/located, [County/City] should make required notifications, making it clear that the responsible party is presently unknown.</li> </ul>	
	17. If water or wastewater systems are threatened by radioactive contamination, advise system operators so they may implement preventative measures.	
	18. If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies.	
	<p>19. If additional response resources are required, request them.</p> <ul style="list-style-type: none"> <li>• Invoke mutual aid agreements.</li> <li>• Summon hazmat response contractor, if one is under contract.</li> <li>• Request assistance from the State through the Disaster District.</li> </ul>	
	20. Provide updated information on the incident to the public through media releases.	
	21. Continuously document actions taken, resources committed, and expenses incurred.	
	21. Retain message files, logs, and incident-related documents for use in incident investigation and legal proceedings and to support claims for possible reimbursement from the responsible party or state and federal agencies.	
	22. Assess contamination and determine which areas are safe to re-enter. Determine and implement remediation measures for other areas.	
	23. As evacuated areas are determined to be safe to reenter, advise evacuees and special facilities they may return, providing traffic control as needed.	
	24. Curtail shelter and mass care operations as evacuees depart.	
	25. If some areas will require long term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas. NOTE: Clean up is the responsibility of the responsible party.	
	26. If some areas will require long term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas. NOTE: Clean up is the responsibility of the responsible party.	
	27. Assist evacuees who cannot return to their homes in finding temporary housing and obtaining social services.	
	28. Conduct post-incident review of response operations.	

**Incident Classification.**

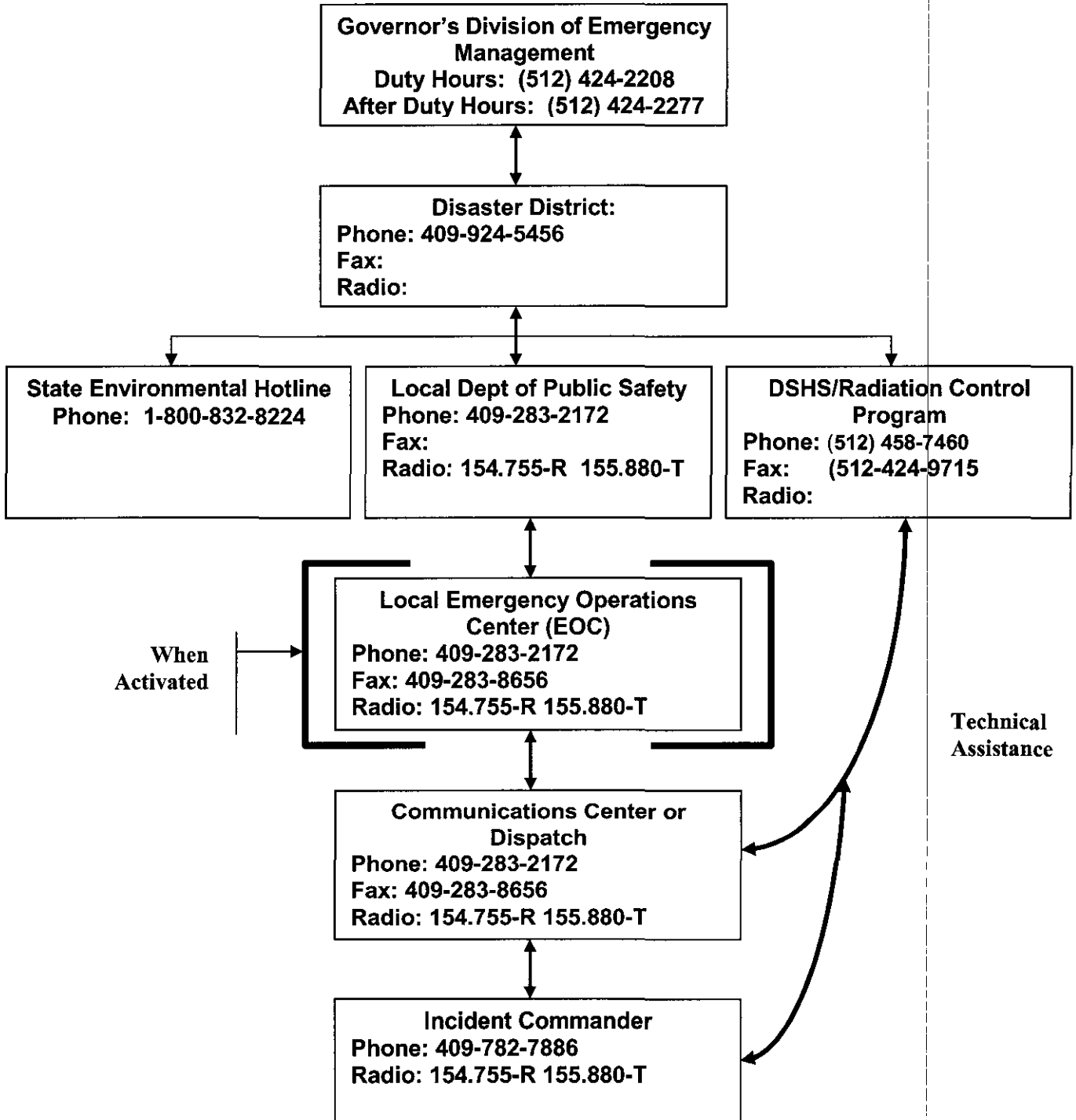
Level 1 – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in-place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an incident commander, and may require limited external assistance from other local response agencies or contractors.

Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in-place sheltering and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an IC; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.

Level III – Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in-place sheltering and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.



**TEXAS RADIOLOGICAL INCIDENT REPORTING SYSTEM**



**HAZARDOUS MATERIALS INCIDENT REPORT**

**INITIAL CONTACT INFORMATION**

Check one:  This is an ACTUAL EMERGENCY  This is a DRILL/EXERCISE

- 1. Date/Time of Notification: \_\_\_\_\_ Report received by: \_\_\_\_\_
- 2. Reported by (name & phone number or radio call sign): \_\_\_\_\_
- 3. Company/agency and position (if applicable): \_\_\_\_\_
- 4. Incident address/descriptive location: \_\_\_\_\_  
\_\_\_\_\_
- 5. Agencies at the scene: \_\_\_\_\_
- 6. Known damage/casualties (do not provide names over unsecured communications): \_\_\_\_\_  
\_\_\_\_\_

**CHEMICAL INFORMATION**

- 7. Nature of emergency: (check all that apply)  
 Leak  Explosion  Spill  Fire  Derailment  Other  
 Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 8. Name of material(s) released/placard number(s): \_\_\_\_\_
- 9. Release of materials:  
 has ended  is continuing Estimated release rate & duration: \_\_\_\_\_
- 10. Estimated amount of material which has been released: \_\_\_\_\_
- 11. Estimated amount of material which may be released: \_\_\_\_\_
- 12. Media into which the release occurred:  air  ground  water
- 13. Plume characteristics:  
 a. Direction (Compass direction of plume): \_\_\_\_\_ c. Color: \_\_\_\_\_  
 b. Height of plume: \_\_\_\_\_ d. Odor: \_\_\_\_\_
- 14. Characteristics of material (color, smell, liquid, gaseous, solid, etc) \_\_\_\_\_
- 15. Present status of material (solid, liquid, gas): \_\_\_\_\_
- 16. Apparently responsible party or parties: \_\_\_\_\_  
 \_\_\_\_\_

**ENVIRONMENTAL CONDITIONS**

- 17. Current weather conditions at incident site:  
 Wind From: \_\_\_\_\_ Wind Speed (mph): \_\_\_\_\_ Temperature (F): \_\_\_\_\_  
 Humidity(%): \_\_\_\_\_ Precipitation: \_\_\_\_\_ Visibility: \_\_\_\_\_
- 18. Forecast: \_\_\_\_\_
- 19. Terrain conditions: \_\_\_\_\_  
 \_\_\_\_\_

**HAZARD INFORMATION**  
(from ERG Guidebook, MSDS, CHEMTREC, or facility)

- 20. Potential hazards: \_\_\_\_\_
- 21. Potential health effects: \_\_\_\_\_
- 22. Safety recommendations: \_\_\_\_\_
- Recommended evacuation distance: \_\_\_\_\_

**IMPACT DATA**

- 23. Estimated areas/ populations at risk: \_\_\_\_\_
- 24. Special facilities at risk: \_\_\_\_\_
- 25. Other facilities with Hazmat in area of incident: \_\_\_\_\_

**PROTECTIVE ACTION DECISIONS**

- 26. Tools used for formulating protective actions
  - \_\_\_\_\_ a. Recommendations by facility operator/responsible party
  - \_\_\_\_\_ b. *Emergency Response Guidebook*
  - \_\_\_\_\_ c. Material Safety Data Sheet
  - \_\_\_\_\_ d. Recommendations by CHEMTREC
  - \_\_\_\_\_ e. Results of incident modeling (CAMEO or similar software)
  - \_\_\_\_\_ f. Other: \_\_\_\_\_

- 27. Protective action recommendations:
  - \_\_\_\_\_ Evacuation    \_\_\_\_\_ Shelter-In-Place    \_\_\_\_\_ Combination    \_\_\_\_\_ No Action
  - \_\_\_\_\_ Other \_\_\_\_\_
  - Time \_\_\_\_\_      Actions Implemented \_\_\_\_\_

- 28. Evacuation Routes Recommended: \_\_\_\_\_

**EXTERNAL NOTIFICATIONS**

- 29. Notification made to:
 

_____ National Response Center (Federal Spill Reporting)	_____ 1-800-424-8802
_____ Texas Environmental Hotline (State Spill Reporting)	_____ 1-800-832-8224
_____ CHEMTREC (Hazardous Materials Information)	_____ 1-800-424-9300
_____ TCEQ (Most Hazmat spills, except as indicated below)	_____ 1-800-832-8224
_____ RRC (Oil/gas spills - production facilities, intrastate pipelines)	_____
_____ DSHS/RCP (Radiological incidents) (24 Hours)	_____ (512) 458-7460
_____ GLO (Petroleum spills in coastal waters or tributaries)	_____
_____ Disaster District [Location: Beaumont, Texas]	_____ 409-924-5456
_____ GDEM State Operations Center (SC) Austin (24 Hrs)	_____ (512) 424-2277

- 30. Other Information: \_\_\_\_\_

**RADIOLOGICAL RESPONSE TRAINING & INSTRUMENTS**

1. The County Radiological Officer (RO) is responsible for coordinating the procedures in this appendix.

2. The purpose of this appendix is to provide guidelines and procedures for maintaining an adequate number of personnel trained to deal with radiological accidents and to maintain radiation detection instruments in operational condition.

a. Personnel training.

- 1) Tyler County will have 3 individuals trained as radiological officers.
- 2) DSHS Community Preparedness Section provides training for Radiological Officers and radiological monitors. Courses available include:
  - a) Fundamentals Course for Radiological Monitors – 8 hours
  - b) Advanced Course for Radiological Monitors – 32 hours

Additional training is also available from the Federal Emergency Management Agency (FEMA) in the form of independent study or residential training..

- 3) Personnel trained in radiological protection and decontamination techniques should receive the FEMA-approved refresher training at least every three (3) years
- 3) The Hazmat Response Team shall have at least one individual trained in radiological response and on the use of radiation detection instruments on each shift.

b. Radiation detection instruments

- 1) Inspections, maintenance, and repair of radiation detection instruments will be completed according to the owner's manual for those devices owned by Tyler County.
- 2) Instruments on loan from the State will be inspected, maintained, and repaired according to instructions from the DSHS/ Community Preparedness Section.
- 3) Instruments sets used to respond to a possible radioactive material accident should be located in vehicles or 24-hour dispatch offices, such as fire stations, law enforcement, or emergency medical service facilities.
- 4) All other radiation detection/measuring instruments, not maintained in 24-hour facilities, should be secured in a dry (low humidity) location.



**ANNEX F**

**FIREFIGHTING**

**TYLER COUNTY**

**AND**

**CITIES ADHERING**

**TO THIS PLAN**

Ver 2.0  
02/06

Ver 2.0  
02/06

**APPROVAL & IMPLEMENTATION**

**Annex F**

**Firefighting**

*James R. Marchetto*  
Signature

2/17/12  
Date

*Dale Freeman*  
Signature

2-17-12  
Date

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the annex may sign the annex.



# RECORD OF CHANGES

## Annex F

### Firefighting

Change #	Date of Change	Entered By	Date Entered

## ANNEX F

### FIREFIGHTING

#### I. AUTHORITY

See Section 1 of the Basic Plan for general authorities.

#### II. PURPOSE

The purpose of this annex is to outline operational concepts and organizational arrangements for firefighting during emergency situations in our community. In addition to firefighting, the fire service has the responsibility for rescue, warning, and radiological protection operations as addressed in Annexes R, A, and D, respectively.

#### III. EXPLANATION OF TERMS

##### A. Acronyms

DDC	Disaster District Committee
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
NIMS	National Incident Management System
NRP	National Response Plan
RRP	Regional Response Plan
RUC	Regional Unified Command
SOC	State Operations Center
SOP	Standard Operating Procedures
TFS	Texas Forest Service
TRRN	Texas Regional Resource Network
VFD	Volunteer Fire Department

##### B. Definitions

1. Consequence Management. Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management. The requirements of crisis management and consequence management are combined in the National Response Plan (NRP).
2. Crisis Management. Measures taken to define the threat and identify terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible.

Law Enforcement agencies will normally take the lead role in crisis management. The requirements of crisis management and consequence management are combined in the NRP.

3. Expedient Evacuation. Evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander (IC) at the scene.
4. Hazmat. Hazardous materials. The NRP defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated under the provisions of 49 CFR 172.101. The term is also intended to mean hazardous substances, pollutants, and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.
5. Incident Action Plan. An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of an incident during one or more operational periods.
6. Terrorist Incident. Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

#### IV. SITUATION AND ASSUMPTIONS

##### A. Situation

1. This County and Cities who are party to this plan depend on volunteer fire departments for fire protection.
2. The challenges of fire prevention and control are exacerbated when other emergency situations occur simultaneously or have already impacted the local area.
3. Uncontrolled fires may reach such proportions as to become a major emergency situation. If not promptly controlled, even small fires can threaten lives and cause significant destruction of property and the environment.
4. Natural hazards and emergencies, such as flash flooding, may necessitate the use of fire service resources.
5. Fire scenes may present problems requiring a response by law enforcement, public works, utilities, public health authorities, and environmental protection agencies. In these cases, effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.

6. Large-scale emergencies, disasters, and acts of terrorism may adversely impact firefighting personnel, equipment, facilities, and communications systems.

#### **B. Assumptions**

1. During emergency situations, we will use our firefighting resources and those available pursuant to inter-local agreements, including mutual aid plans and agreements with industry.
2. Our resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. State and/or federal resources will be available to augment our firefighting requirements.
3. During major emergency situations, our firefighting resources may be damaged and specialized supplies depleted.

<b>V. CONCEPT OF OPERATIONS</b>
---------------------------------

#### **A. General**

1. The fire service has the primary responsibility for protecting our community from fire hazards, hazmat spills, and radiological incidents. Our firefighting resources include:
  - a. The Chester Volunteer Fire Department.
  - b. The Colmesneil Volunteer Fire Department.
  - c. The Dam B Volunteer Fire Department.
  - d. The Fred Volunteer Fire Department
  - e. The Ivanhoe Volunteer Fire Department
  - f. The Shady Grove Volunteer Fire Department
  - g. The Spurger Volunteer Fire Department
  - h. The White Tail Ridge Volunteer Fire Department
  - i. The Wildwood Volunteer Fire Department
  - j. The Woodville Volunteer Fire Department
2. Fire service responsibilities in emergency situations are basically the same as in daily operations. These responsibilities include fire control, hazmat and oil spill response, and radiological protection operations. The fire service is responsible for certain rescue operations. During emergency situations, fire service teams may also be assigned to perform additional emergency tasks. These tasks may include providing fire protection for temporary shelters, assisting law enforcement personnel in route alerting, or going door-to-door to warn citizens who cannot be reached by primary warning systems.

#### **B. Implementation of NIMS/ICS**

1. The first official responder on the scene of an emergency situation should initiate the ICS and establish an Incident Command Post (ICP). As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the

2. IC. For fire, hazmat, and radiological incidents, the senior firefighter will generally assume the role of IC. The IC will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.
3. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System. The EOC is central to this System, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations. In the event of a catastrophic incident, considerations will be made for the implementation of the Regional Response Plan (RRP)

#### **C. Protective Action Recommendations**

Fire service personnel are generally the most knowledgeable regarding the threats posed by fire, radiological materials, and other hazardous materials. As such, they are responsible for assessing threat hazards and recommending to the IC appropriate protective actions for emergency responders, including requirements for personal protective equipment. Fire service personnel are also responsible for recommending appropriate protective actions to ensure public safety in the immediate vicinity of a threat.

#### **D. Evacuation Operations**

1. The IC may direct an expedient evacuation at the incident site, isolation area, or protective action area associated with a fire, hazmat spill, or radiological incident. Fire service and other emergency responders on site will normally initiate the evacuation pending the arrival of follow-on forces.
2. Major fires, hazardous material spills, or a terrorist incident may require a large-scale evacuation. Law enforcement is the lead agency responsible for pre-planning evacuation of known risk areas and carrying out large-scale evacuation operations. During such evacuations, fire service teams may be tasked to:
  - a. Alert residents in the affected area who have not been warned by other means.
  - b. Evacuate individuals who require assistance.

#### **E. Terrorist Incident Response**

1. Crisis Management. Law enforcement agencies generally have the lead in terrorism crisis management activities. The fire service will provide support as requested. Refer to Annex V, Terrorist Incident Response, for more information on the response to terrorist threats and activities.
2. Consequence Management. Coordination will be paramount during terrorist incident consequence management activities due to multi-agency involvement and potentially overlapping roles and responsibilities. The ranking official from the agency with primary responsibility for the incident will assume the position of IC.

3. The Fire Service will normally have the lead local role in consequence management for terrorist incidents involving conventional explosives, radiological materials, and chemical agents. During consequence management, the IC will coordinate response and recovery operations with law enforcement authorities conducting crisis management operations. Refer to Annex V, Terrorist Incident Response, Section V.B.2, for further information on terrorist incident consequence management.

#### **F. Requesting External Assistance**

1. If our local fire resources are inadequate to deal with an emergency situation, the IC or other authorized official may request additional fire resources pursuant to inter-local (mutual aid) agreements to which local fire departments are a party. The Fire Chief may also request assistance from industries and businesses with firefighting resources that have agreed to assist us during emergencies.
2. If our fire service resources and those obtained pursuant to inter-local agreements are insufficient to deal with an emergency situation, statewide mutual aid will be requested in accordance with the *Texas Fire and Rescue Mutual Aid Plan* (see *State of Texas Emergency Management Plan*, Annex F, Section IV.H.)
3. If the foregoing resources are inadequate to deal with an emergency situation, the County Judge may request state firefighting assistance, in accordance with Section V.F. of the Basic Plan, from the DDC in Beaumont, Texas.
4. During times of extreme fire danger, the TFS will pre-stage firefighting resources in several parts of the state. The County Judge/ & EMC shall make requests for these resources to the DDC. During emergency situations where time is of the essence, the County Judge may make resource requests directly to a TFS Regional Fire Coordinator.

#### **G. Actions by Phases of Emergency Management**

1. Prevention
  - a. Enforce fire codes.
  - b. Conduct fire safety education programs for the public.
  - c. Recommend fire prevention activities such as brush clearance, outdoor burning restrictions, and use of fireworks when conditions warrant.
  - d. Maintain current information on the types and quantities of hazardous materials present in local businesses and industrial facilities.
  - e. Maintain current information on known fire hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.
  - f. Operate the local warning system (see Annex A)
2. Preparedness

- a. Maintain a list of all firefighting resources (see Annex M). In accordance with Section IX.A of the Basic Plan, [city/county] resources are entered into the Texas Regional Resource Network (TRRN), as required, to facilitate assistance pursuant to mutual aid agreements.
  - b. Inspect and maintain all equipment.
  - c. Stockpile specialized supplies.
  - d. Ensure all fire service personnel are properly trained on fire control, hazmat response, rescue, and NIMS/ICS. [Our emergency response personnel meet the NIMS national qualification and certification standards.]
  - e. Develop communications procedures to ensure adequate communications between fire units, law enforcement units, and other emergency responders.
  - f. Plan and execute NIMS compliant training exercises for all firefighting personnel on a regular basis.
  - g. Test, maintain, and repair equipment on a scheduled basis.
  - h. Revise and update response plans at regular intervals.
3. Response
- a. Contain, control, and extinguish fires.
  - b. Initiate rescue missions, as necessary.
  - c. Alert and advise all emergency response personnel and decision-makers to the dangers associated with hazmat and fire during emergency operations.
  - d. Control hazmat incidents within departmental capabilities giving priority to public and firefighter safety and protecting property, respectively (see Annex Q).
  - e. Conduct radiological monitoring and assessment within departmental capability. Maintain an operational Radiological Protection Program in accordance with state and federal standards (see Annex D). The NRP Nuclear/Radiological Incident Annex addresses the federal response to incidents involving radiological materials.
  - f. Initiate evacuation of emergency scenes, if necessary.
  - g. Provide fire inspections and fire protection for temporary shelter and mass care facilities.
4. Recovery
- a. Perform fire inspections of restored or reconstructed buildings.
  - b. Perform or assist in decontamination and cleanup.
  - c. Assess damage to fire equipment and facilities, if necessary.

- d. Recommend condemnation of unsafe buildings.
- e. Review fire codes in relation to an incident or disaster and recommend improvements to [County Commissioners/City Council].

<b>VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES</b>
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**A. General**

1. Our normal emergency organization, described in Section VI.A and depicted in Attachment 3 of the Basic Plan, shall coordinate firefighting efforts conducted as part of emergency operations in accordance with NIMS. Most fires can be handled by fire service personnel, with limited support from one or two other emergency services, operating under an IC. The EOC will normally be activated during major emergencies and disasters involving significant fires or fires occurring simultaneously with other hazards. These situations may require the commitment of all emergency services and external assistance. In such incidents, transition to a Multiagency Coordination System is advisable. In the event of a catastrophic incident, considerations will be made for the implementation of RRP.
2. The Fire Chief shall serve as the Chief Fire Officer and coordinate emergency firefighting operations. A fire officer shall normally serve as the IC for the response to fires, hazmat incidents, oil spills, and radiological incidents.
3. The Commissioner's Court may restrict outdoor burning and use of fireworks if drought conditions are determined to exist by the TFS (see Annex U, Legal.)

**B. Task Assignments**

1. The Volunteer Fire Department will:
  - a. Coordinate all fire service activities.
  - b. Provide fire control and protection.
  - c. Assist in warning and operation of warning sirens (see Annex A).
  - d. Provide support for shelter/mass care operations (see Annex C).
  - e. Provide support for radiological protection (see Annex D).
  - f. Provide assistance during evacuations (see Annex E).
  - g. Respond to hazmat accidents/incidents (see Annex Q).
  - h. Enforce fire codes.
  - i. Prepare and execute inter-local agreements.
  - j. Provide support for other public safety operations, as necessary.



- k. Conduct search and rescue operations (see Annex R).
  - l. Provide qualified individuals to staff the EOC and ICPs when activated.
2. The IC will:
- a. Establish an ICP and control and direct emergency response resources.
  - b. Assess the incident, request any additional resources needed, and provide periodic updates to the EOC, if activated.
  - c. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
  - d. Approve the Incident Action Plan and all requests pertaining to the procurement and release of incident resources.
  - e. Establish a specific division of responsibilities between the incident command operation and the EOC, if activated.
  - f. During an Incident of National Significance, make a situation assessment and coordinate resource needs, as required, with the NRP, ESF #4. Coordination shall be made through the Regional Unified Command (RUC), DDC, SOC, and TFS to the JFO (See NRP, ESF #4-Fire-fighting Annex).
3. Law Enforcement will:
- Upon request of the IC, initiate evacuation actions and provide perimeter access control around incident sites.
4. The Road & Bridge Department will:
- Upon request of the IC, provide heavy equipment support for fire control operations.
5. The TFS will:
- a. Detect and/or coordinate response to wildland fires in the state.
  - b. Process requests for state firefighting assistance.
  - c. Coordinate firefighting ESF group actions to develop and implement mutual aid programs and procedures.
  - d. Coordinate firefighting activities and issues involving fire departments.
  - e. Within capabilities, provide personnel and equipment to assist local governments and industry in conducting fire suppression operations.
  - f. Conduct wildland fire training academies for state and local personnel.
6. The U.S. Forest Service will:

Upon request from the TFS, provide support for local fire control operations when U.S. Forest Service lands are threatened.

7. County Attorney will:

Upon request, assist the Commissioner's Court by drafting legal documents enforcing outdoor burning and/or the use of fireworks (see Annex U).

<b>VII. DIRECTION AND CONTROL</b>
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**A. General**

1. For most emergency situations, an IC will establish an ICP to direct and control fire service operations at the scene from the ICP. The individual most qualified to deal with the specific type of emergency situation present should serve as the IC. This will typically be the senior fire service officer present. All fire service teams will carry out mission tasks assigned by the IC. The IC will be assisted by a staff, determined by the anticipated needs of the situation.
2. In some situations, the EOC may be activated without an incident command operation. This organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area (such as the predicted landfall of a hurricane), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior fire service officer will normally report to the EOC to coordinate fire service actions.
3. External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the IC or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.
4. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

**B. Incident Command System – EOC Interface**

When both the EOC and an ICP are activated, it is essential to establish a division of responsibilities between the IC and the EOC. A general division of responsibilities is outlined in Section V.D of Annex N, Direction and Control.

**C. Line of Succession**

The line of succession for the Chief Fire Officer is:

1. .Assistant Fire Chief
2. .Captain
3. .Lieutenant

## VIII. INCREASED READINESS ACTIONS

### A. Readiness Level IV – Normal Conditions

See the mitigation and preparedness activities in paragraphs V.G.1 and V.G.2 above.

### B. Readiness Level III – Increased Readiness

1. Monitor the situation and consider situation briefings for senior staff.
2. Alert key personnel, determine personnel availability, and update staff call lists.
3. Check readiness of all equipment and repair or replace as needed.
4. Check status of supply items and restock as needed.
5. Review inter-local agreements for use of firefighting resources operated by other agencies.
6. Review plans and procedures and update them, if necessary.

### C. Readiness Level II – High Readiness

1. Alert personnel of possible emergency duty.
2. Place selected personnel and equipment on standby.
3. Identify personnel to staff the EOC and ICP when activated.
4. Prepare to implement inter-local agreements.

### D. Readiness Level I – Maximum Readiness

1. Mobilize selected fire service personnel.
2. Consider precautionary deployment of personnel and equipment, if appropriate.
3. Dispatch fire service representative(s) to the EOC when activated.

## IX. ADMINISTRATION AND SUPPORT

### A. Reporting

In addition to reports that may be required by their parent organization, fire service departments participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and periodic Situation Reports. The essential elements of

information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N (Direction and Control).

## **B. Records**

1. Activity Logs. The IC and, if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. See Section IX.B of Annex N, Direction and Control, for more information on the types of information that should be recorded in activity logs.
2. Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazmat incidents may be recoverable from the responsible party. Hence, all fire service elements will maintain records of personnel and equipment used and supplies consumed during large-scale emergency operations.

## **C. Preservation of Records**

Vital records should be protected from the effects of a disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

## **D. Resources**

1. A listing of local fire department resources is found in Annex M, Resource Management.
2. Our jurisdiction has implemented a firefighting equipment acquisition program to ensure our equipment complies with the relevant NIMS performance and interoperability standards. Our firefighting resources are categorized by size, capacity, capability, and skill.

## **E. Communications**

The fire service communications network is shown in Appendix 1. The fire service will operate a base station in the EOC communications room during response operations.

## **F. Post Incident Review**

For large-scale emergency operations, the EMC shall organize and conduct an after action critique of emergency operations in accordance with the guidance provided in Section IX.F of the Basic Plan. The After Action Report will serve as the basis for an Improvement Plan.

# **X. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. EMC is responsible for developing and maintaining this annex.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

**XI. REFERENCES**

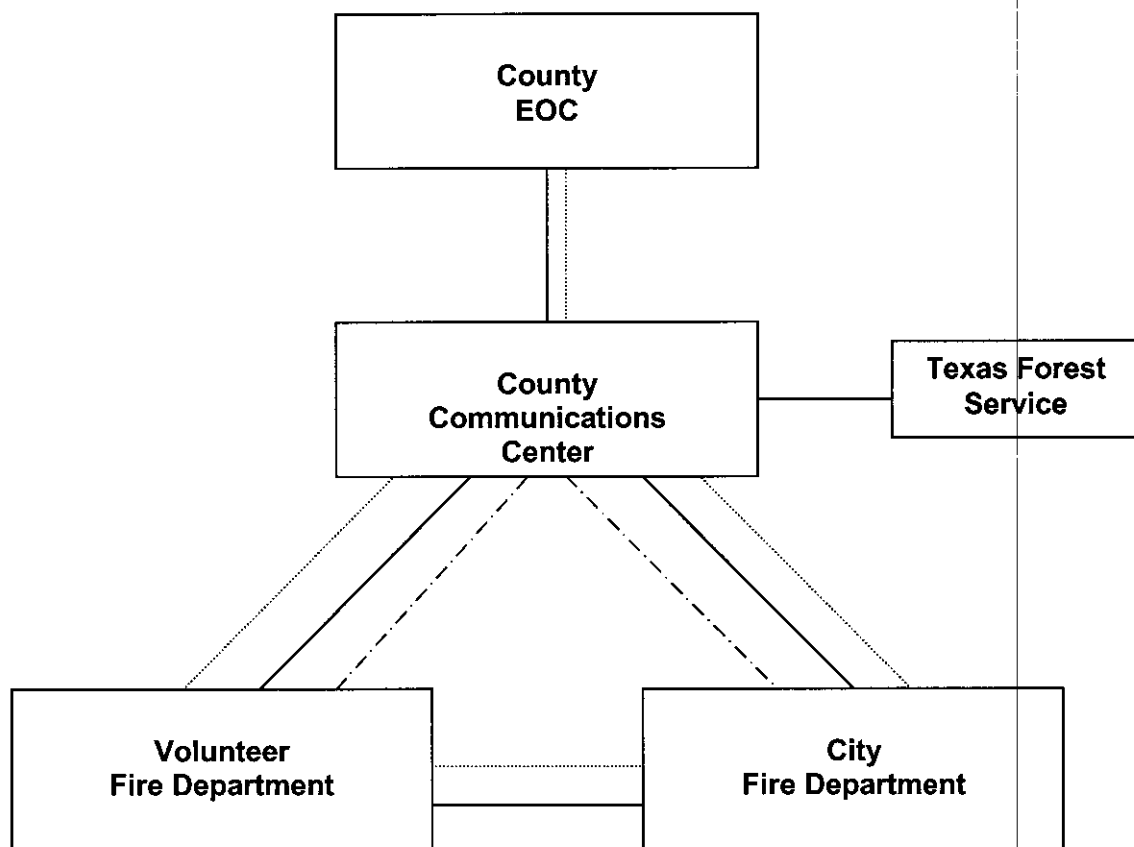
A. *State of Texas Emergency Management Plan.*

B. *Texas Fire and Rescue Mutual Aid Plan.*

**APPENDICES**

Appendix 1..... Fire Service Communications Network

FIRE SERVICE COMMUNICATIONS NETWORK



LEGEND:

- Phone
- ..... VHF Radio
- - - - Cell Phone

**ANNEX H**

**HEALTH  
&  
MEDICAL  
SERVICES**

**TYLER COUNTY AND CITIES  
AHERING TO THIS PLAN**

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(Jurisdiction)

# APPROVAL & IMPLEMENTATION

## Annex H

### Health & Medical services

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

*Stephen J. Marchetto*  
Signature

2/17/12  
Date

*Dale Freeman*  
Signature

2-17-12  
Date

**NOTE:** The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first signature block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the annex may sign the annex.



# RECORD OF CHANGES

## Annex H

### Health & Medical Services

Change #	Date of Change	Entered By	Date Entered

## ANNEX H

### HEALTH & MEDICAL SERVICES

#### I. AUTHORITY

See Basic Plan, Section I.

Texas Code of Criminal Procedure, Part 1, Chapter 49, Inquests on Dead Bodies.

#### II. PURPOSE

The purpose of this annex is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public health and medical services to reduce death and injury during emergency situations and restore essential health and medical services within a disaster area.

#### III. EXPLANATION OF TERMS

##### A. Acronyms

DDC	Disaster District Committee
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Services Team
DSHS	Department of State Health Services
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations or Operating Center
ICP	Incident Command Post
ICS	Incident Command System
NDMS	National Disaster Medical System
NIMS	National Incident Management System
PIO	Public Information Officer
SOPs	Standard Operating Procedures

##### B. Definitions

1. Disaster Medical Assistance Team. A team of volunteer medical professionals and support personnel equipped with deployable equipment and supplies that can move quickly to a disaster area and provide medical care.

2. Disaster Mortuary Services Team. A team of mortuary service and medical personnel that provide mortuary and victim identification services following major or catastrophic disasters.
3. Joint Information Center. A facility, established to coordinate all incident-related public information activities, authorized to release general medical and public health response information delivered by a recognized spokesperson from the public health and medical community.
4. National Disaster Medical System. A coordinated partnership between Department of Homeland Security (DHS), Department of Health and Human Services Commission, Department of Defense, and the Department of Veterans Affairs for the purpose of responding to the needs of victims of a public health emergency. Non-federal participants include major pharmaceutical companies and hospital suppliers, the national Foundation for Mortuary Care, and certain international disaster response and health organizations.
5. Special Needs Individuals/Groups. Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These groups may need specially trained health care providers to care for them, special facilities equipped to meet their needs, and require specialized vehicles and equipment for transport. This population requires specialized assistance in meeting daily needs and may need special assistance during emergency situations.

<b>IV. SITUATION &amp; ASSUMPTIONS</b>
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**A. Situation**

1. As outlined in Section IV.A and Figure 1 in the Basic Plan, our area is vulnerable to a number of hazards. These hazards could result in the evacuation, destruction of or damage to homes and businesses, loss of personal property, disruption of food distribution and utility services, serious health risks, and other situations that adversely affect the daily life of our citizens.
2. Emergency situations could result in the loss of water supply, wastewater, and solid waste disposal services, creating potential health hazards.
3. Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and special needs populations may be damaged or destroyed in major emergency situations.
4. Health and medical facilities that survive emergency situations with little or no damage may be unable to operate normally because of a lack of utilities or because staff are unable to report for duty as a result of personal injuries or damage to communications and transportation systems.
5. Medical and health care facilities that remain in operation and have the necessary utilities and staff could be overwhelmed by the "walking wounded" and seriously injured victims transported to facilities in the aftermath of a disaster.

6. Uninjured persons who require frequent medications such as insulin and anti-hypertensive drugs, or regular medical treatment, such as dialysis, may have difficulty in obtaining these medications and treatments in the aftermath of an emergency situation due to damage to pharmacies and treatment facilities and disruptions caused by loss of utilities and damage to transportation systems.
7. Use of nuclear, chemical, or biological weapons of mass destruction could produce a large number of injuries requiring specialized treatment that could overwhelm the local and state health and medical system.
8. Emergency responders, victims, and others who are affected by emergency situations may experience stress, anxiety, and display other physical and psychological symptoms that may adversely impinge on their daily lives. In some cases, disaster mental health services may be needed during response operations.

## **B. Assumptions**

1. Although many health-related problems are associated with disasters, there is an adequate local capability to meet most emergency situations.
2. Public and private medical, health, and mortuary services resources located in our county will be available for use during emergency situations; however, these resources may be adversely impacted by the emergency.
3. If hospitals and nursing homes are damaged, it may be necessary to relocate significant numbers of patients to other comparable facilities elsewhere.
4. Disruption of sanitation services and facilities, loss of power, and the concentration of people in shelters may increase the potential for disease and injury.
5. Damage to chemical plants, sewer lines and water distribution systems, and secondary hazards such as fires could result in toxic environmental and public health hazards that pose a threat to response personnel and the general public. This includes exposure to hazardous chemicals, biological and/or radiological substances, contaminated water supplies, crops, livestock, and food products.
6. The public will require guidance on how to avoid health hazards caused by the disaster or arising from its effects.
7. Some types of emergency situations, including earthquakes, hurricanes, and floods may affect a large proportion of our county, making it difficult to obtain mutual aid from the usual sources.
8. Appropriate local, State, and possibly federal, tribal medical, public health officials, and organizations will coordinate to determine current medical and public assistance requirements.

<b>V. CONCEPT OF OPERATIONS</b>
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## **A. General**

1. This government will provide a consistent approach to the effective management of actual or potential public health or medical situations to ensure the health and welfare of its citizens operating under the principles and protocols outlined in the National Incident Management System (NIMS).
2. The Jasper County Health Department is the local agency primarily responsible for the day-to-day provision of many health and medical services for our community. This department also serves as the Health Authority for our county.
3. This annex is based upon the concept that the emergency functions of the public health, medical, and mortuary services will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Some day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency and the resources that would normally be committed to those functions will be redirected to the accomplishment of emergency tasks.
4. Provisions must be made for the following:
  - a. Establishment of a medical command post at the disaster site.
  - b. Coordinating health & medical response team efforts.
  - c. Triage of the injured, if appropriate.
  - d. Medical care and transport for the injured.
  - e. Identification, transportation, and disposition of the deceased.
  - f. Holding and treatment areas for the injured.
  - g. Isolating, decontaminating, and treating victims of hazardous materials or infectious diseases, as needed.
  - h. Identifying hazardous materials or infectious diseases, controlling their spread, and reporting their presence to the appropriate state or federal health or environmental authorities.
  - i. Issuing health & medical advisories to the public on such issues as drinking water precautions, waste disposal, the need for immunizations, and food protection techniques.
  - j. Conducting health inspections of congregate care and emergency feeding facilities.

## **B. Mental Health Services**

1. Appropriate disaster mental health services need to be made available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations. Services may include crisis counseling, critical incident stress management, information and referral to other services, and education about normal, predictable reactions to a disaster experience and how to cope with them.
2. Information on disaster mental health services procedures can be found in Annex O (Human Services).

