EMC/ EMC Assistant responsibilities – September 2026

Daily

Maintain FaceBook account for the Tyler County Emergency Management Office and keep it updated with information. Facebook maintained. 39 posts including weather, weather alerts, water issues, prescribed burns, food (disaster) distribution, Istat assessment tool, Red Cross shelter, road closure and Tropical Storm Edouard.

Keep files organized for easy location if needed. Files organized.

Keep current contact information for Superintendents. Up-to-date on list.

Keep current list of Department Heads/ Elected. Updated the list.

Daily coordinate calendar and share with Emergency Management Team Shared calendar with Judge and staff for better communication between two offices.

Coordinate daily messages to EMC. Current with communication.

Emails - look at and answer – current on emails.

Help with electrical permits. County had 32 electrical permits in September.

Flood plain applications. We had 0 flood plain permits in September.

Answer any questions about flood zones. We had two emails regarding property in flood zone areas with potential of redevelopment. Included Kelly Jobe and Chantel James in one of those emails.

Weekly

Weekly credit card summary from permits – place in summary book. Summary payment book up to date and in front office cabinet. Printed weekly summary .

Complete EM payroll and send to Becky – (every two weeks). Payroll sent on time to Becky.

Submit invoices and receipts to the Auditor's Office for payments. Invoices submitted for payment. No overdue invoices.

Maintain and keep "sniffer" charged for chemical smells. Charged

Run generators and keep log book. Trailered, towered and portable Honda generators ran. Log book maintained.

Run 2 generators at Towers and keep log book. Ran generators. Dead trees a concern @ Doucette Tower. Slow start on generator at Town Bluff Tower. Spoken with Shirley Electric about maintenance agreement for EOC and tower grnerators.

Run LMTV and ensure it is ready for disasters. We have Red LMTV truck back at EOC. Solenoid is needed for starting issue. **Tire on front right is aired up weekly.**

Place generator on Cooling trailer and run generator to keep it maintained. Honda portable generator for Cooling Trailer has been ran and maintained during September. See generator log.

Check and maintain Cascade – run generator – keep log book for generator and filled tanks. No issues with Cascade or generator. See log book.

Maintain drought sign and promote drought awareness. Changed drought sign and turned to Burn ban lifted side of sign. Currently at moderate status. Burtis is going to install screws instead of magnets for better use of the signs.

Keep vehicle maintenance requirements up, keep a log. Both Vehicles are current on maintenance.

Monthly

Stear monthly fire department list- assoc. meeting. STEAR list shared w/ fire departments @ association meeting.

Stear monthly web list – update list from server to county list. Monthly update. 90 registrants in September.

Attend Fire Association meetings. Attending monthly meeting. .

Attend ESD meetings – one or two a month. Did not attend any ESD meeting this month.

Voad meetings in Beaumont. Attended the meeting in September.

Rain fall report sent monthly to groundwater and Commissioner's Court. Sent report to Commissioner's and Groundwater Board on 10/02/26.

RV report monthly to Kelly and Commissioner's Court. Sent report to the Commissioners and Kelly on 10/02/26.

Attend Commissioners Court. Attended Court on September 8 and September 14, 2026

Attend Detcog EMC meetings. Attended the Detcog EMC meeting on 9/24/26 in Tyler County

Attend classes for EMC certification. Tonya -Attended the MGT 346 – EOC Operations class in Tyler September 14 and 15, 2026. .

Train on Sniffer monthly-**Tonya** - no

Train on Cascade-**Tonya - no**

Meet with nursing homes and Sondra Williams – **Justin/Tonya. Justin met with Sondra Williams.**

Maintain AC in Towers and keep area around Towers maintained. A/C is working in both tower units. Areas around towers have been mowed by Maintenance. Trashed picked up weekly.

Staff with Fire Marshal/EMC. Justin helped the investigation of 2 fires in September.

Quarterly

Attend TDEM quarterly EMC meeting. No meeting this month..

Order office supplies for the office. Office supplies ordered this month.

Order sandbags, tarps and maintain inventory (order during disasters on STAR). Attempted to place order for sand bags through STAR. Was told to contact Corp of Engineer. Corp of Engineer **said to order through STAR.**

Promote public awareness campaigns. Began promoting Hurricane awareness postings on Facebook.

