

## The Solar Eclipse of 2024: A Disaster Waiting to Happen or a Once-in-a-Lifetime Opportunity?

### EXAMPLE DOCUMENTS FROM THE ECLIPSE AND FOR EMERGENCY MANAGEMENT

TCAA SUMMER CONFERENCE 2024

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[www.kerrvilletx.gov](http://www.kerrvilletx.gov)

## **PRESS RELEASE**

### **FOR IMMEDIATE RELEASE**

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### **City of Kerrville announces road closures, parking information, adjusted operations ahead of the eclipse**

**Kerrville, Texas (April 3, 2024)** – The April 8 total solar eclipse is quickly approaching and the City of Kerrville has been diligently preparing for the influx of guests to the community. Please take time to review the information below to better prepare yourself for the upcoming eclipse event.

#### **Road Closures**

Beginning by 10 a.m. on April 8, expect delays as the city's Traffic Safety Plan takes effect. If you plan on attending an event, please be in place by 10 a.m. if possible, to avoid additional traffic congestion. The road closures are designed to help push traffic out of Kerrville towards I-10 post-eclipse. Please visit [www.kerrvilleeclipse.com](http://www.kerrvilleeclipse.com) for a detailed description of roadways that will be impacted by the Traffic Safety Plan.



## **Parking Information**

Limited, free event parking for the [Kerrville Eclipse Festival](#) will be available on a first-come, first-serve basis in the parking garage at 201 Clay St. in Downtown Kerrville. The parking lot at the Butt Holdsworth Memorial Library, 505 Water St., will have limited, free first-come, first-serve accessible-only parking spots available to the public. You must have a state-issued person with disabilities plate or placard to park in an accessible parking space.

Additional information about parking locations at private businesses and organizations can be found at [www.kerrvilleeclipse.com](http://www.kerrvilleeclipse.com). Please remember that parking is allowed in authorized/designated parking lots and spaces only. Parking along the roads is not allowed.

## **Adjusted Operations**

The City of Kerrville municipal offices, the Scott Schreiner Golf Course, and the Kerrville Tennis Complex will be closed to the public on April 8. Due to the increased number of guests, Kerrville-Schreiner Park will be closed for day-use from April 5 to April 9. Overnight guests with reservations will be permitted to have vehicular access to Kerrville-Schreiner Park. Louise Hays Park will be closed to vehicular traffic from April 4 to April 9. Access to Louise Hays Park and the Kerrville River Trail remains open to foot traffic. General park and River Trail rules and regulations can be found here: [www.kerrvilletx.gov/1445/Park-Regulations](http://www.kerrvilletx.gov/1445/Park-Regulations).

For more information, contact the Parks and Recreation Department at (830) 257-7300, [recreation@kerrvilletx.gov](mailto:recreation@kerrvilletx.gov), visit the city's website at [www.kerrvilletx.gov](http://www.kerrvilletx.gov), or follow us on Facebook at City of Kerrville Parks and Recreation Department or Instagram at cityofkerrville.

###



**FOR IMMEDIATE RELEASE**

Contact: Lisa Sullivan  
People & Communications Director  
City of Dripping Springs  
512-858-4725

## **City Council Approves Disaster Declaration in Anticipation of Historic Eclipse Event**

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**DRIPPING SPRINGS, TEXAS** – March 20 – At last night’s City Council Meeting, the Council approved a Disaster Declaration in preparation for the upcoming total solar eclipse on April 8, 2024. This declaration comes as part of comprehensive preparations to ensure the safety and well-being of residents and visitors during this extraordinary celestial event.

The total solar eclipse, expected to cast Dripping Springs into darkness for approximately 3-minutes, promises to be a once-in-a-lifetime experience. While the City does not anticipate any significant issues and expects this to be an amazing experience for residents and visitors, enacting a disaster declaration in advance of the event activates the city’s Emergency Management team to take lifesaving precautions and authorizes more aid if needed. It allows Dripping Springs to streamline decision-making, access additional resources, and coordinate emergency response efforts to effectively address any needs we may have.

The declaration helps emphasize the importance of preparedness and collaboration in ensuring a smooth and safe eclipse viewing experience. The declaration includes the following:

- Ensures Dripping Springs Emergency Management can plan and authorize the furnishing of aid and assistance and authorizes Dripping Springs to take any actions necessary to promote life, safety and infrastructure protection should there be a need.
- States that City Offices other than essential services will not be open on April 8, 2024, including building inspections and permits, and planning reviews.
- Requires property owners and entities having events in conjunction with the eclipse with fifty (50) or more people within the City Limits must register that event. They must register the event here: <https://www.drippingeclipse.com/events>.
- Encourages all residents to be mindful of the increased traffic, ensure all vehicles are filled with fuel the week leading up to this event, ensure sufficient groceries and

supplies are purchased well in advance, and to take all cautionary measures to ensure the safety of all persons and animals in their car.

"We are so excited about this awe-inspiring celestial event, and it is going to be amazing. But it is also imperative that we prioritize the safety and well-being of our community," stated Emergency Management Coordinator Roman Baligad. "The City has been proactive in planning for this event for two years and we are prepared. Through that proactive planning and concerted efforts, we are committed to making the eclipse viewing experience both memorable and secure for all."

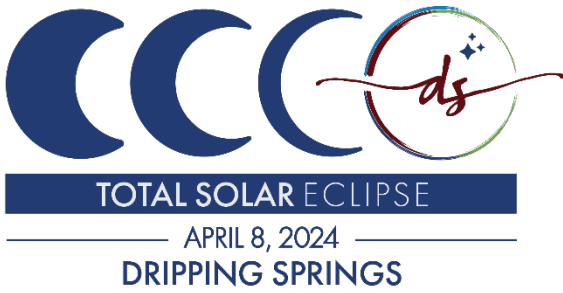
Also, as announced last week, adding to the preparation is exciting news that the Texas State Guard (TXSG) will be using the eclipse event for their annual training. The Soldiers of the Texas State Guard, 3rd Battalion 6th Brigade, are gearing up for their 2024 Annual Training with a unique twist—dedicating their efforts to a Community Service Event: the Eclipse in Dripping Springs. They are partnering with the Hays County Emergency Management team and Dripping Springs Emergency Management to provide support in traffic control and communications during the eclipse. With many expected to visit and travel through Dripping Springs to witness the celestial spectacle, the Texas State Guard will be a tremendous help as they align its resources to contribute to the success of this big event.

You can read the entire declaration here: [Link to come](#). For the latest updates and information, please visit the City's official eclipse website at [drippingeclipse.com](http://drippingeclipse.com). For questions, please send an email to [eclipse@cityofdrippingsprings.com](mailto:eclipse@cityofdrippingsprings.com) or call the City of Dripping Springs at 512-858-4725.



## Eclipse Task Force Community Meeting Agenda – January 25, 2024 Solar Eclipse in a little over 10 weeks

- Welcome - Introductions
- Marketing & Communications Update
  - Town Hall Meeting February 7
  - Glasses Sponsorship – Thank you Library
  - Vendor application
- Mercer Street Block Party Committee Update
  - Monday, April 8, 10:00am-6:00pm
  - Food Truck/Food Vendor Updates
  - Other updates
- Emergency Management
- Other Reports
  - City Maintenance & Legal
  - Parks & Events
  - DS Chamber of Commerce
  - Destination Dripping Springs
  - Other Reps
- Miscellaneous
  - What Else?
- Next Meeting February 22, 2024



## Frequently Asked Questions About Our Eclipse

**Q: *What is the big deal about this eclipse? Don't we have them all the time?***

**A:** A TOTAL solar eclipse is rare. It happens when the moon is closest to the Earth and is directly between the earth and the sun. A total solar eclipse happens somewhere in the world every 18 months, but it only happens in the same place approximately every 375 years. The last time Dripping Springs experienced a total solar eclipse was in the 1800s. Experts and those who have been through a total solar eclipse say it is like nothing you've ever experienced. Suddenly, in the middle of the day, a shadow races toward you at 1,500 miles an hour, and the day is gone. Planets, stars, and the corona are visible as the temperature drops and everyone around is awestruck. You'll never forget it!

**Q: *What is the timing of the eclipse in Dripping Springs?***

**A:** The total solar eclipse begins in Dripping Springs on Monday, April 8, 2024, at 12:16 pm. That is when the partial eclipse starts here in Dripping. The TOTALITY starts in Dripping Springs at 1:34pm and lasts for 3 minutes before going into a partial eclipse mode again. Then, the eclipse totally ends at 2:57pm.

Duration: 2 hours, 40 minutes, 55 seconds

Duration of Totality: 3:00 minutes

Partial Eclipse Starts: 12:16:33 pm

Totality Begins: 1:34:50 pm

Totality Ends: 1:37:50 pm

Partial Eclipse Ends: 2:57:28 pm

**Q: *Where is the best place in Dripping Springs to view the eclipse?***

**A:** We are closing a part of our main street in Dripping Springs, Mercer Street, to give a safe place to watch. We are calling it our sunBLOCK Party. We will have food vendors, businesses on Mercer will be open, and there will be business and craft vendors, and local entertainment.

Other places to possibly watch the eclipse are at one of our parks: Dripping Springs Ranch Park; Founders Memorial Park, Dripping Springs Sports and Recreation Park, and Veterans Memorial Park. You can find out more information on those parks here: [cityofdrippingsprings.com/park-system](http://cityofdrippingsprings.com/park-system). Charro Ranch Park will be closed.

**Q: *What about parking?***

**A:** Currently, there is no designated parking area for this event. Parking will be available on a first-come basis at Dripping Springs Ranch Park, Dripping Springs Sports and Recreation Park, or at any of our local parks, except Charro Ranch Park, which will be closed. For the sunBLOCK Party, there is no true parking establishment in Dripping Springs. Usually when we have events downtown, people park along the open streets, sometimes at our Veterans Memorial Park, which is at the corner of US 290 and RR12. Founders Memorial Park and Sports & Recreation Park are also within walking distance to Mercer Street.

**Q: *What is the sunBLOCK Party?***

**A:** We are going to have a "BLOCK" party and are closing part of Mercer Street to create a fun and safe gathering place to watch the Eclipse. This is not a big festival or concert, just a nice place to gather so you can watch the eclipse with others! We will have music supplied by local students and some local entertainers throughout the day. We have food vendors and food trucks! And we will have eclipse-related vendors and more! Visitors can shop at Mercer Street stores, listen to music, purchase commemorative items, and more!

The event is located on Mercer Street from 10am-6pm on Monday, April 8. It is also within walking distance to Veterans Memorial Park where our giant, life-size eclipse glasses are, for a nice photo op for you!