## **C. Medical Services**

## 1. Ambulance and Transportation

- a. All ambulances and emergency rescue vehicles serving in our [county/city] will be equipped with International Field Triage Tags and shall contain at all times, those essential items as specified by the Texas Department of State Health Services (DSHS).
- b. Upon notification of an emergency situation, the appropriate ambulance service will dispatch the necessary units to the scene.
- c. The Senior EMT or paramedic who first arrives on the scene will:
  - 1) Survey the disaster scene.
  - 2) Report to the Incident Commander and establish a triage area.
  - 3) Institute a preliminary screening of casualties and begin stabilizing and transporting those most critically injured.
  - 4) Record the number of casualties transported and their destination.
- d. If the emergency situation warrants, the EMT/paramedic will request, through the Incident Commander, additional ambulances.
- e. Upon arrival of the EMS Control Officer or Triage Officer, all ambulance service personnel will place themselves at his/her disposal and will follow their directions in regard to casualty movement.
- f. The senior EMT/paramedic will report to the Triage Officer and inform the Triage Officer as to what procedures have begun, the location of the triage area, the number of casualties, and the number transported.
- g. The EMS Transportation Officer, during the course of the disaster, will provide the ambulance personnel with information relative to situation and/or existing capabilities at the various medical treatment facilities.

## 2. Triage

- a. Medical supplies for providing advanced life support to trauma victims will be stored in a major rescue vehicle or trailer, or every responding service will bring a predetermined mass casualty supply package. Adequate supplies for treatment of victims requiring advanced life support will be stored in the rescue vehicle and mobilized to the scene of a mass casualty disaster.
- b. The responsibility belongs to the first EMT/paramedic who arrives on the scene to institute triage, confer with the nearest emergency department physician, and to implement actions that may be required by the situation.
- c. If it is apparent there will be mass casualties, the nearest hospital with emergency facilities and others with suitable facilities will be notified.
- d. The EMS Chief or a designated Control Officer shall respond to the scene during a medical disaster and shall act as liaison between the on-scene commander and EMS.

This individual shall be in charge of patient care, triage, transportation, and all EMS personnel. This person is responsible for the formal declaration of a medical disaster.

- e. The Triage Officer shall respond immediately to the scene of a local disaster. This person is responsible for the triage of patients, establishing priority of treatment and transportation. This person is also in charge of the care of patients awaiting transportation.
  - f. The EMS Transportation Officer is responsible for all ambulances and directs the loading and transportation of patients. This person acts as a liaison between the field and the hospitals.
  - g. Registered nurses and paramedics employed with local ambulance services and capable of providing advanced life support will respond immediately to the disaster site. They will work with the Triage Officer and apply their skills as required to disaster victims.
  - h. Equipment and medication for administering advanced life support to trauma victims will be transported to the scene by the assigned rescue unit. Additional supplies will be obtained from local hospitals upon request.
  - i. Triage Priorities – Patients with the most severe injuries or conditions or injuries have priority for transportation and treatment over others as outlined:
    - 1) Red Category – First Priority, most urgent
      - (a) Airway and breathing difficulties
      - (b) Uncontrolled or suspected severe bleeding
      - (c) Shock
      - (d) Open chest or abdominal wounds
      - (e) Severe head injuries
    - 2) Yellow Category – Second Priority, Urgent
      - (a) Burns
      - (b) Major or multiple fractures
      - (c) Back injuries with or without spinal damages
    - 3) Green Category – Third Priority, Non-urgent

Transportation and treatment is required for minor injuries (but not necessarily by EMS personnel), minor fractures, or other injuries of a minor nature.
    - 4) Black Category – Deceased, Non-urgent
3. Off-Shore Response
- a. The need to furnish life support service to mariners or offshore workers could arise at any time. Trained personnel and medical supplies for providing advanced life support to trauma victims are available on the mainland and timely deployment to the scene of the incident can save lives.

- b. A request for offshore medical assistance should include details of the trauma to the extent necessary to determine the victims' needs, location, name and description of the vessel or platform, a description of medical items that are available, and other pertinent information.
- c. The most expedient method of transportation will be used to provide the life support service. This may consist of a helicopter, boat, or a combination of the two.
- d. The Transportation Officer is responsible for the overall coordination of the transportation activity and will be assisted by other agencies as requested.

#### **D. Mortuary Services**

1. Law enforcement is responsible for investigating deaths that are not due to natural causes or that do not occur in the presence of an attending physician. Justices of the Peace are responsible for determining cause of death, authorization of autopsies to determine the cause of death, forensic investigations to identify unidentified bodies, and removal of bodies from incident sites.
2. When it appears an incident involves fatalities, the Incident Commander shall request the Sheriff's Department Dispatch Office make notifications to the Justice of the Peace and law enforcement requesting a response to the scene.
3. Law enforcement or the Justice of the Peace shall arrange for the transportation of bodies requiring autopsy or identification to morgues or suitable examination facilities. When mass fatalities have occurred, it may be necessary to establish a temporary morgue and holding facilities. Additional mortuary service assistance may be required.
4. Funeral homes will collect bodies of victims from the scene and from hospitals, morgues, and other locations and arrange with next of kin for the disposition of remains.

#### **E. Medical and Mortuary Assistance**

1. Department of State Health Services (DSHS). When requested by local officials, the DSHS can provide health and medical advice and assistance during emergency situations from its various regional offices.
2. Disaster Medical Assistance Team (DMAT)
  - a. As noted previously, DMAT is a group of volunteer medical professionals and support personnel equipped with supplies and equipment that can be moved quickly to a disaster area and provide medical care. DMATs are a part of the National Disaster Medical System (NDMS). The DMAT concept involves using volunteer medical professionals to provide emergency services to victims of disasters. Each DMAT is an independent, self-sufficient team that can be deployed within a matter of hours and can set up and continue operations at the disaster site for up to 72 hours with no additional supplies or personnel. The 72-hour period allows federal support, including medical supplies, food, water, and any other commodity required by the DMAT to arrive.



- b. TX-1 DMAT is a federal and state response asset based in Texas. TX-1 DMAT can be activated by the State to respond to emergency events that may not be severe enough to warrant a federal response. Working closely with DSHS, TX-1 DMAT can serve as a state-level responder to major emergencies and disasters that require additional medical response resource.

3. Disaster Mortuary Services Team (DMORT)

The Texas DMORT provides mortuary and victim identification services following major or catastrophic disasters. The team is comprised of volunteer professionals from the mortuary and funeral industries.

## **F. Damage Assessment**

1. Casualty Information. The Health Authority has primary responsibility for gathering information concerning injuries and fatalities resulting from emergency and disasters. Since accurate information concerning casualties is essential in identifying required levels of medical support, information of this type must be forwarded to Health Officer in the EOC as soon as it is available to support requests for assistance and for inclusion in required reports.
2. Water Supply Systems. In cooperation with County Commissioners and City Public Works, DSHS has responsibility for evaluating damage to water treatment facilities following disaster occurrences. Because of system vulnerability to numerous forms of contamination and the impact which prolonged shutdown of water treatment facilities could have on public health and welfare, it is essential that rapid and accurate assessments of damage are completed. Accurate timely estimates for required repairs will permit the DSHS and the County Health Department to identify appropriate interim measures such as rationing, expedient water treatment, or construction of temporary water delivery systems.
3. Wastewater Systems. Wastewater treatment facilities are vulnerable to disaster-related interruptions and their unavailability can have a major impact on the community's health and well-being. The Texas Commission on Environmental Quality (TCEQ), in cooperation with Public Works, has a responsibility for evaluating damage to those facilities, as well as advising local officials concerning expedient sanitation practices that may be required in the affected areas.
4. Medical Facilities. The Health Authority has primary responsibility for evaluating damage sustained by medical facilities in a disaster area. The hospitals and nursing homes in county will provide support in this activity. The facility administrator or his designee will gather initial damage reports and identify which patients must be removed pending repairs. This data will be provided to the lead facility to compile for the Health Authority's use.

## **G. Requesting External Assistance.**

If health and medical problems resulting from an emergency situation cannot be resolved with local resources, those obtained pursuant to inter-local agreements, or resources obtained by the Resource Management staff in the EOC, local government may request medical or mortuary assistance from the State. The County Judge should make requests for such

assistance to the DDC Chairperson in Beaumont, Texas. Cities must request assistance from their county before requesting assistance from the State.

#### H. Activities By Phases of Emergency Management

1. Prevention:
  - a. Give immunizations.
  - b. Conduct continuous health inspections.
  - c. Promote and encourage the use of the blood donation program.
  - d. Conduct specialized training (e.g. hazmat, decontamination, etc.).
  - e. Conduct epidemic intelligence, evaluation, presentation, and detection of communicable diseases.
  - f. Conduct normal public health awareness programs.
2. Preparedness:
  - a. Maintain adequate medical supplies.
  - b. Coordinate with county officials to ensure water quality.
  - c. Coordinate with county officials to provide safe waste disposal.
  - d. Review emergency plans for laboratory activities regarding examination of food and water, diagnostic tests, and identification, registration and disposal of the deceased.
  - e. Train and exercise personnel.
3. Response:
  - a. Conduct public information programs dealing with personal health and hygiene.
  - b. Conduct disease control operations.
  - c. Monitor sanitation activities.
  - d. Ensure that supplies of potable water are available.
  - e. Conduct environmental health activities regarding waste disposal, refuse, food and water control, and vector control.
  - f. Begin the collection of vital statistics.
4. Recovery:
  - a. Compile health reports for state and federal officials.
  - b. Identify potential and/or continuing hazards affecting public health.
  - c. Distribute appropriate guidance for the prevention of the harmful effects of the hazard.
  - d. Continue to collect vital statistics.

<b>VI. ORGANIZATION &amp; ASSIGNMENT RESPONSIBILITIES</b>
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#### A. Organization

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to that Plan, will plan and carry out health and medical operations during emergency situations.

2. The County Health Department functions as the local Health Authority. The Health Authority has primary responsibility for the health and medical services function and shall designate a Health Officer to plan and coordinate public health and medical services during emergency situations. The Health Officer or a designee shall serve as a member of the EOC Staff. Health and medical service response activities at an incident scene will be coordinated through the Incident Commander. Large-scale health and medical efforts shall be coordinated from the EOC.
3. Upon receipt of official notification of an actual or potential emergency condition, it is the responsibility of the Health Authority to receive and evaluate all requests for health and medical assistance and to disseminate such notification to all appropriate public health, medical, and mortuary services.

## **B. Assignment of Responsibilities**

### **1. General**

All agencies/organizations assigned to provide health and medical services support are responsible for the following:

- a. Designating and training representatives of their agency, to include NIMS and ICS training.
- b. Ensuring that appropriate SOPs are developed and maintained.
- c. Maintaining current notification procedures to insure trained personnel are available for extended emergency duty in the EOC and, as needed, in the field.

### **2. Emergency Functions**

Under the County Emergency Management Plan, the Health Authority has primary responsibility to provide the following services in response to emergency situations:

- a. Essential medical, surgical, and hospital care and treatment for persons whose illnesses or injuries are a result of a disaster or where care and treatment are complicated by a disaster.
  - b. Public health protection for the affected population.
  - c. Mortuary and vital records services.
  - d. Damage assessment for public health & medical facilities and systems.
3. To ensure these services are available as needed, various medical and public health services have been assigned primary or support responsibility for specific activities. Those activities, and the services responsible for their accomplishment, are summarized below.

## **C. Task Assignments**

### **1. The Health Authority will:**

- a. Designate a Health Officer to perform pre-emergency planning for emergency health and medical services and coordinate such activities during major emergencies and disasters.

- b. Provide qualified staff to support health and medical operations at the ICP and the EOC.
2. The Health Officer and Health Authority will coordinate:
- a. Emergency health and medical activities from the EOC when activated.
  - b. Rapid assessments of health and medical needs.
  - c. Efforts of local health and medical organizations activated for an emergency assessing their needs, obtain additional resources, and ensure that necessary services are provided.
  - d. Emergency medical teams responding to a disaster to ensure the establishment of medical command posts.
  - e. Neighboring community health and medical organizations on matters related to assistance from other jurisdictions.
  - f. State and federal officials regarding state and federal assistance.
  - g. Response units, such as DMAT.
  - h. Screen individual health and medical volunteers obtaining positive identification and proof of licensure of volunteers.
  - i. Location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.
  - j. Information to the news media on casualties and instructions to the public on dealing with public health problems through the PIO.
  - k. The provision of laboratory services required in support of emergency health and medical services.
  - l. Immunization campaigns or quarantines, if required.
  - m. Inspections of foodstuffs, water, drugs, and other consumables that were exposed to the hazard.
  - n. Inspections of damaged buildings for health hazards.
  - o. Disposal of dead animals with the [county/city] animal control agency.
  - p. Implementation of measures to prevent or control disease vectors such as flies, mosquitoes, and rodents.
  - q. Preventive health services, including the control of communicable diseases such as influenza, particularly in shelters.
  - r. Food handling and sanitation monitoring in emergency facilities.
3. Emergency Medical Services will:
- a. Respond to the scene with appropriate emergency medical personnel and equipment.
  - b. Upon arrival at the scene, assume an appropriate role in the ICS. Initiate ICS if it has not been established and report to the EOC.
  - c. Triage, stabilize, treat, and transport the injured.
  - d. Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities.
  - e. Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.). Continue radio and/or telephone communications with hospitals.
  - f. Direct the activities of private, volunteer, and other emergency medical units, and of bystander volunteers, as needed.
  - g. Evacuate patients from affected hospitals and nursing homes, if necessary.

4. Hospitals will:

- a. Implement internal and/or external disaster plans.
- b. Advise the Health and medical services staff in the EOC of conditions at the facility and the number and type of available beds.
- c. Establish and maintain field and inter-facility medical communications.
- d. Provide medical guidance, as needed, to EMS.
- e. Coordinate with EMS, other facilities, and any medical response personnel at the scene to ensure the following is accomplished:
  - 1) Casualties are transported to the appropriate medical facility.
  - 2) Patients are distributed hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, treatment capabilities, and bed capacity.
  - 3) Take into account special designations such as trauma centers and burn centers.
  - 4) Consider the use of clinics to treat less acute illnesses and injuries.
- f. Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff.
- g. Coordinate with other hospitals and with EMS on the evacuation of affected hospitals, if necessary. Evacuation provisions should specify where patients are to be taken.
- h. Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
- i. Establish and staff a reception and support center at each hospital for relatives and friends of disaster victims searching for their loved ones.
- j. Provide patient identification information to the American Red Cross upon request.

5. The Mental Health Authority will:

Ensure appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations. Information on disaster mental health services procedures can be found in Annex O (Human Services).

6. The Justice(s) of the Peace will:

- a. Conduct inquests for the deceased and prepare death certificates.
- b. Order or conduct autopsies if necessary to determine cause of death.
- c. Order or conduct forensic investigations to identify unidentified bodies.
- d. Authorize removal of bodies from incident sites to the morgue or mortuary facilities.
- e. Provide information through the PIO to the news media for the dissemination of public advisories, as needed.

7. Law Enforcement will:

- a. Upon request, provide security for medical facilities.
- b. Conduct investigations of deaths not due to natural causes.
- c. Locate and notify next of kin.

8. Mortuary Services will:

- a. Provide for the collection and care of human remains.
- b. Establish temporary holding facilities and morgue sites, if required.
- c. Coordinate with emergency health and medical services.

9. The Public Works Department will:

- a. Inspect damaged medical facilities.
- b. Make temporary repairs to medical facilities.

10. The Utility Department will:

Coordinate the restoration of utilities service to key medical facilities.

11. The Public Information Office (PIO) will:

Disseminate emergency public information provided by health and medical officials. The Health Officer has primary responsibility for the coordination of health & medical information intended for release through public media during emergency operations. Additional information on emergency public information procedures can be found in Annex I (Emergency Public Information).

<b>VII. DIRECTION &amp; CONTROL</b>
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**A. General**

1. The Health Officer, working as a staff member of the County emergency organization, supported by an appropriate network, shall direct and coordinate the efforts of local health and medical services and agencies, and organizations during major emergencies and disasters requiring an integrated response.
2. Routine health and medical services operations may continue during less severe emergency situations. Direction and control of such operations will be by those that normally direct and control day-to-day health and medical activities.
3. External agencies providing health and medical support during emergencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

**B. Incident Command System – EOC Interface**

If both the EOC and an ICP are operating, the Incident Commander and the EOC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort as well as conflicting guidance and direction. The EOC and the ICP must maintain a regular two-way information flow. A general division of responsibilities between the ICP and the EOC that can be used as a basis for more specific agreement is provided in Section V of Annex N, Direction & Control.

**C. Disaster Area Medical Coordination**

1. In emergency situations involving significant damage to [county/city] medical facilities, each facility shall be responsible for determining its overall status and compiling a consolidated list of resources or services needed to restore vital functions. Each operating unit will report its status and needs to a single contact point designated by the facility. This facility contact should consolidate the data provided and report it to the Health and Medical staff in the EOC.
2. The Health Officer must be prepared to receive the consolidated requests and channel various elements of those requests to those local health and medical facilities as well as other departments, agencies, and organizations that can best respond. Requests for resources that cannot be obtained through normal sources of supply or through mutual aid by health and medical facilities outside the local area should be identified to the Resource Management staff in the EOC for action.

**D. Line of Succession**

To ensure continuity of health and medical activities during threatened or actual disasters, the following line of succession is established for the Health Officer:

1. Dr. Robert E. "Bob" Swearingen – Tyler County Health Officer

<b>VIII. READINESS LEVELS</b>
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**A. Level IV: Normal Conditions**

1. Review and update plans and related SOPs.
2. Review assignment of all personnel.
3. Coordinate with local private industries on related activities.
4. Maintain a list of health & medical resources (see Annex M).
5. Maintain and periodically test equipment.
6. Conduct appropriate training, drills, and exercises.
7. Develop tentative task assignments and identify potential resource shortfalls.
8. Establish a liaison with all private health & medical facilities.

**B. Level III: Increased Readiness:**

1. Check readiness of health and medical equipment, supplies, and facilities.
2. Correct any deficiencies in equipment and facilities.
3. Check readiness of equipment, supplies, and facilities.
4. Correct shortages of essential supplies and equipment.
5. Update incident notification and staff recall rosters.
6. Notify key personnel of possible emergency operations.
7. Review procedures for relocating patients and determine the availability of required specialized equipment if evacuation of health & medical facilities may be required.

**C. Level II: High Readiness:**

1. Alert personnel to the possibility of emergency duty.
2. Place selected personnel and equipment on standby.
3. Identify personnel to staff the EOC and ICP if those facilities are activated.

**D. Level I: Maximum Readiness:**

1. Mobilize health and medical resources to include personnel and equipment.
2. Dispatch health and medical representative(s) to the EOC when activated.

<b>IX. ADMINISTRATION &amp; SUPPORT</b>
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**A. Reporting**

1. In addition to reports that may be required by their parent organizations, health & medical elements participating in emergency operations should provide appropriate situation reports to the Incident Commander, or if an incident command operation has not been established, to the Health Officer in the EOC. The Incident Commander will forward periodic reports to the EOC.
2. Pertinent information from all sources will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N, Direction and Control.

**B. Maintenance and Preservation of Records**

1. Maintenance of Records. Health and medical operational records generated during an emergency will be collected and filed in an orderly manner. A record of events must be preserved for use in determining the possible recovery of emergency operations expenses, response costs, settling claims, assessing the effectiveness of operations, and updating emergency plans and procedures.
2. Documentation of Costs. Expenses incurred in carrying out health and medical services for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale health and medical operations.
3. Preservation of Records. Vital health & medical records should be protected from the effects of a disaster to the maximum extent possible. Should records be damaged during an emergency situation, professional assistance for preserving and restoring those records should be obtained as soon as possible.

**C. Post Incident Review**



**C. Post Incident Review**

For large-scale emergencies and disasters, the [County Judge/Mayor/City Manager/EMC] shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in Section IX.E of the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. Health and medical services that participated in the emergency operations being reviewed should participate in the post-incident review.

**D. Exercises**

Local drills, tabletop exercises, functional exercises, and full-scale exercises based on the hazards faced by our [county/city] will periodically include health and medical services operations. Additional drills and exercises may be conducted by various agencies and services for the purpose of developing and testing abilities to make effective health and medical response to various types of emergencies.

**E. Resources**

1. A list of local health & medical facilities is provided in Appendix 1.
2. A list of deployable health and medical response resources is provided in Annex M, Resource Management.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

- A. The Health Authority is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

**XI. REFERENCES**

- A. Annex H (Health & Medical Services) to the *State of Texas Emergency Management Plan*.
- B. Texas Department of State Health Services website: [www.dshs.state.tx.us](http://www.dshs.state.tx.us).
- C. DSHS Public Health Region website: [www.dshs.state.tx.us/brlho/regions.html](http://www.dshs.state.tx.us/brlho/regions.html). This site contains information on the counties served by the 11 DSHS Public Health Regions.

**APPENDICES**

Appendix 1..... Local Health & Medical Facilities

**LOCAL HEALTH & MEDICAL FACILITIES**

**1. Hospitals**

**Tyler County Hospital  
1100 West Bluff Street  
Woodville, Texas 75979  
409-283-8141  
49 beds, 26 staffed. 1 OR, No ICU, CT Scanner on site, No Dialysis  
Emergency Room—8 beds, Expedient outdoor Decon Unit,  
Emergency Power limited to lights and receptacles**

**2. Clinics**

**Woodville Family Clinic  
900 West Bluff Street  
Woodville, Texas 75979  
409-331-0202**

**Tyler County Family Clinic  
104 North Beech Street  
Woodville, Texas 75979  
409-283-2822**

**3. Nursing Homes**

**Dogwood Trails Manor  
647 West Bluff Street  
Woodville, Texas 75979  
409-283-8147  
90 Licensed beds, On Site limited power, Total unit generator on call.**

**Woodville Health & Rehabilitation  
102 North Beech Street  
Woodville, Texas 75979  
409-283-2555  
98 Licensed beds, on site emergency power, EXCEPT air conditioning and  
laundry.**

**The Orchard Assisted Living.  
805 West Dogwood Street  
Woodville, Texas 75979  
409-283-5678  
Registered as personal care assisted living. No emergency power.**

**ANNEX I**

**EMERGENCY  
PUBLIC  
INFORMATION**

**TYLER COUNTY AND  
CITIES ADHERING TO THIS PLAN**

**APPROVAL & IMPLEMENTATION**

**Annex I**

**EMERGENCY PUBLIC INFORMATION**

Dale Freeman  
Signature, P.I.O.

2-17-12  
Date

James W. Sanchetti  
Signature, County Judge

2/17/12  
Date

Dale Freeman  
Signature EMC

2-17-12  
Date

**RECORD OF CHANGES**

**Annex I**

**EMERGENCY PUBLIC INFORMATION**

<b>Change #</b>	<b>Date of Change</b>	<b>Entered By</b>	<b>Date Entered</b>

# ANNEX I

## EMERGENCY PUBLIC INFORMATION

### I. AUTHORITY

- A. See Section I of the Basic Plan for general authorities.
- B. Texas Local Government Code, Chapter 203 (Management and Preservation of Records).
- C. See Basic Plan

### II. PURPOSE

The purpose of this annex is to outline the means, organization, and process by which we will provide appropriate information and instructions to the public during emergency situations. This annex also provides for disaster-related public education to be conducted in advance of emergency situations to reduce the likelihood that citizens will place themselves in hazardous situations that may require an emergency response.

### III. EXPLANATION OF TERMS

#### A. Acronyms

EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
IC	Incident Command/Commander
ICP	Incident Command Post
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LWP	Local Warning Point
PIO	Public Information Office or Officer
TV	Television

#### B. Definitions

Public Information: Information provided to citizens before, during and after emergency situations/incidents specifically including instructions on how to protect personal health, safety, and property or how to obtain assistance.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. The County faces a number of hazards which may cause emergency situations; see Section IV of the Basic Plan for a summary of those hazards and their possible impact.
2. During emergencies, the public needs timely, accurate information on the emergency situation and appropriate instructions regarding protective actions that should be taken to minimize injuries, loss of life and damage to property.
3. For some slowly developing emergency situations (such as river flooding or hurricanes), there may be several days for local government and the media to provide detailed information about the hazard and what citizens should do.
4. For other emergency situations, there may be no warning, leaving the public information system unable to react rapidly enough to properly inform the public about the hazard and what to do about it. For this reason, it is important that the public be advised of likely hazards and what protective measures should be taken to lessen the effect of an emergency and/or disaster.

### B. Assumptions

1. An effective program combining both education and emergency information can significantly reduce loss of life and property. However, many people are unconcerned about hazards until they may be affected and will not participate in or retain pre-emergency education; therefore, special emphasis must be placed on the delivery of emergency information during emergencies and disasters.
2. Local media will cooperate in disseminating warning and emergency public information during emergency situations and may participate in pre-disaster awareness programs and other disaster education activities.
3. Some emergency situations may generate substantial media interest and draw both local media and media from outside the local area, overwhelming the available emergency public information staff.

## V. CONCEPT OF OPERATIONS

### A. General

1. Pursuant to the National Incident Management System (NIMS) operating principles and protocols, public information efforts should generally focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter. Appendix 2 describes some basic emergency information needs.

2. A special effort should be made to keep the public informed of the general progress of events. Reporting positive information regarding emergency response will help to reassure the community that the situation is under control. Rumor control must be a major aspect of the informational program. Public feedback should be used as a measure of the program's effectiveness.
3. Education efforts are to be directed toward increasing public awareness about potential hazards and how people should prepare for them. All information and education efforts will rely heavily on the cooperation of every type of media organization

## **B. Information Dissemination**

1. In the initial stages of an emergency situation, the Local Warning Point may have to take action on time-sensitive hazards. Within the limits of the authority delegated to it, the Local Warning Point (LWP), located at the Tyler County Sheriff's Dispatch Center will determine if a warning needs to be issued, formulate a warning if necessary, and disseminate it. Pre-scripted emergency messages have been prepared for likely hazards and are included in Annex A, Warning; a list of these messages is provided in Appendix 5. These pre-scripted messages may be used as written or tailored as needed for specific circumstances.
2. As Emergency Alert System EAS messages are limited to two minutes, EAS warning messages may have to be supplemented with Special News Advisories prepared by the PIO staff that contain amplifying emergency information. Special News Advisories are generally disseminated to media outlets by fax
  - a. Broadcasters and cable companies must carry national security warnings and messages initiated by the President; they may broadcast alerts and messages initiated by state and local governments. The Federal Communications Commission encourages licensees to broadcast local warning and instruction messages, but the final decision on broadcasting such messages rests with the broadcasters.
  - b. Broadcasters and cable operators will expect EAS to be used for life-threatening emergencies.
3. When the Incident Command System is activated for an emergency situation, the Incident Commander will normally warn the public in and around the incident site. A designated PIO at the Incident Command Post (ICP), assisted by the County PIO staff if necessary, will normally provide information on the emergency situation to the media if the EOC has not been activated. All information relayed to the media by the PIO will be approved by the IC and the County Judge regardless of the command structure – single or unified.
4. Once the EOC has been activated for an emergency situation, the EOC Supervisor will normally determine the need for additional warning and instructions. The PIO staff will formulate additional warning messages and public instructions, using the sample messages contained in Annex A as a basis, where appropriate. The LWP will normally execute such warnings by activating the warning system, including transmitting EAS messages to broadcasters. The PIO staff will disseminate Special News Advisories and other emergency public information materials to the media directly using its contact list.



5. In the case of large-scale emergencies or disasters where there are substantial external responders from other jurisdictions and/or state or federal agencies and the response and recovery effort may continue for an extended period, a Joint Information Center (JIC) may be established. The JIC an element of the Joint Information System (JIS) developed to provide information to the public during an emergency, is a working facility where the emergency public efforts of all participating jurisdictions, agencies, volunteer organizations, and other responders can be coordinated to ensure consistency and accuracy. In federally declared disasters, a JIC will typically be set up as part of the Disaster Field Office.
6. The following means will be used to provide emergency information and instructions to the public:
  - a. EAS broadcasts by radio, television, and cable companies.
  - b. Special news broadcasts by radio, television, and cable companies.
  - c. Local newspapers.
  - d. Mobile units with public address systems.
  - e. The local government Internet site.
  - f. (HIS) Highway Information System

### **C. Providing Emergency Information to Special Populations**

Special populations will be provided information on emergency situations and appropriate instructions by the following methods:

1. Visually-impaired: EAS messages and news advisories on radio, NOAA Weather Radio, or by door-to-door notification
2. Hearing-impaired: Captioned EAS messages and news advisories on television, print media
3. Non-English Speakers: Interpreters

### **D. Resources**

The PIO shall maintain a Media Roster that contains the names, telephone and facsimile numbers, and E-mail addresses of each of the media resources listed below. See Appendix 1 for an example.

#### **1. Broadcast Television**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>a. KBTV, Channel 4, Beaumont, Texas<br/>6155 E Tex. Fwy Suite # 300<br/>100 Mi. Radius from Beaumont, Texas<br/>Freq. 66-72 Mh 24 hrs operation<br/>Phone-840-4444 Fax.-899-4639<br/>Email—KBTV4.tv</li> </ol> | <ol style="list-style-type: none"> <li>c. KFDM Channel 6 Beaumont, Texas<br/>2955 IH 10 East,<br/>100 Mi. Radius from Beaumont, Texas<br/>Freq. 82-88 Mh, 24 hrs operation<br/>Phone- 895-4679 Fax 892-7305<br/>Email—KFDM.com</li> </ol> |
| <ol style="list-style-type: none"> <li>b. KBMT Channel 12, Beaumont, Texas<br/>525 Interstate 10 South<br/>100 mile radius of Beaumont, Texas<br/>Newsroom Manager<br/>Freq. 205-209 mh, 24 hours operation</li> </ol>                                |   |

Phone-833-7512 Emer. Phone; 833-7512  
Email None

2. CableTelevisions

CMACommunicationofTimberlake  
630 W Barkley  
Sour Lake, Texas  
409-287-3014

3. Radio

a. KJAS Jasper, Texas  
765 Hemphill Street  
Freq. 107.3 Kh 24 hrs operation  
60 mile radius of Jasper, Texas  
Phone 384-4541 Fax 383-1979  
Email [mlout@kjas.com](mailto:mlout@kjas.com)

KWUD 1490 AM Radio  
105 E Wheat  
Woodville, Texas 75979  
409-283-8500

4. Newspapers

a. Tyler County Booster, Weekly, Entire County  
205 West Bluff Street Woodville, Texas 75979  
Phone 283-2516 Fax 283-2560  
Email [john@tylercountybooster.com](mailto:john@tylercountybooster.com)

b. Beaumont Enterprise, Daily, Entire County  
380 Main Street Beaumont, Texas 77701-2331  
Phone 833-3311 ext. 446 Fax 838-2859  
Email [citydesk@beaumontenterprise.com](mailto:citydesk@beaumontenterprise.com)

c. Jasper Newsboy  
702 Wheeler  
Jasper, Texas  
409-384-3441

**E. Phases of Management**

1. Mitigation

- a. Conduct hazard awareness programs.
- b. Develop systems to enhance information dissemination during emergency situations.

2. Preparedness

- a. Develop and distribute educational materials; conduct public education programs.
  - b. In coordination with the EMC, prepare pre-scripted warning and public instruction messages for known hazards. See Appendix 5 to this annex for a list of those message; the messages included in Annex A, Warning.
  - c. Brief local media on local warning systems and coordinate procedures for transmitting emergency information to media.
  - d. Conduct public education on warning systems and the actions that should be taken for various types of warnings.
  - e. Train public information staff.
  - f. Brief local officials and emergency responders on working with the media. See Appendix 3.
  - g. Maintain this annex.
  - h. Identify suitable facilities for a Joint Information Center.
3. Response
- a. Develop and release emergency public information.
  - b. Conduct media monitoring to determine the need to clarify issues and distribute updated public instructions
  - c. Manage rumor control.
  - d. Conduct news conferences and arrange interviews as needed.
4. Recovery
- a. Provide public information relating to recovery process and programs
  - b. Compile record of events.
  - c. Assess effectiveness of public information and education program.

<b>VI. ORGANIZATION &amp; ASSIGNMENT OF RESPONSIBILITIES</b>
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**A. General**

- 1. The overall responsibility for providing emergency information and instructions to the public rests with the County Judge.

2. The County Judge shall provide general guidance for Public Information (PI) programs and appoint a Public Information Officer (PIO).
3. The Public Information Officer will manage and coordinate all emergency public information related activities and direct such staff as may be assigned or recruited to assist in those activities.
4. Trained public information specialists will staff PIO positions at the Incident Command Post and in the EOC.

#### **B. Task Assignments**

1. The County Judge will:
  - a. Appoint a Public Information Officer (PIO).
  - b. Ensure that the jurisdiction has implemented and institutionalized processes and procedures to coordinate and integrate public information functions including the development of a public education program for emergency situations..
  - c. Authorize release of all IC approved incident information to the media.
  - d. Ensure that a Joint Information Center (JIC) is activated when warranted by the incident.
  
2. The Public Information Officer (PIO) will:
  - a. Represent and advise the IC on all public information matters relating to the management of the incident.
  - b. Ensure the IC approves the release of all incident-related information.
  - c. Coordinate and integrate public information functions across jurisdictions and functional agencies as required.
  - d. Develop accurate and complete information on the incident for both internal and external consumption.
  - e. Coordinate the overall emergency public information efforts of local government.
  - f. Serve as the official County representative in the JIC.
  - g. Conduct public education programs as an ongoing activity.
  - h. Develop and disseminate public information materials and maintain a stock of materials for emergency use based on hazards likely to confront the jurisdiction. Such materials should include:

- 1) General materials dealing with the nature of hazards and basic protective actions to take in the event of an emergency, including shelter-in-place and evacuation.
  - 2) Hazard specific instructions on "where to go and what to do" in an emergency.
  - 3) Information on how emergency warnings are disseminated and the meaning of warning signals.
- 
- i. In coordination with the Sheriff and the EMC develop pre-scripted warning messages for known hazards for use by the local warning point and the EOC.
  - j. Develop methods (i.e., newspaper supplements, prepared TV/radio scripts for broadcast stations) for distribution of EPI materials to the public, to include materials for non-English speaking groups, if appropriate.
  - k. In cooperation with the EMC, coordinate with broadcasters (radio and television stations and cable television companies) to develop procedures for local government to disseminate warning messages and emergency information through the broadcast media.
  - l. Authenticate sources of information and verify for accuracy before issuing news releases.
  - m. Provide news releases to the media while keeping the County Judge informed of message content.
  - n. Monitor media coverage of emergency operations for accuracy of reports and issue corrections where necessary.
  - o. Take action to control rumors.
  - p. Brief potential Incident Commanders, department heads and key staff, and the EOC staff on basic public information needs, working with the media, and media access during emergency operations. See Appendices 2, 3 and 4 for further information on these subjects.
  - q. Maintain a media briefing area in the vicinity of the EOC.
  - r. Periodically brief the media on local warning systems and warning procedures.
  - s. Maintain a Media Contact Roster. See Appendix 1 for a sample.
  - t. Compile printed and photographic documentation of the emergency/disaster.
  - u. Develop emergency public information checklists for known hazards. See Appendix 6.

- v. Anticipate and be prepared to handle unscheduled inquiries from the media and the public.
  - w. Train a group of government employees and/or volunteers to staff PIO positions at the Incident Command Post and in the EOC.
3. The EMC will:
- a. Advise the County Judge on when to disseminate emergency instructions to the public.
  - b. Coordinate with the PIO in the development of pre-scripted emergency messages.
  - c. Work with the PIO in public education activities relating to emergency management.
  - d. Identify concerns raised by the public, rumors, and other issues involving citizens to the PIO so they may be addressed in public information activities.
4. All local government departments and agencies will:
- a. Refer media inquiries during emergency situations to the PIO.
  - b. Assist the PIO in responding to requests for information from the public or the media.
5. Media companies are expected to:
- a. Disseminate warning messages and special news advisories provided by local government to the public as rapidly as possible.
  - b. Participate in periodic tests of the EAS and other warning systems.
  - c. Provide coverage of emergency management activities.
  - d. Work with PIO and EMC on public educational programs relating to emergencies.
  - e. Check accuracy of information on emergency operations with the PIO or EMC.

<b>VII. DIRECTION &amp; CONTROL</b>
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**A. General**

1. The County Judge has overall responsibility for the emergency public information program, shall provide general guidance for emergency-related public education and information activities, shall appoint a PIO, and in conjunction with the IC, approve all information released to the news media.

2. The Public Information Officer shall direct all emergency public information activities, coordinating as necessary with other individuals, departments, and agencies performing other emergency functions.
3. To the extent possible, the PIO shall release upon approval, all information to the public and the media during emergency operations. During emergency operations, departments and agencies shall refer media inquiries to the PIO.

**B. Line of Succession.** The line of succession for the Public Information Officer is:

1. Assistant Public Information Officer
2. Assistant Emergency Management Coordinator
3. County Judge's Secretary

<b>VIII. READINESS LEVELS</b>
-------------------------------

**A. Readiness Level 4 - Normal Conditions.**

See the mitigation and preparedness activities in Section V.E, Emergency Management Activities by Phase.

**B. Readiness Level 3 - Increased Readiness**

1. Monitor the situation.
2. Check and update Media Contact Roster.
3. Alert media of the increased threat so they are aware of the situation and are prepared to disseminate warnings and public instructions if necessary.

**C. Readiness Level 2 - High Readiness**

1. Monitor the situation.
2. Review pre-scripted warning messages and public instruction messages; draft updated versions or additional messages tailored for the impending threat.
3. Alert personnel for possible emergency operations; identify personnel for increased staffing during primary vulnerability period.
4. Determine requirements for additional pre-emergency public information and instructions and produce and disseminate those materials.
5. Consider placing public information personnel on shifts to provide for increased situation monitoring and to conduct additional public information planning.

**D. Readiness Level 1 - Maximum Readiness**

1. Monitor the situation.

2. Update warning messages as necessary.
3. Update public information materials based on current threat and disseminate.
4. Provide information to the media on local readiness activities.
5. Place selected off-duty personnel on standby to increase staffing if necessary
6. Staff public information positions in the EOC or at the Incident Command Post when activated.

## IX. ADMINISTRATION & SUPPORT

### A. Media Contact Roster

The PIO shall maintain a contact roster for the media organizations that are involved in local emergency management programs. A sample is provided in Appendix 1.

### B. Records

1. The PIO shall maintain a file of all news advisories and press releases issued during emergency operations
2. The PIO shall also compile and maintain copies of newspaper articles, videotapes of emergency operations and news broadcasts relating to an emergency, and other media materials distributed for use in post-incident analysis and future training activities.