Attend ISD and Sheriff's safety and security meetings. No meeting this month. Helped the Sheriff coordinate a meeting room for his meeting next month.

Coordinate Lunch and Learns with guest speakers. None so far.

Staff with Byron – dispatch. Justin has met with Byron regarding radio interoperability. Tonya spoke with Byron and dispatchers over road conditions during severe weather. Tonya coordinated a dispatcher attending the alert training in Polk County on 10/7/26.

Coordinate resources for fire and other incidents. EOC stood up for Tropical Edouard. Fire Departments helped coordinate checks on STEAR. Red Cross opened a shelter at the EOC.

Semi-Annual:

Meet with Ares – ham radio, Nick Toparcean-county ham radio. No set meeting scheduled.

Check and maintain all fire extinguishers and AED – **Justin.** Not completed

Meet with Superintendents. Texts and emails were sent to the Superintendents regarding the school's preparation for participants and spectators in heat. Text for weather updates during Tropical Storm Edouard.

Review and update EOC inventory for disaster readiness - **Tonya and Justin.** Checked sand bags and tarps; Red LMTV- back at EOC, Blue LMTV –stationed in Warren. EOC; Cooling trailer ready; cascade ready.

Annual:

Update Genasys with data updates. Genasys is updated with Tyler County residents information. Genasys is coordinated with the STEAR program and ready for an alert. New program update is coming after January 2027.

Attend LEPC meetings and give EMC update. No meeting in September.

Maintain contact with pipelines and other critical contacts – **Justin/Tonya. Updated information in file in EOC.**

Annual meeting (May or first of June)with MUD/SUD and electrical providers – **Justin/Tonya. Not set**

Hurricane awareness for community **Justin/Tonya.** Began promoting awareness on Facebook.

Review annual checks of Dams in Tyler County by Corp of Engineers – **Justin/Tonya.** Not completed.

Check fire hydrants in County and update GPS map – Justin. Working on hydrant locations and working conditions of hydrants.

Help develop and coordinate Long-term recovery group for Tyler County – **Justin/Tonya. Attending Jefferson County VOAD meeting to maintain connections for Tyler County for disaster times. A local meeting is set with TDEM for October 13, 2026**

As needed:

Stear disaster calls. Resident check after Tropical Storm Edouard.

Community outreach- attend meeting – Tonya participated in the Ag Ed day with 4th grader from Tyler County. Tonya presented a weather presentation to home schoolers at the Allen Shiver's library this month.

Attend community activities-Community Night Out, parades, etc – **Justin/Tonya. Plans for Community Night Out on 10/6/26 and the Tyler County Fair.**

Genasys updates in system and coordinate. Up to date. All data has been updated, Training for a group to learn the system on 10/7/26 in Polk County.

Alerting system- make alerts as needed. Sent out **9 alerts** in September.

Make cash deposits from permits. No cash deposits were made in September for cash payments.

Participate in NWS-Lake Charles weather calls. There were 1 weather calls with the National Weather Service-Lake Charles that Tonya participated in and offered for Elected and Department Heads to attend.

Keep active SLACK account and receive notifications. Tonya's account is active.

Help develop Burn Ban Declarations and get those posted to the public. **Justin/Tonya.** None in September.

Help develop Disaster Declarations and get those posted to the public. **Justin/Tonya –** None in September.

Make sure Ratification dates for Declarations are placed on Commissioner's Court when needed. **Justin/Tonya.** None in September.

Updated the Form 147 with TDEM – Up to date.

What is going in with Emergency Management currently:

Firefighter's Policy: Still having workshops to get input.

EOC Plans – Justin and Tonya – Justin will begin updating the EOC plans for the County. It will take several months for this process.

Hazard Mitigation Plan – FEMA has approved the Hazard Mitigation Plan until 2031. Plan will put into a book form and given out to Court and placed on County website as soon as we receive from Langford.

CWPP Plan – Community Wildfire Plan – Judge Powers and Justin met with Langford and began initial information. Next step for development will be in January.