For more information, go to <https://www.drippingeclipse.com/blockparty>



*Get Ready For The Magic*

APRIL 8TH | 2024 | 10AM - 6PM

MERCER STREET



**Q: *Do I need reservations for the sunBLOCK Party? Is there a fee?***

**A:** No, you do not need reservations. The event is free.

**Q: *Will there be commemorative items for sale at the sunBLOCK Party?***

**A:** Some Mercer Street businesses will be open, as well as other temporary vendors selling items. Please bring cash and checks. Internet and cell service will be unreliable on the day of the event due to the high demand during the eclipse, requiring businesses and vendors to rely on cash or checks rather than credit cards or mobile pay.

**Q: *Will there be food at the sunBLOCK Party? What about water?***

**A:** We will have some food vendors and food trucks. May we also suggest you bring a lunch/snack, too, in case of limited food. We will also have a water truck sponsored by American Water, which will supply water as needed. We recommend bringing a water bottle.

**Q: *Can I be a vendor at the sunBLOCK Party?***

**A:** It depends on the timing. If you want to be a food vendor or business/craft vendor, email [eclipse@cityofdrippingsprings.com](mailto:eclipse@cityofdrippingsprings.com) and see if any spots are still available.

**Q: *How do I safely look at the eclipse?***

**A:** You must use special safe eclipse glasses to view the eclipse. Interesting fact: a TOTAL solar eclipse is the only type of solar eclipse where you can momentarily remove your solar glasses for the brief period of time when the moon completely blocks the sun. Looking directly at the sun is unsafe except during the totality phase of a solar eclipse, which lasts for 3 minutes in Dripping Springs.

Partial Eclipse Starts: 12:16:33 pm  
Totality Begins: 1:34:50 pm  
Totality Ends: 1:37:50 pm  
Partial Eclipse Ends: 2:57:28 pm

- During partial times, put on your glasses before looking at the sun.
- When totality begins and for three minutes during it, you can safely remove your glasses.



- When those three minutes are up, put your glasses back on!

**Q: *Where do I find eclipse glasses?***

**A:** Most stores will be selling them. But buy them early, as many will sell out! You can also purchase eclipse glasses at City Hall, 511 Mercer Street, Dripping Springs, TX 78620. Only while supplies last. As we get closer to the event, some limits may be set on how many can be purchased.

Wherever you get your glasses, make sure they are ISO Safety Certified. There are many fakes online. Make sure you purchase from a reputable establishment.

**Q: *How many visitors will be in Dripping Springs to view the eclipse?***

**A:** We do not know the exact number as a total solar eclipse has not happened in Dripping Springs since the 1800s. This truly is a once-in-a-lifetime event for Dripping Springs. Not only are visitors coming to Dripping Springs, but they will be traveling through our city to go to cities west, such as Fredericksburg and Johnson City.

**Q: *What businesses are open? What is the best restaurant to eat?***

**A:** We do not know what businesses are planning. Some may be closed due to difficulties in employees getting to work. If you have a business in mind you are hoping to visit, reach out to them ahead of time. If you are visiting Dripping Springs, we recommend packing a lunch/snack in case food restaurants are limited. In addition, keep an eye on Destination Dripping Springs as there may be additional information on events on that site: <https://www.destinationdrippingsprings.com/>.

**Q: *Are there public restrooms?***

**A:** There are no public restrooms, but Dripping Springs will have plenty of portable restrooms in key locations including Mercer Street. In addition, the restrooms at Dripping Springs Ranch Park will be open.

**Q: *What about traffic? Will the City of Dripping Springs or Hays County have a traffic plan for the event?***

**A:** There are no traffic plans other than the closure of Mercer Street as this is a rare event and there is no history or mechanism to determine when roads will be traveled. Please plan for heavy traffic a few days before, during, and after. Traffic will be heavy leading up to it and the heaviest right after the eclipse.

**Q: *What should I do as far as gas and other supplies?***

**A:** Plan to have a full tank of gas ahead of time. Gas stations may be very busy or may be waiting for resupply. Same with food: get your groceries and needs ahead of time, to ensure you have them.

**Q: *I have heard we are having the Texas State Guard in Dripping? Is this due to safety issues?***

**A:** It is exciting news that the Texas State Guard (TXSG) will be using the eclipse event for their annual training. The Soldiers of the Texas State Guard, 3rd Battalion 6th Brigade, are gearing up for their 2024 Annual Training with a unique twist—dedicating their efforts to a Community Service Event: the Eclipse in Dripping Springs. They are partnering with the Hays County Emergency Management team and Dripping Springs Emergency Management to provide support in traffic control and communications during the eclipse. Residents and visitors may notice them, as they will be doing their training throughout the City and will be dressed in their State Guard attire. But do not be alarmed! They are here to help and are just training.

**Q: *What about cell service?***

**A:** We anticipate a high demand for cellular service during the eclipse and during the day on Monday, the eighth. You may find your cell phone or internet service does not work. Please develop a communication plan with family and friends if you lose or have limited service. If you only have a mobile phone at home, find out which of your neighbors have a land-line number in case you need to call 911 for an emergency.

**Q: *I have heard Dripping has a Declaration of Disaster related to the eclipse? What does that mean?***

**A:** Many cities and counties in Texas are doing this for the eclipse. There is no reason to be concerned. Enacting a disaster declaration in advance of the event activates the city's Emergency Management Plan to take lifesaving precautions and authorizes more aid if needed. It allows Dripping Springs to streamline decision-making, access additional resources, and coordinate emergency response efforts to effectively address any needs we may have.

**Q: *Will schools be open?***

**A:** All DSISD schools will be closed on Monday, April 8, 2024.

**Q: *Is there camping available?***

**A:** Dripping Springs Ranch Park has RV and Primitive Camping Spots Available! To learn more or to reserve your spot, go [to https://www.drippingspringsranchpark.com/eclipse-camping](https://www.drippingspringsranchpark.com/eclipse-camping)

**Q: *Can I park an RV or camper in my driveway, front yard, or street?***

**A:** Please see Dripping Springs Code of Ordinances. Please also check your HOA rules.

**Q: *Can I set up chairs on the street or on City property days before the event?***

**A:** No, nothing can be set up on City property overnight.

**Q: *Is the giant pair of eclipse glasses at Veterans Memorial Park real?***

**A:** No, they are just an educational display and a fun place to take a picture. You won't be able to see anything looking out of the "lenses" on them. You can see these located on the corner of HW 290 and Route 12, in downtown Dripping Springs. Whether posting on social media or just to keep as a memento, it's a fun spot in Dripping to help you share your excitement of the eclipse. A big thank you to Flying Fish Swim Academy for sponsoring them!



**Q: *Is there an email address I can use to contact someone to answer a question not addressed on these FAQs?***

**A:** Please email [eclipse@cityofdrippingsprings.com](mailto:eclipse@cityofdrippingsprings.com)

## **FAQs - TIPS For BUSINESS OWNERS**

Are you a business owner? Here is what you can do to prepare your business:

### **Back-up Plans:**

Prepare for an increase in customers; have needed supplies on hand and early; consider extending hours of operation to meet customer needs and have back-up plans if staff is delayed due to traffic.

**Employee Preparedness:**

Encourage employees to have a full tank of gas; have their own resources ready at home; day care needs are met, etc. by Thursday, the 17th. Gas stations may be very busy or may be waiting for resupply. Make sure your staff can get to work, so give them reminders to plan ahead.

**Cash/Financial Transactions:**

Be prepared for more cash transactions; consider having extra tills set up to accommodate more cash transactions. You may have larger than normal deposits over the weekend. Check ahead of time if your bank will be open on Monday, the 8th.

How does your credit/debit card machine access the internet? If you use cell service/cell wireless service for your transactions, be prepared with a back-up plan. We anticipate a high demand for cellular service during the impact period, especially Monday, the 8th. You may find you are not able to make transactions; have a backup plan to meet your customers' needs.

**Communications:**

Anticipate possible cellular service disruptions due to the increased demand. Visitors may have urgent requests to use your landline business phone if cell service is limited; decide how you want to handle these requests and make sure employees know what to do. If it is a 911 emergency and you have a landline...be ready to help!!

**Regularly Scheduled Deliveries:**

Evaluate when you receive your regular deliveries; deliveries scheduled for Monday, April 8th may be significantly delayed due to the overwhelming number of vehicles trying to come in and leave the city. Consider rescheduling for Tuesday or ordering extra the week before.

**Restrooms:**

Expect customers who may be primarily interested in using business restrooms. Public restrooms will be in short supply. The City of Dripping Springs is bringing in portable toilets and they will be located on Mercer Street, at Veterans Memorial Park, Founders Memorial Park, Sports and Rec Park, and Dripping Springs Ranch Park.

**Construction**

The City is closing its offices on April 8<sup>th</sup>, which means there will be no inspections or permitting on that day as both building and planning will be closed. The City is recommending that construction on job sites not occur on the 8<sup>th</sup> due to the expected increase in traffic and that it will likely be extremely difficult to travel out of Dripping Springs directly after the Eclipse on that afternoon and evening.

**Please check these FAQs often, as they will be updated. For the most up-to-date information, go to [drippingeclipse.com](http://drippingeclipse.com), the official Dripping Springs website and information on all things eclipse in Dripping Springs.**

# CITY OF DRIPPING SPRINGS

## CONTINUITY OF OPERATIONS PLAN (COOP)



DRIPPING SPRINGS  
Texas



**FOR OFFICIAL USE ONLY**

**NOTICE:** This document contains information pertaining to the deployment, mobilization, and tactical operations of City of Dripping Springs in response to emergencies. It is exempt from public disclosure under state law.

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**Plan Approval and Authorization**

The undersigned acknowledge they have reviewed City of Dripping Springs and approve the contents and scope of the COOP.

\_\_\_\_\_  
Michelle Fischer  
City Administrator, City of Dripping Springs

\_\_\_\_\_  
Date



# **PROMULGATION STATEMENT**

Transmitted herewith is the Continuity Plan for City of Dripping Springs. It provides a framework in which City of Dripping Springs can plan for and perform their respective essential functions during a disruption, disaster or emergency event.

This Continuity Plan was prepared in accordance with the highest level of continuity principles and standards. This plan supersedes any previous Continuity Plan and has been concurred by the City Administrator (Michelle Fischer) of City of Dripping Springs. It will be reviewed and re-certified annually. Recipients are requested to advise the City of Dripping Springs of any changes which might result in its improvement or increase in its usefulness.

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

City Administrator (Michelle Fischer)

## **Record of Changes:**

When changes are made to the plan outside the official cycle of plan review, coordination, and update, planners should track and record the changes using a record of changes table below and also record them in the Test, Training and Exercise portion of this plan. The record of changes will contain, at a minimum, a change number, the date of the change, the name of the person who made the change, and a description of the change.