### C. Educational Programs

4. The PIO and the EMC shall conduct disaster educational programs to increase citizen preparedness. Educational programs may include presentations in schools and for community organizations, displays at local public gatherings, community meetings, distribution of educational materials, and other activities. The local media may be willing to assist with such activities and local businesses may be willing to sponsor such events and assist with costs. Educational brochures may also be distributed with regularly scheduled government, utility, or business mailings.
2. The PIO is expected to obtain and maintain materials for disaster-related public education. A wide variety of educational materials dealing with emergency management and disaster preparedness are available. Materials include pamphlets, posters, videotapes, CD-ROMs, and complete training curricula for school children. Many publications are available in ready-to-distribute form or as fact sheets whose content can be incorporated into locally developed materials. Materials available include emergency preparedness information of general interest and specialized preparedness publications for school children, the elderly, and people with various disabilities. Public education materials relating to emergency management are available in a variety of foreign languages.



3. The principal providers of disaster-related educational materials are the Federal Emergency Management Agency (FEMA), the American Red Cross (ARC), and the Division of Emergency Management; many agencies and volunteer organizations also published specialized disaster-related educational materials. FEMA publishes a catalog of their publications and both FEMA and the ARC include educational materials on their web sites; see Section XI, References, for their addresses. The Division of Emergency Management also distributes hazard-specific awareness materials periodically throughout the year to local EMCs as part of state awareness campaigns.

**D. Training**

Members of the emergency public information staff for whom public information is not their primary daily work should attend public information training, preferably training focusing on emergency public information activities. The Division of Emergency Management and FEMA offer Public Information Officer training.

<b>X. ANNEX DEVELOPMENT &amp; MAINTENANCE</b>
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- A. Development.** The EMC and the Public Information Officer are responsible for developing and maintaining this annex.
- B. Maintenance.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Operating Procedures.** The Public Information Officer is responsible for developing and maintaining SOPs covering recurring emergency public information tasks.

<b>XI. REFERENCES</b>
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- A. FEMA, *FEMA Publications Catalog*
- B. FEMA, *Guide to All-Hazard Emergency Operations Planning (SLG-101)*
- C. FEMA web site: [www.fema.gov](http://www.fema.gov)
- D. American Red Cross web site: [www.redcross.org](http://www.redcross.org)
- E. Department of Homeland Security, *National Incident Management System*

**APPENDICES:**

Appendix 1 .....	Media Contact Roster
Appendix 2 .....	Emergency Public Information Needs
Appendix 3 .....	Working With the Media
Appendix 4 .....	Media Access & Identification

Appendix 5..... List of Pre-scripted Emergency Messages  
Appendix 6..... Emergency Public Information Checklists

Tab A	EPI Checklist for Flooding
Tab B	EPI Checklist for Hazmat Incident
Tab C	EPI Checklist for Hurricanes

<b>MEDIA CONTACT ROSTER</b>
-----------------------------

**1. Broadcast Television**

- |   |  |
|---|--|
| <p>a. KBTV, Channel 4, Beaumont, Texas<br/>6155 E Tex. Fwy Suite # 300<br/>100 Mi. Radius from Beaumont, Texas<br/>News Director<br/>Freq. 66-72 mh 24 hrs operation<br/>Phone-840-4444 Fax.-899-4639<br/>Email KBTV4.tv</p>        | <p>c. KFDM Channel 6 Beaumont, Texas<br/>2955 IH 10 East,<br/>100 Mi. Radius from Beaumont, Texas<br/>News Director<br/>Freq. 82-88 mh, 24 hrs operation<br/>Phone- 895-4679 Fax 892-7305<br/>Email KFDM.com</p> |
| <p>b. KBMT Channel 12, Beaumont, Texas<br/>525 Interstate 10 South<br/>100 mile radius of Beaumont, Texas<br/>Newsroom Manager<br/>Freq. 205-209 mh, 24 hours operation<br/>Phone-833-7512 Emer. Phone; 833-7512<br/>Email None</p> |  |

**5. Cable Television**

- a. BCMA Cable, Jasper, Texas  
Area; Inside city limits of  
Woodville, Texas  
Tech  
Phone-384-6862 Fax-384-7817  
Email [pwebb@jas.net](mailto:pwebb@jas.net)

**3. Radio**

- a. KJAS Jasper, Texas  
765 Hemphill Street Jasper Texas  
Freq. 107.3 Kh 24 hrs operation  
60 mile radius of Jasper, Texas  
Duty Engineer  
Phone 384-4541 Fax 383-1979  
Email [mlout@kjas.com](mailto:mlout@kjas.com)
- b. KWUD 1490 AM Radio  
105 E Wheat  
Woodville, Texas 75979  
409-283-8500
- c. KTXJ Radio – solid Gospel  
Jasper, Texas  
409-384-2626

**6. Newspapers**

- |   |   |
|---|---|
| <p>a. Tyler County Booster, Weekly,<br/>Entire County<br/>205 West Bluff Street</p> | <p>b. Beaumont Enterprise, Daily,<br/>Entire County<br/>380 Main Street Beaumont, -</p> |
|---|---|

Appendix 1 to Annex I

Woodville, Texas 75979  
Editor  
Phone 283-2516 Fax 283-2560  
Email [john@tylercountybooster.com](mailto:john@tylercountybooster.com)

Texas 77701-2331  
Ass't City Editor  
Phone 833-3311 ext. 446 Fax 838-2859  
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Jasper Newsboy  
702 S Wheeler  
Jasper, Texas  
409-384-3441

**EMERGENCY PUBLIC INFORMATION NEEDS****1. Background**

During emergency situations, it is important to provide the general public with adequate information on the situation as rapidly as possible to alleviate concerns and reduce the likelihood of panic or inappropriate actions. The news media are the primary means of disseminating such information, by providing up-to-date information quickly to a wide audience. The information they provide reduces the time and manpower that local government would have to divert from response and recovery tasks to deal with what could be an overwhelming number of inquiries from the public. Every effort should be made to cooperate with the news media in providing information and in recognition of the rights of the news media to perform their proper function.

**2. Information Needs**

The following types of information shall be provided to the public as soon as possible in as much detail as possible.

**A. What Happened**

- 1) Nature of incident or emergency
- 2) Location
- 3) Time of occurrence
- 4) Situation resolved or response on-going
- 5) Cause (Until an investigation has determined the cause with reasonable certainty, it is not advisable to speculate.)

**B. Current Response Actions**

What actions have been or are being taken to protect public health and safety and public and private property?

**C. Known Damages**

- 1) Homes
- 2) Businesses
- 3) Government buildings
- 4) Infrastructure – roads, bridges, parks, etc.

**D. Casualties**

- 1) Number dead and apparent cause
- 2) Number injured and nature/severity of injuries and where being treated
- 3) Number missing and circumstances
- 4) General identification of casualties – age, sex, situation (employee, homeowner, responder, etc.
- 5) Names of casualties – only released after next of kin have been notified

E. Evacuations

- 1) Areas and facilities evacuated
- 2) Approximate number of evacuees

F. Shelter & Mass Care

- 1) Shelters open – name and location
- 2) Approximate number of persons being housed in shelters
- 3) Mass feeding site or other mass care facilities in operation – name, location, and number of persons being served.

G. Status of Utilities

- 1) Electric service
- 2) Telephone system
- 3) Water system
- 4) Sewer system
- 5) Natural gas distribution

H. Road and Facility Closures

I. Organizations Responding

- 1) Local government
- 2) State agencies
- 3) Federal agencies
- 4) Volunteer groups

J. Means of contacting evacuees

K. Areas to which access is restricted and the reason(s) for such restriction

L. For ongoing emergency situations, planned response activities

M. In the recovery phase:

- 1) Disaster assistance programs available
- 2) How to apply for disaster assistance

**3. Collection and Dissemination of Information**

Information shall be collected and disseminated as soon as possible by the appropriate personnel as follows:

- A. Where an Incident Command Post has been established and a qualified public information staff member is at the scene, that individual may provide information directly to the media if the EOC is not activated. If no qualified public information staff member is present at the scene, the Incident Commander or a member of his staff should pass situation information to the Public Information Officer for release to the media.

- B. Where an Incident Command Post has been established and the EOC has been activated, information from the incident scene will normally be passed to the Public Information Officer at the EOC. The Public Information Officer will utilize reports from the scene and other available pertinent information to brief the media and prepare news advisories for release to the media.
- C. The Shelter and Mass Care Officer is responsible for collecting information on shelter and mass care activities and providing that information to the PIO.
- D. The Energy and Utilities representative in the EOC is responsible for obtaining information on the status of utilities and providing it to the PIO.
- E. Law Enforcement and Public Works/Engineering are responsible for obtaining information on road closures and facility closures and providing it to the PIO.
- F. The PIO is responsible for collection of information from the Incident Commander, the EOC staff, and other sources and agencies. The PIO staff is responsible for preparation of news releases, for the dissemination of information directly to the news media, and, where appropriate, for making arrangements for announcements directly to the public via radio and/or television hookups.
- G. Hospitals are responsible for dissemination of information concerning casualties and deaths. They generally have policies restricting the release of detailed information without permission of patients or their families. This information that they choose to release will normally be disseminated directly to the news media. The PIO should request that the EOC be provided copies of any information released to the media

**WORKING WITH THE MEDIA**

**1. What to do when working with the media:**

- A. Identify your spokesperson beforehand.
- B. Have a number the media know to call when they need information.
- C. Make certain the person answering the phones knows to whom to direct media calls.
- D. Get all the information you can from those in charge before you talk with the media.
- E. Write out the answers to these questions for **your** use:
  - 1) What happened?
  - 2) When did it happen?
  - 3) Where did it happen?
  - 4) Why did this happen?
  - 5) Who's--responsible, involved, injured?
  - 6) How many were hurt or killed? What are their names/ages/addresses?
  - 7) Can I shoot video/take photos? How close can I get?
  - 8) Who can I talk to?
  - 9) What is your agency doing about it?

**2. When you talk with the media:**

- A. Tell the truth.
- B. Be courteous and don't play favorites.
- C. Avoid "off the record" remarks.
- D. Never say anything you would not want to see printed or broadcast.
- E. Stay on top of the interview by listening to the reporter's questions.
- F. Don't accept the reporter's definitions of what happened.
- G. Pause, think; ask for more time if you need it.
- H. Respond only to the question you've been asked. Don't speculate.
- I. Stick to the core message



**MEDIA ACCESS & IDENTIFICATION****1. Media Access**

In recognition of the public's right to know as much information as possible about a disaster, local response agencies will cooperate with legitimate news media representatives and provide equal access to information and, within the limits of safety and other response needs, access to incident scene to various news organizations. News media representatives are required to cooperate with response personnel as directed for safety and efficient operation.

- A. The Incident Commander or his designated representative will allow media such access to the incident scene as is consistent with safety and does not disrupt critical operations.
- B. The EMC, in coordination with the PIO, shall establish rules for media access to the EOC. When the EOC is activated, representatives of news media may be provided access to those areas of the EOC designated by the EMC. As a general rule, press briefings will not be conducted in the EOC because they can disrupt on-going EOC operations; briefings will normally be conducted in the press area of the EOC. Photo shoots and interviews may be conducted in the EOC, but these should be scheduled so as to minimize disruption.
- C. Hospitals establish their own rules of access for news media representatives and these may vary for individual circumstances. For emergency situations where there have been substantial casualties, it may be desirable for hospitals to provide a press room or other designated area with access to telephones for the use of news media representatives.
- D. When incident scenes are on private property, the property owner may establish and enforce policies with regard to access by the media and other persons who are not emergency responders.

**2. Media Identification**

Representatives of news media will be considered to have satisfactory identification if they have:

- A. A media company identification card with photo that identifies them as a media representative, unless there is reason to believe that the identification is not genuine.
- B. Texas Department of Public Safety Press identification card.
- C. A press identification card issued by the County Emergency Management Office.

**LIST OF PRE-SCRIPTED EMERGENCY MESSAGES**

The following pre-scripted emergency messages have been prepared and are included in Annex A, Warning:

1. Warning – General Incident
2. Warning – Road/Facility Closure
3. Warning – Shelter-in-Place
4. Special News Advisory – Pre-Evacuation
5. Warning – Urgent Evacuation
6. Warning – Deliberate Evacuation
7. Special News Advisory – Supplemental Evacuation Information
8. Special News Advisory – Schools & Public Facility Status

**EMERGENCY PUBLIC INFORMATION CHECKLISTS**

This appendix includes the following Emergency Public Information (EPI) Checklists:

- Tab A          Public Information Checklist for Flooding
- Tab B          Public Information Checklist for Hazmat Incidents
- Tab C          Public Information Checklist for Hurricanes

**Public Information Checklist for Flooding**

✓	<b>Pre-Emergency Phase</b>	
	1. Conduct public education and distribute preparedness materials highlighting local flood risk areas, precautionary actions, and protective actions.	
	2. In coordination with the EMC, maintain a set of pre-scripted warning and public instructions messages ready for use. See Annex A to the Basic Plan.	
	3. Coordinate with school authorities/PIOs on policies/procedures for announcing school closures.	
	4. Review local Hazard Analysis and Annex E to EM Plan to identify potential flood risk areas and evacuation routes.	
	5. Coordinate with Animal Control, Animal Shelter, and other organizations to determine availability of facilities for evacuated pets and large animals.	
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.	
	<b>Readiness Phase</b>	
	1. Ensure PIO receives current information on flood watches & warnings.	
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites.	
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.	
	4. In coordination with the EMC, update precautionary action and evacuation message(s). See Annex A of EM Plan.	
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.	
	6. Disseminate property protection and evacuation preparedness information to public through media.	
	<b>Emergency Response Phase</b>	
	1. Provide evacuation area and evacuation route maps to media.	
	2. Release evacuation recommendation through warning system.	
	3. Release information on how transportation will be provided for those who lack it.	
	4. 3. Release public instructions on securing property, evacuation routes, and what to take with you.	
	5. Release information to media on shelter and mass care facilities available.	
	6. Release information to media on where persons needing assistance should call.	
	7. Release special instructions for those evacuating pets.	
	8. Release information on curfews and travel restrictions in effect within evacuation areas.	
	9. Release information on disaster welfare inquiry procedures.	
	10. Advise the public not to return to the evacuation area until told to do so.	
	11. Inform media of emergency response actions and organizations participating.	

✓	<b>Post-Emergency Phase</b>
	1. Coordinate with Law Enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.
	2. Coordinate with EMC to obtain and release damage assessments to media, updating as additional information becomes available.
	3. Release information to media on return of evacuees and preferred reentry routes, if any.
	4. Release information to media on access controls for damaged areas, if any.
	5. Provide public information on safety precautions for entering damaged buildings and the need to document damage and contact insurance companies.
	6. Release information on disaster relief/recovery programs and facilities.
	7. Release information to media on termination of shelter operations
	8. Release information on debris removal activities.
	9. Release information on volunteer assistance for home cleanup and repair.

Note: This public information checklist is designed for slowly developing floods. For a fast-breaking flood situation, it may be infeasible to conduct some of the readiness activities listed.

**Public Information Checklist for Hazmat Incidents**

✓	<b>Pre-Emergency Phase</b>
	1. Review local Hazard Analysis and Annex E, to obtain information on potential Hazmat risk areas and evacuation routes.
	2. Conduct public education and distribute preparedness materials highlighting local Hazmat risk areas, precautionary actions, and protective actions.
	3. In coordination with the EMC, maintain a set of pre-scripted warning and public instructions messages ready for use. See Annex A.
	4. Coordinate with school authorities, other PIOs, and local media on policies/procedures for announcing school closures or evacuations.
	5. Coordinate with special facilities or special needs populations and local media on policies/procedures for announcing closures or evacuations.
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	7. Coordinate with local media to insure thorough understanding of Hazmat response operations and protective actions such as shelter-in-place and evacuation.
	8. Disseminate evacuation preparedness information to the public.
	<b>Readiness Phase</b>
	1. Insure PIO receives current information on potential Hazmat incidents.
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites.
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	4. In coordination with the EMC, update precautionary action and evacuation message(s). See Annex A to the Basic Plan.
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.
	<b>Emergency Response Phase</b>
	1. Provide information to the media and public about the incident to include information on the nature of the incident, the expected duration of the incident, instructions to the community on evacuation or shelter in place procedures, symptoms of contamination, and potential health-risks.
	2. Disseminate property protection and evacuation preparedness information to public through the media.
	3. <i>Shelter in Place Actions</i>
	a. Release shelter in place recommendation through the media.
	b. Provide shelter in place instructions to the media.
	c. Provide maps of geographic area that will shelter in place.

	<b>Emergency Response Phase (Continued)</b>	
	4. <i>Evacuation Actions</i>	
	a. Release evacuation recommendation through media.	
	b. Provide evacuation area and evacuation route maps to media.	
	c. Release information on how transportation will be provided for those who lack it.	
	d. Release public instructions on securing property, property protection, and what to take with you.	
	e. Release information to media on shelter and mass care facilities available.	
	f. Release special instructions for those evacuating pets, and insure that you have the information on which shelters will accept pets or available sheltering facilities for animals.	
	5. <i>General Actions</i>	
	a. Release information to media on where persons needing assistance should call.	
	b. Release information on curfews and travel restrictions in effect within evacuation areas.	
	c. Release information on disaster welfare inquiry procedures	
	d. Advise the public not to return to the evacuation/shelter in place area until told to do so by the proper authorities.	
	e. Inform media of emergency response actions and organizations participating.	
	<b>Post-Emergency Phase</b>	
	1. Coordinate with law enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.	
	2. Coordinate with EMC to obtain and release damage/contamination assessments to media, and update them as additional information becomes available.	
	3. Release information to media on return of evacuees and preferred reentry routes, if any	
	4. Release information to media on access controls for damaged areas, if any.	
	5. Provide public information on safety precautions for entering damaged areas and the need to document damage and contact insurance companies.	
	6. Release information on disaster relief/recovery programs and facilities.	
	7. Release information on termination of shelter operations.	
	8. Release information on decontamination activities.	
	9. Release information on volunteer assistance.	
	10. Release information on clean-up/decontamination activities, if needed.	
	11. Keep public and media informed of long-term clean-up activities, potential long-term health effects, liability information, and future mitigation efforts.	

Note: As most Hazmat incidents occur without significant warning, it may be infeasible to conduct some of the activities listed in the Readiness Phase.

**Public Information Checklist for Hurricanes**

✓	<b>Pre-Emergency Phase</b>
	1. Conduct public education and distribute preparedness materials highlighting local hurricane risk areas, precautionary actions, and protective actions.
	2. In coordination with the EMC, maintain a set of pre-scripted warning and public instructions messages ready for use. See Annex A to the Basic Plan.
	3. Coordinate with school authorities/PIOs on policies/procedures for announcing school closures.
	4. Review local Hazard Analysis and Annex E to EM Plan, to identify potential hurricane risk areas and evacuation routes.
	5. Disseminate information on the availability of facilities for evacuated pets and large animals.
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	7. Disseminate information emphasizing the need for ride sharing during an evacuation.
	<b>Readiness Phase</b>
	1. Ensure PIO receives current information on hurricane watches & warning.
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites that could be used during the recovery phase.
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	4. In coordination with the EMC, update precautionary action and evacuation message(s). See Annex A to the Basic Plan.
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.
	6. Disseminate property protection and evacuation preparedness information to public through media.
	7. Disseminate information to special need facilities and those in mobile home/trailer parks recommending an early precautionary evacuation.
	<b>Emergency Response Phase</b>
	1. Provide evacuation area and evacuation route maps to media.
	2. Release evacuation recommendation through warning system.
	3. Release information on how transportation will be provided for those who lack it.
	4. Release public instructions on securing property, evacuation routes, and what to take with you.
	5. Release information to media on shelter and mass care facilities available.
	6. Release information to media on where persons needing assistance should call.
	7. Release special instructions for those evacuating pets.
	8. Release information on curfews and travel restrictions in effect within evacuation areas.
	9. Release information on disaster welfare inquiry procedures.
	10. Advise the public not to return to the evacuation area until told to do so.
	11. Inform media of emergency response actions and organizations participating.
	12. Release information on the availability of food service, gas stations, and medical facilities.
✓	<b>Post-Emergency Phase</b>



	1. Coordinate with Law Enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.	
	2. Coordinate with EMC to obtain and release damage assessments to media, updating as additional information becomes available.	
	3. Release information to media on return of evacuees and preferred reentry routes, if any.	
	4. Release information to media on access controls for damaged areas, if any.	
	5. Provide public information on safety precautions for entering damaged buildings and the need to document damage and contact insurance companies.	
	6. Release information on disaster relief/recovery programs and facilities.	
	7. Release information to media on termination of shelter operations	
	8. Release information on debris removal activities.	
	9. Release information on where to obtain disaster mental health/crisis counseling services.	
	10. Release information on volunteer assistance for home cleanup and repair.	

# **ANNEX K**

# **PUBLIC WORKS & ENGINEERING**

**TYLER COUNTY AND CITIES  
ADHERING TO THIS PLAN**

---

**Jurisdiction**

Ver 3.0  
02/06

**APPROVAL & IMPLEMENTATION**

**Annex K**

**PUBLIC WORKS  
&  
ENGINEERING**

*James J. Lanchetti*  
Signature, County Judge

2/17/12  
Date

*Dale Freeman*  
Signature, EMC

2-17-12  
Date

**RECORD OF CHANGES**

**Annex K**

**Public Works  
&  
Engineering**

<b>Change #</b>	<b>Date of Change</b>	<b>Entered By</b>	<b>Date Entered</b>

## ANNEX K

### Public Works & Engineering

#### I. AUTHORITY

See Section I of the Basic Plan for general authorities.

Texas Government Code, Section 418.023, Clearance of Debris.

[Include any local ordinance or order that provides for emergency purchasing or contracting.]

[Include any local ordinance or order that provides for expedited demolition of damaged structures during emergency situations.]

#### II. PURPOSE

The purpose of this annex is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public works and engineering activities during emergency situations

#### III. EXPLANATION OF TERMS

##### A. Acronyms

DPS	Texas Department of Public Safety
EOC	Emergency Operations Center
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
GDEM	Governor's Division of Emergency Management
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRP	National Response Plan
SAR	Search and Rescue
SOP	Standard Operating Procedures
TAHC	Texas Animal Health Commission
TDH	Texas Department of State Health Services
TCEQ	Texas Commission on Environmental Quality
TDSR	Temporary Debris Storage and Reduction
TRRN	Texas Regional Resource Network
TxDOT	Texas Department of Transportation

**B. Definitions**

1. Debris Clearance. Clearing roads of debris by pushing debris to the roadside.
2. Debris Disposal. Placing mixed debris and or the residue of debris volume reduction operations into an approved landfill.
3. Debris Removal. Debris collection and transport to a temporary storage site for sorting and/or volume reduction or to a permanent disposal site. Debris removal also includes damaged structure demolition and removal.

<b>IV. SITUATION &amp; ASSUMPTIONS</b>
--

**A. Situation**

1. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
2. This jurisdiction anticipates emergency situations may occur which threaten public health, safety, and property. An emergency situation of this nature may require emergency public works and engineering services.

**B. Assumptions**

1. Employing public works and engineering personnel and equipment during pre-disaster operations should minimize disaster damage. Advance preparation of personnel and equipment may also hasten restoration efforts.
2. Local departments and agencies responsible for the public works and engineering function may have insufficient resources to remove the debris created by a major emergency or disaster and accomplish other recovery tasks.
3. Public works & engineering departments and agencies are expected to accomplish expedient repair and restoration of essential services and vital facilities. Dependent on the scale of the operation(s), major reconstruction initiatives will likely require contract assistance.
4. Public works and engineering will be able to organize and carry out debris clearance in the aftermath of an emergency. Large scale debris and/or hazardous material operations, however, will likely require external assistance.
5. Private construction companies, engineering firms, and equipment rental contractors have staff and equipment resources that may be contracted to carry out public works and engineering activities during emergency situations. However, local government may have to compete with businesses and individuals seeking those resources for repairs or rebuilding.

6. Assistance may be available from other jurisdictions through inter-local agreements and from commercial firms through contingency contracts. Some types of emergency situations, including earthquakes, hurricanes, and floods may affect large areas, making it difficult to obtain assistance from usual sources.
7. Damage to chemical plants, power lines, sewer and water distribution systems, and secondary hazards, such as fires, may result in health and safety hazards. These hazards could pose a threat to public works and engineering personnel and impede operational capabilities.
8. Alternate disposal methods and facilities may be needed as local landfills and waste disposal facilities may prove inadequate to deal with large amounts of debris. Special considerations must be made if the debris has been contaminated with chemicals or petroleum products.
9. If local capabilities prove inadequate to deal with a major emergency or disaster, state, and/or federal resources will be available to assist in debris removal and restoration of essential services.

## V. CONCEPT OF OPERATIONS

### A. General

The general public works and engineering tasks to be performed during emergency situations include:

1. For slowly developing emergency situations, take actions to protect government facilities, equipment, and supplies prior to the onset of hazardous conditions.
2. Provide heavy equipment support for search and rescue operations.
3. Conduct damage-assessment surveys of public facilities, roads, bridges, and other infrastructure.
4. Inspect damaged structures.
5. Clear debris from roadways and make repairs to reopen transportation arteries.
6. Make expedient repairs to essential public facilities to restore operations or protect them from further damage.
7. Remove debris from public property and manage debris disposal operations for public and private property.
8. Assist in controlling public access to hazardous areas.

### B. Protecting Resources and Preserving Capabilities

1. Public works and engineering resources may be employed during slow developing emergency situations to protect and limit damage to government facilities, equipment, and essential utilities. Protective actions may include sandbagging, building protective levees, ditching, installing protective window coverings, or removing vital equipment. Public works and engineering elements are expected to identify buildings and other infrastructure that will benefit from protective measures and, in coordination with the departments or agencies that occupy those facilities, carry out necessary protective actions.

2. If time permits, public works and engineering elements are also expected to take action in advance of an emergency situation to preserve response and recovery capabilities by protecting vital equipment and supplies, either in place or by relocating them to a safe location. It is desirable for agencies to enter into advanced agreements with other agencies or jurisdictions to ensure the safety and security of vital equipment and resources.

#### **C. Search & Rescue (SAR) Support**

Public works and engineering crews may be required to provide heavy equipment support for search and rescue operations, particularly support for search operations in collapsed buildings.

#### **D. Damage Assessment**

1. Public works and engineering departments will lead preliminary damage assessments of public buildings, homes, businesses, roads, bridges, and other infrastructure following a disaster. Damage assessment procedures and forms used in the assessment processes are discussed in Annex J, Recovery.
2. Public works and engineering personnel shall inspect damaged structures. Inspections are conducted to identify unsafe structures and, if necessary, take actions to restrict entry and occupancy until the structures can be made safe.
3. Damaged buildings posing an immediate threat to public health and safety should be appropriately posted to restrict public access pending repairs or demolition. [(Local ordinance or regulation) provides for expedited demolition of structures that pose a threat to public health during emergency situations.]

#### **E. Debris Clearance and Removal**

See Appendix 2, Debris Management.

#### **F. Temporary Repairs and Restoration**

1. The public works and engineering staff is expected to make timely temporary repairs to government-owned buildings and other infrastructure essential to emergency response and recovery operations. Building contents should be removed or restricted until the restoration process is complete. Personnel should coordinate with building occupants to determine which areas and equipment have the highest priority for protection.
2. Hazardous situations may result in damage to computers storing vital government records and/or hard copy records, such as building plans, legal documents, tax records, and other documents. When computers or paper records are damaged, it is essential to obtain professional technical assistance for restoration as soon as possible.
3. It is generally impractical to restore buildings sustaining major damage during the emergency response phase. Major repairs will normally be postponed until recovery operations commence and will typically be performed by contract personnel.



## **G. Actions by Phases of Emergency Management:**

### **1. Prevention**

- a. Identify vulnerabilities of existing public buildings, roads, bridges, water systems, and sewer systems to known hazards and take steps to lessen vulnerabilities.
- b. Reduce vulnerability of new public facilities to known hazards through proper design and site selection.
- c. Develop plans to protect facilities and equipment at risk from known hazards.
- d. Install emergency generators in key facilities and have portable generators available to meet unexpected needs. Ensure procedures are in place to maintain and periodically test back-up sources of power, such as generators and fuel, in the event of an emergency power loss.

### **2. Preparedness**

- a. Ensure government buildings, roads and bridges, and public works equipment are in good repair.
- b. Ensure an adequate number of personnel are trained to operate heavy equipment and other specialized equipment.
- c. Stockpile materials needed to protect and repair structures, roads, bridges, and other infrastructure.
- d. Develop general priorities for clearing debris from roads.
- e. Maintain an adequate quantity of barricades and temporary fencing.
- f. Maintain current maps and plans of government facilities, roads, bridges, and utilities.
- g. Review plans, evaluate emergency staffing needs in light of potential requirements, and make tentative emergency task assignments.
- h. Establish and train damage survey teams.
- i. Execute contingency contracts for emergency equipment and services with local contractors and execute agreements with individuals and businesses to borrow equipment.
- j. Develop procedures to support or accomplish the tasks outlined in this annex.
- k. Ensure government-owned vehicles and other equipment can be fueled during an electrical outage.

### 3. Response

- a. If warning is available, take actions to protect government facilities and equipment.
- b. Survey areas affected by a hazard, assess damage, and determine the need and priority for expedient repair or protection to prevent further damage. Report damage assessments to the EOC.
- c. Upon request, provide heavy equipment support for SAR operations. See Annex R, Search and Rescue.
- d. Clear roads of debris. See Appendix 2.
- e. Inspect damaged buildings to determine if they are safe for occupancy.
- f. Remove debris from public property and manage proper debris disposal. See Appendix 2.
- g. Make repairs to damaged government facilities and equipment, as needed.
- h. Coordinate with the Energy & Utilities staff to arrange for emergency electrical service, if required, to support emergency operations.
- i. Assist the Cities Water & Sewer Departments in making emergency repairs to government-owned utility systems, as necessary. See Annex L, Utilities.
- j. Restrict access to hazardous areas, using barricades and temporary fencing, upon request.

### 4. Recovery

- a. Repair or contract repairs to government-owned buildings, roads, bridges, and other infrastructure.
- b. Support community clean up efforts, as necessary.
- c. Participate in compiling estimates of damage and response and recovery costs.
- d. Participate in post-incident review of emergency operations and make necessary changes to improve emergency plans and procedures.

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. The function of public works and engineering during emergency situations shall be carried out in the framework of our normal emergency organization described in Section VI.A of the Basic Plan, and in accordance with National Incident Management System (NIMS)/National

Response Plan (NRP) protocols. Preplanning for emergency public works and engineering tasks shall be conducted to ensure staff and procedures needed to manage resources in an emergency situation are in place. It should be noted that as we are a small rural county, with only 3 very small cities, much of the responsibilities described herein will be carried out by the same limited staff, as well as utilizing personnel from Volunteer Fire Departments and other volunteer groups to augment our permanent staff. Therefore, in the following sections it should be noted that the use of County Commissioners as the responsible party includes this staffing.

2. During an Incident of National Significance or Disaster Declaration under the Stafford Act Public Assistance Program, Public Works and Engineering may integrate, as required, with the National Response Plan (NRP), Emergency Support Function (ESF) #3 activities. The Federal ESF #3 will develop work priorities in cooperation with state, local, and/or tribal governments and in coordination with the Federal Coordinating Officer and/or the Federal Resource Coordinator. (See Annex 3, Public Works and Engineering – National Response Plan).

## **B. Assignment of Responsibilities**

1. The County Commissioners will serve as the Public Works Officer in their Precincts during emergencies and will:
  - a. Coordinate certain pre-emergency programs to reduce the vulnerability of local facilities and other infrastructure to known hazards. See Annex P, Hazard Mitigation.
  - b. Manage the public works and engineering function during emergency situations in accordance with the NIMS.
  - c. Oversee the restoration of key facilities and systems and debris removal following a disaster.
  - d. Develop and implement procedures to ensure a coordinated effort between the various local departments and agencies that perform the public works and engineering functions. Ensure appropriate emergency response training for assigned personnel in accordance with Section IX.D of the Basic Plan.
  - e. Identify contractors who can provide heavy and specialized equipment support during emergencies and individuals and businesses that may be willing to lend equipment to local government during emergencies.
  - f. Assist the Resource Manager in maintaining a current list of public works and engineering resources. See Annex M, Resource Management. In an effort to facilitate assistance pursuant to mutual aid agreements, our available resources are typed according to NIMS and a part of the Texas Regional Response Network (TRRN).
  - g. Assist the EMC in maintaining this annex.

2. The County Commissioners in their precincts, will:
  - a. Carry out pre-disaster protective actions for impending hazards, including identifying possible facilities for debris storage and reduction.
  - b. Conduct damage assessments in the aftermath of disaster.
  - c. Repair and protect damaged government facilities.
  - d. Provide heavy and specialized equipment support for SAR operations.
  - e. Carry out debris clearance and removal. See Appendix 2.
  - f. With the assistance of the Legal Officer, negotiate inter-local agreements for public works and engineering support.
  - g. Maintain stockpiles of disaster supplies such as sandbags, plastic sheeting, and plywood.
3. The County Commissioners will:
  - a. Develop damage assessment procedures and provide training for damage survey teams.
  - b. Provide engineering services and advice to the Incident Commander and EOC staff.
  - c. Assist in conducting damage assessments in the aftermath of an emergency. See Annex J, Recovery.
  - d. Safeguard vital engineering records.
4. The County Commissioners in their precincts, and the City Road and Bridge in their cities, will: assist each other to:
  - a. Maintain reasonable stockpiles of emergency paving materials.
  - b. Make emergency repairs to county roads, bridges, culverts, and drainage systems.
  - c. Supervise debris clearance from the public right-of-way and support debris removal operations.
  - d. Emplace barricades where needed for safety.
  - e. Provide personnel and equipment to aid in SAR operations as needed.
  - f. Provide heavy equipment support for protective actions taken prior to an emergency and for response and recovery operations.
  - g. Assist in repairs to government-owned utilities and drainage systems.

5. The County Commissioners will:
  - a. Collect and properly dispose of refuse.
  - b. Support emergency public works and engineering operations with available resources.
6. The County Commissioners will:
  - a. Support damage assessment operations.
  - b. Determine if access to damaged structures should be restricted or if they should be condemned and demolished.
  - c. Inspect expedient shelter and mass care facilities for safety.
7. The County Commissioners will:
  - a. Restore damaged communications systems.
  - b. Provide communications technical and equipment support for emergency operations.
8. The County Commissioners will:
  - a. Assess damage to parks and recreation facilities and assist in assessing damage to other facilities.
  - b. Provide personnel and light equipment support for public works and engineering operations.
  - c. Upon request, establish and staff a facility to sort and catalog property removed from damaged government-owned facilities.

<b>VII. DIRECTION &amp; CONTROL</b>
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- A.** The County Judge shall, pursuant to NIMS, provide general guidance for the public works and engineering function and, when necessary, approve requests for state or federal resources.
- B.** The Incident Commander (IC) will manage public works and engineering emergency resources committed to an incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. If the EOC is not activated, the IC may request additional resources from local departments and agencies. The IC may also request authorized officials to activate mutual aid agreements or emergency response contracts to obtain additional resources.
- C.** The EOC will be activated for major emergencies and disasters. When the EOC is activated, a Public Works Officer shall be assigned to the EOC to will manage the emergency public works and engineering function from the EOC. The IC shall direct resources committed to the incident

site and coordinate resource requests through the Public Works Officer. The Public Works Officer shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.

- D. The Public Works Officer will respond to mission priorities established by the IC or the EMC, and direct departments and agencies with public works and engineering resources to accomplish specific tasks, and coordinate task assignments to achieve overall objectives.
- E. The Public Works Officer will identify public and private sources from which needed resources can be obtained during an emergency and coordinate with the Resource Manager to originate emergency procurements or to obtain such resources by lease, rental, borrowing, donation, or other means.
- F. A major emergency or disaster may produce substantial property damage and debris requiring a lengthy recovery operation. In such incidents, it may be desirable to establish a Debris Removal Task Force to manage debris removal and disposal. The task force may continue to operate even after the EOC deactivates. See Appendix 2 for the organization and responsibilities of this element.
- G. Normal supervisors of public works and engineering personnel participating in emergency operations will exercise their usual supervisory responsibilities over assigned personnel, subject to NIMS span of control guidelines. Organized crews from other jurisdictions responding pursuant to inter-local agreements will normally operate under the direct supervision of their own supervisors. Individual volunteers will work under the supervision of the individual heading the team or crew to which they are assigned.
- H. The line of succession for the Public Works Officer is:
  - 1. One of four (4) of the County Commissioners.
  - 2. City of Woodville Public Works Director.
  - 3. Ass't EMC.

## VIII. READINESS LEVELS

### A. Readiness Level IV - Normal Conditions

See the mitigation and preparedness activities in Section V.G.

### B. Readiness Level III - Increased Readiness

- 1. Review plans and procedures.
- 2. Inform key public works and engineering personnel.
- 3. Monitor the situation.
- 4. Check equipment readiness and correct deficiencies.
- 5. Check emergency supply status and fill shortfalls.

**C. Readiness Level II - High Readiness**

1. Monitor the situation.
2. Alert personnel for possible emergency duty.
3. Increase short-term readiness of equipment if possible.
4. Review inter-local agreements and contracts for resource support and alert potential resource providers of possible emergency operations.
5. Identify personnel to staff the ICP and EOC.

**D. Readiness Level I - Maximum Readiness.**

1. Mobilize selected public works and engineering personnel.
2. Implement plans to protect government facilities and equipment.
3. Ensure equipment is loaded and fueled; consider precautionary deployment of resources.
4. Dispatch personnel to the ICP and EOC when activated.
5. Advise resource suppliers of situation.
6. Continue to monitor the situation.

<b>IX. ADMINISTRATION &amp; SUPPORT</b>
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**A. Resource Support**

1. A listing of local public works and engineering equipment is provided in Annex M, Resource Management.
2. Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts.
3. If the public works and engineering resources available locally, from other jurisdictions, and from businesses pursuant to contracts are insufficient to deal the emergency situation, assistance may be requested from the State. The County Judge should approve requests for state aid, which should be forwarded to the Disaster District Committee (DDC) Chair in Beaumont, Texas. Cities must request resource support from their county before requesting assistance from the State in accordance with Section V.F of the Basic Plan.