September 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Weather Call	**2** Declared Disaster - TS Edouard TDEM Sand bags Red Cross opened County offices closed — TS Edouard hits Tyler County —	**3** Disaster team Pay Day Rainfall report Burn ban lifted FB-post -	**4** Lufkin - Detcog wreck Tdem - damage assmt Tdem - recovery class	**5** EOC report RV report alert - Burn Ban lift
6	**7** County Holiday	**8** Coordinate chain saw crew Storm assessment - visits TDEM recovery call Comm Court	**9** Called 1stat Stear report - update list List resources used in storm Helped victim w/ 1 stat J - ran generators J - ran Cascade Tarps to Chester Staff Emc	**10** Fireman Assoc. Meeting Pstat - CClerk, Dist Courtroom VOAD referral - roofs, drainage heavy equipment, trailer Front calendar coordination Burn ban flags to VFD	**11** Certified payment Food distribution notice VOAD - roofs Candy - comm events Cooling Trailer prep Disaster - 1stat calls Disaster app Highway sign reservation Lakeside book - programs	**12** Cooling Trailer Woodville VFD training
13 Woodville VFD training	**14** Leave for Tyler Comm Court Shirley - generators 234 512 334 +25	**15** Class in Tyler B CWPP meeting - Judge/Justin	**16** Class in Tyler B	**17** Tonya off	**18** Floodzone resident question Checked Towers Checked van tires Called Entery - Comm project Mitigation webinar Ordered burn ban signs for Pct 1 Ran generators Ran cascade - bottles Certified payment update Sent invoice to Auditors	**19** Landowners's 9:30
20	**21** Warren homecoming parade 416 608 484 +15	**22** Communication w/ Corp of Engineer - Sandbags Staff - Fire Marshall Pick up traffic bollards in Crockett Tower checks Ran cascade Ran generators Pick up business cards	**23** Allan Shivers library present. (25) Burn ban signs - Pct 1 Fire Marshal inspection form Haz Mit plan notification Payroll prep Warren Boil water alert	**24** Detcog - Emc here Detcog lunch Warren Boil posting/alert Woodville house fire	**25** EOC generator/lights out House fire packet Reimbursement - hitch	**26**
27	**28** Fireman Policy Workshop Ran generators Ran Cascade Fille Red's tire	**29** NWS - Pineywoods - Lufkin ~~Scheduled~~ Rescheduled Sheriff's Security meeting - Spoke w/ Pd - homeless lady wheelchair; placement in Lufkin Sent Floodzone email - Wright	**30** Prepared extra laptop for Genasys training Ordered Trunk or Treat supplies Cooling trailer to Rodeo area Worked on CWPP contact list			

September 2026

Fires

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Woodville house fire investigated	25	26 Dam B - travel trailer fire - investigated
27	28 Woodville - Auto accident	29	30			

September 2026 Bluff

Generator Log:		
Date of Inspection	Town Bluff/ Doucette/ Trailered	inspection and work completed:
9/2 and 9/3	Trailered	Generators ran on 9/2 from 10:00pm to 9/3 @ approx. 1:00pm B
		Some trouble w/ generators idling. Burtis called Willie w/ Shirley Electric
		who came out and looked @ them. Need service agreement.
9/8/26	Called Shirley Electric again to attempt to get service agreement. I saw	
	Willie in the community and told him. B	
9/9/26	Trailered	Ran both generators. Fuel was @ bottom of black tube - indicating
		a full tank. J.
9/9/26	Cascade generator	Ran generator. Jumped off battery. Tank ½ full J.
9/18/26	Trailered	Ran both. No issues. B
		Justin called Shirley regarding Service Contract
	Doucette	Added oil. Ran generator. No issues. Started fine. J
	Town Bluff	Ran generator. No issues. J
9/22/26	Trailered	Ran both. No issues
	Doucette	60% propane. 68 temp-AC. Bamboo need cut around tower. Dead trees need addressing.
		started okay. Oil fine. B
	Town Bluff	65% propane. A/C good. started good. B
9/28/26	Trailered	#1 did not start. Overcrank; Overstart. Reported to Judge, Justin, Shirley B
		#2 Ran - no issues