<b>Change Number</b>	<b>Section</b>	<b>Date</b>	<b>Person Making Change</b>	<b>Description of Change</b>

# I. INTRODUCTION

The mission statement as provided by the City of Dripping Springs is as follows:

## A. Purpose

This Continuity of Operations Plan (COOP) has been created for the City of Dripping Springs, also referred to as CODS. The Continuity of Operations Plan establishes policy and guidance to ensure the execution of the essential functions for the CODS in the event that an emergency threatens or incapacitates operations; and the relocation of selected personnel and functions of any essential facilities of the CODS are required. Specifically, this COOP is designed to:

- Ensure that the CODS is prepared to respond to emergencies, recover from them, and mitigate against their impacts.
- Ensure that the CODS is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.
- Provide timely direction, control, and coordination to the CODS leadership and other critical customers before, during, and after an event or upon notification of a credible threat.
- Establish and enact time-phased implementation procedures to activate various components of the "Plan".
- Facilitate the return to normal operating conditions as soon as practical, based on circumstances and the threat environment.
- Ensure that the CODS COOP is viable and operational, and is compliant with all guidance documents.
- Ensure that the CODS COOP is fully capable of addressing all types of emergencies, or "all hazards" and that mission-essential functions are able to continue with minimal or no disruption during all types of emergencies.

## B. Applicability and Scope

The provisions of this document apply to the CODS and its offices. Support from other organizations as described herein will be coordinated with the City Administrator (Michelle Fischer) as applicable. This document applies to situations that require relocation of mission-essential functions of the CODS as determined by the City Administrator (Michelle Fischer). The scope does not apply to temporary disruptions of service during short-term building evacuations or other situations where services are anticipated to be restored in the primary facility within a short period. The City Administrator (Michelle Fischer) will determine situations that require implementation of the COOP.

## C. Supersession

Upon completion and formal adoption, this plan will serve as our official continuity of operations plan, superseding all previous continuity planning documents.

## D. Authorities

- Homeland Security Act of 2002, as amended (6 U.S.C. § 101 et seq.).
- Americans with Disabilities Act of 1990 (ADA), Title II and Title III, as amended (42 U.S.C. §§12131-12165, 12181-12189).
- Executive Order 13347, Individuals with Disabilities in Emergency Preparedness, July 22, 2004.
- Presidential Policy Directive 40, National Continuity Policy, July 15, 2016.
- Presidential Policy Directive 8, National Preparedness, March 30, 2011.
- Presidential Policy Directive 21, Critical Infrastructure Security and Resilience, February 12, 2013.

## E. References

- Comprehensive Preparedness Guidance (CPG) 101, Developing and Maintaining Emergency Operations Plans, Version 2, November 2010.
- Comprehensive Preparedness Guidance (CPG) 201, Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide, Third Edition, May 2018.
- Continuity Guidance Circular (CGC), February 2018.
- Federal Continuity Directive 1 (FCD-1), Federal Executive Branch National Continuity Program and Requirements, January 2017.
- Federal Continuity Directive 2 (FCD-2), Federal Executive Branch Mission Essential Functions and Candidate Primary Mission Essential Functions Identification and Submission Process, June 2017.
- National Disaster Recovery Framework (NDRF), Second Edition, June 2016.
- National Fire Protection Association (NFPA) 1600: Standard on Continuity, Emergency, and Crisis Management, 2019 Edition.
- National Incident Management System (NIMS), Third Edition, October 2017.
- National Planning System, February 2016.
- National Preparedness Goal, Second Edition, September 2015.
- National Response Framework (NRF), Third Edition, June 2016.
- Emergency Operations Plan.
- City of Dripping Springs Basic Emergency Plan.

## F. Policy

The CODS recognizes and acknowledges that the protection of its assets and business operations is a major responsibility to its employees and respective jurisdiction. Therefore, it is a policy of the CODS that a viable COOP be established and maintained to ensure high levels of service quality and availability. It is also a policy of the CODS to protect life, information, and property, in that order. To this end, procedures have been developed to support the resumption of time-sensitive business operations and functions in the event of their disruption at the facilities identified in this plan. The CODS is committed to supporting service resumption and recovery efforts at alternate facilities, if required. Likewise, the CODS and its management are responsible for developing and maintaining a viable COOP that conforms to acceptable insurance, regulatory, and ethical practices and is consistent with the provisions and direction of other CODS policy, plans, and procedures.

## II. CONCEPT OF OPERATIONS (CONOP)

### A. Objectives

The objective of this COOP is to ensure that a viable capability exists for CODS to continue essential functions across a wide range of potential emergencies, specifically when the primary facility is either threatened or inaccessible. The objectives of this COOP include:

- To ensure the continuous performance of essential functions/operations during an emergency.
- To protect essential facilities, equipment, records, and other assets.
- To reduce or mitigate disruptions to operations.
- To reduce loss of life, minimize damage and losses.
- To identify and designate principals and support staff to be relocated.
- To facilitate decision-making for execution of the COOP and the subsequent conduct of operations.
- To achieve a timely and orderly recovery from the emergency and resumption of full service to all customers.

### B. Planning Considerations and Assumptions

In accordance with continuity guidelines and emergency management principles/best practices, a viable COOP capability:

- Must be maintained at a high-level of readiness.
- Must be capable of implementation, both with and without warning.
- Must be operational no later than 12 hours after activation.
- Must maintain sustained operations for up to 30 days.
- Should take maximum advantage of existing local, State or federal government infrastructures.

### C. COOP Execution

This section outlines situations that can potentially lead to activation of the COOP due to emergencies or potential emergencies that may affect the ability of the CODS to perform its mission-essential functions from its primary and other essential facilities. This section also provides a general description of actions that will be taken by the CODS to transition from normal operations to COOP activation.

#### **COOP Activation Scenarios**

The following scenarios would likely require the activation of the CODS COOP:

- The primary facility or any other essential facility of the CODS is closed for normal business activities as a result of an event or credible threat of an event that would preclude access or use of the facility and the surrounding area.
- The area in which the primary facility or any other essential CODS facility is located is closed for normal business activities as a result of a widespread utility failure, natural disaster, significant hazardous material incident, civil disturbance, or terrorist or military threat or attack. Under this scenario, there could be uncertainty regarding whether additional events such as secondary explosions or cascading utility failures could occur.

The following scenario would NOT require the activation of the CODS COOP:

- The primary facility or any other essential facility is temporarily unavailable due to a sudden emergency such as a fire, bomb threat, or hazardous materials emergency that requires the evacuation of the facility, but only for a short duration that does not impact normal operations.

### **COOP Activation**

The following measures may be taken in an event that interrupts normal operations, or if such an incident appears imminent and it would be prudent to evacuate the primary facility or any other essential facility as a precaution:

- The City Administrator (Michelle Fischer) may activate the COOP to include activation of the alternate facility.
- The City Administrator (Michelle Fischer) will direct some or all of the COOP Teams to initiate the process of relocation to the alternate facility (see Sections II-D and II-F). The COOP Teams will be notified using the notification procedures outlined in Section IV of this document.
- The COOP Teams will initiate relocation to the alternate facility site and will ensure that the mission-essential functions of the closed primary or other impacted facility are maintained and capable of being performed using the alternate facility and available resources, until full operations are re-established at the primary/impacted facility.
- CODS staff members who do not have specific COOP assignments may be called upon to supplement the COOP Team operations.
- Representatives from other government or private organizations may also be called upon to support COOP operations.
- The COOP Teams and their members will be responsible for ensuring the continuation of the mission-essential functions of the CODS within 12 hours and for a period up to 30 days pending regaining access to the affected facility or the occupation of the alternate facility.

*\*\*\* Section IV of this document provides additional detail on the procedures that will be used for COOP activation and implementation.*

Incidents could occur with or without warning and during duty or non-duty hours. Whatever the incident or threat, the CODS COOP will be executed in response to a full range of disasters and emergencies, to include natural disasters, terrorist threats and incidents, and technological disruptions and failures. In most cases, it is likely there will be a warning of at least a few hours prior to an incident. Under these circumstances, the process of activation would normally enable the partial, limited, or full activation of the COOP with a complete and orderly alert, notification of

all personnel, and activation of the COOP Teams.

Without warning, the process becomes less routine and potentially more serious and difficult. The ability to execute the COOP following an incident that occurs with little or no warning will depend on the severity of the incident's impact on the physical facilities, and whether personnel are present in the affected facility or in the surrounding area. Positive personnel accountability throughout all phases of emergencies, including COOP activation, is of utmost concern, especially if the emergency occurs without warning, during duty hours.

*\*\*\* Section II-I of this document provides additional information on warning conditions and related procedures.*

#### D. Time-Phased Implementation

In order to maximize the preservation of life and property in the event of any natural or man-made disaster or threat, time-phased implementation may be applied. Time-phased implementation is used to prepare and respond to current threat levels, to anticipate escalation of those threat levels and, accordingly, plan for increased response efforts and ultimately full COOP activation and facility relocation. The extent to which time-phased implementation will be applied will depend upon the emergency, the amount of warning received, whether personnel are on duty or off-duty at home or elsewhere, and, possibly, the extent of damage to essential facilities and their occupants. The Disaster Magnitude Classification definitions may be used to determine the execution level of the COOP. These levels of disaster are defined as:

- **Minor Disaster** - Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for state or federal assistance.
- **Major Disaster** - Any disaster that will likely exceed local capabilities and require a broad range of outside resource support including state or federal assistance. The State of Emergency Management Agency and the Federal Emergency Management Agency (FEMA) will be notified and potential state and federal assistance will likely be predominantly recovery-oriented.
- **Catastrophic Disaster** - Any disaster that will require massive state and federal assistance. State and federal assistance will involve response and recovery needs.

As described in Section II-C of this document, COOP activation applies to events or incidents impacting a facility where mission-essential functions are performed to the point that the facility is unable to continue to perform those functions for a duration that will affect normal operations. Using the Disaster Magnitude Classification above, it is possible that a minor disaster would not render a facility unusable. However, minor disasters can escalate into major disasters, and even into catastrophic disasters. Conversely, events that are of short duration and do not impact normal operations (e.g., require a building evacuation only) must also be handled as though they could escalate into a more serious situation. Time-phased implementation of the COOP is a way to be prepared for all levels of emergency/potential emergency scenarios that may or may not require relocation of the primary or other essential facility. This implementation method allows the individual(s) responsible for making decisions to be prepared to fully activate the COOP on very short notice, if necessary, but not prematurely activate the COOP for situations such as the building evacuation-only scenario described above. Listed below is a general summary of the sequence of events that can be followed using time-phased implementation of the COOP:

#### **Phase I – Activation (0 to 12 hours)**

During this phase, alert and notification of all employees, COOP Teams, and other organizations identified as “critical customers” (e.g., vendors or public/private entities that may

provide resource support) will take place. It is during this phase that the transition to alternate operations at the alternate facility begins. However, if events turn out to be less severe than initially anticipated, the time-phased COOP activation may terminate during this phase and a return to normal operations will take place.

## **Phase II – Alternate Operations (12 hours to Termination)**

During this phase, the transition to the alternate facility is complete and the performance of mission-essential functions should be underway. Also during this phase, plans should begin for transitioning back to normal operations at the primary facility or other designated facility.