## **B. Communications**

The public works and engineering communications network is depicted in Appendix 1.

## **C. Key Facilities**

A listing of key local facilities, providing a general priority for damage assessment, debris clearance, and repair, is contained in Annex G, Law Enforcement. The EMC shall determine the specific priority for public works and engineering work on each of these facilities in the aftermath of an emergency.

## **D. Reporting**

In addition to reports that may be required by their parent organization, public works and engineering departments and agencies participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and periodic Situation Reports. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N (Direction and Control).

## **E. Records**

Expenses incurred in carrying out emergency response and recovery operations for certain hazards may be recoverable from the responsible party, insurers, or as a basis for requesting reimbursement for certain allowable costs from the state and/or federal government. Hence, all public works and engineering elements will maintain detailed records of labor, materials, equipment, contract services, and supplies consumed during large-scale emergency operations.

## **F. Post Incident Review**

For large-scale emergency operations, the EMC shall organize and conduct an after action critique of emergency operations in accordance with the guidance provided in Section IX.F of the Basic Plan. The After Action Report will serve as the basis for an Improvement Plan.

# **X. ANNEX DEVELOPMENT & MAINTENANCE**

- A.** The EMC with the assistance of the County and City staffs is responsible for developing and maintaining this annex.
- B.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C.** Departments and agencies assigned responsibilities in this annex will develop and maintain SOPs covering those responsibilities.



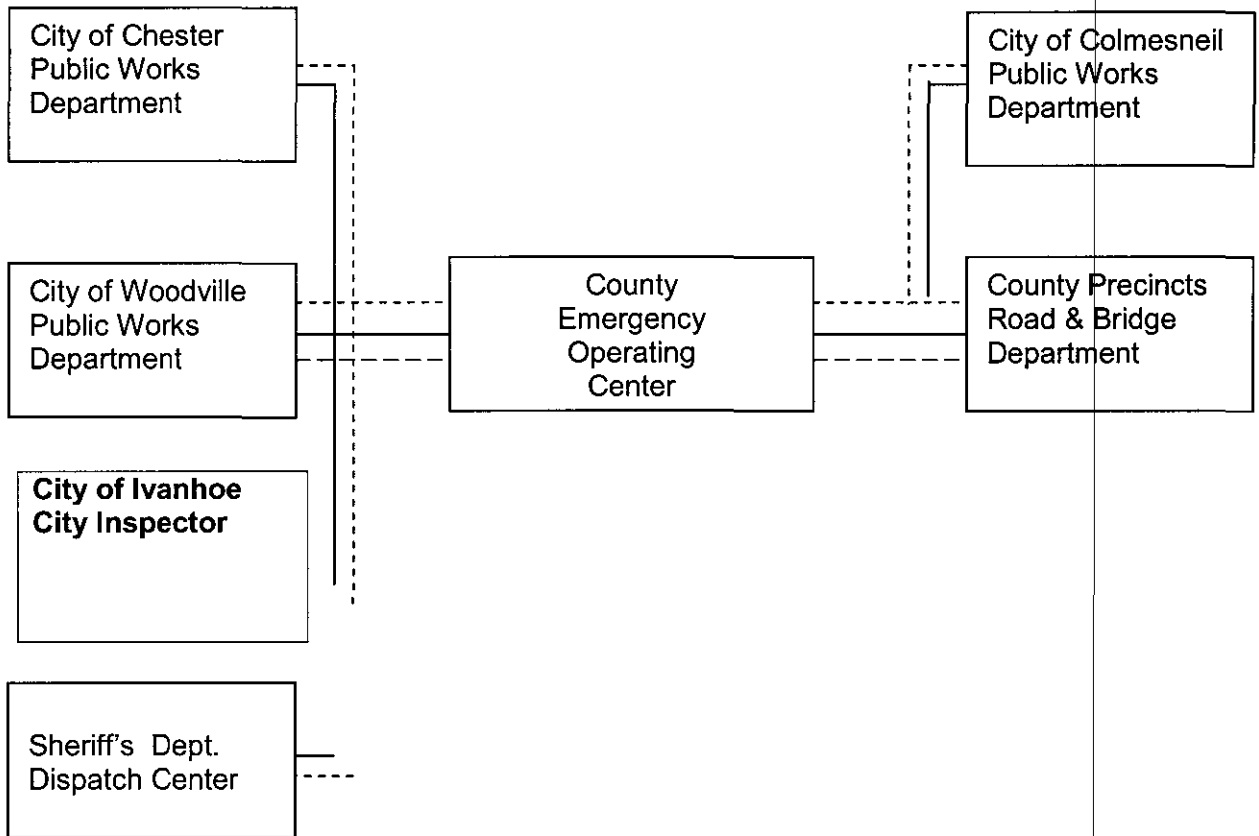
**XI. REFERENCES**

- A. DEM, Texas Disaster Recovery Manual.
- B. FEMA, Public Assistance Debris Management Guide (FEMA-325).
- C. FEMA, State and Local Guide for All-Hazard Emergency Operations Planning (SLG-101).
- D. FEMA, Reducing Losses in High Risk Flood Hazard Areas: A Guidebook for Local Officials (FEMA-116).

**APPENDICES:**

Appendix 1.....Public Works & Engineering Communications Network  
Appendix 2.....Debris Management

**PUBLIC WORKS & ENGINEERING COMMUNICATIONS NETWORK**



**LEGEND:**

- TELEPHONE
- - - - - RADIO
- - - - - PAGER

## DEBRIS MANAGEMENT

### 1. Objectives

The objectives of debris management in the aftermath of an emergency are to:

- A. Reopen roads and provide access to facilities that provide essential government and population support services.
- B. Remove debris from public property.
- C. Assist citizens in removing debris from private property.
- D. Reduce the volume of debris going to disposal facilities to extend the life of those facilities and reduce costs.
- E. Ensure hazardous materials are segregated from other debris and properly disposed of.

### 2. Explanation of Terms

- A. Debris is the remains of things destroyed or damaged as a result of natural or technological disasters. Disaster debris may include yard waste, building materials, household items, personal property, hazardous household products, batteries, automobiles, boats, hazardous chemicals, spoiled food, dead animals, and other materials. Some types of debris pose a threat to health, safety, and the environment.
- B. Categorization of Debris. There are a variety of schemes for categorizing debris. In this appendix, the following categorization is used:
  - 1) Burnable Materials, which include:
    - a) Burnable Natural Debris – generally trees, shrubs, and vegetation
    - b) Burnable Construction and Demolition (C&D) Debris – wooden structural members and other wood products such as roof decking, siding, doors
  - 2) Non-burnable Debris – plastic, glass, metal, sheet rock, roofing shingles, carpet, tires, treated lumber, bricks, concrete, soil, and similar items. Household waste is a type of non-burnable debris.
  - 3) Hazardous Debris – industrial and household hazardous waste, paint, materials containing asbestos, batteries, petroleum products, agricultural chemicals, dead animals, and similar products.

### 3. Situation & Assumptions

#### A. Situation

- 1) The type and quantity of debris generated by an emergency situation is a function of the type of event, the location of impact, and the magnitude, intensity, and duration.
- 2) The quantity and type of debris generated, its location, and the size of the area over which it is spread affect the choice of removal and disposal methods, the costs incurred in doing so, and the time it will take to accomplish the task.

**B. Assumptions**

- 1) Emergency situations requiring debris removal may occur at any time.
- 2) Local government may have insufficient resources to remove debris created by a major emergency or disaster and accomplish other recovery tasks.
- 3) If local debris removal capabilities are insufficient, the chief elected official may issue a local disaster declaration and request State assistance in debris removal. If the local emergency situation is of such magnitude that the Governor requests a Presidential Disaster Declaration and such a declaration is approved, federal resources could become available.
- 4) For major emergencies or disasters, private contractors may be needed to collect, reduce the volume of, and dispose of debris
- 5) Citizens should assist in removing debris from the immediate area of their homes and businesses, but will generally need government assistance in removing it for disposal.
- 6) Citizens are often willing to help their neighbors in removing debris. Proper public information can encourage such cooperative action, speeding up the process and reducing costs.

**4. Concept of Operations**

**A. Phased Approach.** Debris management shall be conducted in phases, including:

- 1) Phase 1 - Emergency Roadway Clearance
  - a) Following a disaster, the top priority is to clear major roads and routes providing access to key population support facilities such as hospitals, to allow for the movement of emergency vehicles, resumption of critical services, and damage assessment. Emergency roadway clearance also facilitates the deployment of external response elements and delivery of emergency equipment and supplies. In initial roadway debris clearance, debris is normally pushed to the side of the road with no attempt to remove or dispose of it.
  - b) Local government is responsible for clearing city streets, county roads, and their rights of way. The Texas Department of Transportation (TxDOT) is responsible for clearing state and federal highways and the rights of way for such highways along with debris disposal resulting from the clearing process.
  - c) In this phase, crews equipped with chain saws will generally be required to cut up down trees and heavy equipment will be needed to move the remains. If possible, heavy equipment used for moving debris should be equipped with protective cabs and all personnel should wear protective equipment. Fire hydrants, driveway cutouts, and utility valves should be left unobstructed.

- d) Electrical systems are often damaged by the same hazards that create substantial debris, public works and engineering crews may need to coordinate their efforts to remove debris with utility crews.

2) Phase 2 – Debris Removal and Disposal

a) Debris Removal from Public Property.

- (1) In the aftermath of a disaster, it may be necessary to remove debris from a variety of public property, including:

- (a) Roads and rights of way.
- (b) Government buildings, grounds, and parking lots.
- (c) Parks and recreation facilities.
- (d) Storm drainage systems and reservoirs.

- (2) If the emergency situation resulted in a Presidential Disaster Declaration, the expense of debris removal from public property may be partially reimbursed by the federal government if the debris must be removed to:

- (a) Eliminate immediate threats to life, public health and safety.
- (b) Eliminate immediate threats of significant damage to improved public or private property.
- (c) Ensure economic recovery of the affected community.

Large-scale debris removal and disposal operations can be extremely costly. It is vital to determine if federal assistance will be provided and the rules that apply to such assistance before commencing debris removal operations. See the DEM *Texas Disaster Recovery Manual* for further information.

- (3) State law provides that state resources may not be used to clear or remove debris from local public property unless the local government presents the State an unconditional authorization for removal.

b) Debris Removal from Private Property.

- (1) Debris removal from private property, including demolishing condemned structures, is generally the responsibility of the property owner, and the cost may be wholly or partly covered by insurance. If there has been a Presidential Disaster Declaration and debris on private property is so widespread that public health, safety, or the economic recovery is threatened, local government may be partially reimbursed for the cost of debris removal from private property. Local government normally has responsibility for picking up and disposing of debris from private property placed at the curb and bears the cost of that effort.

- (2) When the Governor has issued a disaster declaration for an emergency situation, § 418.023 of the Government Code law provides that state resources may be used to remove debris from private property. As a general rule, the property owner must authorize removal of debris, grant unrestricted access, and indemnify the state against any claim resulting from the removal.

As the Executive Order of the Governor Relating to Emergency Management provides that county judges and mayors who have issued a local disaster declaration may exercise the emergency powers of the Governor on an appropriate local scale, local governments may remove debris from private property subject to the same conditions cited above. Attachment 1 to this appendix provides a sample Debris Removal Access Agreement that should be used to meet statutory requirements.

**B. Preparation for Debris Removal**

Considerable time and labor can be saved in the debris removal process by sorting debris from public property and encouraging the public to sort debris from private property before it is picked up. A proactive public outreach program should advise the public of the actions they can take to facilitate pickup, including:

- 1) Sorting debris into categories – burnable natural debris, burnable construction and demolition debris, non-burnable debris, and potentially hazardous debris.
- 2) Placing sorted debris piles at curbside.
- 3) Keeping debris off roadways and away from fire hydrants and utility valves.
- 4) Disposing of household waste in normal refuse containers.

**C. Estimating the Amount of Debris**

In determining the means to be used to remove and dispose of debris, it is essential that local officials have a reasonable estimate of the amount of debris that must be removed and eventually disposed of. Attachment 3 to this appendix provides a methodology that may be used to estimate the amount of debris that must be removed.

**D. Determining Debris Removal Strategy**

- 1) After an estimate of the amount of debris that needs to be removed is made, options for removing the debris should be evaluated in terms of their cost and timeliness.
- 2) The general strategies for debris removal and processing are:
  - a) Removal and processing of debris by local government.
    - (1) Advantages:
      - Direct government control.
    - (2) Disadvantages:
      - Normally requires diversion of significant government resources from regular functions and makes them unavailable for other recovery tasks.
      - Speed of debris removal may be constrained by the government equipment and personnel available.
      - Local government may lack specialized equipment and skills needed to carry out all aspects of debris removal.
  - b) Removal and processing of debris by contractors.

- (1) Advantages:
  - Speed of debris removal may be increased by contracting for additional resources.
  - If local contractors are used, may provide local economic benefit.
- (2) Disadvantages:
  - Requires detailed contracts.
  - Requires extensive oversight and inspection.
- c) Removal and processing of debris by a combination of local government and contractors.
- 3) If contractors are used, the disaster area should be divided into geographic sectors for control purposes and bids solicited based on the estimated quantity of debris in each sector. In defining sectors, it is desirable to group properties of like type, construction, and with similar vegetation together. This will also facilitate estimating the quantity of debris that needs to be removed.
- 4) Debris may be removed by one time collection of all debris at each property or using multiple passes to collect different types of material that have been pre-sorted by the property owner.

E. Establishing Temporary Debris Storage and Reduction (TDSR) Facilities.

- 1) The effective disposal of large quantities of disaster debris requires that suitable temporary storage and volume reduction facilities be established. Such facilities hold debris until it can be sorted, reduced in volume, and dispatched to an appropriate disposal facility. Sorting and volume reduction can significantly reduce the costs of disposing of debris and prevent potentially serious environmental problems.
- 2) Sorting. TDSR facilities sort debris and send it to the most appropriate facility for treatment or disposal. Sorting is needed to separate burnable from non-burnable materials and segregate hazardous products for disposal at authorized facilities and identify debris that can be burned, chipped or ground, recycled, or simply disposed of at a landfill without treatment.
- 3) The volume of debris can be greatly reduced by a variety of methods, including:
  - a) Incineration. This method includes open burning, use of air curtain pit incineration (trench burners), or use of portable air curtain incinerators. Incineration of burnable debris typically reduces its volume by 95 percent.
  - b) Chipping and grinding. Chipping and grinding is appropriate for clean, woody debris and typically reduces its volume by 75 percent. However, chipping and grinding normally costs as much as incineration and unless the resulting mulch can be disposed of without cost or at a profit, local government may incur additional costs to have the residual material hauled to a landfill.
  - c) Recycling. Recycling debris may present an opportunity to reduce the overall cost of disposal. Metals, lumber, and soil are the most likely candidates for

- 4) The normal methods of public information dissemination through the media should be used to provide information to the public. If loss of electric power has occurred, extra effort must be made to reach those without power using door hangers, flyers, signs, and, if necessary, door-to-door outreach.

#### G. Regulatory Issues and Technical Assistance

- 1) The Texas Commission on Environmental Quality (TCEQ) regulates the disposal of waste, including hazardous waste. TCEQ also issues emergency permits for debris incineration. Hence, the advice and assistance of TCEQ should be obtained in developing and implementing plans for debris disposal.
- 2) The Texas Department of State Health Services (DSHS) is the state agency responsible for ensuring food safety. The assistance of DSHS should be sought when there are questions regarding the safety of foodstuffs in damaged retail stores, warehouses, and processing facilities. DSHS has the authority to condemn unsafe foodstuffs so that they can be disposed of.
- 3) The Texas Animal Health Commission (TAHC) can provide advice and assistance regarding the disposition of dead animals. TAHC may also help identify stray live animals so they can be returned to their owners.

### 5. Organization

#### A. Phase 1 - Emergency Roadway Clearance

During Phase 1, our normal emergency organization as outlined in the Section VI.A of the Basic Plan and this annex should coordinate debris clearance operations. Debris clearance will normally be managed from the EOC. However, if debris is localized, an incident command operation may be established at the incident site to manage debris clearance.

#### B. Phase 2 - Debris Removal and Disposal

- 1) For small-scale debris removal and disposal operations, our normal emergency organization as outlined in the Basic Plan and this annex may coordinate debris removal and disposal.
- 2) For major emergencies or disasters that result in large volumes of debris, removal and disposal may have to continue for an extended period. For these situations, a Debris Management Task Force, consisting of personnel from those departments and agencies having the required expertise, shall be formed to manage debris removal and disposal operations. The Task Force should be comprised of personnel to perform the following functions:
  - a) Operations: Plan debris removal and processing, manage the use of government resources, and monitor the use of contract resources committed to the task.
  - b) Contracting & Procurement: Develop contracts for services and/or equipment, obtain bids, and award contracts.
  - c) Legal: Contract review, manage authorizations for debris removal, and prepare legal documents for building condemnation and land acquisition



- 4) The normal methods of public information dissemination through the media should be used to provide information to the public. If loss of electric power has occurred, extra effort must be made to reach those without power using door hangers, flyers, signs, and, if necessary, door-to-door outreach.

#### G. Regulatory Issues and Technical Assistance

- 1) The Texas Commission on Environmental Quality (TCEQ) regulates the disposal of waste, including hazardous waste. TCEQ also issues emergency permits for debris incineration. Hence, the advice and assistance of TCEQ should be obtained in developing and implementing plans for debris disposal.
- 2) The Texas Department of Health (TDH) is the state agency responsible for ensuring food safety. The assistance of TDH should be sought when there are questions regarding the safety of foodstuffs in damaged retail stores, warehouses, and processing facilities. TDH has the authority to condemn unsafe foodstuffs so that they can be disposed of.
- 3) The Texas Animal Health Commission (TAHC) can provide advice and assistance regarding the disposition of dead animals. TAHC may also help identify stray live animals so they can be returned to their owners.

### 5. Organization

#### A. Phase 1 - Emergency Roadway Clearance

During Phase 1, our normal emergency organization as outlined in the Section VI.A of the Basic Plan and this annex should coordinate debris clearance operations. Debris clearance will normally be managed from the EOC. However, if debris is localized, an incident command operation may be established at the incident site to manage debris clearance.

#### B. Phase 2 - Debris Removal and Disposal

- 1) For small-scale debris removal and disposal operations, our normal emergency organization as outlined in the Basic Plan and this annex may coordinate debris removal and disposal.
- 2) For major emergencies or disasters that result in large volumes of debris, removal and disposal may have to continue for an extended period. For these situations, a Debris Management Task Force, consisting of personnel from those departments and agencies having the required expertise, shall be formed to manage debris removal and disposal operations. The Task Force should be comprised of personnel to perform the following functions:
  - a) Operations: Plan debris removal and processing, manage the use of government resources, and monitor the use of contract resources committed to the task.
  - b) Contracting & Procurement: Develop contracts for services and/or equipment, obtain bids, and award contracts.
  - c) Legal: Contract review, manage authorizations for debris removal, and prepare legal documents for building condemnation and land acquisition.

- d) Administration: Provide supply, administrative, and accounting support.
- e) Engineering: Damage assessment, develop scopes of work and specifications for contracts, and prepare cost estimates.
- f) Public Information: Provide information and instructions relating to debris removal to the public.

It may be desirable to organize the Debris Management Task Force as an ICS operation under an Incident Commander.

- 3) If the government uses its own resources to remove debris, the primary role of the operations staff is to plan and supervise debris removal. If contractors will be removing debris, then the primary role of the operations staff is to monitor contractor work and ensure contract provisions are followed.

## 6. Task Assignments

### A. Phase 1 - Emergency Roadway Clearance

Task assignments shall be as stated in Section VI.B of this annex.

### B. Phase 2 - Debris Removal and Disposal Phase

Task assignments shall be determined by the Debris Management Task Force leader. General tasks of the various components of the Task Force are described in the Chapter 3 of the *FEMA Debris Management Guide* (FEMA-325).

**Attachment 1**

**Debris Removal Access Agreement**

I/We \_\_\_\_\_, the owner(s) of the property  
commonly identified as \_\_\_\_\_,  
(street address)  
\_\_\_\_\_, State of Texas  
(city/town) (county)

do hereby grant and give freely and without coercion, the right of access and entry to said property to the [County/City] of \_\_\_\_\_, its agencies, contractors, and subcontractors thereof, for the purpose of removing and cleaning any or all storm-generated debris of whatever nature from the above described property.

It is fully understood that this agreement is not an obligation to perform debris clearance. The undersigned agrees and warrants to hold harmless the [City/County] of \_\_\_\_\_, State of Texas, its agencies, contractors, and subcontractors, for damage of any type, whatsoever, either to the above described property or persons situated thereon and hereby release, discharge, and waiver any action, either legal or equitable that might arise out of any activities on the above described property. The property owner(s) will mark any storm damaged sewer lines, water lines, and other utility lines located on the described property.

I/We (have \_\_\_\_\_, have not \_\_\_\_\_)(will \_\_\_\_\_, will not \_\_\_\_\_) received any compensation for debris removal from any other source including Small Business Administration (SBA), National Resource Conservation Service (NRCS), private insurance, individual and family grant program or any other public assistance program. I will report for this property any insurance settlements to me or my family for debris removal that has been performed at government expense. For the considerations and purposes set forth herein, I set my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Telephone No. Address

\_\_\_\_\_  
Witness

**Attachment 2**

**Landfills  
&  
Potential Temporary Debris Storage and Reduction (TDSR) Sites**

**1. Landfills**

a. Name:

- 1) Address:
- 2) Operated by:
- 3) Estimated capacity remaining (cubic yards):
- 4) Estimated daily processing capacity:
- 5) Normal operating schedule:
- 6) Restrictions:
- 7) Fees:
- 8) Other Factors:

b. Name:

- 1) Address:
- 2) Operated by:
- 3) Estimated capacity remaining (cubic yards):
- 4) Estimated daily processing capacity:
- 5) Normal operating schedule:
- 6) Restrictions:
- 7) Fees:
- 8) Other Factors:

**2. Possible TDSR Facilities**

a. Name:

- 1) Address:
- 2) Owner:
- 3) Site size (acres):
- 4) Fenced?
- 5) Road access:
- 6) Neighbors:
- 7) Environmental concerns:

b. Name:

- 1) Address:
- 2) Owner:
- 3) Site size (acres):
- 4) Fenced?
- 5) Road access:
- 6) Neighbors:
- 7) Environmental concerns:

**Attachment 3**  
**Debris Estimation**

This attachment contains the following tabs:

1. Tab A – Estimating Debris Quantity.

This tab includes two worksheets (Worksheet 1 and Worksheet 2) which outline a methodology that can be used to estimate the quantity of debris produced by a disaster. The methodology allows the user to estimate the debris in various geographic areas (sectors) and then sum the amount of debris in each sector to determine the overall volume of debris that must be dealt with. The sectors developed in this process can be used in operational planning and contracting. To the extent possible, sectors should be drawn to encompass areas with buildings of similar construction and vegetative cover.

[The methodology in this tab should not be used for hurricane debris; use the methodology in Tab E instead.]

2. Tab B – Estimating Debris Removal Time. This tab includes two worksheets (Worksheet 3 and Worksheet 4). The worksheets provide a methodology that can be used to estimate the time in days that it will take to remove specific quantities of debris given a known set of hauling resources and a reasonable estimate of the cycle time for those resources (time spent in pickup, hauling, unloading, and, waiting on one trip).
3. Tab C – Estimating Debris Disposal Quantity. Worksheet 5 outlines a method to determine the volume of debris that will have to be disposed of after sorting and volume reduction, given information on the composition of debris that must be disposed of. To utilize this methodology, you must remove a sample of debris in each sector and sort it to determine the characteristics of the debris from that sector. If the sample of debris is not representative of debris in the sector, this method will be inaccurate.
4. Tab D – Estimating Requirements for Debris Processing. Worksheet 6 can be used to estimate how much space will be required for temporary debris storage and reduction facilities. This worksheet is based on a US Army Corps of Engineers methodology.
5. Tab E – Estimating Hurricane Debris Quantity. Worksheet 7 can be used to estimate the quantity of debris produced by a hurricane. This worksheet is based on US Army Corps of Engineers methodology.

**Tab A**

**ESTIMATING DEBRIS QUANTITY**

Complete a separate Worksheet 1 for each Sector.  
 Transfer results from each Worksheet 1 to Worksheet 2.  
 CF = cubic feet & CY = cubic yards

**Use Tab E for Estimating Hurricane Debris**

<b>WORKSHEET 1</b>				
<b>Sector:</b>				
Description:		N = Number	M = Multiplier	CY = (N x M)
A. Homes (1800-2000 square feet)		100	300	30000
B. Mobile Homes		130	80	10400

C. Other Buildings	L = Length/ft	W = Width/ft	H = Height/ft	CF = (L x W x H)	CY = (CF/27) x.33
Apex Center	250	60	10	150000	1833
Anchor Fire Station	100	100	12	120000	1467
Teasdale School	125	100	10	125000	1527
Subtotal [sum the right column]					4827

D. Debris Piles	L = Length/ft	W = Width/ft	H = Height/ft	CF = (L x W x H)	CY (CF/27)
Crystal Creek @ Compton	150	8	4	4800	177
Hungry Hollow Bridge	80	20	8	12800	474
Willow Road @ Newton	100	16	5	8000	296
Subtotal [sum the right column]					947

<b>WORKSHEET 2</b>	<b>Sector A</b>	<b>Sector B</b>	<b>Sector C</b>	<b>Sector D</b>
<i>Debris Volume Estimate (cubic yards/CY)</i>				
A. Homes [from Worksheet 1]	30000	4200		
B. Mobile Homes [from Worksheet 1]	10400	2400		
C. Other Buildings [from Worksheet 1]	4827	1021		
SD = Structural debris (A + B + C)	45227	7621		
V = Vegetation Multiplier [see note]	1.3	1.1		
ST = Subtotal (SD x V)	58795	8383		
D. Debris Piles [from Worksheet 1]	947	1200		
E. SV = Sector Volume (ST + D)	59742	9583		
<b>TOTAL [add entries in row E above]</b>	<b>69325</b>			

Note:

V= Vegetative Multiplier:	<u>Vegetative Cover</u>	<u>V =</u>
	None	1
	Light	1.1
	Medium	1.3
	Heavy	1.5

**Tab B**  
**ESTIMATING DEBRIS REMOVAL TIME**

Worksheets 3 and 4 may be used to estimate the time it will take to remove a quantity of debris given information on the quantity and capacity of the hauling resources available and estimates of the cycle time for those resources. Cycle time is the time it takes a cargo truck to complete a round trip. Cycle time is computed by adding the time it takes to load a truck, the round-trip travel time between the loading point and the off-load point, unloading time, and any unproductive waiting time. This methodology will be most accurate if you use times observed during actual operations, not theoretical numbers.

<b>WORKSHEET 3</b>	<b>Sector A</b>	<b>Sector B</b>	<b>Sector C</b>	<b>Sector D</b>
A. Debris to be Removed in cubic yards (CY) from Worksheet 2 or 7	59742	9583		
<i>Removal Cycle (all times in hours)</i>				
B. Estimated loading time	.2	.2		
C. Estimated travel time (roundtrip)	.4	.6		
D. Estimated unload time	.1	.1		
E. Estimated waiting time	.1	.1		
F. Cycle time (B+C+D+E)	.8	1.0		
G. Daily work period	7.5	7.5		
H. Cycles per day (G / F)	9	7		
<i>Removal Time</i>				
I. Capacity (CY) per cycle [ Worksheet 4]	136	136		
J. Capacity (CY) per day [H x I]	1224	952		
K. Days to Clear Sector [A / J]	48.8	10.0		
L. Days to Clear All Sectors [add entries in Row K above]	58.8			

<b>WORKSHEET 4</b>	<b>A. Truck Capacity (CY)</b>	<b>B. Units Available</b>	<b>C. Group Capacity (AxB)</b>
<i>Equipment</i>			
Dump Truck, Light	6	4	24
Dump Truck, Medium	8	4	32
Dump Truck, Heavy	10	8	80
Capacity Per Cycle (CY) [sum the right column]			136

Note: In estimating units available, it is essential to consider that some equipment may not operationally ready each day. Hence, an out-of-service factor based on local experience should be applied to obtain a realistic estimate of equipment available for use on a daily basis.



**Tab C**  
**ESTIMATING DEBRIS DISPOSAL QUANTITY**

Worksheet 5 provides a method of estimating the volume of debris that will have to be disposed of after volume reduction. It requires taking a **sample of the debris in each sector** to determine the percent of burnable debris (B below), the percent of burnable C&D debris (C below), the percent of non-burnable debris (D below) broken down by recyclable materials (D-1) and other material (D-2), and the percent of hazardous debris. In taking a sample, it is desirable to include debris from at least 10 properties.

<b>Worksheet 5</b>	<b>Sector 1</b>	<b>Sector 2</b>	<b>Sector 3</b>	<b>Sector 4</b>
<i>Sample Debris Characteristics</i>				
A. Debris volume [from Worksheet 2]	59742	9583		
B. % Burnable Natural Debris	.30	.40		
C. % Burnable C&D Debris	.32	.28		
D. % Non-Burnable Debris	.35	.32		
D-1. Potentially Recyclable	.07	.10		
D-2. Landfill	.28	.20		
E. % Hazardous Debris	.03	.02		
<i>Disposal Volume (cubic yards)</i>				
F. Burnable Natural Debris (A x B)	17922	3833		
F-1. Amount to be chipped/ground <sup>1</sup>	200	0		
F-2. Amount to be burned	17722	3833		
G. Burnable C&D Debris (A x C)	19117	2683		
H. Total Burnable (F-2 + G)	36839	6516		
I. Volume for disposal after burning (H x .05)	1841	326		
J. Volume for disposal after chipping or shredding (F-1 x .25)	50	0		
K. Non-Burnable Debris (A x D)	20910	3067		
L. Less Non-Burnables to be Recycled <sup>2</sup>	5400	767		
M. Volume of Non-Burnables for Disposal (K - L)	15510	2300		
N. Volume (Non-hazardous) for Landfill Disposal (I + J + M) <sup>3</sup>	17401	5693		
N. Total for Landfill Disposal [add quantities in row N above]	23094			
O. Volume for Hazmat Disposal (A x E)	1792	191		
P. Total for Hazmat Disposal [add quantities in row O above]	1983			

**Notes:**

1. Local officials need to decide how much debris to chip or grind instead of burning. The quantity should be based on a) the amount of chipped/ground wood that local government wants to retain for use as mulch and b) the amount that can be disposed of without cost or at some profit to landscape products firms. Since chipping and grinding costs approximately the same as burning and produces a higher volume of residue, there is little reason to chip and grind instead of burning if you also have to pay to have the resulting mulch hauled away.

2. This number should be based on the proportion of recyclable materials for which you can determine there is a ready market. Recycling materials for which there is no market simply leaves you sorted debris to haul to the landfill.

3. If mulch produced in the chipping and grinding operation is hauled away without cost, do not include it (Item J) in the equation because disposal of that material is no longer your problem.

**Tab D**  
**ESTIMATING REQUIREMENTS FOR DEBRIS STORAGE & PROCESSING SITES**

This methodology may be used to determine the space required for debris storage and processing sites.

It assumes that:

1. Debris will be stacked 10 feet high.
2. 40 percent of a site will be used for storage; 60 percent will be used for sorting areas, separation between debris piles, roads, site buffers, and burn pits

<b>WORKSHEET 6</b>	
A. Debris Volume in cubic yards (CY) [From Worksheet 2 or 7]	69325
B. CY per acre assuming 10' stack height <sup>1</sup>	16117
C. Acres for debris storage only (A/B)	4.3
D. Multiplier for processing, roads, & buffers	1.66
E. Required facility area in acres <sup>2</sup>	7.1

Notes:

1. If you plan to use a stack height other than the typical 10 feet, use the following formula to compute CY per acre:

$$\text{CY} = (\text{stack height in feet} / 3) \times 4840$$

2. Where the area requirement is large, the requirement is generally satisfied by establishing several sites that, taken collectively, provided the needed area.

**Tab E**  
**ESTIMATING HURRICANE DEBRIS QUANTITY**

Worksheet 7 may be used to estimate the quantity of debris that must be removed. This worksheet uses the formula  $Q = H \times C \times V \times B \times S$ , where:

- Q = the quantity of debris in cubic yards (CF)
- H = the number of households
- C = the storm factor in CY:
- V = the vegetation characteristic multiplier:
- B = the business/commercial use multiplier
- S = the storm precipitation characteristic multiplier

<b>WORKSHEET 7</b>	<b>Sector A</b>	<b>Sector B</b>	<b>Sector C</b>	<b>Sector D</b>
<i>Debris Volume Estimate - Hurricane</i>				
1. H = households	5167	2100		
2. C = Storm category	26	8		
3. V = Vegetation multiplier	1.5	1.1		
4. B = Business/commercial multiplier	1.3	1.0		
5. S = Storm precipitation multiplier	1.3	1.3		
6. Q = H x C x V x B x S	340557	24024		
<b>TOTAL (add columns in item 6 above)</b>	<b>364581</b>			

## Notes:

- H = Households. If you do not know the number of households, estimate the number by dividing the population of the area by 3.

2. C = Hurricane Category	<u>Category</u>	<u>C =</u>
	1	2
	2	8
	3	26
	4	50
	5	80

3. V = Vegetative Multiplier	<u>Vegetative Cover</u>	<u>V =</u>
	None	1
	Light	1.1
	Medium	1.3
	Heavy	1.5

4. B = Business/Commercial Density Multiplier	<u>Density</u>	<u>B =</u>
	Light	1.0
	Medium	1.2
	Heavy	1.3

5. S = Storm Precipitation Multiplier	<u>Precipitation</u>	<u>S =</u>
	None to Light	1.0
	Medium to Heavy	1.3

**ANNEX M**

**RESOURCE  
MANAGEMENT**

**TYLER COUNTY**

---

**Jurisdiction**

APPROVAL & IMPLEMENTATION

Annex M

Resource Management

*Jacques D. Marchetti*  
Signature, County Judge

2/17/12  
Date

*Dale Freeman*  
Signature, EMC

2-17-12  
Date

# RECORD OF CHANGES

## Annex M

### Resource Management

<b>Change #</b>	<b>Date of Change</b>	<b>Entered By</b>	<b>Date Entered</b>

## ANNEX M

### RESOURCE MANAGEMENT

#### I. AUTHORITY

See Basic Plan, Section I.

Local Emergency Purchasing Procedures

Local Resource Inventory Rules or Procedures

#### II. PURPOSE

The purpose of this annex is to provide guidance and outline procedures for efficiently obtaining, managing, allocating, and monitoring the use of resources during emergency situations or when such situations appear imminent.

#### III. EXPLANATION OF TERMS

##### A. Acronyms

DDC	Disaster District Committee
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRP	National Response Plan
SOPs	Standard Operating Procedures

##### B. Definitions

**Multiagency Coordination Systems.** Used in the support of incident management, this system combines facilities, equipment, personnel, procedures, and communications into a common framework. A multiagency coordination system can be used to develop consensus on priorities, resource allocation, and response strategies. Representatives from within the local government as well as external agencies and nongovernmental entities may work together to coordinate a jurisdiction's response.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. As noted in the general situation statement in section IV.A of our Basic Plan, Tyler County is at risk from a number of hazards that could threaten public health and safety and private and public property and require the commitment of local resources to contain, control, or resolve.
2. Resource management planning, during pre-disaster hazard mitigation activities, is designed to lessen the effects of known hazards. During pre-disaster preparedness activities it is designed to enhance the local capability to respond to a disaster. Throughout an actual response to a disaster or during the post-disaster recovery process, resource management is essential to ensure smooth operations. Hence, we must have a resource management capability that is based on sound business practices that can function efficiently during emergency situation, and comply with the framework set forth by the National Incident Management System (NIMS) as well as including certain reporting and coordinating requirements contained in the National Response Plan (NRP).
3. Effective resource management is required in all types of emergency situations – from incidents handled by one or two emergency services working under the direction of an IC, to emergencies that require a response by multiple services and external assistance, to disasters that require extensive resource assistance from the state and/or federal government for recovery.
4. For some emergency situations, available local emergency resources will be insufficient for the tasks that may have to be performed. Hence, other local resources may have to be diverted from their day-to-day usage to emergency response. Additionally, we may have to request resources from other jurisdictions or the state and it may be necessary to rent or lease additional equipment and purchase supplies in an expedient manner.
5. In responding to major emergencies and disasters, the County Judge may issue a disaster declaration pursuant to Chapter 418 of the Government Code and the Executive Order of the Governor Relating to Emergency Management and invoke certain emergency powers to protect public health and safety and preserve property.
  - a. When a disaster declaration has been issued, the County Judge may use all available local government resources to respond to the disaster and temporarily suspend statutes and rules, including those relating to purchasing and contracting, if compliance would hinder or delay actions necessary to cope with the disaster. See Annex U, Legal, for additional information regarding the emergency powers of government. The county attorney should provide advice regarding the legality of any proposed suspension of statutes or rules. When normal purchasing and contracting rules are suspended, it is incumbent on the County Financial Officer to formulate and advise government employees of the rules that are in effect for emergency purchasing and contracting.
  - b. When a disaster declaration has been issued pursuant, the County Judge may commandeer public or private property, if necessary, to cope with a disaster, subject to compensation. This procedure should be used as a last resort and only after obtaining the advice of the County Attorney.



## **B. Assumptions**

1. Much of the equipment and many of the supplies required for emergency operations will come from inventories on hand.
2. Additional supplies and equipment needed for emergency operations will generally be available from normal sources of supply. However, some of our established vendors may not be able to provide needed materials on an emergency basis or may become victims of the emergency situation. Hence, standby sources should be identified in advance and provisions should be made for arranging alternative sources of supply on an urgent need basis.
3. Some of the equipment and supplies needed during emergency operations are not used on a day-to-day basis or stockpiled locally and may have to be obtained through emergency purchases.
4. Inter-local agreements will be invoked and resources made available when requested.
5. Some businesses and individuals that are not normal suppliers will be willing to rent, lease, or sell needed equipment and supplies during emergency situations.
6. Some businesses may provide equipment, supplies, manpower, or services at no cost during emergency situations. Developing agreements between local government and the businesses in advance can make it easier to obtain such support during emergencies.
7. Some community groups and individuals may provide equipment, supplies, manpower, and services during emergency situations.
8. Volunteer groups active in disaster will provide such emergency services as shelter management and mass feeding when requested to do so by local officials.
9. Donated goods and services can be a valuable source of resources.