September 2026

Cascade Log	
Date of Inspection	inspection and work completed:
9/9/26	Ran Compressor. Justin checked levels. Ran generator. Filled bottles. J
9/18/26	Ran Compressor. Filled bottles. B
9/22/26	Ran Compressor. Filled bottles. B
9/28/26	Ran compressor. Filled bottles B

Professional dashboard

- Home
- Insights
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  - Earnings
  - Engagement
  - Audience
  - Messaging
- Content
- Monetization
- Engagement
- All tools

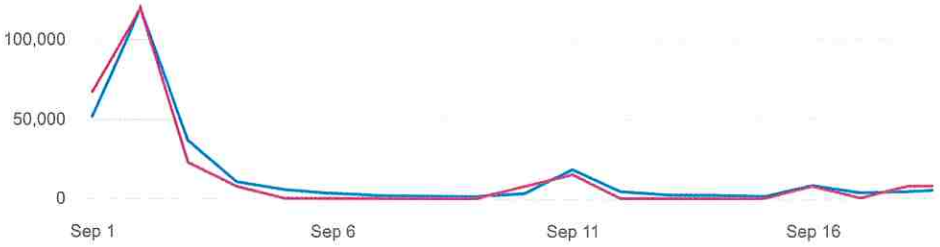
Create a post

Videos you post on Facebook are now Reels
Your insights for reels and previously posted videos are now combined under Reels. About this change

Custom: Sep 1 - Sep 30

307,509 Views
+49.6% from previous 30 days

Publishing activity



51,138
Viewers

6
3-second views

0
1-minute views

By content type

	Followers	Non-followers
Text		35.4%
Photo		31.7%
Multi photo		19.3%
Link		13.6%

By followers vs non-followers



51.3% Non-followers

48.7% Followers

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Create a post

Videos you post on Facebook are now Reels
Your insights for reels and previously posted videos are now combined under Reels. About this change

Custom: Sep 1 - Sep 30

46 Follows
-82.2% from previous 28 days



38
Net follows

8
Unfollows

7,071
Total followers

Net follows by content type
Lifetime

Post 100%

Age & gender
Lifetime

Women Men Unknown

45-54	22.2%
35-44	21.7%
55-64	20.2%
65+	17.2%
25-34	15%
18-24	



Professional dashboard

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  - Audience
  - Messaging
- Content
  - Content Library
  - Planner
  - Playlists
- Monetization
- Engagement
- All tools

Create a post

Videos you post on Facebook are now reels
You can still view your previously posted videos, but they will be combined under the reels filter.

Content Library

Published | Scheduled | Drafts

Search for posts | Create | Filters | Columns | Custom: Se

0/50 posts selected

Preview	Views	Viewers	Engag
Hoping for some rain for ou... Published • Sep 29 at 10:39 AM	2,809	1,852	229
No text content Published • Sep 26 at 12:38 PM	1,769	1,147	97
No text content Published • Sep 25 at 7:54 PM	1,251	811	21
Prescribed burn in Fred toda... Published • Sep 25 at 12:59 PM	1,771	1,159	32
Prescribed burn today near ... Published • Sep 24 at 9:02 AM	4,954	3,410	144
Water line is broken off 194... Published • Sep 23 at 8:22 PM	2,406	1,582	71
Effective TODAY: There are l... Published • Sep 19 at 9:08 AM	4,245	2,514	303
No text content Published • Sep 18 at 3:09 PM	6,079	4,171	139
No text content Published • Sep 16 at 1:48 PM	11,932	7,430	718
No text content Published • Sep 11 at 12:53 PM	936	480	31
Upcoming Disaster Distribut... Published • Sep 11 at 9:42 AM	22,506	11,338	1,920
No text content Published • Sep 10 at 8:35 PM	4,498	2,554	342
No text content Published • Sep 4 at 8:41 PM	1,591	890	60

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period: Date From: Sept 1, 2026 Time From:	Date To: Sept 30, 2026 Time To:
EOC Daily activies		