## **Phase III – Reconstitution and Termination**

During this phase, all personnel, including those that are not involved in the COOP activation, will be informed that the threat or actual emergency no longer exists and instructions will be provided for resumption of normal operations.

*\*\*\* Section IV of this document covers more detailed, specific time-phased implementation procedures that will be followed during COOP activation and execution.*

### **E. Critical Service COOP Staff**

The CODS management and staff that relocate to the alternate facility must be able to continue operations and perform mission-essential functions for up to 30 days with resource support. Specific CODS management and staff will be appointed to serve on COOP Teams to support COOP activations and relocation. It is important that COOP Teams and corresponding responsibilities are established prior to COOP activations so team members can be trained on their team roles and responsibilities. Depending upon the nature and severity of the event requiring COOP activation, the roster and size of the COOP Teams may be adjusted by the City Administrator (Michelle Fischer) as necessary.

*\*\*\* Annex A provides a description of each COOP Team developed for the CODS COOP including each team member's role and contact information. Annex O provides a complete list of contact information of CODS staff and vendors.*

Because alternate facility space and support capabilities may be limited, staff may need to be restricted to those specific personnel who possess the skills and experience needed for the execution of mission-essential functions. Staff may be directed to move to other facilities or duty stations, or may be advised to remain at or return home, pending further instructions. Individuals may be used to replace unavailable staff or to augment the overall COOP response. COOP activation will not, in most circumstances, affect the pay and benefits of the CODS management and staff.

*\*\*\* Section IV of this document covers more detailed, specific time-phased implementation procedures that will be followed during COOP activation and execution.*

### **F. Alternate Facility**

The determination of 1) the appropriate alternate facility for relocation, and 2) whether to relocate the CODS to the alternate facility will be made at the time of activation by the City Administrator (Michelle Fischer); the decision will be based on the incident, threat, risk assessments, and execution timeframe. Arrangements should be made with the management of all pre-identified alternate facilities to appoint an Alternate Facility Manager who will be responsible for developing site support procedures that establish the requirements for receiving and supporting the staff of the CODS.



To ensure the adequacy of assigned space and other resources, all locations currently identified as alternate facilities and those being considered for alternate facility locations should be reviewed by the CODS management on an annual basis. The City Administrator (Michelle Fischer) and associated COOP Team Chiefs will be advised of the findings of this review and made aware of any updates made to the alternate facility details.

In conducting a review of an existing alternate facility to determine its adequacy for supporting the operation of mission-essential functions, the following should be considered:

- Ensure that the facility has sufficient space to maintain and support the CODS.
- Ensure that the facility, along with acquired resources, are capable of sustaining operations for performing mission-essential functions for up to 30 days.
- Ensure that the facility has reliable logistical support, services, and infrastructure systems (e.g., electrical power, heating/ventilation/air conditioning (HVAC), water/plumbing).
- Ensure that personal convenience and comfort considerations (including toilet facilities) are given to provide for the overall emotional well-being of staff.
- Ensure that adequate physical security and access controls are in place.
- Ensure that the alternate facility is not in the same immediate geographical area as the primary facility, thereby reducing the likelihood that the alternate facility could be impacted by the same incident that impacts the primary facility.
- Consider cooperative agreements such as Memoranda of Understanding (MOUs)/Mutual Aid Agreements with other agencies or contract agreements with vendors who provide services such as virtual office technologies.

*\*\*\* Annex B provides the location of the CODS alternate facility sites and additional information on alternate facility requirements.*

## G. Mission-Essential Functions

In planning for COOP activation, it is important to establish operational priorities prior to an emergency to ensure that the CODS can complete the mission-essential functions that are critical to its overall operation. The City Administrator (Michelle Fischer) and associated COOP Teams shall ensure that mission-essential functions can continue or resume as rapidly and efficiently as possible during an emergency relocation. Any task not deemed mission-essential must be deferred until additional personnel, time, or resources become available. CODS has identified a comprehensive list of mission-essential functions.

*\*\*\* Annex C provides a complete list of prioritized mission-essential functions identified for CODS.*

## H. Delineation of Mission-Essential Functions

To ensure that mission-essential functions referenced in Section II-G are effectively transferred to the alternate facility and continued with minimal interruption, it is imperative that each function have qualified staff and resources assigned to it. The CODS COOP should be formed with mission-essential functions in mind. As the COOP is developed, specific staff should be matched up to each of the mission-essential function(s) within the plan. These staff will be assigned to perform these specific mission-essential functions at the alternate facility during

COOP activations. The staff working at the alternate facility must be able to ensure that mission-essential functions are carried out. In some cases, the number of staff assigned to the alternate facility may be limited due to lack of facility resources and/or reduced capacity.

*\*\*\* Annex C provides a complete prioritized list of mission-essential functions for CODS. Each mission-essential function includes a breakdown of estimated personnel requirements and estimated equipment requirements needed to ensure the continuation of that specific mission-essential function during COOP activations.*

## I. Warning Conditions

When planning and preparing for emergencies that may require activation of the COOP, a wide range of scenarios must be considered. Impending events such as hurricanes or winter storms may provide ample warning for notification of staff and identification and pre-positioning of resources in preparing for possible COOP activation; other types of events such as earthquakes or terrorist events, may provide no warning.

- **With Warning** - It is expected that, in most cases, the CODS will receive a warning of at least a few hours prior to an event. This will normally enable the full execution of the COOP with a complete and orderly alert, notification, and/or deployment of the COOP Teams to an assembly site or the alternate facility.
- **Without Warning** - The ability to execute the COOP following an event that occurs with little or no warning will depend on the severity of the emergency and the number of personnel impacted. If the deployment of the COOP Teams is not feasible because of the unavailability or loss of personnel, including the City Administrator (Michelle Fischer), temporary leadership of the CODS will be passed to the City of Dripping Springs Deputy City Administrator, as identified in Section II-J of this document.
- **Duty Hours** - If an event or incident occurs during work hours, which requires relocation of the primary facility, the COOP will be activated and available members of the COOP Teams will be deployed as directed to support operations for the duration of the emergency. Those individuals who do not have assigned roles in the COOP, will either be sent home or possibly used to provide support to the COOP Teams, if additional assistance is required.
- **Non-Duty Hours** - The ability to contact members of the COOP Teams at all times during duty hours or non-duty hours is critical for ensuring that the COOP can be activated quickly if needed. Procedures must be in place that account for notifying and mobilizing (if necessary) the COOP Teams on extremely short notice.

*\*\*\* Section II-L of this document provides additional information and procedures to be followed based on warning conditions. Section IV-C of this document provides staff activation procedures for duty hours and non-duty hours. Annex F provides detailed instructions regarding Alert Notification Procedures for the CODS.*

## J. Direction and Control

Lines of succession should be maintained by all leadership elements contained within the CODS to ensure continuity of mission-essential functions. Lines of succession are to be provided to a minimum depth of three positions at any point where policy and directional functions are carried out.

Authorized successors to the City Administrator (Michelle Fischer) are specified as follows:

1. Deputy City Administrator - Ginger Faught - City of Dripping Springs - Administration

2. City Attorney - Laura Mueller - City of Dripping Springs - Administration
3. City Secretary - Andrea Cunningham - City of Dripping Springs - City Secretary & Municipal Court

Each organizational element should pre-delegate authorities for making policy determinations and decisions. All such pre-delegations will specify what the authority covers, what limits may be placed upon exercising it, who (by title) will have the authority, and under what circumstances, if any, the authority may be delegated.

The City Administrator (Michelle Fischer) and/or their designee are responsible for ordering activation of the COOP. Members of the COOP Teams may be requested by the City Administrator (Michelle Fischer) to disseminate COOP guidance and direction during the activation and relocation phases. Pending the activation of the COOP, the COOP Teams Chiefs will monitor the situation and assist in the notification process, as necessary.

Once the COOP is activated, the appropriate officials should be notified and requested to provide any previously agreed upon assistance to the CODS.

*\*\*\* Annex D provides information regarding Lines of Succession. Annex E provides information regarding Delegations of Authority.*

#### K. Operational Hours

During COOP contingencies, the City Administrator (Michelle Fischer) will determine the hours of operation for the COOP Teams and staff. Members of the COOP Teams must be prepared to support a 24-hour-per-day, 7-day-per-week operation, if needed.

#### L. Alert Notification Procedures

If the situation allows for warning, staff may be alerted prior to activation of the COOP. In all situations allowing for an advanced alert, procedures should be in place and trained upon for effective notification to the CODS key staff members and appropriate officials.

The COOP Teams should be prepared for rapid deployment upon activation via special prearranged notification procedures. These instructions will denote explicit actions to be taken, including the location of the assembly site and/or the designated alternate facility location.

The City Administrator (Michelle Fischer) will direct the activation of the COOP. Upon activation or notification to activate the CODS COOP, telephone, email, and other methods of communication designated by the CODS may be used to notify its key staff and personnel.

*\*\*\* Annex F provides complete details for Alert Notification procedures for the CODS.*

### III. PROCEDURES

#### A. Personnel Coordination

Procedures should be in place to address any personnel issues that may arise among those individuals who will be responsible for implementing the COOP, as well as, those who do not have specific COOP roles; but may be called upon during COOP activation. Listed below are personnel resources and capabilities in place at the CODS to ensure that emergency and non-emergency staffs are prepared when disasters strike, either with or without warning:

- Communications Plan for emergency and non-emergency staff
- Health, safety, and emotional well-being of all employees and their families
- Pay status and administrative leave issues
- Medical, special needs, and travel issues

Issues will be managed by the City Administrator (Michelle Fischer) and based on the Policies and Procedures of the CODS.

#### B. Vital Records and Resources

Vital records and resources identified as critical to supporting mission-essential functions have been identified within the COOP and will be maintained, updated, and stored in secure offsite locations. In addition, procedures will be developed to ensure that records are maintained and updated regularly. Procedures will also identify how these vital records and resources will be made available to personnel for use in completing mission-essential functions. Identified below are different categories of vital records and resources.

Vital records essential to the continued operation or reconstitution of the CODS during and after a continuity disruption may include:

- Emergency plans and directives
- Orders of succession (Annex D)
- Delegations of authority (Annex E)
- Staff roster (Annex O)
- Staffing assignments
- Records of a policy or procedural nature that provide staff with guidance and information or resources necessary for conducting operations during any emergency and for resuming formal operations at its conclusion

Vital records critical to carrying out the CODS legal and/or financial mission-essential functions and activities may include:

- Accounts receivables / Accounts payable documentation
- Contracting and acquisition files
- Personnel files / Human Resource Records

- Payroll documentation / Social Security documentation
- Retirement records
- Insurance records
- Property management and inventory records

*\*\*\* Annex G provides additional information on vital records and provides identification, location, and backup capabilities of CODS vital records necessary for performing mission-essential functions.*

### C. Pre-Positioned Resources

It is strongly encouraged that essential items, such as office supplies, equipment, data, vital records, and other critical resources be pre-positioned at the alternate facility or other off-site location to facilitate relocation during COOP events. The pre-positioned resources should be carefully inventoried and regularly maintained by the Alternate Facility Manager or his/her designee to ensure that there is a clear understanding of what resources are identified as pre-positioned at the alternate facility and what additional resources need to be acquired during COOP events.