<b>V. CONCEPT OF OPERATIONS</b>
---------------------------------

## **A. Guidelines**

1. Our resource management, in accordance with the NIMS, involves the application of tools, processes, and systems that all for efficient and suitable resource allocations during an incident. Resources include personnel and facilities as well as equipment and supplies. In order to facilitate resource management, coordination activities will take place in the EOC.
2. When necessary, a Multi-agency Coordination system will be organized. Multi-agency coordination is important for the establishment of priorities, allocating critical resources, developing strategies for response, information sharing, and facilitating communication.

3. As established in the NIMS, resource management is based on four guiding principles:
  - a. The establishment of a uniform method of identifying, acquiring, allocating, and tracking resources
  - b. The classification of kinds and types of resources required to support incident management
  - c. The use of credentialing system linked to uniform training and certification standards
  - d. The incorporation of resources from non-traditional sources, such as the private sector and nongovernmental organizations.
  
4. It is the responsibility of local government to protect the lives and property of its citizens and to relieve suffering and hardship. We will commit our available resources to do so. In the event of resource shortfalls during emergency situations, the senior officials managing emergency operations are responsible for establishing priorities for the use of available resources and identifying the need for additional resources.
  
5. As a basis for employing our resources to their greatest capacity during emergency situations, we will develop and maintain a current inventory of our dedicated emergency resources and other resources that may be needed during emergency operations. All of our resources, pursuant to the NIMS are classified by kinds and types. A complete list of our resources is included in Appendix 3.
  
6. In the event that all local resources have been committed and are insufficient, assistance will be sought from surrounding jurisdictions with which inter-local agreements have been established. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is absolutely critical in the establishment of such agreements. Assistance will also be sought from volunteer groups and individuals. Where possible, we will execute agreements in advance with those groups and individuals for use of their resources.
  
7. Some of the resources needed for emergency operations may be available only from businesses. Hence, we will establish emergency purchasing and contracting procedures.
  
8. Certain emergency supplies and equipment, such as drinking water and portable toilets, may be needed immediately in the aftermath of an emergency. The Resource Manager shall maintain a list of local and nearby suppliers for these essential needs items. See Appendix 1 to this annex.
  
9. Although many non-emergency resources can be diverted to emergency use, certain personnel, equipment and supplies may be required to continue essential community support functions, such as medical care and fire protection.
  
10. It is important to maintain detailed records of resources expended in support of emergency operations:
  - a. As a basis for future department/agency program and budget planning.

- b. To document costs incurred that may be recoverable from the party responsible for an emergency incident, insurers, or from the state or federal government.

## **B. Management Operations**

1. The IC is responsible for managing emergency resources at the incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. The ICS structure includes a Logistics Section, which is committed to the emergency operation. The IC will determine the need to establish a Logistics Section. This decision is usually based on the size and anticipated duration of the incident and the complexity of support.
2. If the EOC is activated, the Incident Commander shall continue to manage emergency resources committed at the incident site. The Resource Manager in the EOC shall monitor the state of all resources, manage uncommitted resources, and coordinate with the Incident Commander to determine requirements for additional resources at the incident site. Departments and agencies involved in emergency operations that require additional resources should use the Emergency Resource Request form in Appendix 2 to communicate their requirements to the resource management staff.
3. If additional resources are required, the Resource Manager shall coordinate with the EOC Manager to:
  - a. Activate and direct deployment of additional local resources to the incident site.
  - b. Request mutual aid assistance.
  - c. Purchase, rent, or lease supplies and equipment.
  - d. Obtain donated resources from businesses, individuals, or volunteer groups.
  - e. Contract for necessary services to support emergency operations
  - f. Commit such resources to the IC to manage.
4. If the resources above are inadequate or inappropriate for the tasks to be performed, the Resource Manager shall coordinate with the EMC to prepare a request for state resource assistance for approval by the County Judge to be forwarded to the DDC.
5. The Resource Manager should be among those initially notified of any large-scale emergency. When warning is available, key suppliers of emergency equipment and supplies should be notified that short notice orders may be forthcoming.
6. The Resource Manager shall consult with the County Attorney to determine potential liabilities before accepting offers of donations of supplies, equipment, or services or committing manpower from individual or volunteer groups to emergency operations.

## **C. Activities by Phases of Emergency Management**

1. Mitigation
  - a. Review the local hazard analysis and, to the extent possible, determine the emergency resources needed to deal with anticipated hazards and identify shortfalls in personnel, equipment, and supplies.

- b. Enhance emergency capabilities by acquiring staff, equipment, and supplies to reduce shortfalls and executing inter-local agreements to obtain access to external resources during emergencies.

## 2. Preparedness

- a. Establish and train an emergency resource management staff. Staff members should be trained to perform resource management in an incident command operation or in the EOC.
- b. Maintain a complete resource inventory list, located and on status boards in the EOC. This resource inventory should include resources not normally used in day-to-day incident response that may be needed during emergencies and disasters.
- c. Establish rules and regulations for obtaining resources during emergencies, including emergency purchasing and contracting procedures.
- d. Maintain the list of local and nearby suppliers of immediate needs resources; see Appendix 1.
- e. Ensure County emergency call-out rosters include the County Resource Manager, who should maintain current telephone numbers and addresses for sources of emergency resources.
- f. Ensure that after-hours contact numbers are obtained for those companies, individuals, and groups who supply equipment and supplies that may be needed during emergency operations and that those suppliers are prepared to respond to on short notice during other than normal business hours.

## 3. Response

- a. Advise the County Judge and emergency services staff on resource requirements and logistics related to response activities.
- b. Coordinate and use all available resources during an emergency or disaster; request additional resources if local resources are insufficient or inappropriate.
- c. For major emergencies and disaster, identify potential resource staging areas.
- d. Coordinate emergency resource needs with local departments, nearby businesses, industry, volunteer groups, and, where appropriate, with state and federal resource suppliers.
- e. Coordinate resources to support emergency responders and distribute aid to disaster victims.
- f. Maintain records of equipment, supply, and personnel costs incurred during the emergency response.

## 4. Recovery

- a. In coordination with department/agency heads, determine loss or damage to equipment, supplies consumed, labor utilized, equipment rental or lease costs, and costs of contract services to develop estimates of expenses incurred in response and recovery operations.

- b. In coordination with department/agency heads, determine repairs, extraordinary maintenance, and supply replenishment needed as a result of emergency operations and estimate costs of those efforts.
- c. Maintain records of the personnel, equipment, supply, and contract costs incurred during the recovery effort as a basis for recovering expenses from the responsible party, insurers, or the state or federal government.

<b>VI. ORGANIZATION &amp; ASSIGNMENT OF RESPONSIBILITIES</b> <b>VII. DIRECTION &amp; CONTROL</b>
---

**A General**

- 1. The function of resource management during emergency situations shall be carried out in the framework of our normal emergency organization described in Section VI.A of the Basic Plan. Preplanning for resource management operations shall be conducted to ensure that staff and procedures needed to manage resources in an emergency situation are in place.
- 2. The County Financial Officer shall serve as the Resource Manager and will be responsible for planning, organizing, and carrying out resource management activities during emergencies. The Resource Manager will be assisted by a temporary staff, described below, assembled from those departments and agencies with the required skills and experience.
- 3. During an emergency or disaster, the Resource Manager will fulfill requests for additional personnel, equipment, and supplies received from emergency response elements, identify resources to satisfy such requirements, coordinate external resource assistance, and serve as the primary point of contact for external resources made available to the County.

**B. Task Assignments**

**1. The County Judge:**

- a. Will administer the rules and regulations regarding resource management during emergency situations established by the local governing body.
- b. May provide general guidance on resource management and establish priorities for use of resources during emergency situations.
- c. May issue a local disaster declaration, if the situation warrants, and use available public resources to respond to emergency situations. Furthermore, he or she may, under certain circumstances, commandeer private property, subject to compensation requirements, to respond to such situations. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to private or public property and state or federal assistance will be needed to recover from the incident. See Annex J, Recovery, and Annex U, Legal, regarding disaster declarations.

- d. May request assistance from the State through the DDC if local resources are insufficient to deal with the emergency situation. Cities must first request assistance from their county before requesting assistance from their DDC.
2. The IC will:
    - a. Manage resources committed to an incident site.
    - b. Monitor the status of available resources and request additional resources through the Logistics Section at the ICP.
3. The Resource Manager will:
    - a. Advise elected officials and department heads regarding resource management needs and the priorities for meeting them.
    - b. Maintain the County resource inventory list.
    - c. Provide qualified staff at the ICP and the EOC to track the status of resources—those committed, available, or out-of-service.
    - d. Maintain a list of suppliers for emergency resource needs (see Appendix 1). Identify sources for additional resources from public and private entities and coordinate the use of such resources.
    - e. Determine the need for, identify, and operate facilities for resource staging and temporary storage of equipment and supplies, to include donated goods.
    - f. Monitor potential resource shortages and establish controls on use of critical supplies.
    - g. Organize and train staff to carry out the Logistics function at the ICP and the Resource Management function at the EOC.
  4. The Resource Manager or a designated Supply & Distribution Coordinator will:
    - a. Determine the most appropriate means for satisfying resource requests.
    - b. Locate needed resources using resource and supplier lists and obtain needed goods and services.
    - c. Coordinate with the Donations Coordinator regarding the need for donated goods and services (see Annex T, Donations Management).
    - d. Coordinate resource transportation requirements with the Transportation Officer(see Annex S, Transportation).
    - e. Direct and supervise the activities of the Supply and Distribution Officers.

5. The Distribution Officer will:
  - a. Arrange delivery of resources, to include settling terms for transportation, specifying delivery location, and providing point of contact information to shippers.
  - b. Advise the Supply and Distribution Coordinator when the jurisdiction must provide transportation in order to obtain a needed resource.
  - c. Oversee physical distribution of resources, to include material handling.
  - d. Ensure temporary storage facilities or staging areas are arranged and activated as directed.
  - e. Track the location and status of resources.
6. The Supply Officer will:
  - a. Identify sources of supply for and obtain needed supplies, equipment, labor, and services.
  - b. Rent, lease, borrow, or obtain donations of resources not available through normal supply channels.
  - c. Keep the Distribution & Supply Coordinator informed of action taken on requests for supplies, equipment, or personnel.
  - d. Request transportation from and keep the Distribution Officer informed of expected movement of resources, along with any priority designation for the resources.
7. The County Financial Officer shall:
  - a. Oversee the financial aspects of meeting resource requests, including record keeping, budgeting for procurement and transportation, and facilitating cash donations to the jurisdiction (if necessary and as permitted by the laws of the jurisdiction).
  - b. Advise county officials and department heads on record keeping requirements and other documentation necessary for fiscal accountability.

<b>Vii DIRECTION &amp; CONTROL</b>
------------------------------------

**A. General.**

1. The County Judge shall, pursuant to NIMS, provide general guidance on the management of resources during emergencies and shall be responsible for approving any request for state or federal resources.
2. The Resource Manager may provide advice regarding resource management to the County Judge, Commissioner's Court, the IC, the EMC, and other officials during emergencies.

3. The IC will manage personnel, equipment, and supply resources committed to an incident, establishing a Logistics Section if necessary. If the EOC has not been activated, the IC may request additional resources from local departments and agencies and may request those local officials authorized to activate inter-local agreements or emergency response contracts to do so to obtain additional resources.
4. When the EOC is activated, the Resource Manger will manage overall resource management activities from the EOC. The IC shall manage resources committed to the incident site and coordinate through the Resource Manager to obtain additional resources. The Resource Manager shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.
5. The Resource Manager will identify public and private sources from which needed resources can be obtained during an emergency situation, and originate emergency procurements or take action to obtain such resources by leasing, renting, borrowing, or other means.
6. The Resource Manager will direct the activities of those individuals assigned resource management duties in the EOC during emergency operations. Normal supervisors will exercise their usual supervisory responsibilities over such personnel.

**B. Line of Succession.** The line of succession for the Resource Manager is:

1. Assistant Resources Manager
2. Assistant Transportation Manager
3. Assistant Emergency Management Coordinator

<b>VIII. READINESS LEVELS</b>
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**A Readiness Level 4 – Normal Conditions**

See the mitigation and preparedness activities in paragraphs V.C.1 and V.C.2 above,

**B .Readiness Level 3 – Increased Readiness**

1. Review the potential emergency situation, determine resource management staff availability, and review emergency tasks assigned in the emergency management plan and this annex.
2. Designate resource management personnel on call for emergency duty.
3. Update local resource inventory.

**C. Readiness Level 2 – High Readiness**



1. The Resource Manager will review resource request procedures and any known resources limitation pertinent to the potential hazard facing the local area with County officials and the EOC staff.
  2. The Resource Manager will brief assigned staff on the potential emergency situation and plans to deal with it should it occur and ensure that on-call staff members are available by telephone and ready to report to duty if called.
  3. In coordination with the EMC and department heads, determine potential resource needs based on the potential threat.
  4. Contact suppliers to advise them of threat and possible needs.
  5. Consider relocation or other means of protecting resources at risk.
- D. Readiness Level 1 – Maximum Readiness
1. Designated resource management personnel will proceed to the ICP or to the EOC if requested.
  2. Implement protective actions for resources.

## IX. ADMINISTRATION & SUPPORT

- A. Maintenance of Records. All records generated during an emergency will be collected and maintained in an orderly manner so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.
- B. Preservation of Records. Vital resource management records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.
- C. Training. Individuals who will be performing resource management duties in the EOC or at the incident command post shall receive training on their required duties and the operating procedures for those facilities.
- D. Resource Data
  1. The Resource Manager shall keep current the list of available emergency resources in Appendix 3 or the computerized resource database maintained in the EOC.
  2. The Resource Manager shall keep current information on the sources of essential disaster supplies in Appendix 1.
- E. Support. The Resource Manager is responsible for coordinating standby agreements for emergency use of resources with businesses, industry, individuals, and volunteer groups. The County Attorney shall be consulted regarding such agreements and approve them.

## X DEVELOPMENT & MAINTENANCE

- A. The Resource manager, is responsible for developing and maintaining this annex.
- B. This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

**XI. REFERENCES**

A. Texas Local Government Code, Chapter 203 (Management and Preservation of Records).

**APPENDICES**

Appendix 1 ..... Resource Inventory  
Appendix 2 ..... Essential Disaster Supplies  
Appendix 3 ..... Resource Inventory

<b>RESOURCE INVENTORY</b>
---------------------------

**A. WARNING**

Resource	Owner Source	Qty	Remarks
		6	
Bullhorns	Ivanhoe VFD, Woodville, PD, TCSO, Colmesneil, VFD, Warren VFD.		
Public Address System	Ivanhoe VFD	1	
Siren System, self-contained	Ivanhoe VFD	1	

**B. COMMUNICATIONS**

Resource	Owner Source	Qty	Remarks
Base station, HF			
Base station, VHF	Tyler County Sheriff; Woodville PD; Woodville PD; Ivanhoe VFD, EOC	3	
Base station, FM			
Handheld radio -	All VFD's TCSO, Tyler Co, Constables	250	
Pager, alphanumeric			
Repeater, portable			
Telephone, cellular	S.O.; WPD. VFD'S; Emer. Mg't, Constables	150	Various providers
Telephone, satellite	DPS Beaumont	1	Available thru DC

**C. MASS CARE & HUMAN SERVICES**

Resource	Owner Source	Qty	Remarks
Blankets	American Red Cross		Available on call
Clothing, replacement	Caring is Sharing, Woodville	Various	
Cots	American Red Cross Beaumont	150 +	Available on call
Fans, electric			
Food service, catered			Feed 100 on site, can cook more and deliver
Heaters, portable, electric			
Pads, sleeping			
Shelter kits	American Red Cross, Beaumont	100 +	Available on call
Van, mobile food service			
Water, bottled			

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**D. RADIOLOGICAL PROTECTION**

Resource	Owner Source	Qty	Remarks
Detector, beta-gamma - low	Ivanhoe VFD	1	Haz Mat
Detector, beta-gamma - high			"
Detector, alpha	Ivanhoe VFD	1	Haz Mat"
Area Monitor, beta-gamma			
Dosimeter, direct-reading	Ivanhoe VFD	12	Haz Mat

**E. EMERGENCY MANAGEMENT**

Resource	Owner Source	Qty	Remarks
Mobile Command Post	TC Emergency Mgt.	1	
Damage Survey Kits	Tyler Co. Emergency Mgt	4	

**F. FIREFIGHTING**

Resource	Owner Source	Qty	Remarks
Air supply truck	Ivanhoe VFD	1	On Class A Engine
Brush truck – light duty	All VFD's	15	
Brush truck – medium duty			
Engine, 1000 GPM	Woodville VFD, Ivanhoe VFD	2	
Engine, 1250 GPM			
Engine, 1500 GPM			
Fire command vehicle	Ivanhoe, Colmesneil,	2	
Tanker, 1000-1200 gal.	Ivanhoe VFD, Dam B VFD, Colmesneil, Wildwood, White Tail Ridge, Chester VFD's	7	
Tanker, 4500 gal with tractor			
Tank truck, 2000 gal	Woodville, Warren, Spurger VFD's	3	
Lighting unit, trailer-mounted			
Truck, 85' aerial ladder	Livingston VFD	1	Mutual Aid

**G. LAW ENFORCEMENT**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
Command vehicle	Woodville PD	1	
Mobile Crime Scene Unit			
Motorboat w/ trailer			
Motorcycle			
Patrol unit	SO, PD, Constables, DPS	24	
Patrol unit, 4 wheel drive	SP, Parks & Wildlife, Parks Service	5	
Patrol unit, Park Police	DPS	2	
Patrol unit, License & Weight			
SWAT van			
Pickup truck, unmarked	SO	1	

**H. HEALTH & MEDICAL**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
Ambulance, BLS. 2 EMTs			
Ambulance, ALS. 2 paramedics	Dogwood EMS	3	
Ambulance, Helicopter. Pilot, flight nurse, physician		1 1	
First aid team			

**I. SEARCH & RESCUE**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
Airboat			
ATV			
Boat/outboard w/ trailer			
Dog team - search	TDCJ, Woodville		
Dog team – cadaver search			
Personal watercraft w/ trailer			
Rescue truck, heavy	Jasper Co. Search & Rescue	1	Mutual Aid
Rescue truck, light			
Water rescue support truck	Jasper Co. Search & Rescue	1	Mutual Aid

**J. PUBLIC WORKS & ENGINEERING**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
<i>Heavy Equipment</i>			
Aerial bucket truck	SHECO Electric Coop, Pct. 4	5	
ATV			
Backhoe	Tyler County Road & Bridge	5	
Crane - 2000#	Baldwins Industrial Services, Beaumont	Ass't	Sizes from 10 tons
Dozer – heavy	Triple L Rentals, Jasper		
Dozer – medium	TFS, Road & Bridge	3	
Dragline	Kirkpatrick Const., Woodville	1	As needed
Dump truck, 4 yd	Road & Bridge	7	
Dump truck, 8 yd	Road & Bridge	2	
Farm tractor	Road & Bridge	3	
Fork lift – 2000#	EOC, Co. Road & Bridge	3	
Grader/Maintainer	County Road & Bridge	13	
Loader, tracked	Road & Bridge	2	
Loader, wheeled	Road & Bridge	5	
Trencher, tracked	Triple L Rental, Jasper	4	As needed
Wood chipper	Triple L Rentals, Jasper	6	As needed
Work truck, ½ ton	County Road & Bridge	4	
Work truck, ¾ ton	Road & Bridge	7	
Refueling truck	Gardner Oil Co, Woodville	3	
Trailer, equipment, flatbed	County Road & Bridge	9	
Water truck,			
<i>Other Equipment</i>			
Barricades – 3'			
Barricades – 8'	County Road & Bridge	2	
Chainsaws	County Road & Bridge	14	
Compressor, 250 cfm, towed	County Road & Bridge	1	
Fencing, temporary			
Generator – 5 KW, on skid	Road & Bridge, EOC	5	
Generator – 10 KW, towed	County Road & Bridge	1	
Generator – 30 KW, towed	EOC	2	
Jackhammers	Triple L Rentals, Jasper		
Lighting set, Portable			
Pump, 200 gpm, skid			
Pump, 400 gpm, towed			
Pump, 650 gpm, towed	Triple L Rentals, Jasper	6	As needed
Sand bag filler			
Sign board, lighted, arrow	TXDOT		As needed
Sign board, lighted, message	TXDOT		As needed
Welder, portable			
Welder, truck-mounted			

**K. TRANSPORTATION**

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Resource	Owner Source	Qty	Remarks
<i>Passenger</i>			
Bus, school, 40 pax	School Districts	14	
Bus, school, 60 pax	School Districts	14	
Bus, school, 15 pax	School Districts	3	
<i>Station Wagon or SUV</i>			
Van, 15 pax	EOC County Road & Bridge, Va, Red Cross	1 3	
<i>Cargo</i>			
Semi-trailer, ~40' flatbed	W & G Trucking, Woodville	4	
Semi-trailer, ~40' heavy equip	W & G Trucking, Woodville	8	
Semi-trailer, ~40' refrigerated			
Tractor unit	W & G Trucking, Woodville, Road & Bridge	15	
Trailer, 1 ton, open			
Truck, pickup, ½ ton	Road & Bridge	2	
Truck, pickup, ¾ ton	Road & Bridge	1	
Truck, pickup, 4x4			
Truck, stake bed			
Truck, cargo, ~20' box			
Van, moving ~24'			
<i>Specialized</i>			
Bus, prisoner transport	TDCJ	As needed	Will be dispatched from Huntsville
Hearse	Riley Funeral Home, Stringer & Griffin,	4 1	

#### L. SANITATION

Resource	Owner Source	Qty	Remarks
Packer Truck, 3 CY	Eastex Waste Systems, Beaumont	Ass't	As needed
Piney Woods Sanitation			As needed

**NOTE:**

Complete listings and contract numbers for all above sources are maintained at the Tyler County Sheriffs office Dispatch Center.

## ESSENTIAL DISASTER SUPPLIES

### 1. Planning Factors

#### A. Drinking Water.

- 1) The planning factor for drinking water is 3 gallons per person per day.
- 2) Emergency drinking water is usually provided in the form of bottled water. Bottled water is available from a variety of sources already palletized and ready to ship.
- 3) People sometimes request that water tankers be emplaced in specific areas as fill-it-yourself water stations. This arrangement is often undesirable because potable water tankers are generally in short supply, a distribution system of piping and faucets must be fabricated, and such facilities usually have to be staffed.

#### B. Ice

- 1) Ice is needed to preserve food and medicines.
- 2) The planning factor for ice is one 8 to 10 pound bag per person per day.
- 3) Bagged ice is available from a number of distributors. When arranging for ice, keep in mind that ice is obviously perishable and you will probably need to retain the refrigerated delivery truck to preserve the product while it is being distributed.

#### C. Portable Toilets

- 1) The general planning factor is 8 to 10 toilets per hundred people. In areas where people are well dispersed, additional toilets may be needed to keep the walk to sanitary facilities reasonable.
- 2) In requesting portable toilets, ensure that the contract for providing the toilets includes the requirement to service them on a regular basis. A local or nearby firm that has existing arrangements for waste disposal is often preferable.
- 3) Portable toilets should be sited at least 100 feet for any water source or cooking facility. To prevent disease, it is desirable to have hand washing facilities in the vicinity of toilets.

#### D. Food

- 1) Shelter and mass care facilities and mobile feeding units generally aim to provide at least two, and preferably three, simple meals per day – cereal, sandwiches, and soup. When requesting feeding service, provide not only an estimate of the number of people that need to be fed, but also indicate the number of those who are infants and children 1 to 3 years of age so that suitable food can be provided.
- 2) It may be possible to obtain packaged non-perishable meals for disaster victims who remain in their homes and cannot easily be served by fixed or mobile feeding facilities. A good estimate of the number of people who must be fed and for how long is vital in requesting such meals.



E. Plastic Sheeting & Tarps

- 1) Plastic sheeting and tarps are used to protect damaged structures from further damage by foul weather.
- 2) The planning factor for plastic sheeting is 1100 square feet per home. That amount covers half the roof of a typical 1800 square foot house.
- 3) For plastic sheeting: 4 or 5 mil thickness, 8+ feet wide – the wider the better.
- 4) For tarps: inexpensive polyethylene tarps are readily available. Tarps should have grommets.
- 5) Rope can be used to install tarps that have grommets. Furring strips are usually needed to keep plastic sheeting on roofs and walls and may also be used with tarps.

F. Sandbags

- 1) Sandbags may be used to protect structures from rising water.
- 2) Sandbags are available in quantity from a number of commercial distributors.
- 3) If you plan to use a substantial quantity of sandbags, a sandbag filling machine can expedite filling. These machines are available from a variety of commercial vendors; sandbag distributors may be able to provide such machines or contact information for those who do.

## 2. Suppliers of Essential Disaster Supplies

<u>Item</u>	<u>Local Supplier</u>	<u>Nearby Supplier</u>	
Bottled Water	Wal-Mart 1121 S. Magnolia Woodville 283-8248	Brookshire Bros 520 S Magnolia Woodville 283-3333	Sam's Club, 1615 IH10 Beaumont 842-5071
Ice	Read Ice Co. 1277 N. Pine Kountze 409-246-3333		C & L Ice Co. 495 1 <sup>st</sup> St. Beaumont 409-832-6600
Portable Toilets	Lasso-Septic Hwy 190 Jasper 384-9724		Port-O-Let Waste Management 2175 W. Cardinal Drive Beaumont 842-0065
Packaged Meals	Brookshire Bros 520 S Magnolia Woodville 283-3333 283-3334		Sam's Club, 1615 IH10 Beaumont 842-5071
Plastic Sheeting & Tarps	Parker Lumber Co Highway 69 S Woodville 283-7780		Harbor Freight Village Shopping Center Beaumont 898-1591
Sandbags	Tyler County OEM Highway 69 N Woodville 283-2172		DEM DPS Center, Beaumont 924-5600

### NOTES:

1. Additional bottled water is available from Coca Cola Distributor "Coca Cola/Dr Pepper Bottling 11450 Eastex Freeway 899-5080. Expect delays up to 18 hours
2. 2000 Sandbags are stored at each VFD in the County, County OEM has 8000 additional. Quantities about this can be requested from Disaster District 2 at Beaumont DPS. However, they are stockpiled at Galveston and will usually require we provide transport. Est. time 12 hours.
3. Read Ice Co. can deliver in a insulated trailer that will hold ice for 48 hours. Also, can use refrigerated trailers but these will require electrical power.

<b>EMERGENCY RESOURCE REQUEST</b> Tyler County Emergency Management	
REQUEST DATE	
REQUESTER NAME	
DEPARTMENT/ORGANIZATION	
CONTACT PHONE/FAX	
REQUESTER'S PRIORITY	Highest    1    2    3    4    5    Lowest
EMERGENCY RESOURCE REQUIRED (equipment, supplies, services)	
FOR EQUIPMENT: <input type="checkbox"/> Purchase <input type="checkbox"/> Rent/Lease for (period)_____	

WHEN REQUIRED?
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DELIVERY INFORMATION:   DELIVERY CONTACT, IF OTHER THAN REQUESTER (NAME & PHONE NUMBER):
---

FOR RESOURCE MANAGEMENT USE ONLY:    REQUEST #

**ANNEX N**

**DIRECTION  
&  
CONTROL**

**TYLER COUNTY AND  
CITIES ADHEARING  
TO THIS PLAN**

**APPROVAL & IMPLEMENTATION**

**Annex N**

**Direction & Control**

*Jacques J. Stanchetti*  
Signature, County Judge

2/17/12  
Date

*Dale Freeman*  
Signature, EMC

2-17-12  
Date



**ANNEX N**  
**DIRECTION AND CONTROL**

**I. AUTHORITY**

Refer to Section I of the Basic Plan for general authorities.

**II. PURPOSE**

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures necessary to accomplish the direction and control for this jurisdiction. This annex describes our concept of operations and organization for direction and control of such operations and assigns responsibilities for tasks that must be carried out to perform the direction and control function.

**III. EXPLANATION OF TERMS**

DEM	Division of Emergency Management
DDC	Disaster District Committee
DPS	Department of Public Safety
EOC	Emergency Operations or Operating Center
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
GDEM	Governor's Division of Emergency Management
OSHA	Occupational Safety and Health Administration
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRP	National Response Plan
SOP	Standard Operating Procedures
TDH	Texas Department of Health
TLETS	Texas Law Enforcement Telecommunications System

**IV. SITUATION & ASSUMPTIONS**

**A. Situation**

1. Our community is vulnerable to many hazards, which threaten public health and safety and public or private property. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.

2. Our direction and control organization must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that range from minor to catastrophic. These emergency situations that may begin with a single response discipline and could expand to to multidiscipline requiring effective cross-jurisdictional coordination.. These emergency situations include:
  - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
    - 1) Involves a limited area and/or limited population.
    - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
    - 3) Warning and public instructions are provided in the immediate area of the incident, not community-wide.
    - 4) Typically resolved by one or two local response agencies or departments acting under an incident commander.
    - 5) Requests for resource support are normally handled through agency and/or departmental channels.
    - 6) May require limited external assistance from other local response agencies or contractors.
    - 7) For the purpose of the NRP incidents include the full range of occurrences that require an emergency response to protect life or property.
  - b. Emergency. An emergency is a situation is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
    - 1) Involves a large area, significant population, or important facilities.
    - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
    - 3) May require community-wide warning and public instructions.
    - 4) Requires a sizable multi-agency response operating under an Incident Commander. The EOC may be activated.
    - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
    - 6) For the purposes of the NRP, an emergency (as defined by the Stafford Act) is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the treat of catastrophe in any part of the United States."
  - c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
    - 1) Involves a large area, a sizable population, and/or important facilities.
    - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
    - 3) Requires community-wide warning and public instructions.
    - 4) Requires a response by most or all local response agencies. The EOC and one or more incident command posts (ICPs) may be activated.



- 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
  - 6) For the purposes of the NRP a major disaster (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRP, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities.

## **B. Assumptions**

1. Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
2. We will use our own resources to respond to emergency situations and, if needed, request external assistance from other jurisdictions pursuant to interlocal agreements or from the State. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
3. Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge or where local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.
4. Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.
5. Our County has adopted the National Incident Management System (NIMS) and we have implemented all of the NIMS procedures and protocols, which will allow us to effectively work with our mutual aid partners, and state and federal agencies during any type of incident response.

<b>V. CONCEPT OF OPERATIONS</b>
---------------------------------

## **A. General**

1. **Our direction and control structure for emergency operations** is pursuant to the NIMS, which employs two levels of incident management structures.

- a. **The Incident Command System (ICS),** includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
  - b. **Multiagency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.**
2. An Incident Commander (IC) using response resources from one or two departments or agencies, will normally handle emergency situations classified as incidents. The EOC will generally not be activated.
  3. During major emergencies, disasters, or catastrophic incidents, a Multiagency Coordination System may be advisable. Central to the System is the Emergency Operations Center (EOC) which is the nucleus of all coordination of information and resources. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.
  4. For some types of emergency situations, the EOC may be activated without activating an incident command operation. Such situations may include:
    - a. When a threat of hazardous conditions exists, but those conditions have not yet impacted the local area. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. When the hazard impacts, an ICP may be established, and direction and control of the response transitioned to the Incident Commander
    - b. When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.
  5. For operational flexibility, both ICS and EOC operations may be sized according to the anticipated needs of the situation. The structure of ICS is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The EOC also be activated on a graduated basis.

## **B. Incident Command Operations**

1. The first local emergency responder to arrive at the scene of an emergency situation will serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an ICP, provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
2. The Incident Commander is responsible for carrying out the ICS function of command – making operational decisions to manage the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or

two individuals may perform all of these functions. For more serious emergency situations, individuals from various local departments or agencies or from external response organizations may be assigned to separate ICS staff sections charged with those functions. For these serious emergency situations, it is generally desirable to transition to a Unified Command.

3. If the EOC has been activated, the Incident Commander shall provide periodic situation updates to the EOC.
4. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

### **C. EOC Operations**

1. The EOC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation with minimal staff, to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel.
2. The principal functions of the EOC are to:
  - a. Monitor potential threats.
  - b. Support on-scene response operations.
  - c. Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.
  - d. Analyze problems and formulate options for solving them.
  - e. Coordinate among local agencies and between the county and state and federal agencies, if required.
  - f. Develop and disseminate warnings and emergency public information.
  - g. Prepare and disseminate periodic reports.
  - h. Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.
  - i. Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State.

### **D. ICS - EOC INTERFACE**

1. When both an ICP and the EOC have been activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The Incident Commander is generally responsible for field operations, including:
  - c. Isolating the scene.
  - d. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
  - e. Warning the population in the area of the incident and providing emergency instructions to them.
  - f. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
  - g. Implementing traffic control arrangements in and around the incident scene.
  - h. Requesting additional resources from the EOC.
  - i. Keeping the EOC informed of the current situation at the incident site.
3. The EOC is generally responsible for:
  - c. Mobilizing and deploying resources to be employed by the Incident Commander.
  - d. Issuing community-wide warning.
  - e. Issuing instructions and providing information to the general public.
  - f. Organizing and implementing large-scale evacuation and coordinating traffic control for such operations.
  - g. Organizing and implementing shelter and mass care arrangements for evacuees.
  - h. Requesting assistance from the State and other external sources.
4. Transition of Responsibilities

Provisions must be made for an orderly transition of responsibilities between the ICP and the EOC.

- a. From EOC to the ICP. In some situations EOC may be operating to monitor a potential hazard and manage certain preparedness activities prior to establishment of an ICP. When an ICP is activated under these circumstances, it is essential that the Incident Commander receive a detailed initial situation update from the EOC and be advised of any operational activities that are already in progress, resources available, and resources already committed.

- b. From the ICP to the EOC. When an incident command operation is concluded and the EOC continues to operate to manage residual response and recovery activities, it is essential that the Incident Commander brief the EOC on any on-going tasks or operational issues that require follow-on action by the EOC staff.

#### 5. Extended EOC Operations

While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of EOC into the initial part of the recovery phase of an emergency. In the recovery phase, the EOC may be staffed to compile damage assessments, assess near term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.

6. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In which case it be necessary to employ a Unified Area Command. In such situation, ore than one incident command post may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

### **E. Activities by Phases of Management**

#### 1. Mitigation

- a. Establish, equip, and maintain an EOC.
- b. Identify required EOC staffing ; see Tab B to Appendix 1.
- c. Prepare maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.
- d. Identify and stock supplies needed for ICP and EOC operations.
- e. Develop and maintain procedures for activating, operating, and deactivating the EOC. See Appendix 1 and its tabs.

2. Preparedness
  - a. Identify department/agency/volunteer group representatives who will serve on the EOC staff and are qualified to serve in various ICP positions.
  - b. Pursuant to NIMS protocol, conduct NIMS training for department/agency/volunteer group representative who will staff the EOC and ICP.
  - c. Maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations
  - d. Test and maintain EOC equipment to ensure operational readiness.
  - e. Exercise the EOC at least once a year.
3. Response
  - a. Activate an ICP and the EOC if necessary .
  - b. Conduct response operations.
  - c. Deactivate ICP and EOC when they are no longer needed.
4. Recovery
  - a. If necessary, continue EOC activation to support recovery operations.
  - b. Deactivate EOC when situation permits.
  - c. Restock ICP and EOC supplies if necessary.
  - d. For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.

<b>VI. ORGANIZATION &amp; ASSIGNMENT OF RESPONSIBILITIES</b>
--

**A. Organization**

1. Our normal emergency organization, described in Section VI.A of the Basic Plan, will carry out the direction and control function during emergency situations.
2. The organization of incident command operations will in accordance with standard ICS organizational principles. The specific organizational elements to be activated for an emergency will be determined by the Incident Commander based on the tasks that must be performed and the resources available for those tasks.

3. The organization of the EOC is depicted in Tab A to Appendix 1. The EOC may be activated on a graduated basis. Department/agency/volunteer group EOC staffing requirements will be determined by the EMC based on the needs of the situation.

## **B. Assignment of Responsibilities**

All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.

1. The County Judge will:
  - a. Establish general policy guidance for emergency operations.
  - b. Direct that the EOC be partially or fully activated.
  - c. When appropriate terminate EOC operations.
2. The (EMC) will:
  - a. Develop and maintain the EOC Staff Roster and EOC operating procedures.
  - b. Activate the EOC when requested or when the situation warrants.
  - c. Serve as an EOC Supervisor.
  - d. Advise the County Judge on emergency management activities.
  - e. Coordinate resource and information support for emergency operations.
  - f. Coordinate emergency planning and impact assessment.
  - g. Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.
3. The Incident Commander will:
  - a. Establish an ICP and direct and control emergency operations at the scene.
  - b. Determine the need for and implement public warning and protective actions at and in the vicinity of the incident site.
  - c. Provide periodic situation updates to the EOC, if that facility is activated.
  - d. Identify resource requirements to the EOC, if that facility is activated.
4. Departments/Agencies, and Volunteer Groups assigned responsibilities for ICP or EOC operations will:
  - a. Identify and train personnel to carry out required emergency functions at the ICP and the EOC.
  - b. Provide personnel to staff the ICP and the EOC when those facilities are activated.
  - c. Ensure that personnel participating in ICP and EOC operations are provided with the equipment, resource data, reference materials, and other work aids needed to accomplish their emergency functions.

## **VII. DIRECTION & CONTROL**

- A. General.** The County Judge will provide general guidance for the direction and control function, pursuant to NIMS protocols.

**B. Incident Command Operations.** The first responder on the scene will take charge and serve as the Incident Commander until relieved by a more senior or qualified individual or an individual designated by the County Judge. An ICP will normally be established at the incident scene; the Incident Commander will direct and control response forces from that command post.

**C. EOC Operations**

1. The County Judge may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
2. The EMC and staff may activate the EOC, will normally determine the level of EOC staffing required based upon the situation and also notify appropriate personnel to report to the EOC.
3. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that the County Judge activate the EOC to provide a suitable facility to work the issue.
4. The Assistant EMC will serve as the EOC Supervisor.

<b>VIII. READINESS LEVELS</b>
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**A. Level 4--Normal Conditions**

See the mitigation and preparedness activities in sections V.D.1 and V.D.2.