3. Name:	4. ICS Position:	5. Home Agency (and Unit):
Tonya Sheffield		

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities
Sept 1. 2026	Weather Call for TS Edouard
Sept 2, 2026	Disaster Declaration - TS Edouard, TDEM on site, Sand bags ordered, Sand bags given out to community, Red Cross
	opened shelter at EOC, County Offices closed due to weather.
Sept 3, 2026	Disaster assessment team here, I-stat started, rainfall report sent out, Burn ban Order lifted, FB posts.
Sept 4, 2026	TDEM assessment team in Tyler County, TDEM recovery class in Tyler County.
Sept 5, 2026	EOC report, RV report, Alert sent out- Burn Ban lifted
Sept 8, 2026	Storm assessment visits, listened on TDEM recovery call, attended Commissioner Court, Coordinated with chain saw crew
	for clean up for victims.
Sept 9, 2026	Coordinated Istat victims, STEAR report, Created list if resources used in TS Edouard, Helped victims with I-stat tool,
	Justin ran generators, Justin ran cascade, Tonya- tarps to Chester for victims, staff with EMC
Sept 10, 2026	Fireman Assoc meeting at EOC, Gave out STEAR information, Put information and pictures about damage from storm from
	County Clerk's and District Clerk's offices on Pstat with Burtis Conner, Made a VOAD referral for roof, heavy equipment,
	drainage and mobile home, coordinated front office calendar, Gave out Burn ban flags to all VFD.
Sept 11, 2026	Completed certified payment for the week, sent out food distribution notice, coordinated with VOAD for roof tarps and work,
	bought candy for community events, cooling trailer prep for upcoming events, Made Istat disaster calls, Highway signs
	reservation call to Indian Reservation, Spoke with Lakeside Water about program book. Left at front desk.
Sept 12, 2026	Cooling Trailer for Woodville VFD training.
Sept 14, 2026	Commissioner's Court, Spoke with Shirley Electric about generator maintenance . Look at TICC for drought numbers.
Sept 15, 2026	Tonya at MGT-346 class in Tyler, Judge Powers and Justin met with Langford about CWPP grant.
Sept 16, 2026	Tonya at MGT-346 class in Tyler
Sept 18, 2026	Flood zone question from resident, Checked towers, checked van tires, Spoke with Entergy, Mitigation webinar, Ordered
	burn ban signs for Pct 1, Ran generators, Ran cascade-filled bottles, certified payment for the week, sent invoice to Auditor.
Sept 21, 2026	Tonya rode in Warren ISD parade for Emergency Management, checked TICC for drought numbers.

8. Prepared by: Name: Tonya Sheffield Position/Title: Asst EMC Signature: Tonya Sheff

 Date/Time: _____

ACTIVITY LOG (ICS 214)

1. Incident Name: EOC Daily activies	2. Operational Period: Date From: Sept 1, 2026 Time From:	Date To: Sept 30, 2026 Time To:

7. Activity Log (continuation):

Date/Time	Notable Activities
Sept 22, 2026	Communication with Corp of Engineers regarding sand bags, staff with Fire Marshal, Justin picked up Traffic Bollards in
	Crockett, Tower checks, Ran cascade, ran generators, Picked up business cards.
Sept 23, 2026	Tonya presented a weather presentation at Allen Shiver's Library, Ordered Fire Marshal inspection forms, Received notice
	today that Hazard Mitigation was approved by FEMA., Payroll prep today, Warren Boil water notice alert.
Sept 24, 2026	DETCOG EMC meeting in Tyler County today, DETCOG lunch, Warren Water Boil water posting alert, Woodville house fire.
Sept 25, 2026	EOC generator/lights out - Entergy call, Create house fire packet, Sent in reimbursement for Justin for hitch
Sept 28, 2026	Fireman Policy workshop, ran generators, ran cascade- filled bottles, Filled RED-tire.
Sept 29, 2026	Tonya attended NWS - Pineywood Conference in Lufkin, Reserved location for Sheriff's School Security meeting for 11/18,
	Spoke with Woodville PD regarding homeless lady-wheelchair from EOC and shelter options, Sent email to Wright family
	regarding flood zone developement.
Sept 30, 2026	Prepared extra laptops for Genasys training for participants, Enrolled participants in Genasys training, Ordered Trunk or
	Treat supplies, Cooling trailer to Rodeo area, Worked on CWPP contact list.

8. Prepared by: Name: Tonya Sheffield Position/Title: Asst EMC Signature: Tonya Sheffield

 Date/Time: _____