### D. Drive-Away Kits

The City Administrator (Michelle Fischer) is responsible for providing guidance to staff on the necessity of Drive-Away Kits and the contents of these kits. Drive-Away Kits may contain items such as software, databases, forms, publications, and other necessary resources that can be stored in a manageable manner. Checklists need to be developed for the various Drive-Away Kits developed for CODS to help ensure the inclusion of all necessary contents.

It is strongly encouraged that essential items and data be pre-positioned at the alternate facility or other off-site location instead of being carried within Drive-Away Kits, because COOP Team personnel and staff may be at home when the order to relocate is given. Access to the Drive-Away Kits may be difficult or impossible. Items to consider including in these kits:

- State/local regulations; statutes and administrative codes
- Emergency plans/procedures
- List of positions to be filled and procedures needed to continue mission-essential functions
- Laptop(s) with necessary forms/plans/procedures installed
- Office supplies to support operations for the initial period of relocation.

In addition to “official” items carried in the Drive-Away Kits, each staff member relocating to the alternate facility should consider bringing appropriate personal items and changes of clothing for situations of relocation of great distances. In addition, staff should relocate with their CODS identification badge for entry into the alternate facility.

*\*\*\* Annex H provides additional information on specific Drive-Away Kits that have been developed for CODS and their contents.*

## E. Telecommunications and Information Systems Support

Interoperable communications or the ability for the CODS staff to communicate with individuals internal and external to the organization is critical during COOP events. Internal and external communications that will be used within the CODS and its alternate facilities to communicate with officials, emergency response organizations, the media, and/or the public are identified in detail in Annex I.

Access to critical information systems that are used to accomplish mission-essential functions during normal operations from the primary facility should also be arranged for accessibility at the alternate facility. In order for these systems to be accessible, connectivity must be in place at the alternate facility and system servers should be backed up on a daily basis at more than one location. For the CODS, the City of Dripping Springs IT Coordinator maintains the information systems and ensures that the systems are backed up on a daily basis. In addition, the City of Dripping Springs IT Coordinator ensures that connectivity exists at the alternate facility. The City of Dripping Springs IT Coordinator will also provide systems technical support during COOP activations.

The telecommunications and information systems capabilities at the CODS alternate facility are sufficient for the performance of mission-essential functions under the COOP.

The following is a checklist that may be used for planning telecommunications and information systems requirements:

- Plans should address all three types of communication (internal, external, and mobile).
- Plans should include the development of telephone trees.
- Plans should consider use of a hotline numbers.
- Plans should consider radio communications using available staff with radios.
- Plans should recognize different needs ranging from a one-hour emergency to an extended emergency.
- Plans should consider the use of a communication center to serve as a hub for communication needs of all local users.
- Plans should strategize for situations in which all communications systems are unavailable.

At a minimum, all COOP Team Members should have cell phones and/or pagers.

*\*\*\* Annex I provides additional information on telecommunications and information systems.*

## F. Transportation, Lodging, and Food

Policies and procedures should be developed that consider transportation, lodging, and feeding of staff working from the alternate facility. During COOP activations, staff members will likely prefer to use their individual vehicles for transportation to the alternate facility; however, in the event that they are not able to do so, an alternate transportation plan should be in place. Procedures for lodging and feeding arrangements should also be developed. All of the items mentioned above can be accomplished by arranging agreements with other agencies or non-profit organizations. Also, it is a good practice to have agreements with pre-identified private vendors to provide support on very short notice during COOP events.

The CODS has procedures that address food, lodging, and purchasing for COOP events.

### G. Security and Access Controls

The City Administrator (Michelle Fischer) will ensure that all four types of security are addressed and in place at the alternate facility: operational, information systems/cyber, physical, and access controls. Due to the sensitive information contained in the COOP, the City Administrator (Michelle Fischer) will also ensure that distribution of the COOP is limited and that an account of those who have access to the plan is maintained.

The City Administrator (Michelle Fischer) will ensure the following:

- Plans and procedures shall establish a goal of duplicating the level of security established at the vacated primary facility to the alternate facility.
- Alternate technologies, including video technology, may be considered for security.
- Augmentation of security will be addressed, based on the emergency or threat, to include considerations for using local law enforcement, private vendors, or other resources.

*\*\*\* Annex J identifies security measures currently in place for CODS and provides guidelines for arrangements of security measures at alternate facilities.*

### H. Personal and Family Preparedness

All staff, including those individuals actively involved in COOP events or not officially assigned a role during COOP activations should be prepared for and aware of COOP activation procedures. To assure that all employees are prepared for COOP events, training should be a part of the CODS orientation for new staff and should be regularly conducted (at least annually) for all existing staff. The training should focus on preparing employees for situations in which they will not be able to work from their primary facility. The training should advise staff on how to be personally prepared by developing “personal go-kits” as well as emphasize the need for Family Disaster Planning to ensure families are prepared for all types of emergencies, including COOP activations.

*\*\*\* Annex K provides a Family Disaster Plan developed by the Federal Emergency Management Agency (FEMA) that can be used as a guideline for families to prepare for COOP events. It is suggested that these Family Disaster Plan guidelines be distributed to all CODS staff on an annual basis.*

### I. Site Support Procedures

Site support responsibilities are those tasks that must be conducted to ensure the readiness of the alternate facility and the continued functional operation of the facility during the entire duration of COOP activation. These responsibilities include ensuring that an alternate Facility Manager is appointed and that procedures are in place and are followed to ensure a smooth transition to alternate facility operations. These responsibilities also include a planned transition back to normal operations once the emergency situation has passed.

## IV. ACTIVATION - PHASE I

The following procedures are suggested as guidelines to follow for COOP activations. They may be adopted or modified as needed to fit with internal requirements. In general, the following procedures are to be followed in the execution of the COOP. The extent to which this will be possible will depend on the event, the amount of warning received, whether personnel are on duty or off-duty, and the extent of damage to the impacted facilities and their occupants. This COOP is designed to provide a flexible response to multiple events occurring within a broad spectrum of prevailing conditions. The degree to which this COOP is implemented depends on the type and magnitude of the events or threats.

### A. Alert and Notification Procedures

The CODS notification process related to COOP activation should allow for a smooth transition of the COOP Teams to an alternate facility in order to continue the execution of mission-essential functions across a wide range of potential events. Notification may be in the form of one of the following:

- A COOP alert to the COOP Team members that relocation is anticipated or is imminent.
- An announcement of a COOP activation that 1) directs the COOP Team members to report immediately to an assembly site or a designated alternate facility, and 2) provides instructions regarding movement, reporting, and transportation details to an assembly site or a designated alternate facility.
- Instructions to COOP Team members to prepare for departure and relocation to a designated alternate facility and instructions to staff.
- Upon receipt of a COOP alert from the City Administrator (Michelle Fischer) or a designated successor, staff alert and notification procedures (see Annex F) are initiated.

### B. Initial Actions

Based on the situation and circumstances of the event, the City Administrator (Michelle Fischer) will evaluate the capability and capacity levels required to support the current mission-essential functions of the impacted facility(ies) and, if selected, initiate actions for relocation to the appropriate alternate facility. These actions include measures to be taken in anticipation of COOP activation and actions to be taken upon COOP activation. Once COOP activation is initiated, procedures must be considered for both duty hours and non-duty hours.

In cases where COOP activation is anticipated, the City Administrator (Michelle Fischer):

- Notifies the designated alternate Facility Manager to prepare for the relocation of the impacted facility and to prepare the appropriate alternate facility for operations.
- Issues a COOP alert to the COOP Team Chiefs that relocation is anticipated. COOP Team Chiefs instruct their team members and personnel to prepare for COOP activation.
- Notifies emergency officials, if appropriate, that relocation of the facility is anticipated.

In cases where COOP activation is ordered:

- The City Administrator (Michelle Fischer) coordinates the immediate deployment of the COOP Teams to an assembly site or the designated alternate facility.



- The City Administrator (Michelle Fischer) notifies the designated alternate Facility Manager to immediately initiate relocation efforts of the impacted facility and to prepare the appropriate alternate facility for operations.
- The City Administrator (Michelle Fischer) provides instructions and guidance on operations and the location of the alternate facility.
- The Alternate Facility Manager provides regular updates to the City Administrator (Michelle Fischer) regarding the status of alternate facility activation/readiness.

The following notification procedures are initiated:

- The City Administrator (Michelle Fischer) notifies emergency officials, if appropriate, that relocation of the facility has been ordered and is in progress.
- All designated staff members (see Annex F – Notification Procedures) initiate their respective COOP notification cascades.
- Designated COOP Team members report to an assembly site or deploy to the designated alternate facility to assume mission-essential functions.
- All staff members who have established Drive-Away Kits ensure that they are complete, with current documents and equipment, and commence movement of the resources.
- As delegated in Annex A, COOP Team members assemble the remaining documents and other assets as required for the performance of mission-essential functions and begin preparations for the movement of these resources.
- All personnel and sections of the impacted facility or facilities should implement normal security procedures for areas being vacated.
- Security and other designated personnel of the impacted facility should take appropriate measures to ensure security of the facilities and equipment or records remaining in the building.

### C. Activation Procedures During Duty Hours

- The City Administrator (Michelle Fischer) notifies the COOP Team Chiefs of the event requiring activation of the CODS COOP.
- The City Administrator (Michelle Fischer) activates the COOP and notifies the appropriate alternate Facility Manager(s).
- Notification procedures identified in Annex F are conducted.
- The City Administrator (Michelle Fischer) directs members of the COOP Teams to begin movement to an assembly site or to the designated alternate facility immediately.
- The COOP Teams immediately deploy to an assembly site or a designated alternate facility to assume mission-essential functions.
- Personnel who do not have active COOP response roles may be instructed to go home or relocate to another specified location pending further guidance.
- Additional tasks identified above in Section IV-B that are not yet completed are completed in their entirety.

#### D. Activation Procedures During Non-Duty Hours

- The City Administrator (Michelle Fischer) is notified that an event requiring COOP activation is anticipated or underway.
- The City Administrator (Michelle Fischer) then notifies the COOP Team Chiefs of the event requiring activation of the CODS COOP.
- The City Administrator (Michelle Fischer) activates the COOP and notifies the appropriate alternate Facility Manager.
- Notification procedures identified in Annex F are conducted.
- The City Administrator (Michelle Fischer) directs members of the COOP Teams to begin immediate movement to an assembly site or to the designated alternate facility.
- The COOP Teams immediately deploy to an assembly site or a designated alternate facility to assume mission-essential functions.
- Personnel who do not have active COOP response roles are directed to remain at home pending further guidance.
- Additional tasks identified above in Section IV-B that are not yet completed are completed in their entirety.