**B. Level 3--Increased Readiness**

1. Check status of EOC equipment and repair or replace as needed.
2. Check status of EOC supplies and restock as needed.
3. Update EOC resource data.
4. Alert staff, determine personnel availability, and update EOC staff call lists.
5. Consider limited activation of EOC to monitor situation.
6. Consider situation briefings for senior staff.

**C. Level 2-- High Readiness**

1. Update EOC staffing requirements based on threat.
2. Determine specific EOC staff assignments and alert staff.
3. Monitor potential emergency situation and determine possible impact areas.



4. Update maps, charts, displays and resource data.
5. Consider situation briefings for EOC staff.
6. Consider partial activation of EOC if this has not already been accomplished.
7. Check status of Mobile Command Post.

**D. Level 1-- Maximum Readiness**

1. Summon EOC staff and activate the EOC.
2. Monitor situation.
3. Update maps, charts, displays, and resource lists.
4. Arrange for food service if needed.
5. Determine possible hazard impact areas and potential hazard effects.
6. Conduct briefings for senior staff and EOC staff.
7. Formulate and implement precautionary measures to protect the public.
8. Coordinate with adjacent jurisdictions that may be affected.

<b>IX. ADMINISTRATION &amp; SUPPORT</b>
---

**A. Facilities & Equipment**

1. EOC
  - a. The County EOC is located at 201 Veterans Way, Woodville, Texas and is maintained by Emergency Management staff and volunteers.
  - b. The EOC is equipped with the following communication equipment necessary for conducting emergency operations:  
  
See Annex B, Communications, for communications connectivity.
  - c. The EOC is equipped with emergency generator and a 7 day supply of fuel.
  - d. The EOC has emergency water supplies for 2 days of operation.
  - e. Food for the EOC staff will be provided by: Emergency Management and volunteers.
2. Mobile Command Post

- a. The Incident Command may request that the Mobile Command Post, operated by Tyler County Emergency Management, be deployed for use as an on-scene command post.
- b. Communications capabilities of the Mobile Command Post include:
  1. VHF Radios, mobile and portable
  2. Capability for hard wired telephones
  3. Cellular telephones

## **B. Records**

1. Activity Logs. The ICP and the EOC shall maintain accurate logs recording key response activities, including:
  - a. Activation or deactivation of emergency facilities.
  - b. Emergency notifications to other local governments and to state and federal agencies.
  - c. Significant changes in the emergency situation.
  - d. Major commitments of resources or requests for additional resources from external sources.
  - e. Issuance of protective action recommendations to the public.
  - f. Evacuations.
  - g. Casualties.
  - h. Containment or termination of the incident.

The EOC shall utilize the Emergency Operations Center Log (Tab F to Appendix 1) to record EOC activities. The ICP shall use the Unit Log (ICS form 214) or an equivalent.

### **2. Communications & Message Logs**

Communications facilities shall maintain a communications log. The EOC shall maintain a record of messages sent and received using the EOC Message Log (Tab G to Appendix 1).

### **3. Cost Information**

- a. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain a estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.
- b. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
  - 1) Personnel costs, especially overtime costs
  - 2) Equipment operation costs
  - 3) Costs for leased or rented equipment
  - 4) Costs for contract services to support emergency operations
  - 5) Costs of specialized supplies expended for emergency operations

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

### **C. Reports**

#### **1. Initial Emergency Report**

An Initial Emergency Report should be prepared and disseminated for major emergencies and disasters where state assistance may be required. This short report is designed to provide basic information about an emergency situation. See Appendix 3 for the report format.

#### **2. Situation Report**

For major emergencies and disasters where emergency response operations continue over an extended period, a Situation Report should be prepared and disseminated daily. This report is designed to keep the Disaster District, other jurisdictions providing resource support for emergency operations, and jurisdictions that may be affected by the emergency situation informed about the current status of operations. See Appendix 2 for the report format.

### **D. Agreements & Contracts**

Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other neighboring jurisdictions, other agencies, and industry in accordance with existing interlocal agreements and contracts.

### **E. EOC Security**

1. Access to the EOC will be limited during activation. All staff members will sign in upon entry and wear their EOC staff badge.
2. Individuals who are not members of the EOC staff will be identified and their reason for entering the EOC determined. Visitors with a valid need to enter the EOC will be issued a Visitor badge by the EOC Administrative staff, which will be surrendered upon departure.

### **F. Media**

Media personnel will be provided telephones within an area adjacent to the EOC. Scheduled new conferences will be held at regular intervals. Media personnel will be allowed entrance into the EOC in small groups accompanied by the Public Information Officer or other personnel so designated.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

**A. Development**

1. The EMC is responsible for the development and maintenance of this annex.
2. The EMC is responsible for the development and maintenance of EOC Standard Operating Procedures.

**B. Maintenance.**

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

**XI. REFERENCES**

**A.** DEM, *Local Emergency Management Planning Guide* (DEM-10)

**B.** FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).

**APPENDICES**

Appendix 1..... Emergency Operations Center

Tab A	EOC Organization
Tab B	EOC Staff Roster
Tab C	EOC Activation/Deactivation
Tab D	EOC Floor Plan
Tab E	EOC Operations
Tab F	EOC Log
Tab G	EOC Message Log
Tab H	EOC Message Form
Tab I	EOC Info/Action Record

Appendix 2..... Initial Emergency Report

Appendix 3..... Situation Report

## EMERGENCY OPERATIONS CENTER

### 1. Organization & Staffing

- A. The general organization of the EOC during a full activation for emergency operations is depicted in Tab A to this appendix. For a partial activation of the EOC, only those staff members required to deal with a particular emergency situation will be summoned to the EOC.
- B. A sample EOC Staff Roster is provided in Tab B to this appendix. The [EMC shall maintain and distribute a current EOC Staff Roster, including the names of EOC team members and contact information (office and home telephone numbers and pager numbers) for those individuals.

### 2. Facilities

- A. Procedures for activation and deactivating the EOC are provided in Tab C.
- B. The floor plan for the EOC is provided in Tab D.

### 3. EOC Operations

General operating guidelines for the EOC are provided in Tab E.

### 4. EOC Log

The Basic Plan requires that the EOC maintain accurate logs recording response activities, including:

- A. Activation and deactivation of the EOC.
- B. Emergency notifications to other local governments and to state and federal agencies.
- C. Significant changes in the emergency situation.
- D. Major commitments of resources or requests for additional resources from external sources.
- E. Issuance of protective action recommendations to the public.
- F. Evacuations.
- G. Casualties.
- H. Containment or termination of an incident.

The EOC Log, provided in Tab F shall be used to record this information and other pertinent information.

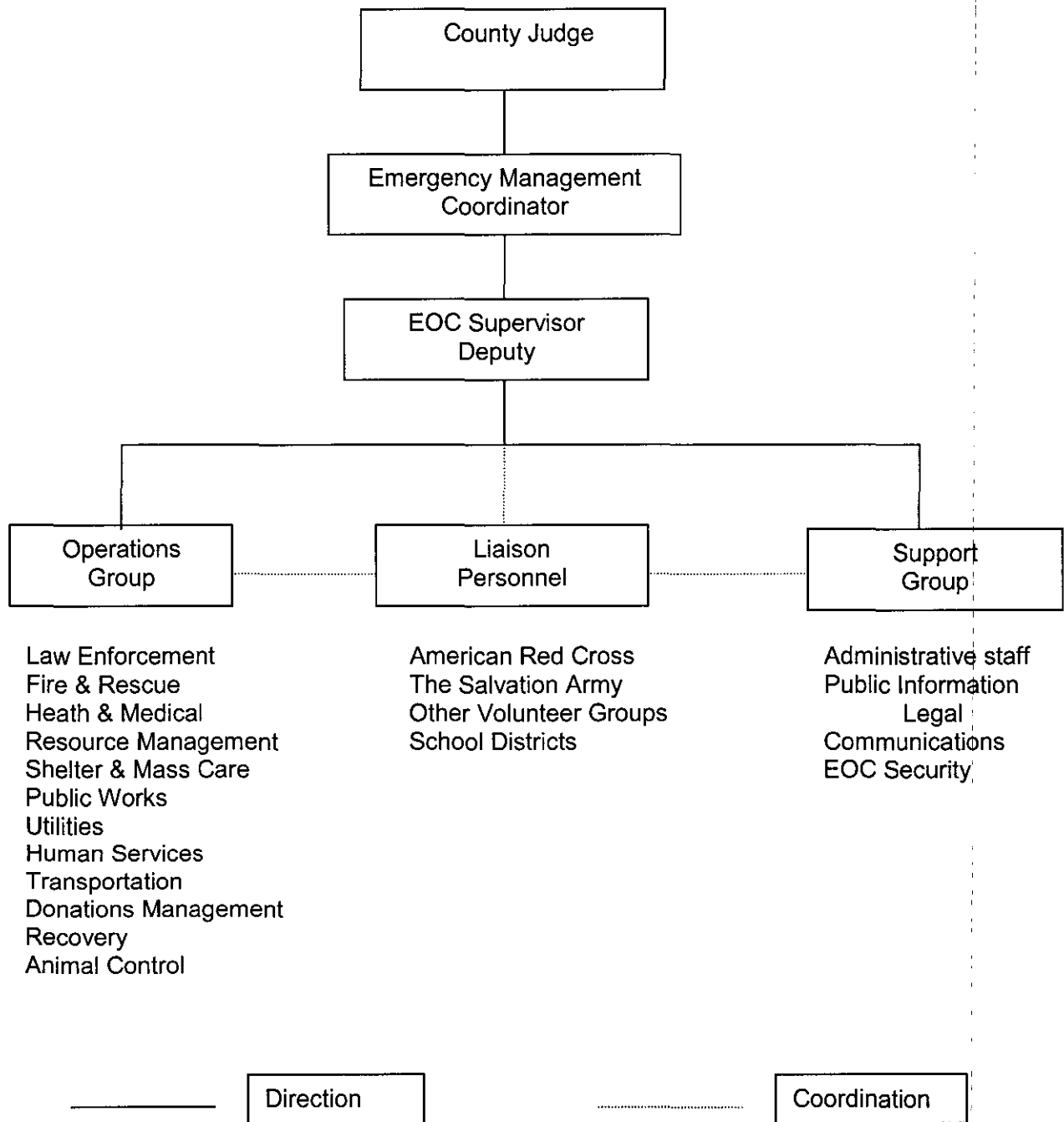
### 5. Message Handling

- A. All messages sent by or received in the EOC will be recorded in the EOC Message Log, a copy of which is provided in Tab G.
- B. Outgoing messages will normally be prepared on an EOC Message Form, which is also used to specify how the message should be sent and record the time of dispatch and

message number. A copy of the form is provided in Tab H to this appendix. Typed messages may be simply be attached to the form.

- C. Incoming verbal messages will be recorded on an EOC Info/Action Record, a copy of which is provided in Tab I to this appendix. For messages that require action, the form is used to assign responsibility for action to EOC staff members and to record the action taken.

**EMERGENCY OPERATIONS CENTER  
ORGANIZATION CHART**



**EOC STAFF ROSTER**

<i>Position</i>	<i>1<sup>st</sup> Shift Midnight to Noon</i>	<i>2<sup>nd</sup> Shift Noon to Midnight</i>
<b>EOC Supervisor</b>		
Deputy		
<b>Operations Group:</b>		
Law Enforcement		
Fire & Rescue		
Health & Medical		
Resource Management		
Shelter & Mass Care		
Public Works		
Utilities		
Human Services		
Transportation		
<b>Support Group:</b>		
Administration		
Logistics		
Communications		
Legal		
Security		
<b>Liaison:</b>		
American Red Cross		
VFW Volunteers		



**EOC ACTIVATION/DEACTIVATION**

**1. General**

- A. The County Judge may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
- B. The EMC and staff may activate the EOC and will normally determine the level of EOC staffing required based upon the situation.
- C. The EMC is responsible for maintaining the EOC Staffing Roster and ensuring that appropriate EOC staff members are notified to report to the EOC in the event the facility is activated.

**2. Activation Checklist**

✓	Action
<input type="checkbox"/>	Determine level of EOC staffing required.
<input type="checkbox"/>	Make notifications to the appropriate EOC staff and liaison personnel
<input type="checkbox"/>	Advise the [County/City] switchboard and Dispatch Center that EOC is being activated.
<input type="checkbox"/>	Move EOC status boards from storage closet and mount.
<input type="checkbox"/>	Check and clean all EOC map boards
<input type="checkbox"/>	Test EOC telephones
<input type="checkbox"/>	Turn on and test EOC fax in communications room.
<input type="checkbox"/>	Activate and test radios in communications room. (Qualified communications operator only)
<input type="checkbox"/>	Activate EOC computer and printer; test e-mail function and Internet access.
<input type="checkbox"/>	Check operation of EOC copier and ensure copier paper is available.
<input type="checkbox"/>	Turn on the two EOC TV monitors.
<input type="checkbox"/>	Check operation of EOC VCR and ensure blank tapes are available.
<input type="checkbox"/>	Check status of supplies and forms in the EOC work area and replenish from storage closet.
<input type="checkbox"/>	Test emergency generator and determine fuel status. Make arrangements for fuel delivery if required.
<input type="checkbox"/>	Secure EOC entrance and set out EOC sign-in roster.
<input type="checkbox"/>	Ensure Conference Room is cleared out for use as work room.
<input type="checkbox"/>	Determine requirements for food service.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

3. Deactivation Checklist

✓	Action
<input type="checkbox"/>	The EMC shall collect the EOC Log, EOC Message Log, the master file of incoming and outgoing messages, the EOC Sign-in Roster, and other specified materials and retain those for reference.
<input type="checkbox"/>	Advise [County/City] switchboard and Dispatch Center that EOC is being deactivated.
<input type="checkbox"/>	Remove EOC status boards from walls, clean, and return to storage closet.
<input type="checkbox"/>	Clean all EOC map boards.
<input type="checkbox"/>	Turn off EOC fax in communications room.
<input type="checkbox"/>	Deactivate radios in communications room.
<input type="checkbox"/>	Deactivate EOC computer and printer.
<input type="checkbox"/>	Turn off EOC copier and replenish copier paper.
<input type="checkbox"/>	Turn off the two EOC TV monitors.
<input type="checkbox"/>	Ensure EOC VCR is turned off.
<input type="checkbox"/>	Replenish working supplies and forms from storage closet.
<input type="checkbox"/>	Determine generator fuel status and arrange for refueling if necessary.
<input type="checkbox"/>	If Conference Room was used as work room, ensure it is cleaned up.
<input type="checkbox"/>	Arrange for cleaning of EOC and removal of trash, if necessary,
<input type="checkbox"/>	
<input type="checkbox"/>	

**EOC FLOOR PLAN**

N-1-D1

**Tab E**

**EMERGENCY OPERATIONS**

**1. EOC Staff Responsibilities**

**A. The EOC Supervisor & Assistant**

- 1) Monitor emergency operations and directs EOC operations.
- 2) Screen incoming messages, determines disposition and distribution.
- 3) Assign responsibility for responding to requests for resources or information or formulating options for solving problems to Staff Officers.
- 4) Review proposed options for solving problems and select and implement an appropriate course of action.
- 5) Approve outgoing messages and reports for release.
- 6) Make requests for external assistance or approve requests made by other members of the EOC staff.
- 7) Conduct periodic update briefings for the EOC staff and elected officials.

**B. Administrative Staff**

- 1) Logger
  - a) Numbers incoming & outgoing messages.
  - b) Records all messages in the EOC Message Log (Tab G to Appendix 1).
- 2) Distribution Clerk
  - a) Picks ups incoming messages from Communications and delivers to EOC Supervisor.
  - b) Delivers outgoing message traffic to Communications.
  - c) Reproduces and distributes messages and other materials within the EOC.
  - d) Maintains a file of original incoming and outgoing messages.
- 3) Poster/Plotter(s)
  - a) Posts incident information on EOC display boards, other than those maintained by Action Officers.
  - b) Plots incident information on EOC maps.
  - c) Assists the Distribution Clerk.
- 4) Writer
  - a) At the direction of the EOC Supervisor, records key events in the EOC Log (Tab F to Appendix 1).
  - b) Prepares EOC reports.
  - c) Prepares outgoing messages that require typing.
  - d) Assists the Distribution Clerk and the Logger.

**C. Staff Officers**

Staff Officers include representatives of departments and agencies that compose the Operations Group and the Support Group, as well as liaison personnel from volunteer groups.

- 1) Have knowledge of their organizational resources and expertise in their use.
- 2) Forward and respond to requests for emergency resources or information from their department, agency, or group, coordinating as necessary with their parent organization.
- 3) Receive emergency information and enter it into the EOC information system.
- 4) Work with other Staff Officers to resolve problems that require multi-agency action.
- 5) Maintain pertinent display boards and maps.

D. Public Information Staff

- 1) Develops and disseminates appropriate emergency public information through news releases, briefings, and, where appropriate, emergency information systems.
- 2) Handles media inquiries.

E. Communications Staff

- 1) Receives incoming EOC message and transmits outgoing EOC message
- 2) Maintain the required communications log.

**2. Information Flow**

A. Incoming Messages

- 1) Record Traffic. Incoming messages and faxes will be delivered to Logger for assignment of a message number and then to the EOC Supervisor or Deputy for review. Incoming messages will be numbered sequentially with an R prefix; outgoing messages will be numbered sequentially with an S prefix.
- 2) Verbal Messages. Incoming verbal messages may be received by anyone on the EOC staff. The substance of calls which request resources or information, provide information relating to the emergency situation, or are otherwise pertinent to EOC operations will be recorded by the individual receiving the verbal message on an Emergency Action Record (Tab I to Appendix 1), which will be delivered to the Logger for assignment of a message number and then to the EOC Supervisor or Deputy for review.

B. Screening Messages.

- 1) The EOC Supervisor or Deputy shall screen incoming traffic and determine how it is to be handled. Messages typically fall into two categories: (a) those that provide information about an emergency and (b) those that request resource support or information or identify problems and, thus require action.
- 2) For messages that provide information only, the EOC Supervisor or Deputy will indicate whether the information should be posted on display boards or plotted on map boards by checking the appropriate block on EOC forms or hand stamping a Disposition box on other types of messages. The EOC Supervisor or Deputy shall also indicate the distribution of each message in the approximate block. The EOC Supervisor or Deputy may also highlight information in messages that is to be included in the periodic Situation Report. All messages that are received will be

logged, but messages that are not pertinent to the emergency situation will not be distributed.

- 3) The Distribution Clerk will retain originals of all messages.

C. Outgoing Messages

- 1) Any member of the staff may draft outgoing messages. Messages will be forwarded to the EOC Supervisor or Deputy for review. If necessary, the Writer will type the final copy of an outgoing message and provide it to the EOC Supervisor for approval. The EOC Supervisor or Deputy will provide the approved message to the Distribution Clerk for dispatch.
- 2) Outgoing calls by any staff member which deal with matters of interest to other members of the EOC staff should be summarized on an Emergency Action Record (Tab I to Appendix 1) and provided to the EOC Supervisor or Deputy, who will determine further distribution requirements.

D. Exchange of Information

- 1) All Staff Officers are expected to keep the EOC Supervisor or Deputy advised, either verbally or by a note, of important information relating to emergency operations they receive and significant response or recovery issues they identify.
- 2) Staff Officers who receive information that may affect the conduct of other emergency functions are expected to provide that information to Staff Officers responsible for those functions in a timely manner.

**3. Task Response & Problem Solving**

A. The EOC Supervisor or Deputy will assign responsibility to specific Staff Officers for responding to requests for resources or information or for formulating solutions to emergency response and recovery problems. Tasks will normally be assigned using the Emergency Info/Action Record form; pertinent messages or information may be attached to the form.

B. Task Response

- 1) Staff Officers assigned tasks to provide resources or information are expected to complete the required action and close out the tasking by completing the Action Taken block at the bottom of the Emergency Info/Action Records and returning the form to the EOC Supervisor or Deputy.
- 2) Staff Officers are expected to complete the specific task assigned as well as any other tasks implied in the original tasking. For example, if the Shelter & Mass Care Staff Officer is given the task of obtaining 400 cots for a shelter, the task includes the explicit task of locating the cots and the implicit task of getting them transported from wherever they are to the shelter. To complete the implicit task, the Shelter and Mass Care Staff Officer may have to coordinate with the Transportation Staff Officer to arrange transportation if the supplier of the cots cannot do so.

- 3) If requests for resources or information cannot be satisfied locally, the Staff Officer should advise the EOC Supervisor or Deputy forthwith and identify possible external sources for the resources or information.
- 4) When responding to requests for resources, it is always advisable for Staff Officers to coordinate with the requestor to confirm specific requirements and coordinate the delivery time and location. Requestors should always be advised of the disposition of their requests.
- 5) For tasks that will take some time to complete, Staff Officers should provide interim progress reports to the EOC Supervisor or Deputy.

**C. Problem Solving**

- 1) The EOC Supervisor or Deputy may refer specific response or recovery problems or issues to a Staff Officer or a group of Staff Officers for consideration. The EOC Supervisor or Deputy will normally indicate whether he wants either a preferred solution or a range of options to consider.
- 2) In developing a preferred solution or range of options to solve a problem, Staff Officers assigned primary responsibility for the task should coordinate with other Staff Officers who have pertinent expertise and, where appropriate, with external agencies, organizations and groups for assistance. When a range of options is required, it is desirable that those options be prioritized.

**4. Status Boards & Maps**

**A. The following EOC status boards will be maintained by staff members indicated:**

- 1) Current Situation board: Poster/Plotter
- 2) Evacuation Status board: Law Enforcement
- 3) Shelter & Mass Care Status board: Shelter & Mass Care
- 4) Resource Commitments board: Resource Manager
- 5) Points of Contact board: Deputy EOC Supervisor
- 6) Route Status board: Law Enforcement
- 7) Damage Summary board: EMC or Asst. EMC

**B. The following EOC maps will be maintained by the staff members indicated:**

- 1) Current Situation map: Poster/Plotter
- 2) Traffic Control map: Law Enforcement
- 3) Hazmat Facilities/Risk Areas map: Fire Service
- 4) Special Facilities map: Fire Service
- 5) Hurricane/Flood Risk map: EMC or Asst. EMC

**5. Reports**

- A. When the EOC is activated for a major emergency or disaster for which external assistance may be required, the EOC Supervisor or Deputy will instruct the Writer to prepare an Initial Emergency Report. See Appendix 2 for the format of and addresses for this report.**

- B. The Writer will prepare the periodic Situation Report, with guidance on report content provided by the EOC Supervisor or Deputy. See Appendix 3 for the format of and addressees for this report. The report should be issued at least daily; more frequent reports may appropriate, particularly when circumstances change dramatically. The target time for release of daily reports is 11:00 AM.

**6. Briefings**

- A. Situation Update Briefings. The EOC Supervisor or Deputy shall conduct periodic informal situation update briefings for the EOC staff, recapping the current situation and highlighting ongoing actions and issues to be resolved. Briefings shall be kept short so they will not disrupt ongoing EOC operations.
- B. Shift Change Briefing. Outgoing EOC team members shall conduct an individual face-to-face turnover briefing to update their replacement on recent and ongoing emergency operations. Such briefings shall always include a detailed review of any tasks in progress or awaiting action that arriving personnel must monitor or complete.
- C. Media Briefings. The Public Information staff shall schedule and conduct briefings for the media as needed. To preclude disruption of EOC operations, media briefings will not be conducted in the primary EOC work area.

**7. EOC Security**

- A. When the EOC is activated, All staff members will wear their EOC Staff badges while in the facility.
- B. Visitors to the EOC will be identified and their business determined before being admitted to the EOC. Visitors with a valid need to enter the EOC will sign in on the EOC Visitor Log and be provided with an EOC Visitor badge.

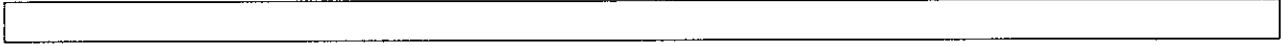






<b>EOC MESSAGE FORM</b>	
<b>From</b>	
<b>To</b>	
<b>Subject</b>	
<b>Message Text</b>	
<b>Send By</b>	
<input type="checkbox"/> Radio	<input type="checkbox"/> Teletype
<input type="checkbox"/> Fax	<input type="checkbox"/> E-mail
<b>Date:</b>	<b>Time:</b>
<b>Message #:</b>	
<b>DISTRIBUTION:</b>	

<b>EOC INFO/ACTION RECORD</b>		
<b>Date:</b>	<b>Time:</b>	<b>Message #</b>
<b>Received By</b>		
<b>Message From</b>		
<b>Contact Number/ Location</b>		
<b>Message, Issue, Problem or Information:</b>		
<input type="checkbox"/> <b>Info Only</b>	<input type="checkbox"/> <b>Post on Display Board</b>	<input type="checkbox"/> <b>Plot on Map</b>
<input type="checkbox"/> <b>Action Required. Action Assigned To:</b>		
<b>Action Taken</b>		
<b>DISTRIBUTION:</b>		



## INITIAL EMERGENCY REPORT

### 1. Purpose

The purpose of this report is to advise the State (through the local Disaster District), nearby jurisdictions that may be affected, and jurisdictions that may provide resources under a mutual aid agreement of an incident that has the potential to become a major emergency or disaster. An Initial Incident Report should be dispatched as soon as it becomes apparent that an incident has the potential to become a serious emergency situation. The report should be sent in written form (such as TLETS teletype or facsimile) if possible. If this is infeasible, a verbal report should be made by telephone or radio.

### 2. Format

**DATE/ TIME:**

**FROM**

**TO:**

Tyler County

DPS Beaumont, Texas, DDC Chairperson

Adjacent affected jurisdictions, jurisdictions from which resources may be requested pursuant to interlocal agreements

**SUBJECT:**

**INITIAL EMERGENCY REPORT**

A. TYPE OF INCIDENT:

B. DATE & TIME OF OCCURRENCE:

C. DESCRIPTION: (a short description of what happened or is occurring)

D. AREA AFFECTED:

E. RESPONSE ACTIONS UNDERWAY

F. ASSISTANCE REQUIRED, IF ANY:

G. POINT OF CONTACT INFORMATION:

### 3. Sample Message

**DATE/ TIME:**

11-25-00/1820

**FROM**

Tyler County EOC

**TO:**

DPS Beaumont, DDC Chairperson

Jasper County SO

Polk County PD

**SUBJECT:**

**INITIAL EMERGENCY REPORT**

A. TYPE OF INCIDENT: Explosion/Fire/Hazmat Spill

B. DATE/TIME OF OCCURRENCE: 11-25-00/1915

C. DESCRIPTION: Peyton Agro-Chem facility on S. Meridian St. exploded. Explosion & resulting fire has destroyed one city block; two more threatened. Possible hazmat plume from stored chemicals.

D. AREA AFFECTED: 9 blocks, mostly residential, in Southern Disasterville

- E. RESPONSE ACTIONS UNDERWAY: Local fire & police at scene, mutual aid from 2 rural VFDs summoned, Tsunami City Hazmat Team enroute. TNRCC representative enroute.
- F. ASSISTANCE REQUIRED, IF ANY: May need SAR Team and additional Hazmat response resources. Will advise.
- G. POINT OF CONTACT INFORMATION: Joe Jones, EMC, 555-1222.

## SITUATION REPORT

### 1. Purpose

The purpose of this report is to advise the State (through the local Disaster District), nearby jurisdictions that may be affected, and jurisdictions that are providing resources under a mutual aid agreement of the status on an ongoing major emergency situation. It may also be useful to provide this report to local officials who are not working at the EOC to keep them informed of the situation. A Situation Report should be prepared and disseminated at least once a day. The report should be sent in written form (such as TLETS teletype, facsimile, or e-mail).

### 2. Format

**DATE/ TIME:** 11-25-00/1820  
**FROM** Tyler County EOC  
**TO:** DPS Beaumont, DDC Chairperson  
 Jasper County SO  
 Polk County PD

**SUBJECT:** **SITUATION REPORT # 1**  
**FOR [event description] Covering the Period**  
**From \_\_\_\_\_ To \_\_\_\_\_**

- A. CURRENT SITUATION:  
*[What is being done about the emergency situation and by whom? Are there any problems hampering the emergency response? Is the situation getting worse, remaining stable, or winding down?]*
- B. AREAS AFFECTED:
- C. RESPONDING AGENCIES/ORGANIZATIONS:  
*[Include local, state, and federal responders plus volunteer groups]*
- D. CASUALTIES (cumulative):
  - 1. Fatalities
  - 2. Injured:
  - 3. Missing:
- E. ESTIMATED DAMAGES (cumulative):
  - 1. Homes Destroyed/Damaged:
  - 2. Businesses Destroyed/Damaged:
  - 3. Govt Facilities Destroyed/Damaged:
  - 4. Other:
- F. EVACUATIONS (cumulative): *[Estimated number of evacuees]*
- G. SHELTERS (cumulative):
  - 1. Number of Shelters Open:
  - 2. Estimated Occupants:
- H. ROAD CLOSURES:
- I. UTILITY OUTAGES:
- J. COMMENTS:



**3. Sample Report****DATE/ TIME:****FROM****TO:**

Tyler County EOC  
 DPS Beaumont, DDC Chairperson  
 DPS Beaumont\_[DPS Regional Headquarters]  
 [Adjacent affected jurisdictions]  
 [Jurisdictions providing mutual aid resources]

**SUBJECT:**

**SITUATION REPORT # 1  
 FOR PEYTON AGRO-CHEM EXPLOSION  
 Covering the Period From 11-25-00 To 11-26-00**

- A. **CURRENT SITUATION:** Fires in downtown bldgs have been extinguished. Chemical plant continues to burn. Search & rescue team has recovered 3 bodies in collapsed buildings in downtown area; firefighters recovered another body. Spilled hazmat in temporary dikes and berms being recovered by contractor Hazwaste, Inc. Evacuees at shelter at Wharton School operated by ARC. Pesticide residue may have contaminated 2 residential blocks south of plant; assessment underway by TNRCC and EPA.
- B. **AREAS AFFECTED:** 1 business block, 8 residential blocks
- C. **RESPONDING AGENCIES/ORGANIZATIONS:**  
 Local: Disasterville FD, Floodprone VFD, Monon VFD, Casson FD.  
 State: TNRCC, TxDOT, Dept of Ag, TEEX Search & Rescue Team, DEM RLO  
 Federal: US EPA  
 Volunteers: ARC, Salvation Army
- D. **CASUALTIES (cumulative):**  
 1. Fatalities: 4  
 2. Injured: 11  
 3. Missing: 2
- E. **ESTIMATED DAMAGES (cumulative):**  
 1. Homes Destroyed/Damaged: 8/12  
 2. Businesses Destroyed/Damaged: 6/2  
 3. Govt Facilities Destroyed/Damaged: 1/0  
 4. Other:
- F. **EVACUATIONS (cumulative):** Estimated 260
- G. **SHELTERS (cumulative):**  
 1. Number of Shelters Open: 1  
 2. Estimated Occupants: 120
- H. **ROAD CLOSURES:**  
 1. Monan, Meridian, Western, Key, Travis, Fox, Tiber, Alstead, and Calhoun Streets in southern portion of city  
 2. County Road 124 between city limits and Co. Rd 150.
- I. **UTILITY OUTAGES:** Electrical and water service shut off to four blocks of downtown.
- J. **COMMENTS:**  
 1. Fire Marshal expects fire at chem plant to burn itself out this evening. Some fire units will be released at that time.  
 2. TNRCC believes it will take another 24 hours to fully map contaminated areas of downtown.  
 3. Search and rescue team believes it will complete search of collapsed bldgs this evening.

# **ANNEX V**

# **TERRORIST INCIDENT RESPONSE**

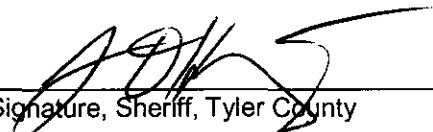
**TYLER COUNTY**

**Jurisdiction**

# APPROVAL & IMPLEMENTATION

## Annex V

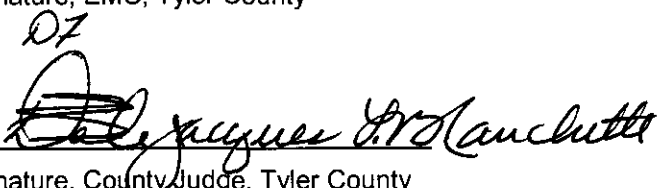
### Terrorist Incident Response

  
\_\_\_\_\_  
Signature, Sheriff, Tyler County

2-17-12  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature, EMC, Tyler County

2-17-12  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature, County Judge, Tyler County

2/17/12  
\_\_\_\_\_  
Date



## ANNEX V

### TERRORIST INCIDENT RESPONSE

#### I. AUTHORITY

##### A. Federal

1. Public Law 102-201, Defense Against Weapons of Mass Destruction Act.
2. Terrorism Annex to *the Federal Response Plan*.
3. *National Response Plan – Nuclear/Radiological Incident annex, NUC-3*.
4. Homeland Security Presidential Directive HSPD-5 Management of Domestic Incidents
5. Homeland Security Presidential Directive HSPD – 7, Critical Infrastructure, Prioritization, Protection.
6. Homeland Security Presidential Directive HSPD – 8, National Preparedness

##### B. State

Annex U (Terrorist Incident Response) to the *State of Texas Emergency Management Plan*.

##### C. Local

See Basic Plan, Section I.

#### II. PURPOSE

The purpose of this annex is to:

1. Outline operational concepts and tasks and to assign responsibilities for preparing for and responding to terrorist incidents that may occur.
2. Describe state and federal assistance that may be available to assist in the response to a terrorist incident.

#### III. EXPLANATION OF TERMS

##### A. Acronyms

CBRNE	Chemical, Biological, Radiological, Nuclear, Explosives
DEM	Division of Emergency Management
DPS	Department of Public Safety
EOC	Emergency Operations or Operating Center
EMS	Emergency Medical Service
FBI	Federal Bureau of Investigation
GDEM	Governor/s Division of Emergency Management
ICP	Incident Command Post
ICS	Incident Command System

JIC	Joint Information Center
JOC	Joint Operations Center
NIMS	National Incident Management System
NRP	National Response Plan
TFC	Texas Fusion Center
UC	Unified Command
WMD	Weapons of Mass Destruction

## B. Definitions

1. Anti-terrorism Activities. Use of defensive methods, including intelligence collection, investigation, passive protection of facilities, implementation of physical and personnel security programs, and emergency planning, to combat terrorism.
2. Consequence Management. Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management.
3. Consequence Management The requirements of crisis management and consequence management have been combined. They combine the law enforcement function of identification and prevention of terrorist activities with the emergency management function of protection of public health and safety and emergency relief from the consequences of acts of terrorism.
4. Hazmat. Hazardous materials.
5. National Incident Management System (NIMS ) The NIMS provides a consistent nationwide approach for Federal, State, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.\_
6. National Response Plan NRP. An all-discipline, all-hazards plan that established a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of Federal support to State and local and tribal incident managers and for exercising direct Federal authorities and responsibilities.
7. Technical Operations Actions to identify, assess, dismantle, transfer, or dispose of WMD or decontaminate persons and property exposed to the effects of WMD.
8. Terrorist Incident. A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political and social objectives.
9. Weapons of Mass Destruction. WMD include: (1) explosive, incendiary, or poison gas bombs, grenades, rockets, or mines; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. Tyler County is vulnerable to terrorist incidents. A significant terrorist attack is considered highly unlikely. However, the consequences of a major terrorist incident could be catastrophic; hence, mitigating against, preparing for, and responding to such incidents and recovering from them is an important function of government.
2. Terrorism is both a law enforcement and emergency management problem.
  - a. Virtually all terrorist acts involve violation of laws. Hence, law enforcement agencies gather and analyze intelligence on terrorists and may develop estimates their intentions. Access to this criminal intelligence information is necessarily limited, but significant threats must be communicated by law enforcement agencies to those local officials who can implement protective measures and alert emergency responders. Coordination between law enforcement and emergency management personnel is vital to ensure that appropriate readiness actions are taken, while still protecting law enforcement sources and methods.
  - b. In a terrorist incident, the incident area may be simultaneously a crime scene, a hazmat site, and a disaster area that may cross the boundaries of several jurisdictions. There are often competing needs in the aftermath of a terrorist act -- law enforcement agencies want to protect the crime scene in order to gather evidence, while emergency responders may need to bring in extensive equipment and personnel to conduct search and rescue operations. It is essential that the incident command team establishes operating areas and formulates a plan of action that considers the needs of both groups.
3. Since terrorist acts may be violations of local, state, and federal law, the response to a significant local terrorism threat or actual incident may include state and federal response agencies.
4. Local resources for combating terrorist attacks are very limited. In the event of a significant terrorist threat or incident, it is anticipated that state and federal resources will be requested in order to supplement local capabilities.
5. The presence of chemical or biological radiological, nuclear, or explosive (CBRNE) agents may not be detected immediately. In the case of chemical, biological, or nuclear materials they may not be discovered until some time after casualties occur. There may be a delay in identifying the agent present and in determining the appropriate protective measures. Such agents may quickly dissipate or be persistent.
6. In the case of an attack with a biological agent, the initial dissemination of the agent may occur outside the local area or even in other countries, but still produce victims in the local area.

### B. Assumptions

1. Terrorist attacks may be directed at government facilities, public and private institutions, business or industry, transportation, and individuals or groups. Such acts may involve: arson; shootings; bombings, including use of weapons of mass destruction (nuclear, chemical, or biological agents); kidnapping or hostage-taking; sabotage; and other activities.
2. Terrorist attacks may or may not be preceded by a warning or a threat, and may at first appear to be an ordinary hazardous materials incident. Attacks may occur at multiple locations and may be accompanied by fire, explosion, or other acts of sabotage.
3. A device may be set off to attract emergency responders, then a second device set off for the purpose of injuring emergency responders.
4. Effective response to the use of WMD may require:
  - a. Specialized equipment to detect and identify chemical or biological agents.
  - b. A mass decontamination capability.
  - c. The means to treat mass casualties, including conducting triage and using specialized pharmaceuticals that have a narrow window of effect.
  - d. The capability to deal with mass fatalities.
5. Injuries from a terrorist attack may be both physical and psychological.
6. Recovery from a terrorist attack can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and mass casualties.
7. In most cases, significant state and federal terrorist incident response support cannot be provided within the first few hours of an incident. Considerable state and federal terrorism response resources are available, but it may take 6 to 12 hours to activate and deploy such resources on a large-scale.