#### E. Deployment and Departure Procedures

The City Administrator (Michelle Fischer) will determine full or partial deployment to the designated alternate facility of any mission-essential functions that are critical to operations at the time the CODS COOP activation is ordered. This determination will be based on the severity of the event and the level of threat. The following actions establish general administrative procedures to allow for travel and transportation to the alternate facility. Specific instructions will be provided at the time a deployment is ordered.

COOP Team members will immediately begin deployment, taking with them all office Drive-Away Kits, if applicable, and their personal go-kits. Team members will most likely use privately-owned vehicles for transportation to the designated facility. Specific instructions will be provided at the time of activation.

All other personnel not designated to serve on COOP Teams at the impacted facility at the time of an emergency notification will be directed to proceed to their homes to await further instructions. At the time of notification, any available information will be provided regarding routes that should be used to depart the facility or other appropriate safety precautions. During non-duty hours, these personnel will remain at their homes pending further guidance.

#### F. Transition to Alternate Operations

Following the activation of the COOP and establishment of communications links with the City Administrator (Michelle Fischer) and COOP Teams at an assembly site or the designated alternate facility, the City Administrator (Michelle Fischer) orders the cessation of operations at the primary facility.

The City Administrator (Michelle Fischer) will then notify emergency officials, as appropriate, that an emergency relocation of the CODS facility is complete. The City Administrator (Michelle Fischer) will then provide information on the alternate facility location, including contact numbers.

As appropriate, government officials, media, outside customers, vendors, and other service providers are notified by the CODS Public Information Officer or other designated person(s) that the CODS primary facility has been temporarily relocated.

#### G. Site Support Responsibilities

Following notification that a relocation of the CODS facility has been ordered or is in progress, the appropriate alternate Facility Manager will implement the COOP Site support procedures and prepare to receive the COOP Teams within 12 hours.

## V. ALTERNATE OPERATIONS - PHASE II

### A. Execution of Mission-Essential Functions

Upon activation, the COOP Teams will begin providing support for the following functions:

- Ensure that mission-essential functions (see Annex C) are reestablished as soon as possible.
- Monitor and assess the situation that required the relocation.
- Monitor the status of personnel and resources.
- Establish and maintain contact with emergency officials, as appropriate, or other designated personnel.
- Plan and prepare for the restoration of operations at the impacted facility or other long-term facility.

### B. Establishment of Communications

The ability to communicate with internal and external resources during COOP events will be vital to the operations of the CODS. Internal and external resources could include CODS staff, partner organizations, emergency responders, vendors, the media, and/or the public.

The City Administrator (Michelle Fischer) in coordination with the City of Dripping Springs IT Coordinator will ensure all necessary and preplanned communications and information systems are established, adequate, and functioning properly. The City of Dripping Springs IT Coordinator will service and correct any faulty or inadequate communications systems. The City of Dripping Springs IT Coordinator personnel will ensure connectivity of information systems and will service any faulty or inadequate information systems.

*\*\*\* Annex I provides additional information on communications capabilities of the CODS.*

### C. COOP Team Responsibilities

A critical planning component within the CODS COOP is the development of COOP Teams and team member responsibilities. The COOP Teams can consist of internal staff to the CODS, as well as external staff, vendors, and/or other organizations that may assist during COOP events. For each COOP Team, team members are appointed and given specific instructions regarding their roles on the team. It's important that COOP Teams are developed prior to a COOP event so COOP Team members have awareness of their roles on these teams and can be trained on their responsibilities in preparation of potential COOP events.

The following is a list of COOP Teams and their team descriptions for the CODS COOP:

#### **CODS Executive Team** -

**Executive Team** - The Executive Team consists of the highest ranking officials and key decision makers within an organization. This team is designed to create an overarching decision and policy making group which plans, assesses, and coordinates the response to events that disrupt continuity of an organization's operations. Members selected to serve on the Executive Team should have the capacity to represent their respective area of expertise and make sound recommendations which serve in the best interest of the organization and its overall operations.

At a minimum, the Executive Team should be comprised of key representatives from the following types of positions and organizations: Executive Management, Safety/Security, Facilities Management, Finance, Human Resources, and Information Technology. It is highly recommended that Executive Team members review and have a clear understanding of the vital elements contained within the various continuity plans for their organization. It is also recommended that the Executive Team conduct planning meetings every six months to discuss and update the Continuity Plan.

**CODS Planning Team** - In preparation of potential continuity events, Planning Team members are responsible for scheduling and conducting continuity meetings (minimum of one meeting per year), establishing a framework for the organization's continuity plan design and strategy, reviewing the accuracy of the personnel information contained within the plan, developing an ongoing process for reviewing and updating the plan, and scheduling and participating in continuity trainings and exercises.

**Pandemic Team** - In preparation of pandemic events, Pandemic Team members are responsible for attending team meetings and updating the Pandemic Annex on an annual basis. At a minimum, the team should review and address any pandemic related elements that might affect their organization during an event. Elements to consider might include: reviewing human resource policies and sick leave policies, establishing a method of communication with key staff and personnel, coordinating with local/state pandemic planning efforts, educating and training personnel on the effects of pandemics and their personal safety. The Pandemic Team's ultimate responsibility is to improve the organization's ability to prepare, respond, and sustain the long-term effects of a pandemic event.

**CODS Continuity Team** - In preparation of potential continuity events, Continuity Team members are responsible for attending continuity meetings as scheduled, reviewing and updating organization's essential functions, developing notification cascades for key staff and personnel, participating in continuity training and exercises, and developing a plan and methodology for off-site storage of data to include vital records and databases.

During a continuity event, members of the Continuity Team are responsible for executing the necessary procedures and responsibilities for re-establishing and recovering the operations of the organization's essential functions as identified in Annex C.

*\*\*\* Annex A provides a complete list of COOP Teams, team descriptions, team members, contact information, and team member roles.*

#### **D. Augmentation of Staff**

- If it becomes evident that the COOP Teams cannot adequately ensure the continuation of mission-essential functions, the City Administrator (Michelle Fischer) will determine the additional positions necessary to maintain these functions.
- The City Administrator (Michelle Fischer) will identify additional staff, as available, who may be able to provide support.
- The City Administrator (Michelle Fischer) will then ensure that the identified positions are staffed with individuals who have the requisite skills to perform the tasks.
- The City Administrator (Michelle Fischer) will consider implementing agreements with outside resource support including Memoranda of Understanding/Mutual Aid Agreements with other organizations and contractual agreements with private vendors.

## E. Development of Devolution Plans

Devolution is the capability to transfer statutory authority and responsibility for mission-essential functions from an organization's primary operating staff and facilities to another organization's employees and facilities. Devolution planning supports overall COOP planning and addresses catastrophic or other disasters that render an organization's leadership and staff unavailable or incapable of performing its mission-essential functions from either its primary or alternate facilities.

If devolution is necessary, prioritized mission-essential functions are transferred to a pre-identified devolution organization. Direction and control of mission-essential functions is transferred to the devolution organization site and/or identified personnel.

Devolution planning involves several special issues:

- Personnel at the devolution site must be trained to perform the mission-essential functions to the same level of proficiency as the CODS personnel.
- Vital records, documents, and databases must be up to date and available at the devolution site.
- Communications and information management systems must be able to be transferred or accessible at devolution site.
- Delegations of authority planning must include senior personnel at the devolution site.

Should sufficient staff be unavailable to conduct the mission-essential functions of CODS, all of the affected operations will initiate the activation of pre-arranged devolution agreements. Devolution will be triggered when available staff determines that there are insufficient resources to maintain and carry out the CODS's prioritized mission-essential functions. At that point, the City Administrator (Michelle Fischer) or highest ranking CODS official available will institute devolution through the issuance of the Devolution Activation Memo, provided in Annex L. Available CODS staff will notify the devolution organization(s) that devolution is being initiated.

The following are pre-identified devolution organization(s) for the CODS:

City of Dripping Springs IT Coordinator

*\*\*\* Annex C provides mission-essential functions identified for CODS. Annex E provides COOP Delegations of Authority. Annex L provides the pre-established Devolution Activation memo and specific guidelines for initiation of devolution of mission-essential functions.*

## F. Development of Plans for Reconstitution and Termination

The City Administrator (Michelle Fischer) or designee will develop Reconstitution and Termination Plans that will direct an orderly transition of all mission-essential functions, personnel, equipment, and records from the devolution organization to a new or restored facility. Plans and Schedules will include:

- Whether the original primary facility is re-inhabitable. If not, the plans will include recommendations of primary facility options.
- Construction needs for the primary facility re-occupancy, including remediation of safety issues.

- Estimated costs associated with construction and occupancy. Plans to include options for funding.
- Notification plans for COOP Teams and staff.
- Timeframe for construction completion and move-in.

The City Administrator (Michelle Fischer) will review and formally approve all plans and schedules. Upon approval, the City Administrator (Michelle Fischer) will issue a COOP Termination memo to the devolution organization(s) identifying the point of formal COOP Termination. The COOP Teams, as assigned, will oversee the Reconstitution and Termination process.

## VI. RECONSTITUTION AND TERMINATION - PHASE III

As soon as possible (within 24 hours) following a COOP relocation, the COOP Teams will initiate operations to salvage, restore, and recover the impacted facility, pending approval from any applicable local, state, and/or federal law enforcement organizations or emergency service authorities.

Reconstitution procedures will commence when the City Administrator (Michelle Fischer) determines that the emergency situation has ended and is unlikely to reoccur. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation:

- Continue to perform mission-essential functions at the alternate facility for up to 30 days.
- Begin an orderly return to the impacted facility and reconstitute full normal operations.
- Begin to establish reconstitution of normal operations at a different primary facility location.

### A. Procedures

Upon a decision by the City Administrator (Michelle Fischer) that the impacted facility can be reoccupied, or that a different location will be established as a new facility to resume normal operations, the following procedures will be followed:

- The City Administrator (Michelle Fischer) or designee will create and submit resumption plans for review and approval.
- Upon approval, the COOP Teams will initiate and oversee the orderly transition of all mission-essential functions, personnel, equipment, and records from the alternate facility to a new or restored facility.
- Non-assigned COOP Team personnel will be notified using the Alert Notification Procedures provided in Annex F that normal operations of the CODS are resuming and that they should report back to work.

### B. After-Action Review and Remedial Action Plan

An After-Action Review information collection process will be initiated by each COOP Team prior to the cessation of operations at the alternate facility. The information to be collected will, at a minimum, include information from personnel working during the COOP activation and a review of lessons learned to include processes that were effective and less than effective. The After-Action Review should provide recommended actions to improve areas identified as deficient or requiring improvement.

The information should be incorporated into a COOP Remedial Action Plan. Recommendations for changes to the CODS COOP and any accompanying documents will be developed and brought forth to the City Administrator (Michelle Fischer) and COOP Teams for review. The City Administrator (Michelle Fischer) and designated COOP planners for the CODS will review and implement changes to the COOP as required.

**Activation** – Once a continuity of operations (COOP) plan has been implemented, whether in whole or in part, it is considered “activated.”

**After Action Review (AAR)** - is a structured *review* or de-brief process for analyzing what



happened, why it happened, and how it can be done better by the participants and those responsible for the project or event.

**All-Hazards** – The spectrum of all types of hazards including accidents, technological events, natural disasters, terrorist attacks, warfare, and chemical, biological including pandemic influenza, radiological, nuclear, or explosive events.

**Business Impact Analysis (BIA)** – A method of identifying the effects of failing to perform a function or requirement.

**Communications** – Voice, video, and data capabilities that enable the leadership and staff to conduct the mission essential functions of the organization. Robust communications help ensure that the leadership receives coordinated, integrated policy and operational advice and recommendations and will provide the ability for governments and the private sector to communicate internally and with other entities (including with other Federal agencies, State, territorial, tribal, and local governments, and the private sector) as necessary to perform their mission essential functions.

**Continuity** – An uninterrupted ability to provide services and support, while maintaining organizational viability, before, during, and after an event.

**Continuity Communications** – Communications that provide the capability to perform Essential Functions in conjunction with other organizations/entities under continuity conditions.

**Continuity Facilities** – Locations, other than the primary facility, used to carry out mission essential functions, particularly in a continuity situation. “Continuity facilities” refers to not only other locations, but also nontraditional options such as working at home (teleworking), telecommuting, and mobile-office concepts.

**Continuity of Operations** – An effort within individual agencies to ensure they can continue to perform their mission essential functions during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

**Continuity Event** – Any event that causes an agency to relocate or devolve its operations to a continuity facility to assure the continuance of its mission essential functions.

**Continuity Personnel** – Those personnel, both senior and core, who provide the leadership advice, recommendations, and functional support necessary to continue mission essential functions.

**Corrective Action Program (CAP)** – An organized method to document and track improvement actions for a program. Users may enter data from a finalized After Action Report/Improvement Plan, track the progress of corrective action implementation, and analyze and report on trends in improvement plans.

**Delegation of Authority** – Identification, by position, of the authorities for making policy determinations and decisions at headquarters, field levels, and all other organizational locations. Generally, pre-determined delegations of authority will take effect when normal channels of direction have been disrupted and will lapse when these channels have been reestablished.

**Devolution** – The capability to transfer statutory authority and responsibility for mission essential functions from an agency’s primary operating staff and facilities to other agency employees and facilities, and to sustain that operational capability for an extended period.

**EMA** - Emergency Management Agency - refers to municipal agencies and those outside of this City of Dripping Springs

**Essential Functions** - those normal, daily functions that must be continued in order for an organization to be considered operational

**Essential Records** – Electronic and hardcopy documents, references, and records that are needed to support mission essential functions during a continuity situation. The two basic categories of Essential Records are (1) emergency operating records and (2) rights and interests records.

**Emergency Relocation Group (ERG)** – Pre-designated staff who move to alternate continuity facility to continue mission essential functions in the event that their normal work locations are threatened or rendered unusable.

**Facilities** – Locations where an organization’s leadership and staff operate. Leadership and staff may be co-located in one facility or dispersed across many locations and connected by communications systems. Facilities must be able to provide staff with survivable protection and must enable continued and endurable operations.

**Leadership** – The senior decision makers who have been elected or designated to head a branch of government or other organization.

**Memorandum of Agreement/Memorandum of Understanding** – Written agreement between departments/agencies that require specific goods or services to be furnished or tasks to be accomplished by one organization in support of the other.

**Mission Essential Functions** – The critical activities performed by organizations, especially after a disruption of normal activities. Specifically, the limited set of agency-level government functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities.

**NIMS** - National Incident Management System

**Orders of Succession** – Provisions for the assumption by individuals of organization senior leadership positions during an emergency in the event that any of those officials are unavailable to execute their legal duties.

**Public Informations Officer (PIO)** - An individual responsible for disseminating information directly from the Organization to the media via a reliable and preidentified mechanism.

**Primary Operating Facility** – The site of an organization’s normal, day-to-day operations; the location where the employee usually goes to work.

**Reconstitution** – The process by which surviving and/or replacement organization personnel resume normal operations from the original or replacement primary operating facility.

**Risk Analysis** – The process by which risks are identified and evaluated.

**Risk Assessment** – The identification and assessment of hazards.

**Risk Management** – The process of identifying, controlling, and minimizing the impact of events whose consequences are or may be unknown, or events that are fraught with uncertainty.

**Telework** – The ability to work at a location other than the official duty station to perform work or emergency duties. This may include, but is not limited to, using portable computers, personal computers, high-speed telecommunications links, and mobile communications devices.

**Testing, Training, and Exercises** – Measures to ensure that an agency's continuity plan is capable of supporting the continued execution of the agency's mission essential functions throughout the duration of a continuity situation.

**ANNEX A**  
**COOP TEAMS AND RESPONSIBILITIES**

## Executive Team

The Executive Team consists of the highest ranking officials and key decision makers within an organization. This team is designed to create an overarching decision and policy making group which plans, assesses, and coordinates the response to events that disrupt continuity of an organization's operations. Members selected to serve on the Executive Team should have the capacity to represent their respective area of expertise and make sound recommendations which serve in the best interest of the organization and its overall operations.

At a minimum, the Executive Team should be comprised of key representatives from the following types of positions and organizations: Executive Management, Safety/Security, Facilities Management, Finance, Human Resources, and Information Technology. It is highly recommended that Executive Team members review and have a clear understanding of the vital elements contained within the various continuity plans for their organization. It is also recommended that the Executive Team conduct planning meetings every six months to discuss and update the Continuity Plan.

## CODS Executive Team

**CODS Executive Team Members - City of Dripping Springs**

Team Member	Team Responsibility/Role
<p><b>Bill Foulds - Mayor</b>            City of Dripping Springs            City Council            Work: 512-858-4725 x 1005            Work Email: mayor@cityofdrippingsprings.com</p>	<p>(Executive) Provide a letter of executive management support for the planning effort. Approve the final Business Continuity Plan / Continuity of Business plan.</p>
<p><b>Michelle Fischer - City Administrator</b>            City of Dripping Springs            Administration            Work: 512-858-4725 x 1002            Cell: 737-701-6409            Work Email: mfischer@cityofdrippingsprings.com</p>	<p>Allocate departmental resources for training, plan development, and exercising. Approve the final Business Continuity Plan / Continuity of Business plan. Approves plans for alternate work schedules where applicable. Approves policies for social distancing.</p>
<p><b>Ginger Faught - Deputy City Administrator</b>            City of Dripping Springs            Administration            Work: 512-858-4725 x 1003</p>	<p>Review the organization's policies and guidance regarding Injury/Illness as it might pertain to pandemics. Review current travel policies and consider modifications related to pandemic issues. Develop crisis support or employee assistance programs. Develop plans for alternate work schedules where applicable.</p>

Team Member	Team Responsibility/Role
Cell: 737-701-6620 Work Email: gfaught@cityofdrippingsprings.com	
<b>Laura Mueller - City Attorney</b> City of Dripping Springs Administration Work: 512-858-4725 x 1009 Work Email: lmueller@cityofdrippingsprings.com	
<b>Roman Baligad - Emergency Management Coordinator</b> City of Dripping Springs Emergency Management Work: 512-858-4725 x 1010 Cell: 512-661-9689 Work Email: rbaligad@cityofdrippingsprings.com	
<b>Jason Weinstock - IT Coordinator</b> City of Dripping Springs Work: 512-858-4725 x 1024 Cell: 737-701-9060 Work Email:	
<b>Shawn Cox - Finance Director</b> City of Dripping Springs Finance Work: 512-858-4725 x 1007 Work Email: scox@cityofdrippingsprings.com	
<b>Craig Rice – Deputy Public Works Director</b> City of Dripping Springs Public Works Work: 512-858-4725 Cell: 512-779-5972 Work Email: crice@cityofdrippingsprings.com	
<b>Lisa Sullivan – People and Communications Director</b> City of Dripping Springs Communications Work: 512-858-4725 x 1009	Review Sick leave policies and train staff regarding appropriate sections and changes. Review organization's insurance policies, including health, disability, salary continuance, business travel, and life insurance.

Team Member	Team Responsibility/Role
Cell: 512-712-2276 Work Email: lsullivan@cityofdrippingsprings.com	

### CODS Planning Team

In preparation of potential continuity events, Planning Team members are responsible for scheduling and conducting continuity meetings (minimum of one meeting per year), establishing a framework for the organization’s continuity plan design and strategy, reviewing the accuracy of the personnel information contained within the plan, developing an ongoing process for reviewing and updating the plan, and scheduling and participating in continuity trainings and exercises.

#### CODS Planning Team Members - City of Dripping Springs

Team Member	Team Responsibility/Role
<b>Michelle Fischer - City Administrator</b> City of Dripping Springs Administration Work: 512-858-4725 x 1002 Cell: 737-701-6409 Work Email: mfischer@cityofdrippingsprings.com	Responsible for officially reviewing and formally approving the finalized continuity plan on an annual basis.
<b>Ginger Faught - Deputy City Administrator</b> City of Dripping Springs Administration Work: 512-858-4725 x 1003 Cell: 737-701-6620 Work Email: gfaught@cityofdrippingsprings.com	
<b>Roman Baligad - Emergency Management Coordinator</b> City of Dripping Springs Emergency Management Work: 512-858-4725 x 1010 Cell: 512-661-9689 Work Email: rbaligad@cityofdrippingsprings.com	Serves as the Planning Team Chief and is the primary point of contact for the development and overall maintenance of the continuity plan. Duties include identifying and managing Planning Team members, scheduling/conducting Planning Team meetings on a regular basis (recommended every 6 months), and scheduling/conducting trainings and exercises on an annual basis.