## V. CONCEPT OF OPERATIONS

### A. General

1. Our terrorism structure for emergency response operations is pursuant to NIMS, which employs two levels of incident management structures.
  - a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
  - b. Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
2. During a terrorist event a Multi-agency Coordination System may be advisable. Central to this system is the Emergency Operations Center (EOC), which is the nucleus of all coordination of information and resources. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy



resources for use by Incident Commander, coordinate external resources and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

## B. Preparedness

1. The lead local agency for deterring, preventing, and responding to a threat of terrorist attack is typically the local police department or the Sheriff's Office.
  - a. Pre-incident preparedness and response activities include efforts to define the threat, identify terrorists, and prevent terrorist acts. Post incident consequence management activities include efforts to resolve the terrorist incident, conduct and investigation, collect evidence, and apprehend those responsible. Law enforcement agencies have the lead in terrorism criminal investigations and intelligence collection activities.
    - 1) The Sheriff's Office has the lead local role in terrorism incident response and will coordinate its efforts with state and federal law enforcement agencies as appropriate.
    - 2) The Department of Public Safety (DPS) is the lead state agency for terrorism incident response. DPS will coordinate the state law enforcement response to a potential terrorist incident and the use of state resources.
    - 3) The Federal Bureau of Investigation (FBI) is the lead federal agency for criminal investigations of terrorist acts or terrorist threats and intelligence collection activities within the United States.
  - b. When a credible threat of terrorist attack exists, we will activate our EOC or, if security necessitates, activate a specialized facility to coordinate law enforcement, investigative, and intelligence activities for the threats or incidents that may occur.

Investigative and intelligence activities are managed by the FBI from an FBI command post or Joint Operations Center (JOC). The JOC coordinates assets between Federal agencies, DPS, and local law enforcement agencies.

## 2. Response and Recovery

- a. Response and recovery activities undertaken to deal with effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during consequence management. The agency with primary jurisdictional authority over the incident designates the individual at the scene responsible for establishing command.

- 1) The EMC shall normally have the lead local role in terrorism response and recovery operations for most types of terrorist incidents, but the medical Officer may be assigned the lead local role in terrorism response and recovery operations for incidents involving biological agents..
  - 2) The Governor's Division of Emergency Management (GDEM) is the lead state agency for terrorism response and recovery operations. Disaster Districts, the State Operations Center (SOC), and the Emergency Management Council will coordinate state resource support for local terrorism response and recovery operations.
  - 3) FEMA is the lead federal agency for response and recovery operations and shall coordinate federal resource support for such operations.
- b. The agencies responsible for terrorism response and recovery operations shall coordinate their efforts with law enforcement authorities conducting crisis management operations..

### C. Implementation of the Incident Command System (ICS)

1. If there is a local incident site, an incident command post (ICP) will be established to manage emergency operations at that incident site. The ranking official from the agency with primary responsibility for the incident will assume the position of Incident Commander. The Incident Commander will direct and control responding resources and designate emergency operating areas. Typical operating area boundaries established for a terrorist incident may include:
  - a. The **Crime Scene Boundary** defines the crime scene. The crime scene may include the area referred to in technical operations as the "red zone" or "working point". Access to the crime scene may be restricted by state, federal, or local law enforcement personnel. Response activities within the crime scene may require special care in order to protect evidence.
  - b. The **Hazmat Boundary** defines the hazmat site, which is referred to in hazmat operations as the "hot zone" and may be termed the "isolation area" or "exclusion zone" by other responders, and may include the hazmat upwind "warm zone" utilized for contamination control and rescue staging. Depending on the spread of contaminants, the hazmat site may include some or all of the crime scene. Entry into the hazmat boundary is normally restricted to response personnel equipped with personal protective equipment and using decontamination procedures.
  - c. The **Incident Boundary** includes the crime scene, the hazmat area, the "cool zone" or "support zone" used for incident support operations such as resource staging and casualty collection, and areas where protective actions, such as shelter-in-place or evacuation, may be recommended or mandatory measures, such as quarantine, imposed. Access to this area is normally controlled; if a quarantine is implemented, egress may also be restricted.
2. ICS-EOC Interface. The Incident Commander and the EOC shall agree upon a division of responsibilities. The Incident Commander will normally manage field

operations at the incident site and in adjacent areas. The EOC will normally mobilize and provide local resources, disseminate emergency public information, organize and implement large-scale evacuation, coordinate care for casualties, coordinate shelter and mass care for evacuees, arrange mortuary support, and, if local resources are insufficient or inappropriate, request assistance from other jurisdictions or the State.

3. Implementation of Unified Command (UC). As state and federal responders arrive, to conduct and support field operations, use of ICS for management of the ICP and response operations will transition to UC.
4. If there is no local incident site, which may be the case in incidents involving biological agents, consequence management activities will be directed and controlled from the local EOC. An Incident Commander may be designated. The EOC may transition to a JOC using UC with the arrival of state and federal responders..

#### **D. Coordination of Crisis Management and Consequence Management Activities**

1. Law enforcement agencies involved in consequence management shall keep those agencies and/or departments responsible for response and recovery efforts informed of decisions made that may have implications on the placement of resources for response and recovery should it be necessary. Because of the sensitivity of law enforcement sources and methods and certain crisis management activities, it may be necessary to restrict dissemination of some information to selected emergency management and public health officials who have a need to know. And those individuals may have to carry out some preparedness activities surreptitiously.
2. Until such time as law enforcement and emergency management personnel agree that crisis management activities have been concluded, law enforcement personnel shall participate in incident command or EOC operations to advise those carrying out consequence management operations with respect to protection of the crime scene, evidence collection, and investigative results that may have bearing on emergency operations. DPS and the FBI will normally provide personnel to participate in a unified command operation to coordinate state and federal law enforcement assistance.
3. A Joint Information Center, staffed by local, state, and federal public affairs personnel, may be established as part of the unified command organization to collect, process, and disseminate information to the public.

#### **E. Protective Actions**

1. Responders. Emergency personnel responding to a terrorist incident must be protected from the various hazards that a terrorist incident can produce. These include: blast effects, penetrating and fragmenting weapons, fire, asphyxiation, hazardous chemicals, toxic substances, radioactive materials, and disease-causing material. See the discussion of threat weapons and their effects in Appendix 2. Though the type of protection required varies depending on the hazard, there are three basic principles of protection that apply to all hazards: time, distance, and shielding.
  - a. Time. Emergency workers should spend the shortest time possible in the hazard area or exposed to the hazard. Use techniques such as rapid entries to execute reconnaissance or rescue and rotate personnel in the hazard area.

- b. Distance. Maximize the distance between hazards and emergency responders and the public. For chemical, radiological, and explosive hazards, recommended isolation and protective action distances are included in the *Emergency Response Guidebook* (ERG).
  - c. Shielding. Use appropriate shielding to address specific hazards. Shielding can include vehicles, buildings, protective clothing, and personnel protective equipment.
2. The Public. Protective actions for the public must be selected and implemented based on the hazards present and appropriate instructions and information provided to the public through usual means of warning and public information. Protective actions for the public may include:
- a. Evacuation.
  - b. Shelter-in-place.
  - c. Access control to deny entry into contaminated areas.
  - d. Restrictions on the use of contaminated foodstuffs, normally imposed by the Texas Department of Health Services (DSHS).
  - e. Restrictions on the use of contaminated agricultural products before processing will normally be imposed by the Texas Department of Agriculture. These are products destined for food use after processing.
  - f. Restrictions on the use of contaminated public water supplies, normally imposed by the Texas Commission on Environmental Quality (TCEQ).
  - g. For incidents involving biological agents, protective actions taken to prevent the spread of disease may include:
    - 1) Isolation of diseased victims within medical facilities.
    - 2) Quarantines to restrict movement of people and livestock in specific geographic areas.
    - 3) Closure of schools and businesses.
    - 4) Restrictions on mass gatherings, such as sporting events.

Such measures are normally recommended and imposed by public health authorities.

#### **F. Requesting External Assistance**

1. Requests for state assistance will be made by the County Judge to the Disaster District Committee (DDC) Chairperson in Beaumont. If a request for assistance cannot be satisfied with resources available in the District, it will be forwarded to the State Operations Center (SOC) for action. If state resources cannot satisfy the request, the State will request assistance from the federal government or other states.

2. Depending on the severity of the incident, the County Judge may issue a local disaster declaration and request assistance from the Governor. The Governor may declare a State of Disaster for the local area and request the President issue an emergency or disaster declaration for the local area. The National Response Plan (NRP) describes the functions of the responding federal agencies for various response and recovery functions. The Nuclear/Radiological Incident Annex of the NRP addresses the federal response for incidents involving radiological materials.

#### **G. Coordination of Local Medical Response to Biological Weapons Incidents**

As the medical response to an incident involving biological agents must include the local medical community as a group, the local and state health departments and federal health agencies directing the response should undertake to coordinate the efforts of local medical providers to ensure that a consistent approach to health issues is taken. Hence, concise information on the threat, recommendations on what should be done to combat it, and instructions on handling victims must be provided to all hospitals, clinics, nursing homes, home health care agencies, individual physicians, pharmacies, school nursing staffs, and other medical providers. The local health department or state public health region field office, that are normally most familiar with community health providers, will typically take the lead in coordinating the local medical response. They may request assistance from local professional organizations in providing information to all members of the local medical community.

#### **H. Activities by Phases of Emergency Management**

##### **1. Mitigation**

Carry out anti-terrorist activities, including:

- a. Identify potential terrorist targets and determine their vulnerability. For targets which may produce hazardous effects if attacked, determine the population and special facilities at risk.
- b. Conduct investigations and criminal intelligence operations to develop information on the composition, capabilities, and intentions of potential terrorist groups.
- c. Develop and implement security programs for public facilities that are potential targets. Recommend such programs to private property owners.
- d. Implement passive facility protection programs to reduce the vulnerability of new and existing government-owned facilities believed to be potential targets. Recommend such programs to private property owners.
- e. Encourage all local medical facilities to participate in mass casualty exercises and stock specialized pharmaceuticals, such as chemical agent antidotes.
- f. Encourage the reporting of suspicious activity to local law enforcement or the Texas Fusion Center (TFC). The TFC is under the command of the Criminal Intelligence agency responsible for collecting, analyzing, and disseminating criminal intelligence information related to possible terrorist activity. The TFC operates 24-hours a day to receive and respond to reports from the public, local, state, and federal law

enforcement agencies. The TF is staffed by CIS commissioned officers and analysts from the CIS and federal agencies. When warranted, the TFC disseminates actionable intelligence and investigative leads to local law enforcement.

## 2. Preparedness

- a. Conduct or arrange terrorism awareness training and periodic refresher training for law enforcement, fire service, and EMS personnel and for emergency management staff. Conduct training for other agencies such as public works, utilities, and hospitals.
- b. Develop emergency communications procedures that take into account the communications monitoring capabilities of some terrorist groups.
- c. Maintain terrorist profile information on groups suspected of being active in the local area.
- d. Establish appropriate mutual aid agreements.
- e. Conduct drills and exercise to test plans, procedures, and training.
- f. Conduct awareness programs for businesses that handle inventories of potential weapon making materials and chemicals and ask for their cooperation in reporting suspicious activities.
- g. If potential terrorist groups appear to be expanding their activities, consider appropriate increased readiness actions.

## 3. Response

See the Terrorist Incident Response Checklist in Appendix 1.

## 3. Recovery

- a. Decontaminate incident sites and other affected areas. State and/or federal agencies may oversee this effort, which may be conducted by contractors.
- b. Identify and restrict access to all structurally unsafe buildings.
- c. Remediate and cleanup any hazardous materials that has or might enter local water, sewer, or drainage systems.
- d. Provide traffic control for the return of evacuees.
- e. For evacuees who cannot return to their homes, assist in arranging temporary housing.
- f. For contaminated areas that cannot be decontaminated and returned to normal use in the near term, develop and implement appropriate access controls.

- g. Investigate cause of incident and prosecute those believed to be responsible.
- h. Maintain records of use of personnel, equipment, and supplies used in response and recovery for possible recovery from the responsible party or reimbursement by the state or federal government.
- i. Conduct critical incident stress management activities.
- j. Debrief response personnel, prepare incident report, and update plans and procedures on the basis of lessons learned.
- k. Restore normal services.

## VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

### A. Organization

1. Our normal emergency organization, which is described in section VI.A of the basic plan, will carry out the response to and recovery from terrorist incidents.
2. As terrorist acts often violate state and federal law and regulations, state and federal law enforcement agencies and other agencies having regulatory responsibilities may respond to such incidents. In order to effectively coordinate our efforts with state and federal agencies, we may transition from our normal incident command operation to a unified command organization when the situation warrants.

### B. Assignment of Responsibilities

1. The County Judge will:
  - a. Provide policy guidance with response to anti-terrorism and counter-terrorism programs.
  - b. Provide general direction for response and recovery operations in the aftermath of a terrorism incident.
2. Emergency Management Coordinator will:
  - a. Coordinate regularly with the Sheriff's Department and other law enforcement agencies with respect to the terrorist threat and determine appropriate readiness actions during periods of increased threat.
  - b. In conjunction with other local officials, make an assessment of the local terrorist threat, identify high risk targets, determine the vulnerabilities of such targets and the potential impact upon the population, and recommend appropriate mitigation and preparedness activities.

- c. In coordination with other local officials, recommend appropriate training for emergency responders, emergency management personnel, and other local officials.
  - d. Coordinate periodic drills and exercises to test plans, procedures, and training.
  - e. Develop and conduct terrorism awareness programs for the public and for businesses dealing in weapons or materials that may be used by terrorists to produce weapons.
  - f. Develop common communication procedures.
  - g. Promote a business inventory monitoring system.
3. The Incident Commander will:
- a. Establish an incident command post (ICP) and control and direct emergency response resources at the incident scene from that ICP to resolve the incident.
  - b. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
  - c. Provide an initial incident assessment, request additional resource if needed, and provide periodic updates to the EOC.
  - d. Request a liaison officer from each participating agency be present at the ICP.
  - e. Establish a specific division of responsibilities between the incident command operation and the EOC.
  - f. Transition the incident command operation to a unified command operation when significant external resources arrive.
3. Law Enforcement Sheriff's Department will:
- a. Conduct anti-terrorist operations and maintain terrorist profile information. Advise the emergency management staff, DPS, and the FBI of significant terrorist threats.
  - b. Recommend passive protection and security programs for high-risk government facilities and make recommendations for such programs to the owners/operators of private facilities.
  - c. Conduct terrorism response training programs for the law enforcement personnel and support public education and awareness activities.
  - d. Provide law enforcement representatives for the Incident Command Post and the EOC.
  - e. Secure the scene, reroute traffic, and implement crowd control measures if necessary.



- f. Make notifications of terrorist incidents to DPS, the FBI, and other law enforcement agencies.
  - g. Brief emergency response personnel on crime scene protection.
  - h. Coordinate the deployment and operation of counter-terrorist response elements.
  - i. Conduct reconnaissance in vicinity of the incident site to identify threats from delayed action and secondary weapons.
  - j. Organize and conduct evacuation of the public and of special facilities if required.
  - k. In coordination with state and federal authorities, investigate incident; identify and apprehend suspects.
4. Fire & Rescue Service , Volunteer Fire Department's will:
- a. Coordinate all fire and rescue operations during terrorist incidents.
  - b. Dispatch and deploy fire personnel and equipment during an emergency.
  - c. Control fires if necessary.
  - d. Conduct search and rescue operations as needed
  - e. Provide support for evacuation operations if requested.
  - f. Set up decontamination area for emergency responders and victims, if needed.
  - g. Carry out initial decontamination of victims, if required. Procedures must be available for emergency decontamination of large numbers of people.
  - h. Identify apparently unsafe structures; restrict access to such structure pending further evaluation by the Public Works/Engineering staff.
  - i. Identify requirements for debris clearance to expedite fire response and search and rescue.
  - j. Activate fire and rescue mutual aid as needed.
5. Health and Medical Service EMS, Fire Department's will:
- a. Respond to medical emergency calls.
  - b. If mass casualties have occurred, establish triage.
  - c. Provide emergency medical care to the injured.
  - d. Transport patients in a timely manner to appropriate medical facilities.
  - e. Request medical mutual aid if necessary.

- f. Assign a liaison at the ICP and/or EOC, if needed.
6. Public Works, Precinct Road & Bridge Department's will:
- a. Assign liaison personnel to the EOC and Incident Command Post.
  - b. Clear and/or remove debris as directed.
  - c. Support search and rescue operations.
  - d. Provide emergency power and lighting at the incident site upon request.
  - e. Provide emergency power supplies at other facilities upon request.
  - f. Provide barricades and temporary fencing as requested.
  - g. Carry out emergency repairs to streets and bridges as necessary to support emergency operations and restore essential traffic.
  - h. Conduct preliminary assessment of damage to structures and streets, and utilities.
  - i. Provide other public works and engineering support for emergency operations as necessary.
  - j. Request mutual aid assistance, if necessary.
7. Utility/Water & Wastewater Private Owners Maintenance Department 's will
- a. Carry out emergency repairs to water and wastewater systems as necessary to support emergency operations and restore essential public services.
  - b. In coordination with local and state public health agencies, ensure the safety of water and wastewater systems. Initiate water conservation procedures, if required.
  - c. Conduct preliminary assessment of damage to water, wastewater and drainage systems, and utilities
  - d. Identify to the EOC requirements for emergency drinking water supplies from outside sources if needed.
8. All Other Departments and Agencies
- a. Provide personnel, equipment, and supply support for emergency operations upon request.
  - b. Provide trained personnel to staff the EOC.
  - c. Provide technical assistance to the Incident Commander and the EOC upon request.
  - d. Participate in terrorism awareness training, drills, and exercises.

## VII. DIRECTION & CONTROL

- A. The County Judge shall, pursuant to NIMS, provide general guidance for emergency operations, including the response to terrorist incidents. During periods of heightened terrorist threat or after an incident has occurred, the local EOC will be activated.
- B. The EMC will provide overall direction of the terrorist incident response activities of our departments and agencies. During terrorist incidents, he/she will normally carry out those responsibilities from the EOC.
- C. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at the incident site from an ICP. If terrorist attacks affect multiple widely separated facilities, separate incident command operations may be set up.
- D. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions pursuant to mutual aid agreements or from organized volunteer groups. Mutual aid personnel and volunteers will normally work under the immediate control of their own supervisors. All response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC.
- E. In a large scale terrorist incident, significant help will be needed from other local governments, state agencies, and the federal government. As these external resources arrive, it is anticipated that a transition will be made from the normal incident command system to a unified command operation. In a unified command arrangement, leaders of all participating response forces agree on general objectives, priorities, and strategies for resolving the emergency situation.

## VIII. READINESS LEVELS

### A. Readiness Level 4 – Normal Conditions

See the mitigation and preparedness activities in paragraphs (V.H.1 and V.H.2) above.

### B. Readiness Level 3 - Increased Readiness

1. When local law enforcement personnel determine or are advised by DPS or the FBI that there is a credible threat of near-term local terrorist action, law enforcement personnel shall alert the County Judge, EMC, and other appropriate local officials. Those individuals shall review the potential emergency situation, plans, and procedures, and determine and implement appropriate readiness actions. These may include:
  - a. Expanding criminal intelligence operations;
  - b. Reviewing personnel and equipment status and taking actions to enhance resource availability;
  - c. Reviewing inventory of critical consumable supplies, filling shortages, and increasing stocks if needed;

- d. increasing security at and surveillance of public facilities that are potential targets,
  - e. recommending to the owners or operators of privately-owned facilities that they take similar steps;
  - f. briefing local public health and hospital managers on the potential threat; and
  - g. placing selected emergency response elements on higher state of readiness.
2. Consistent with the need for security to protect intelligence sources and depending on the situation, disseminate non-sensitive threat awareness information to the public.

#### **C. Readiness Level 2 – High Readiness**

1. Further increase security at and surveillance of potential targets.
2. Further increase readiness of emergency response forces and advise public health and medical facilities to do likewise.
3. Consider partial activation of the EOC to monitor situation and maintain data on resource status.
4. Depending on the specific situation and the need for security to protect intelligence sources, disseminate non-sensitive information and, if needed, instructions to the public.

#### **D. Readiness Level 1 – Maximum Readiness**

1. Implement most rigorous security measures.
2. Bring response forces to maximum readiness.
3. Activate the EOC to monitor the situation and maintain data on resource status.
4. Disseminate non-sensitive information and, if needed, instructions to the public.
5. Determine and implement precautionary protective measures for the public in selected areas or for specific facilities where appropriate.

<b>IX. ADMINISTRATION &amp; SUPPORT</b>
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#### **A. Reports & Records**

1. **Situation Report.** During emergency operations for terrorist incidents, a daily situation report should be prepared and distributed during to the local Disaster District, the Division of Emergency Management, and the local FBI office. See Annex N, Direction and Control, for the format of and instructions for this report.
2. **Records Relating to Emergency Operations**
  - a. **Activity Logs.** The Incident Command Post and the EOC shall maintain accurate logs recording key response activities and the commitment of resources.

- b. **Cost Records for Terrorist Incident Response.** For terrorist incidents, all departments and agencies participating in the emergency response shall maintain detailed records of labor costs, equipment usage, and supplies expended. These records may be used to recover allowable response and recovery costs from the federal government in the event a federal emergency or disaster declaration is issued by the President.

**B. Preservation of Records**

As terrorists often target government facilities, government records are at risk during terrorist incidents. To the extent possible, legal, property, and tax records should be protected. The principal causes of damage to records are fire and water. If government records are damaged during the incident response, the EOC should be promptly advised so that timely professional assistance can be sought to preserve and restore them.

**C. Post-Incident Review**

The EMC is responsible for organizing and conducting a critique following the conclusion of a significant terrorist incident in accordance with the guidance contained in section VIII.E of the Basic Plan.

<b>X. ANNEX DEVELOPMENT &amp; MAINTENANCE</b>
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**A. Development** The Sheriff and EMC are responsible for developing and maintaining this annex.

**B. Maintenance.** This annex will be reviewed annually and updated in accordance with the schedule outlined in section X of the Basic Plan.

<b>XI. REFERENCES</b>
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FEMA, Guide for All-Hazard Emergency Operations Planning (SLG-101).

Jane's Information Group, Jane's Chem-Bio Handbook

US Department of Transportation/Transport Canada, *Emergency Response Guidebook*.

**APPENDICES:**

- 1 ..... Terrorist Incident Response Checklist
- 2 ..... Terrorist Weapons, Effects, & Emergency Response Needs
- 3 ..... Specialized Response Resources

### TERRORIST INCIDENT RESPONSE CHECKLIST

The response actions below are most appropriate for an incident involving conventional weapons, nuclear devices, or chemical agents where there is a specific incident location.

✓	Action Item	Assigned
	<b>INITIAL RESPONSE:</b>	
	1. Deploy response forces	
	2. Activate incident command post at the incident site to direct emergency operations.	
	3. If incident appears to be terrorism-related, ensure law enforcement personnel are advised and respond to the incident site.	
	4. Isolate the area and deny entry. Reroute traffic as needed.	
	5. Determine and report: <ul style="list-style-type: none"> <li>▪ Observed indicators of use of chemical/biological weapons</li> <li>▪ Wind direction and weather conditions at scene</li> <li>▪ Plume direction, if any</li> <li>▪ Approximate number of apparent victims</li> <li>▪ Orientation of victims</li> <li>▪ Types of victim injuries and symptoms observed</li> <li>▪ Observations or statements of witnesses</li> </ul>	
	6. If possible, determine type of weapon used using appropriate detection equipment, response guides, damage characteristics, and casualty symptoms	
	7. Establish scene control zones (hot, warm, and cold) and determine safe access routes & location of staging area. Establish initial operating boundaries for crime scene and incident area.	
	8. Implement crowd control measures, if necessary	
	9. Determine & implement requirements for protective clothing and equipment for emergency responders.	
	10. Establish communications among all response groups.	
	11. Protect against secondary attack.	
	12. Activate the EOC to site support emergency operations.	
	13. Determine requirements for specialized response support.	
	14. Make notification to state and federal law enforcement and emergency management agencies.	
	15. Obtain external technical assistance to determine potential follow-on effects.	
	16. Request/deploy hazardous materials response team, if appropriate.	
	17. Request/deploy bomb squad or ATF support, if appropriate.	
	18. Identify areas that may be at risk from delayed weapon effects. <ul style="list-style-type: none"> <li>▪ Determine &amp; implement protective measures for public in those areas.</li> <li>▪ Determine &amp; implement protective measures for special facilities at risk.</li> </ul>	
	19. Extinguish fires and identify potential hazards such as ruptured gas lines, downed power lines and residual hazardous materials.	
	20. Make notifications to adjacent jurisdictions that may be affected.	
	21. If the effects of the incident could adversely affect water or wastewater systems, advise system operators to implement protective measures.	

✓	Action Item	Assigned
	<b>MEDICAL MANAGEMENT:</b>	
	22. Advise EMS and hospitals of possibility of mass casualties/contaminated victims.	
	23. Establish site for patient triage.	
	24. Establish site for gross decontamination (if appropriate) and a casualty collection area for decontaminated victims located away from the site of primary emergency operation, but accessible by transport vehicles.	
	25. Conduct initial triage and provide basic medical aid to victims in warm zone if protective equipment is not required.	
	26. Conduct gross decontamination of victims showing signs of contamination. Separate victims that show no signs of contamination for evaluation.	
	27. Conduct follow-on triage & treatment of victims in cold zone.	
	28. Transport victims to medical facilities for further treatment.	
	29. Request state and/or federal medical assistance, if needed.	
	<b>FATALITY MANAGEMENT:</b>	
	30. Alert [Medical Examiner, Justices of the Peace] and funeral directors of any potential mass fatality situation and arrange for temporary holding facilities for bodies, if necessary. Highlight need to preserve evidence.	
	31. Coordinate with [Justices of Peace/Medical Examiner] to determine autopsy requirements for victims.	
	32. Transport deceased to morgue, mortuary, or temporary holding facilities.	
	<b>OTHER RESPONSE ACTIONS:</b>	
	33. Request additional response resources, if needed. <ul style="list-style-type: none"> <li>• Activate mutual aid agreements</li> <li>• Request state or federal assistance, as needed</li> </ul>	
	34. Designate staging areas for incoming resources from other jurisdictions, state and federal agencies, and volunteer groups separate from operational staging area.	
	35. If evacuation has been recommended: <ul style="list-style-type: none"> <li>▪ Activate shelter/mass care facilities to house evacuees.</li> <li>▪ Provide transportation for evacuees without vehicles.</li> <li>▪ Provide security for shelters.</li> </ul>	
	36. If evacuation of special facilities (schools, nursing homes, hospitals, correctional facilities) has been recommended: <ul style="list-style-type: none"> <li>▪ Assist facilities in arranging suitable transportation and carrying out evacuation.</li> <li>▪ Assist facilities in arranging suitable temporary reception facilities.</li> </ul>	
	37. Provide information and instructions to the public. <ul style="list-style-type: none"> <li>▪ Activate emergency public information operation.</li> <li>▪ Identify facilities for use by media.</li> </ul>	
	38. Identify, collect, and control evidence and conduct investigations.	
	39. Pursue and arrest suspects.	
	40. Provide security in evacuated areas, if feasible.	
	41. Establish and operate access control points for contaminated areas	
	42. For incidents involving biological agents, consider measures to restrict person-to-person transmission of disease such as quarantine, closure of schools and/or businesses, and restrictions on mass gatherings.	

✓	Action Item	Assigned
	43. Alert human resources agencies to provide disaster mental health services and human services support to victims.	
	44. Determine how pets, livestock, and other animals left in evacuated or contaminated areas will be handled.	
	45. Decontaminate essential facilities and equipment, if feasible.	
	46. Request technical assistance in assessing environmental effects.	

**USEFUL POINTS OF CONTACT**

Organization	Provides	Contact No.
CHEMTREC	Technical assistance for hazardous materials incidents.	1-800-424-9300 (24 hours)
CHEM-TEL	Technical assistance for hazardous materials incidents.	1-800-255-3924 (24 hours)
Chem-Bio Help Line (Non-emergency)	Information on chemical & biological agents for state and local emergency planners.	1-800-368-6498 (normal work hours only)
National Response Center (Chem-Bio Hotline)	Reporting center for suspected terrorist activity as well as technical assistance regarding chemical & biological agents for state and local emergency responders.	1-800-424-8802 (24 hours)
Department of Health Services, Radiation Program	Technical assistance for emergency responders for incidents involving radiological materials.	512-458-7460 (24 hours)
Texas Fusion Center  Local/Nearest DPS Office	The central facility for collecting, analyzing, and disseminating intelligence information related to terrorist activities for the state.  State law enforcement assistance.	512-424-7981 866-786-786-597 2 512-424-7418 fax  409-924-5456
Local/Nearest FBI Office	Federal law enforcement assistance.	409-832-8571
Local/Nearest ATF Office	Federal expertise in explosive devices.	409-835-0062
Nearest Bomb Squad	Explosive ordnance disposal assistance.	See ATF above





## TERRORIST WEAPONS, EFFECTS, & EMERGENCY RESPONSE NEEDS

### 1. Conventional Weapons, Explosives & Incendiary Devices

#### A. Weapon Types

- 1) Conventional Weapons & Explosives. Conventional weapons include guns, rocket-propelled grenades, and similar weapons. Explosives include military and commercial explosives, such as RDX, Tritonol, dynamite, and ammonium nitrate – fuel oil (ANFO). The casualty potential of conventional explosive devices may be increased by packing metallic materials such as bolts or nails around the explosive to generate lethal fragments that can inflict casualties at considerable distances.
- 2) Incendiary Devices. Incendiary devices are designed to ignite fires. They may use liquids, such as gasoline or kerosene, or gases, such as propane, as their fuel. Incendiary devices have been a favorite weapon of terrorists due to the ready availability of materials needed to build such devices.
- 3) Combination Device. Conventional explosive and incendiary materials may be used in combination to produce blast damage and fires.

#### B. Weapons Effects

- 1) Conventional Explosives
  - a) Significant blast damage to structures, including building and wall collapse, and blast casualties.
  - b) Fragmentation casualties from bomb fragments, debris, and broken glass.
  - c) Fires are possible.
- 2) Incendiary Devices
  - a) Fires.
  - b) Secondary explosions are possible.
  - c) Burn casualties.
- 3) Combination Devices
  - a) Significant blast damage to structures, including building and wall collapse, and blast casualties.
  - b) Fires.
  - c) Fragmentation casualties from bomb fragments, debris, and broken glass.

#### C. Indications of Use

- 1) Conventional Explosives
  - a) Prior warning or threat.
  - b) Presence of triggering devices, such as blasting caps or timers.
  - c) Explosive residue at scene or results from detection instruments.

d) Indications of deliberately-introduced fragmentation materials.

2) Incendiary Devices

- a) Prior warning or threat.
- b) Multiple fire locations.
- c) Signs of accelerants or results from detection instruments.
- d) Presence of propane/butane cylinders in other than typical locations
- e) Presence of containers for flammable liquids.

D. Emergency Response Guidance

If hazardous materials are encountered in the response to an attack with conventional explosives or incendiary devices, consult the US Department of Transportation *Emergency Response Guidebook* (ERG).

E. Response Needs

- 1) Personal protective equipment for emergency responders.
- 2) Medical evacuation and treatment for mass casualties.
- 3) Search and rescue teams for collapsed structures.
- 4) Firefighting.
- 5) Hazmat response team.
- 6) Mortuary support for mass fatalities.
- 7) Evacuation assistance.
- 8) Access control for incident site.
- 9) Shelter and mass care for evacuees.
- 10) Investigative resources

**2. Nuclear Devices & Materials**

A. Weapons Types

- 1) Radiation Dispersal Device. Radioactive materials in powder form are packed around conventional explosives. When the explosive device detonates, it disperses the radioactive material over a wide area. Such devices do not require weapons grade radioactive materials; they may be constructed from materials obtained from medical or industrial equipment in common use.
- 2) Improvised Nuclear Device (nuclear bomb). Use of this type of device is considered unlikely. It would be extremely difficult for terrorists to build or acquire such a device because a substantial quantity of weapons-grade fissionable materials, extensive equipment, and technical expertise would be needed. It would be extremely difficult to obtain the weapons grade fissionable material required to construct such a device.
- 3) Nuclear Weapon. It is considered very unlikely that terrorists would use military nuclear weapons because such weapons are normally secured, strictly controlled, and frequently incorporate safety features to prohibit unauthorized use.

B. Weapons Effects

All of the weapons listed could spread radioactive materials if detonated, which could pose immediate danger to life at high levels and long term adverse health effects at lower levels. In addition, each of these weapons can produce both immediate radiological effects and residual radioactive contamination.

1) Radiological Dispersal Device

- a) Some blast damage to structures.
- b) Some blast casualties.
- c) Some fragmentation damage to structures and casualties among people.
- d) Localized radiological contamination
- e) Fires are possible.

2) Improvised Nuclear Device or Nuclear Weapon

- a) Extensive blast damage to structures, including building and wall collapse
- b) Significant blast casualties.
- c) Significant fragmentation casualties from debris, broken glass, and other materials.
- d) Extensive radiological contamination.
- e) Extensive fire effects.

C. Indications of Use

- 1) Prior warning or threat.
- 2) Reports of stolen radiological sources or nuclear materials.
- 3) Use of these weapons may produce damage and casualties similar to that produced by a conventional high explosive bomb. Radiological detection equipment will be needed to confirm the presence of radioactive materials.

D. Emergency Response Guidance

- 1) Radiation Dispersal Device – ERG Guide 163
- 2) Improvised Nuclear Device or Nuclear Weapon – ERG Guide 165

E. Response Needs

- 1) Personal protective equipment for emergency responders.
- 2) Mass personnel decontamination.
- 3) Medical evacuation and treatment for mass casualties.
- 4) Urban search and rescue teams for collapsed structures.
- 5) Firefighting.
- 6) Radiological monitoring and assessment teams.
- 7) Mortuary support for mass fatalities.
- 8) Evacuation assistance.
- 9) Access control for incident site and contaminated areas.
- 10) Shelter and mass care for evacuees.

**3. Chemical Weapons**

A. Weapon Types. Letters in parenthesis are military designators for these agents.

- 1) Nerve Agents. Nerve agents are some of the most toxic chemicals in the world; they are designed to cause death within minutes of exposure. Lethal doses may be obtained by inhaling the agent in aerosol or vapor form or having the agent deposited on the skin in liquid form. Examples include Sarin (GB), Soman (GD), and V agent (VX),
- 2) Blister agents. Blister agents cause blisters, skin irritation, damage to the eyes, respiratory damage, and gastrointestinal effects. Their effect on exposed tissue is somewhat similar to that of a corrosive chemical like lye or a strong acid. Examples include Mustard (H) and Lewisite (L).
- 3) Blood Agents. Blood agents disrupt the blood's ability to carry oxygen and cause rapid respiratory arrest and death. Examples include potassium cyanide and hydrogen cyanide (AC).
- 4) Choking Agents. Choking agents cause eye and airway irritation, chest tightness, and damage to the lungs. These agents include industrial chemicals such as chlorine (CL) and phosgene (CG).
- 5) Hallucinogens, Vomiting Agents, and Irritants. These materials cause temporary symptoms such as hallucinations, vomiting, and burning and pain on exposed mucous membranes and skin, eye pain and tearing, and respiratory discomfort. The effects of these agents are typically short lived; they are generally designed to incapacitate people and typically do not pose a threat to life.

#### B. Other Emergency Response Considerations.

##### 1) Agent Form

Some nerve and blister agents are normally in liquid form. When used as weapons, most chemical agents are delivered in aerosol form to maximize the area covered, although some may be delivered as a liquid. An aerosol is defined as a suspension or dispersion of small particles (solid or liquids) in a gaseous medium.

Dissemination methods range from spray bottles and backpack pesticide sprayers to sophisticated large-scale aerosol generators or spray systems.

##### 2) Persistency

Chemical agents may be either persistent or non-persistent. Non-persistent agents evaporate relatively quickly. Persistent agents remain for longer periods of time. Hazards from both vapor and liquid may exist for hours, days, or in exceptional cases, weeks, or months after dissemination of the agent.

#### C. Weapons Effects

The primary effects of chemical agents are to incapacitate and kill people.

- 1) Minute doses of nerve agents cause pinpointing of the pupils (miosis), runny nose, and mild difficulty breathing. Larger doses cause nausea, vomiting, uncontrolled

movement, loss of consciousness, breathing stoppage, paralysis, and death in a matter of minutes. G-agents are non-persistent, while V agents are persistent.

- 2) Blister agents cause eye irritation and reddening of the skin in low doses. Larger doses produce eye and skin blisters, airway damage, and lung damage, causing respiratory failure. Some blister agents, such as mustards, are persistent in soil, while other blister agents are considered non-persistent.
- 3) Blood agents inhibit the transfer of oxygen in the body and produce intense irritation of the eyes, nose, and throat, breathing tightness, convulsions, and respiratory arrest, causing death. Blood agents are considered non-persistent.
- 4) Choking agents produce eye and airway irritation and lung damage, which may lead to death. Choking agents are generally non-persistent.
- 5) Vomiting agents and Irritants have relatively short-term incapacitating effects. These symptoms seldom persist more than a few minutes after exposure and the agents are considered non-persistent.

#### D. Indications of Use

- 1) Prior warning or threat.
- 2) Explosions that disperse mists, gases, or oily film.
- 3) Presence of spray devices or pesticide/chemical containers.
- 4) Unexplained mass casualties without obvious trauma.
- 5) Casualties exhibit nausea, breathing difficulty, and/or convulsions.
- 6) Odors of bleach, new mown grass, bitter almonds, or other unexplained odors.
- 7) Dead birds, fish, or other animals and lack of insects at the incident site and areas downwind.
- 8) Alarms by chemical detection systems.

#### E. Emergency Response Guidance

- 1) Nerve Agents. Use ERG Guide 153. Antidotes to nerve agents, including atropine and 2-PAM Chloride, must be given shortly after exposure to be effective.
- 2) Blister Agents. Use ERG Guide 153.
- 3) Blood Agents
  - a) If the agent is positively identified as Cyanogen Chloride, use ERG Guide 125.
  - b) If the agent is positively identified as Hydrogen Cyanide, use ERG Guide 117.
  - c) If you suspect a blood agent has been used, but have not positively identified it, use ERG Guide 123.
- 4) Choking Agents
  - a) If the agent is positively identified as Chlorine, use ERG Guide 124.
  - b) If the agent is positively identified as Phosgene, use ERG Guide 125.
  - c) If you suspect a choking agent has been used, but have not positively identified it, use ERG Guide 123.
- 5) Irritants
  - a) For tear gas or pepper spray, use ERG Guide 159.
  - b) For mace, use ERG Guide 153.

#### F. Response Needs

- 1) Personal protective equipment for emergency responders.
- 2) Mass decontamination capability.
- 3) Medical evacuation and treatment for mass casualties.
- 4) Hazmat response teams.
- 5) Mortuary support for mass fatalities.
- 6) Evacuation assistance.
- 7) Access control for incident site and contaminated areas.
- 8) Shelter and mass care for evacuees.

#### 4. Biological Weapons

A. Weapon Types. Biological agents are intended to disable or kill people by infecting them with diseases or introducing toxic substances into their bodies. Such agents are generally classified in three groups:

1) Bacteria and Rickettsia. Bacteria and rickettsia are single celled organisms which cause a variety of diseases in animals, plants and humans. Bacteria are capable of reproducing outside of living cells, while rickettsia require a living host. Both may produce extremely potent toxins inside the human body. Among the bacteria and rickettsia that have been or could be used as weapons are:

- a) Anthrax
- b) Plague
- c) Tularemia or Rabbit Fever
- d) Q fever

2) Viruses. Viruses are much smaller than bacteria and can only reproduce inside living cells. Among the viruses that could be used as weapons are:

- a) Smallpox
- b) Venezuelan Equine Encephalitis (VEE)
- c) Viral Hemorrhagic Fever (VHF)

3) Toxins. Toxins are potent poisons produced by a variety of living organisms including bacteria, plants, and animals. Biological toxins are some of the most toxic substances known. Among the toxins that have been or could be used as weapons are:

- a) Botulinum toxins
- b) Staphylococcal Enterotoxins
- c) Ricin
- d) Mycotoxins

B. Other Emergency Response Considerations

1) Means of Dissemination

- a) Inhalation of agent in aerosol form. An inhalation hazard may be created by spraying a biological agent. Many biological agents, such as viruses, may also be readily transmitted from an affected person to others in aerosol form by

coughing and sneezing. This can result in the rapid spread of disease-causing agents.

- b) Ingestion in food, water, or other products than have been contaminated with agents.
- c) Skin contact or injection. Some agents may be transmitted by simple contact with the skin or by injection.

2) Unique Aspects of A Biological Agent Attack

- a) As there are few detection systems for biological agents available, an attack with biological agents may not be discovered until public health authorities or medical facilities observe people becoming sick with unusual illnesses. Casualties may occur hours, days, or weeks after exposure. Medical investigators will normally undertake to determine the source and cause of such illnesses and how it is spread.
- b) In the aftermath of an attack with biological agents, public health agencies will normally take the lead in determining actions that must be taken to protect the public, although state and local governments may implement those actions.
- c) There may be no local crime scene or incident site; the initial dissemination of the agent may have occurred in another city or another country and affected travelers may bring disease into the local area.
- d) As people affected by some biological agents, such as viruses, are capable of spreading disease to others, the emergency response to a biological attack may have to include medical isolation of affected patients and quarantines or other restrictions on movement of people or animals. It may also be necessary to restrict opportunities for person-to-person transmission by closing schools and businesses or curtailing mass gatherings such as sporting events.

C. Weapon Effects

Biological agents are used to both incapacitate and to kill. Some agents make people seriously ill, but rarely kill those affected; these may create a public health emergency. Others, such as anthrax and many toxins, kill those affected and may create both a public health emergency and a mass fatality situation.

D. Indications of Use

- 1) If there is a local incident site, the following may be indicators of the use of biological weapons:
  - a) Advance warning or threat.
  - b) Unusual dead or dying animals
  - c) Unusual casualties – pattern inconsistent with natural disease or disease that does not typically occur in the local area.
  - d) Aerosol containers or spray devices found in other than typical locations of use.
  - e) Presence of laboratory glassware or specialized containers.
  - f) Biohazard labels on containers.
  - g) Evidence of tampering with foodstuffs and water distribution systems.
  - h) Indications of tampering with heating/air conditioning systems.



- 2) For many biological agent attacks, medical assessment of affected people, autopsy results, and follow-on medical investigation will be required to confirm the use of biological agents.

E. Emergency Response Needs

- 1) Personal protective equipment for emergency responders.
- 2) Chemical, biological, and radiological detection equipment.
- 3) Decontamination capability.
- 4) Specialized pharmaceuticals.
- 5) Medical evacuation and treatment for mass casualties.
- 6) Public health prevention programs.
- 7) Mortuary support for mass fatalities.
- 8) Access control for incident site, if one exists.
- 9) Personnel support for quarantine operations.
- 10) Public health investigative resources.

**SPECIALIZED RESPONSE RESOURCES**

During the response to a terrorist incident, the local resources used for most emergency situations will be used. Because of the potentially great damage, contamination, casualties, and fatalities that may be generated by large-scale terrorist incidents, specialized response resources may be needed from the state and federal government to supplement those available locally. Some of those resources are outlined below. Requests for state or federal resources should be channeled to the local DDC Chairperson.

<u>RESOURCE NEED</u>	<u>SOURCE</u>	<u>RESOURCES</u>
Assessment & Technical Assistance	State: Other: Federal:	6 <sup>th</sup> WMD/Civil Support Team CHEMTREC (1-800-924-9300) Chemical/Biological Hotline (1-800-368-6498) Other WMD/Civil Support Teams Military Resources
Hazmat Response Support	State: Federal:	Texas Natural Resources Conservation Commission National Response Center Regional Response Teams
Medical Care & Public Health Support	Federal:	Disaster Medical Assistance Teams (DMATs) Military medical units Military hospital support
Radiological Monitoring & Assessment	State: Other:  Federal:	Department of State Health Services, Radiation Program Assistance is available from other states pursuant to an interstate compact US Dept. of Energy Radiation Assistance Program US Dept. of Energy Federal Radiological Monitoring & Assessment Center US Environmental Protection Agency Radiological Emergency Response Teams Military resources
Urban Search & Rescue	State: Federal:	Texas Search & Rescue Task Force 1 Other National Urban Search & Rescue System Task Forces
Security, Traffic Control, & Access Control	State:  Federal:	Dept. of Public Safety Parks & Wildlife Dept. Texas Forest Service National Guard Military resources
Victim Identification & Mortuary Services	Federal:	FBI Disaster Mortuary Teams (DMORTs)

V-3-1

## Prospective Commissioners of Emergency Services District #3

Please check the following persons against the Voter Registration List and the Property Owner Lists to determine that they are a registered voter residing within the Boundaries of Emergency Services District #3 or they own property and pay taxes for property located within Emergency Services District #3.

- |  |         |          |
|--|---------|----------|
| 1. Royce Hill<br>4310 US Hwy 190 West<br>Woodville, Texas 75979<br>409-283-8010  | R059040 | One Year |
| 2. Greg Dawson<br>1750 CR 2100<br>Woodville, Texas 75979<br>409-489-8749         | R062706 | One Year |
| 3. Ron Hensarling<br>2213 CR 2150<br>Woodville, Texas 75979<br>201-5472          | R051103 |          |
| 4. Yvonne Goss<br>4646 US Hwy 190 West<br>Woodville, Texas 75979<br>713-206-5103 | R017157 |          |
| 5. Clyde Caldwell<br>3035 CR 2100<br>Woodville, Texas 75979<br>409-718-1646      | R059000 |          |

SALARY

Collection Center---- Richard Shaw Base Salary per month - \$2320.00 = \$13.38 per hour

Courthouse Maint. Supervisor Base Salary per month - \$2166.00 = \$12.49 per hour

Courthouse Custodial Base Salary per month - \$ 1929.00 = \$11.13 per hour

Road & Bridge Base Salary per month - \$ 2526.00 = \$14.57 per hour

\$2320.00 (coll.cnt. supervisor)  
-1929.00 (custodial maint. )  
\$ 391.00 difference

\$391.00  
÷ 2  
\$195.50

Courthouse Custodial Salary Base per month - \$1929.00  
Add \$195.50  
\$2124.50 = \$12.25 per hour

Per Pay Period-1/2 month- \$1062.25

Tyler County Emergency Services District # 1  
PO Box 476  
Hillister, Texas 77624  
February 9, 2012

Jacques L. Blanchette  
County Judge  
100 West Bluff  
Woodville, Texas 75979

Dear Judge Blanchette:

The following is a proposed "Budget" for the year of 2012 (January 1, 2012 through December 31, 2012) for ESD #1, which we ask that you effect an approval at the next Tyler County Commissioners Court meeting:

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Building and Grounds Maintenance	\$ 2,400.00
Capital Expenditures (Includes Lease Purchase)	\$14,000.00
Utilities (SHECO/AT&T/WATER)	\$ 5,600.00
Equipment Purchase / Maintenance	\$ 3,000.00
Office Supplies/postage	\$ 1,500.00
Insurance/Fees/Dues	\$ 8,500.00
Radio and Communications	\$ 1,200.00
Rehab Supplies	\$ 600.00
Training	\$ 2,000.00
Uniforms / Protective Clothing	\$ 4,000.00
Vehicle Expenses	\$ 20,500.00
	\$ 7,500.00
Fuel	\$ 8,000.00
Maintenance Repairs	\$ 5,000.00
Upgrades	
Total Projected Budget for year of 2012	<u>\$ 63,300.00</u>

This proposed budget is based, in part, on a tax rate of .10 per \$100.00 of value, and anticipate possibly having to make adjustments, if sufficient monies are not received.

Thank you for your consideration, and hope this meets with your approval. I will be glad to meet with you to go over any questions or concerns you might have or how I arrived at these figures, since I was just currently appointed to the board.

Respectfully,



Jill Dinger  
Secretary, Treasurer  
Tyler County Emergency Services District # 1  
409-454-3128 (cell)

cc: Martin Nash  
B.A. Smith, President ESD #1

EMERGENCY SERVICE DISTRICT #2

SPURGER VOLUNTEER FIRE DEPARTMENT

PRESIDENT: ROBERT MOTT  
VICE-PRESIDENT: JOHN ENGLISH  
SECRETARY: ROBERT PERKINS  
TREASURER: KEVIN WATTS  
MEMBER: HENRY E. SAWYER SR.

Tyler County Appraisal District's 2012 total assessment for Emergency Service District #2 is \$80,000,000.00. Using 0.03% per \$100.00 valuation (our tax rate), the district will receive \$24,117 at a collection rate of 100% for the year. Utilizing a more realistic collection rate of 92%, Emergency Service District #2 will have an estimated working budget of \$22,187.64 for the 2012 fiscal year.

The total projected budget for the district shall not exceed the amount of \$22,187.64. The following is the 2012 proposed budget for Emergency Service District #2.

ESTIMATED EXPENDITURES	PROPOSED COST
I. OPERATIONS	
A. Equipment-----	\$1200.00
B. Equipment Maintenance -----	\$5300.00
C. Building Maintenance -----	\$ 500.00
D. Fuel -----	\$3500.00
E. Electricity -----	\$2747.43
F. Telephone -----	\$1342.32
G. Water -----	\$360.96
H. Communications -----	\$800.00
II. FEES AND DUES	
A. Bond (Treasurer)-----	\$47.00
B. Post Office -----	\$136.00
C. Dues (TCFA) -----	\$40.00
D. Dues (SFMA) -----	\$705.00
E. Appraisal District -----	\$852.05
F. Training Fees -----	\$500.00

G. State Inspection ----- \$101.50

III. INSURANCES

A. Auto Insurance (liability) 7 trucks -----\$1750.00  
B. Auto Insurance (collision) 2 trucks -----\$1216.38  
C. Building Insurance ----- \$665.00

IV. EMERGENCY FUND

NON-BUDGETED ----- \$424.00

---

TOTAL BUDGET \$22,187.64



# Tyler County

## Emergency Services District # 2

Serving the spurger and Surrounding Area Communities

### District Financial Report for 2011

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Ad Valorem Tax Funds received for the year <u>2011</u>	\$ <u>25,646.93</u>
Ad Valorem Tax Funds from previous year <u>2010</u>	\$ <u>719.82</u>
Total Tax Funds available in <u>2011</u>	\$ <u>26,366.75</u>

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### Expenditures for 2011

1. Fuel Costs	\$ <u>4,573.85</u>
2. Equipment Purchases	\$ <u>1,494.83</u>
3. Building and Grounds, Maintenance / Repairs	\$ <u>4,956.64</u>
4. Insurance and Treasurer's Bond	\$ <u>2,931.38</u>
5. Appraisal District Fees	\$ <u>864.30</u>
6. Utilities	
Electricity	\$ <u>2,830.52</u>
Phones	\$ <u>1,530.65</u>
Water	\$ <u>401.22</u>
Internet Services	\$ <u>n/a</u>
7. Training: Schools, Conferences, Supplies	\$ <u>1,144.48</u>
8. Vehicles: Repairs, Inspections, and Parts	\$ <u>9,384.59</u>
9. Office Computer & Supplies	\$ <u>427.70</u>
10. <u>radio batt.</u>	\$ <u>315.63</u>
11. <u>news paper add</u>	\$ <u>105.00</u>
12. _____	\$ _____

---

Total Expenditures \$ 30,960.79

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01/30/2012

7:15 P.M.

Tyler County Emergency Service District #4

Budget for 2012

Fuel-\$3000.00

Entergy -\$800.00

Post Office Fees-\$75.00

Equipment and Repairs-\$20,200.00

Insurance-Fire Trucks and Workers Comp.- \$3400.00

Phone- \$875.00

Tyler County App.District-\$1220.00

Training-\$500.00

Building Fund-\$5,000.00

Total-\$35,070.00

Motion made by David Norton and 2nd by Randy Gibson to accept budget for 2012 motion carries.

Motion by Rodney Crebes to adjourn 2nd by Randy Gibson ,motion carries.

Members present-David Norton ,Randy Gibson ,Rodney Crebes ,Mark Hatch ,Kyle Spivey.

February 1, 2012

Jacques L. Blanchette  
County Judge  
100 West Bluff Street, RM 102  
Woodville, Texas 75979

Dear Judge:

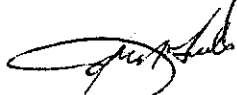
The following is a proposed "BUDGET" for the year 2012 (January 1, 2012 through December 31, 2012) which we ask that you effect an approval at the next Tyler County Commissioners Court meeting:

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Building maintenance	\$ 1,000.00
Cleaning supplies	250.00
Fuel	3,647.63
Insurance and dues	4,500.00
Office supplies	500.00
Training	1,000.00
Truck maintenance	4,000.00
Truck payment	8,402.37
Utilities	<u>3,700.00</u>
<b>TOTAL</b>	<b><u>\$ 27,000.00</u></b>

This proposed budget is based, in part, on a tax rate of .02293 per \$100 of value, and anticipate possibly having to make adjustments, if sufficient monies are not received.

Thank you for your consideration, and hope this meets with your approval. Should you have any questions, please call me at 409-429-6622 (Cell).

Respectfully,



James R. Gunter  
President  
Tyler County Emergency Services District Number 5

cc: Mike Marshall  
Commissioner, Pct. 3

**Tyler County Emergency Service District #7**  
P.O. Box 460  
Colmesneil, Texas 75938

February 1, 2012

To: Honorable Commissioner's Court:

Below is our 2012 Budget for our Service District.

**2012 Budget**

Fuel	\$ 12,000.00
Bond & Insurance	3,487.00
Radio Equipment	7,000.00
Protective Clothing & Equipment	6,000.00
Purchase of Equipment	5,600.00
<b>Total Budget</b>	<b>\$ 34,087.00</b>

Respectfully Submitted,

  
Kirk Brown  
Board President



**TYLER COUNTY COMMISSIONERS COURT**

County Courthouse, Room 101 / Woodville, Texas

February 17, 2012

Martin Nash  
Commissioner, Pct. 1

Rusty Hughes  
Commissioner, Pct. 2

Jacques L. Blanchette  
County Judge

Mike Marshall  
Commissioner, Pct. 3

Jack Walston  
Commissioner, Pct. 4

STATE OF TEXAS

§

**RESOLUTION**

COUNTY OF TYLER

§

**MARCH 2012 RED CROSS MONTH**

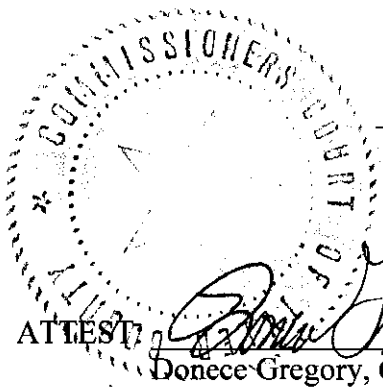
**WHEREAS,** The Commissioners Court of Tyler County recognizes the The Red Cross is where people mobilize to help their neighbors—across the street, across the country and across the world—in emergencies; and

**WHEREAS,** Each year, in communities large and small, victims of nearly 70,000 disasters turn to neighbors familiar and new—the more than 500,000 volunteers and 32,000 employees of the Red Cross. Through nearly 600 locally supported chapters, more than 13 million people gain the skills they need to prepare for and respond to emergencies in their homes, communities and world. Some 4 million people give blood—the gift of life—through the Red Cross, making it the largest supplier of blood and blood products in the United States. The Red Cross helps thousands of U.S. service members separated from their families by military duty stay connected. And,

**WHEREAS,** Tyler County has a locally supported chapter and has been assisted by the Red Cross during disasters,

**NOW, THEREFORE, BE IT RESOLVED,** that the Commissioners Court recognizes March 2012 as Red Cross month and encourages its citizens to participate in learning more about Red Cross, its history, programs, and opportunities.

PASSED AND APPROVED BY THE COMMISSIONERS COURT OF TYLER COUNTY  
on this the 17<sup>th</sup> day of February, 2012.



*Jacques L. Blanchette*  
\_\_\_\_\_  
Jacques L. Blanchette  
County Judge

ATTEST *Donece Gregory*  
\_\_\_\_\_  
Donece Gregory, County Clerk



## TYLER COUNTY APPRAISAL DISTRICT

P.O. Drawer 9  
806 W. Bluff  
Woodville, Texas 75979

Eddie Chalmers, RPA, CTA  
Chief Appraiser

Phone 409/283-3736  
Fax 409/283-8439

February 13, 2012

All Taxing Entities  
Tyler County Appraisal District

Re: Overview of 2012 Oil & Gas (Mineral) Values

Dear Governing Bodies:

The Texas Legislature inserted chief appraisers into statute SB 1505, codified in the Texas Property Tax Code as Section 23.175. This bill indicates the chief appraiser "shall calculate" the price adjustment factor of oil and gas values, and it also describes an exact detailed method that we must use.

Oil prices are at all time highs with increased drilling in oil plays throughout the state. The price adjustment factor for oil, which is required by statute, is greater than one and the oil escalation factor allowed by statute is 3.562% per year for years 2-6 of the appraisal. As a result of these factors, mineral values should go up in jurisdictions where oil is the dominant product being produced and oil production is stable.

With respect to natural gas, the outlook for 2012 is not good! For the first time since the year 2000, natural gas averaged about \$4/mcf in 2011. The current spot prices at Henry Hub are less than \$3/mcf. This is impacting drilling in gas provinces and shale gas plays. In addition to those two negatives, the price adjustment factor for gas, which is required by statute, is less than one and the gas escalation factor allowed by statute is 1.879% per year for years 2-6 of the appraisal. In jurisdictions where gas is the dominant product being produced, where drilling is negligible and gas production is not stable, mineral values will be down substantially.

This situation is similar to a person having an average temperature, but one hand is on fire and the other hand has frostbite. The passing of SB 1505 was not helpful to natural gas pricing, especially concerning the escalation factor. This situation with natural gas will not improve until natural gas prices go up substantially and that does not look promising for the next several years.

Gas is the dominant mineral in Tyler County. I believe jurisdictions should expect decreases in mineral values for the 2012 taxing year and possibly in future years.



## TYLER COUNTY APPRAISAL DISTRICT

P.O. Drawer 9  
806 W. Bluff  
Woodville, Texas 75979

Eddie Chalmers, RPA, CTA  
Chief Appraiser

Phone 409/283-3736  
Fax 409/283-8439

February 13, 2012  
Page 2

I have attached a copy of Senate Bill 1505 for your review. Those areas of Section 23.175 that are underlined are the newly inserted words, and the deleted words are marked through.

For your information, the Henry Hub is the pricing point for natural gas futures contracts traded on the New York Mercantile Exchange (NYMEX). It is a point on the natural gas pipeline system in Erath, Louisiana. It is owned by Sabine Pipe Line LLC.

At this point, we cannot tell how much value there will be on minerals for any jurisdiction. We will let each of you know as soon as possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Eddie Chalmers", written in a cursive style.

Eddie Chalmers, RPA  
Chief Appraiser

cc: file  
All taxing entities



**Sec. 23.175 Oil or Gas Interest**

- (a) If a real property interest in oil or gas in place is appraised by a method that takes into account the future income from the sale of oil or gas to be produced from the interest, the method must use the average price of the oil or gas from the interest for the preceding calendar year multiplied by a price adjustment [market condition] factor as the price at which the oil or gas produced from the interest is projected to be sold in the current year of the appraisal. The average price for the preceding calendar year is calculated by dividing the sum of the monthly average prices for which oil and gas from the interest was selling during each month of the preceding calendar year by 12. If there was no production of oil or gas from the interest during any month of the preceding calendar year, the average price for which similar oil and gas from comparable interests was selling during that month is to be used. The chief appraiser [comptroller] shall calculate the price adjustment [market condition] factor by dividing the price of imported low-sulfur light crude oil in nominal dollars or the spot price of natural gas at the Henry Hub in nominal dollars, as applicable, as projected for the current calendar year by the United States Energy Information Administration in the most recently published Early Release Overview of the Annual Energy Outlook [comptroller's current calendar year statewide average price for oil or gas, as applicable, forecasted for revenue-estimating purposes] by the price of imported low-sulfur light crude oil in nominal dollars or the spot price of natural gas at the Henry Hub in nominal dollars, as applicable, for the preceding calendar year as stated in the same report [preceding calendar year actual statewide average price for oil or gas, as applicable. For purposes of calculating the market condition factor, "price" means the market value of oil or gas as determined under Subchapter C, Chapter 201, or Section 202.053, as applicable. The comptroller shall calculate the preceding calendar year actual statewide average prices for oil and gas and the market condition factors for oil and gas and publish that information to be used for ad valorem tax appraisal purposes concurrently with the current calendar year statewide average prices for oil and gas forecasted for revenue-estimating purposes]. The price for the interest used in the second through the sixth [or a subsequent] calendar year of the appraisal may not reflect an annual escalation or de-escalation rate that exceeds the average annual percentage change from 1982 to the most recent year for which the information is available in the producer price index for domestically produced petroleum or for natural gas, as applicable, as published by the Bureau of Labor Statistics of the United States Department of Labor. The price for the interest used in the sixth calendar year of the appraisal must be used in each subsequent year of the appraisal [shall reflect the same percentage rate increase or decrease in the price for oil or gas, as applicable, as projected for that calendar year by the comptroller for revenue-estimating purposes].
- (b) The comptroller by rule shall develop and distribute to each appraisal office appraisal manuals that specify the formula to be used in computing the limit on the price for an interest used in the second through the sixth year of an appraisal and the methods and procedures to discount future income from the sale of oil or gas from the interest to present value.
- (c) Each appraisal office shall use the formula, methods, and procedures specified by the appraisal manuals developed under Subsection (b) [of this section].

**SB 1505 by Uresti**

**Effective January 1, 2012**

**For Questions Regarding your  
Appraised Value or Exemptions,  
Contact:**

**Tyler County Appraisal District  
806 West Bluff  
P. O. Drawer 9  
Woodville, Texas 75979  
Phone: 409-283-3736  
Fax: 409-283-8439  
Website: tylercad.net  
Office Hours:  
M-F 8:00 a.m.-4:30 p.m.  
(closed 12:00-12:30 for lunch)**

**For Questions Regarding Your  
Tax Amounts or Delinquent  
Taxes, Contact:**

**Tyler County Tax Office  
1001 West Bluff  
Woodville, Texas 75979  
Phone: 409-283-2384  
Office Hours:  
M-F 8:00 a.m.-4:30 p.m.**

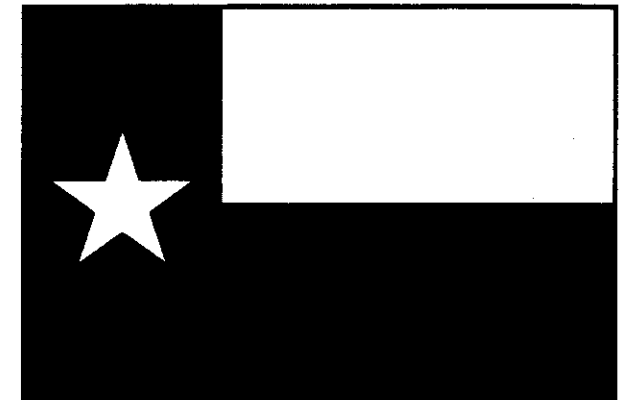
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**TEXAS  
PROPERTY  
TAXES**

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Courtesy of  
Tyler County Appraisal District  
Eddie Chalmers, RPA  
Chief Appraiser



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**UNDERSTANDING  
THE PROPERTY  
TAX PROCESS**

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## What are property taxes?

The property tax is the primary source of local government revenue in Texas and provides funding for the services provided by counties, cities, school districts and emergency service districts. While the total combined state and local tax burden in Texas is among the lowest in the nation, the portion of the tax burden borne by property taxpayers in Texas is relatively high.

Under Texas law, all real property (land, buildings, etc.) and tangible personal property used for the production of income (business inventories, equipment, etc.) is taxable at its January 1 market value unless exempt by law, or unless subject to special appraisal provisions, such as the appraisal of agriculture or timber land at its productivity value.

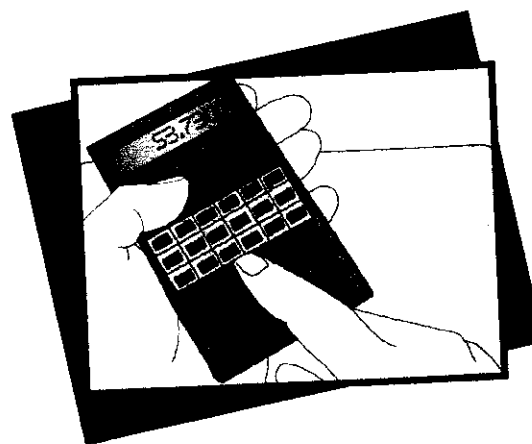
## What determines the amount of taxes I will pay?



Three factors determine the total amount of taxes imposed on a property. These include the appraised value established by the appraisal district for the county in which the property is located; the exemptions, if any, to which that property may be entitled, such as the homestead exemption for owner-occupied residential property; and the tax rates set by the governing bodies of the taxing units (jurisdictions) in which the property is located. The purpose of the appraisal is to allocate the tax burden fairly among all taxpayers.

The collections process in Tyler County for all taxing entities is the responsibility of the Tyler County Tax Office. Their responsibility is to levy, collect, and disburse property taxes.

Each year the Appraisal District delivers the certified appraisal roll to the Tax Office. The governing body of each taxing unit sets the tax rate. The Tax Assessor-Collector uses the certified appraisal roll and the tax rates to levy the current property taxes. The tax office then prints and mails the tax statements to property owners and mortgage companies. The tax office disburses the taxes collected to the various taxing entities for which it serves as collector.





# TYLER COUNTY COMMISSIONERS COURT

County Courthouse, Room 101 / Woodville, Texas

Friday  
February 17, 2012  
8:30 AM

MARTIN NASH  
Commissioner, Pct. 1

RUSTY HUGHES  
Commissioner, Pct. 2

JACQUES L. BLANCHETTE  
County Judge

MIKE MARSHALL  
Commissioner, Pct. 3

JACK WALSTON  
Commissioner, Pct. 4

**NOTICE** Is hereby given that a *Regular Meeting* of the Tyler County Commissioners Court will be held on the date stated above, at which time the following subjects will be discussed;

## Agenda

*"When you're more concerned about being politically correct, you compromise your ability to do the right thing."*

### ➤ CALL TO ORDER

- Establish Quorum
- Acknowledge Guests
- Pledge to the Texas Flag: c/o M. Nash

✓ *M. Nash*  
Invocation c/o M. Nash

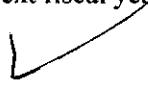
"Honor the Texas Flag: I pledge allegiance to thee, Texas, one state under God, one and indivisible."

### CONSIDER/APPROVE:

- W/V* ✓ A. TAB 1 (Feb. 13) Commissioners Court minutes from previous meeting(s) – D. Gregory
- H/W* ✓ B. Paying County bills – Jackie Skinner, County Auditor  
*Joe Smith ask about air show – needs to review – Wants an Indemnity Agreement*  
*Audrey thinks agenda stated by approval*
- M/W* ✓ C. TAB 2 Line item transfers / budget amendments – J. Skinner  
*Advise to increase budget Although NO addition money by Co*  
*Audit explain outside Aud.*  
*Actual*
- J/M* ✓ D. TAB 3 Go out for bids for Emergency Stand-by Services and Products – J. Skinner
- M/H* ✓ E. Amending Contingency Fund by adding a telephone line item to 1-A District Judge Jerome Owens budget – J. Skinner  
*Bill was being paid by Adult Prob.*
- W/M* ✓ F. TAB 4 Contract with AT&T for County designated internet – J. Skinner
- M/H* G. Security Shredding to shred for all offices on March 2, 2012 at a cost of .17 per pound – J. Skinner
- M/W* H. Block all Social Networks from being used on the County Internet and only allow one (1) station at the District Attorney's (DA) office and one (1) at the Sheriff's Office (SO) – J. Skinner  
*Juvenile Prob future Agenda*  
*Emergency Mngt*

I. **Policy Clarification: Longevity pay** after three (3) years of unbroken service to the county – starting at the beginning of the next fiscal year following the completion of three (3) years – *Sharon Fuller, Treasurer*

M/W



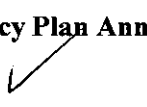
J. **Donation of a trailer** from National Park Service's to the Tyler County Sheriff's office – *David Hennigan, Sheriff*

M/A



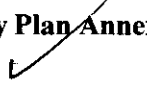
K. **TAB 5 Emergency Plan Annex B: Communications** – *Dale Freeman, Emergency Management Coordinator*

M/W



L. **TAB 5 Emergency Plan Annex D: Radiological Protection** – *D. Freeman*

M/A



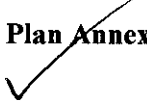
M. **TAB 5 Emergency Plan Annex F: Firefighting** – *D. Freeman*

M/W



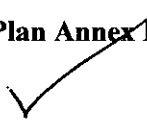
N. **TAB 5 Emergency Plan Annex H: Health & Medical Services** – *D. Freeman*

M/W



O. **TAB 5 Emergency Plan Annex I: Emergency Public Information** – *D. Freeman*

M/W



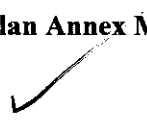
P. **TAB 5 Emergency Plan Annex K: Public Works & Engineering** – *D. Freeman*

M/W



Q. **TAB 5 Emergency Plan Annex M: Resource Management** – *D. Freeman*

M/W



R. **TAB 5 Emergency Plan Annex N: Direction & Control** – *D. Freeman*

M/W



S. **TAB 5 Emergency Plan Annex V: Terrorist Incident Response** – *D. Freeman*

M/W

M/W

T. **Donation of a trailer** from the Sheriff's office to Precinct 2 – *R. Hughes*

to be used for storage

M/W

U. **TAB 6 Road Easement** off CR 2800 formerly known as the Barney Creech Road – *R. Hughes*

- Abstained  
All yes -

M/W

V. **TAB 7 Appointments** to Emergency Service District (ESD) #3 Board – *R. Hughes*

M/W

one year  
two year  
Boice Hill  
Grey Dawson

W. TAB 8 Amending the Contingency Fund by hiring a second full-time employee at the Tyler County Collection Center - J. Walston

X. TAB 9 (#s 1, 2, 4, 5, 7) Receiving 2012 Budgets from Emergency Service Districts (ESD) - J. Blanchette

Y. TAB 10 Resolution: March 2012 Red Cross Month - Wanda Copes, Local Red Cross Chapter

Page 1 of 2

**TYLER COUNTY COMMISSIONERS COURT**

Continued Page 2 of 2

Friday  
February 17, 2012  
8:30 AM

9:05 Mike Marshall left meeting

**II. PRESENTATIONS**

A. Semi-annual report from the Tyler County Appraisal District explaining the tax process and where the district is in terms of the process - Eddie Chalmers, Chief Appraiser

B. Southeast Texas Groundwater Conservation District Board Members report and request for input regarding contents for future presentations - Steve Pittman, Court Appointed Member, Large Municipal Position

↳ outside normal activity

**III. EXECUTIVE SESSION**

NONE

Consult with District Attorney, Joe Smith, in executive session held in accordance with Texas Government Codes 555.071(1)(A), (2) regarding pending and/or contemplated litigation, and/or 551.074, regarding personnel matters, and/or property acquisition.

H/W Judge reported Lone Star . . .  
ADJOURN - 9:40 AM

I do hereby certify that the above Notice of Meeting of the Tyler County Commissioners Court is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice at the Tyler County Courthouse in a place readily accessible to the general public at all times and that said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting, as is required by Section 551.002 & 551.041.

Executed on \_\_\_\_\_ 2012 Time \_\_\_\_\_

Donece Gregory, County Clerk/Ex Officio Member of Commissioners Court

By: \_\_\_\_\_ (Deputy)



# TYLER COUNTY COMMISSIONERS COURT

County Courthouse, Room 101 / Woodville, Texas

Friday  
February 17, 2012  
8:30 AM

MARTIN NASH  
Commissioner, Pct. 1

RUSTY HUGHES  
Commissioner, Pct. 2

JACQUES L. BLANCHETTE  
County Judge

MIKE MARSHALL  
Commissioner, Pct. 3

JACK WALSTON  
Commissioner, Pct. 4

**NOTICE** Is hereby given that a *Regular Meeting* of the Tyler County Commissioners Court will be held on the date stated above, at which time the following subjects will be discussed;

## Agenda

*"When you're more concerned about being politically correct, you compromise your ability to do the right thing."*

### ➤ CALL TO ORDER

- Establish Quorum
- Acknowledge Guests
- Invocation *c/o M. Nash*
- Pledge to the Texas Flag: *c/o M. Nash*

"Honor the Texas Flag: I pledge allegiance to thee, Texas, one state under God, one and indivisible."

### I. CONSIDER/APPROVE:

- A. **Commissioners Court minutes** from previous meeting(s) – *D. Gregory*
- B. **Paying County bills** – *Jackie Skinner, County Auditor*
- C. **Line item transfers / budget amendments** – *J. Skinner*
- D. **Go out for bids** for Emergency Stand-by Services and Products – *J. Skinner*
- E. **Amending Contingency Fund** by adding a telephone line item to 1-A District Judge Jerome Owens budget – *J. Skinner*
- F. **Contract with AT&T** for County designated internet – *J. Skinner*
- G. **Security Shredding** to shred for all offices on March 2, 2012 at a cost of .17 per pound – *J. Skinner*
- H. **Block all Social Networks** from being used on the County Internet and only allow one (1) station at the District Attorney's (DA) office and one (1) at the Sheriff's Office (SO) – *J. Skinner*
- I. **Policy Clarification: Longevity pay** after three (3) years of unbroken service to the county – starting at the beginning of the next fiscal year following the completion of three (3) years – *Sharon Fuller, Treasurer*
- J. **Donation of a trailer** from National Park Service's to the Tyler County Sheriff's office – *David Hennigan, Sheriff*
- K. **Emergency Plan Annex B: Communications** – *Dale Freeman, Emergency Management Coordinator*
- L. **Emergency Plan Annex D: Radiological Protection** – *D. Freeman*
- M. **Emergency Plan Annex F: Firefighting** – *D. Freeman*
- N. **Emergency Plan Annex H: Health & Medical Services** – *D. Freeman*
- O. **Emergency Plan Annex I: Emergency Public Information** – *D. Freeman*
- P. **Emergency Plan Annex K: Public Works & Engineering** – *D. Freeman*
- Q. **Emergency Plan Annex M: Resource Management** – *D. Freeman*
- R. **Emergency Plan Annex N: Direction & Control** – *D. Freeman*
- S. **Emergency Plan Annex V: Terrorist Incident Response** – *D. Freeman*
- T. **Donation of a trailer** from the Sheriff's office to Precinct 2 – *R. Hughes*
- U. **Road Easement** off CR 2800 formerly known as the Barney Creech Road – *R. Hughes*
- V. **Appointments** to Emergency Service District (ESD) #3 Board – *R. Hughes*
- W. **Amending the Contingency Fund** by hiring a second full-time employee at the Tyler County Collection Center – *J. Walston*
- X. **Receiving 2012 Budgets** from Emergency Service Districts (ESD) – *J. Blanchette*
- Y. **Resolution: March 2012 Red Cross Month** – *Wanda Copes, Local Red Cross Chapter*

# TYLER COUNTY COMMISSIONERS COURT

Continued Page 2 of 2

Friday  
February 17, 2012  
8:30 AM

## II. PRESENTATIONS

- A. **Semi-annual report from the Tyler County Appraisal District** explaining the tax process and where the district is in terms of the process – *Eddie Chalmers, Chief Appraiser*
- B. **Southeast Texas Groundwater Conservation District Board Members** report and request for input regarding contents for future presentations – *Steve Pittman, Court Appointed Member, Large Municipal Position*

## III. EXECUTIVE SESSION

Consult with District Attorney, Joe Smith, in executive session held in accordance with Texas Government Codes 555.071(1)(A), (2) regarding pending and/or contemplated litigation, and/or 551.074, regarding personnel matters, and/or property acquisition.

➤ **ADJOURN**

I do hereby certify that the above Notice of Meeting of the Tyler County Commissioners Court is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice at the Tyler County Courthouse in a place readily accessible to the general public at all times and that said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting, as is required by Section 551.002 & 551.041.

Executed on February 13 2012 Time 3:45pm  
Donece Gregory, County Clerk/Ex Officio Member of Commissioners Court

By: Ben Carson (Deputy)