Team Member	Team Responsibility/Role
	Responsible for developing the draft version of the plan and participating in the on-going maintenance of the plan over time.
<p><b>Laura Mueller - City Attorney</b>  City of Dripping Springs  Administration  Work: 512-858-4725 x 1009  Work Email: lmueller@cityofdrippingsprings.com</p>	
<p><b>Jason Weinstock - IT Coordinator</b>  City of Dripping Springs  Work: 512-858-4725 x 1024  Cell: 737-701-9060  Work Email:</p>	(IT) Serves as the primary point of contact for all IT issues including system availability, disaster recovery, telephones, and communications. Will identify all vital records and systems and provide details regarding back-ups, redundancy, and Disaster Recovery (DR) planning. Review all departmental IT requirements for essential functions. Provide on-site support for IT related issues during disruptions or relocations
<p><b>Andrea Cunningham - City Secretary</b>  City of Dripping Springs  City Secretary &amp; Municipal Court  Work: 512-858-4725</p>	Records Management
<p><b>Craig Rice – Deputy Public Works Director</b>  City of Dripping Springs  Public Works  Work: 512-858-4725  Cell: 512-779-5972  Work Email: crice@cityofdrippingsprings.com</p>	(Facilities) Serves as the primary point of contact for all facility issues including security, maintenance, damages, and relocation alternatives. Will identify all building and facilities to be covered by the Business Continuity Plan. Provide information about security, access, and evacuation procedures. Assist all departments with alternate facilities options and priorities.
<p><b>Lisa Sullivan – People and Communications Director</b>  City of Dripping Springs  Communications  Work: 512-858-4725 x 1009  Cell: 512-712-2276  Work Email: lsullivan@cityofdrippingsprings.com</p>	Review Sick leave policies and train staff regarding appropriate sections and changes. Review organization's insurance policies, including health, disability, salary continuance, business travel, and life insurance.
<p><b>Shawn Cox - Finance Director</b>  City of Dripping Springs  Finance</p>	



Team Member	Team Responsibility/Role
Work: 512-858-4725 x 1007 Work Email: scox@cityofdrippingsprings.com	
<b>Andy Bintz - Parks &amp; Community Services Director</b> City of Dripping Springs Parks & Community Services Work: 512-858-4725 x 1026 Cell: 737-701-6569 Work Email: abintz@cityofdrippingsprings.com	
<b>Aaron Reed - Public Works Director</b> City of Dripping Springs Public Works Work: 512-858-4725 x 1028 Cell: 512-660-2011 Work Email: areed@cityofdrippingsprings.com	

### CODS Continuity Team

In preparation of potential continuity events, Continuity Team members are responsible for attending continuity meetings as scheduled, reviewing and updating organization's essential functions, developing notification cascades for key staff and personnel, participating in continuity training and exercises, and developing a plan and methodology for off-site storage of data to include vital records and databases.

During a continuity event, members of the Continuity Team are responsible for executing the necessary procedures and responsibilities for re-establishing and recovering the operations of the organization's essential functions as identified in Annex C.

#### CODS Continuity Team Members - City of Dripping Springs

Team Member	Team Responsibility/Role
<b>Michelle Fischer - City Administrator</b> City of Dripping Springs Administration Work: 512-858-4725 x 1002 Cell: 737-701-6409 Work Email: mfischer@cityofdrippingsprings.com	Serves as the Continuity Team Chief and is responsible for deciding if and when to relocate operations to an alternate facility. Responsible for managing human resource related requirements during a continuity event.

Team Member	Team Responsibility/Role
<p><b>Ginger Faught - Deputy City Administrator</b>  City of Dripping Springs  Administration  Work: 512-858-4725 x 1003  Cell: 737-701-6620  Work Email: gfaught@cityofdrippingsprings.com</p>	<p>Responsible for communicating with external vendors and partners during a continuity event where relocation to an alternate facility is required, and/or changes are made in standard operating hours.</p>
<p><b>Roman Baligad - Emergency Management Coordinator</b>  City of Dripping Springs  Emergency Management  Work: 512-858-4725 x 1010  Cell: 512-661-9689  Work Email: rbaligad@cityofdrippingsprings.com</p>	<p>Responsible for implementing Continuity of Operations Plan.</p>
<p><b>Jason Weinstock - IT Coordinator</b>  City of Dripping Springs  Work: 512-858-4725 x 1024  Cell: 737-701-9060  Work Email: Mdean@cityofdrippingsprings.com</p>	<p>Serves as the primary point of contact for Information Technology; duties include managing IT resources and coordinating IT related requirements such as acquiring and installing: computers, telephones, internet/intranet connectivity, etc.</p>
<p><b>Shawn Cox - Finance Director</b>  City of Dripping Springs  Finance  Work: 512-858-4725 x 1007  Work Email: scox@cityofdrippingsprings.com</p>	<p>Responsible for coordinating and managing financial related issues during continuity events including purchases, petty cash and reimbursements.</p>
<p><b>Craig Rice – Deputy Public Works Director</b>  City of Dripping Springs  Public Works  Work: 512-858-4725  Cell: 512-779-5972  Work Email: crice@cityofdrippingsprings.com</p>	<p>Serves as the primary point of contact for Facility Management; duties could include assistance in selecting alternate facilities and coordinating relocation efforts of furniture, office equipment, and IT related requirements.</p>
<p><b>Lisa Sullivan - People and Communications Director</b>  City of Dripping Springs  Communications  Work: 512-858-4725 x 1009  Cell: 512-712-2276  Work Email: lsullivan@cityofdrippingsprings.com</p>	<p>Serves as the Public Information Officer (PIO) and is responsible for creating and disseminating official statements on behalf of the organization to the media, external partners, and the general public.</p>

Team Member	Team Responsibility/Role
<b>Laura Mueller - City Attorney</b> City of Dripping Springs Administration Work: 512-858-4725 x 1009 Work Email: lmueller@cityofdrippingsprings.com	
<b>Andy Binz - Parks &amp; Community Services Director</b> City of Dripping Springs Parks & Community Services Work: 512-858-4725 x 1026 Cell: 737-701-6569 Work Email: abinz@cityofdrippingsprings.com	
<b>Andrea Cunningham - City Secretary</b> City of Dripping Springs City Secretary & Municipal Court Work: 512-858-4725	Serves as the primary point of contact for public information records.
<b>Aaron Reed - Public Works Director</b> City of Dripping Springs Public Works Work: 512-858-4725 x 1028 Cell: 512-660-2011 Work Email: areed@cityofdrippingsprings.com	

### Pandemic Team

In preparation of pandemic events, Pandemic Team members are responsible for attending team meetings and updating the Pandemic Annex on an annual basis. At a minimum, the team should review and address any pandemic related elements that might affect their organization during an event. Elements to consider might include: reviewing human resource policies and sick leave policies, establishing a method of communication with key staff and personnel, coordinating with local/state pandemic planning efforts, educating and training personnel on the effects of pandemics and their personal safety. The Pandemic Team's ultimate responsibility is to improve the organization's ability to prepare, respond, and sustain the long-term effects of a pandemic event.

**CODS Pandemic Team Members - City of Dripping Springs**

Team Member	Team Responsibility/Role
<p><b>Michelle Fischer - City Administrator</b>                      City of Dripping Springs                      Administration                      Work: 512-858-4725 x 1002                      Cell: 737-701-6409                      Work Email: mfischer@cityofdrippingsprings.com</p>	
<p><b>Ginger Faught - Deputy City Administrator</b>                      City of Dripping Springs                      Administration                      Work: 512-858-4725 x 1003                      Cell: 737-701-6620                      Work Email: gfaught@cityofdrippingsprings.com</p>	
<p><b>Laura Mueller- City Attorney</b>                      City of Dripping Springs                      Legal                      Work: 512-858-4725 x1006                      Work Email: lmeuller@cityofdrippingsprings.com</p>	
<p><b>Roman Baligad - Emergency Management Coordinator</b>                      City of Dripping Springs                      Emergency Management                      Work: 512-858-4725 x 1010                      Cell: 512-661-9689                      Work Email: rbaligad@cityofdrippingsprings.com</p>	
<p><b>Lisa Sullivan - People and Communications Director</b>                      City of Dripping Springs                      Communications                      Work: 512-858-4725 x 1009                      Cell: 512-712-2276                      Work Email: lsullivan@cityofdrippingsprings.com</p>	

## **ANNEX B FACILITIES**

The following are Primary Facilities identified for the CODS:

Name / Location (Physical Address)	Resources Located at Primary Facility
<p><b>Primary Facility</b></p> <p><b>Dripping Springs City Hall</b> 511 Mercer St. Dripping Springs, TX 78620</p> <p>Number of Staff: 44</p> <p><u>Facility Manager:</u> Michelle Fischer w: 512-858-4725 x 1002 c: 737-701-6409</p>	<p><b>Transported</b> 16 - Cell Phones - <i>Communications</i></p> <p><b>Pre-Positioned</b> 30 - Desks - <i>Furniture</i> 30 - Desk chairs - <i>Furniture</i> 4 - Printers - <i>Computer Hardware</i> 46 - Laptop Computers - <i>Computer Hardware</i> 11 - Desktop Computer - <i>Computer Hardware</i> 11 - Motorola Radio - <i>Communications</i> 3 - Harris Radio - <i>Communications</i> 1 - Hughes Portable Satellite Terminal - <i>Communications</i> 1 - LCRA Base Unit - <i>Communications</i> 30 - Telephones - <i>Communications</i></p>

The following are Alternate Facilities identified for the CODS:

Name / Location (Physical Address)	Resources Required at Alternate Facility
<p><b>Alternate Facility</b></p> <p><b>Dripping Springs Ranch Park</b> 1042 Event Center Dr Dripping Springs, TX</p> <p><u>Facility Manager:</u></p>	<p><b>Transported</b> 7 - Laptop Computers - <i>Computer Hardware</i></p> <p><b>Pre-Positioned</b> 24 - Desks - <i>Furniture</i> 30 - Desk chairs - <i>Furniture</i></p>

Name / Location (Physical Address)	Resources Required at Alternate Facility
Emily Nelson w: 512-894-2390 c: 737-701-6399 Comments: When COOP plans are activated, staff will be directed on where to go.	5 - Motorola Radio - <i>Communications</i> 1 - LCRA Portable Base Unit - <i>Communications</i>
<b>Alternate Facility</b>  <b>Work from Home</b> Employee Residence TX  <u>Facility Manager:</u> Michelle Fischer w: 512-858-4725 x 1002 c: 737-701-6409 Comments: Non-essential employees who can log into the main server through VPN access.	1 - Laptop Computer – <i>Computer Hardware</i> 1 - Telephone - <i>Communications</i>

\* Identify resources needed to continue the operation of mission-essential functions that have been pre-positioned at the alternate facility and those that will need to be transported to the facility. Examples of resources include office equipment/supplies, computers, chairs, tables, telephones, printers, and copiers.

## **Alternate Facility Operations**

The alternate facility should have pre-positioned resources to sustain operations for three days without resource support. The alternate facility will require installation of:

- Telephones
- Computers/LAN
- Fax machines
- Copiers
- Furniture

Setup of the alternate facility may require vendor and resource support to provide the labor and equipment to outfit the facility.

## **Memorandum of Understanding (MOU) Considerations**

The City Administrator (Michelle Fischer) will establish MOU(s) or pre-arranged contracts with Facility Managers and other organizations to provide basic support to the City of Dripping Springs during COOP events, including exercises, if needed.

## **Joint Facility Support Requirements**

The City Administrator (Michelle Fischer) or designee will be responsible for developing a coordinated support plan with the Facility Manager of the primary alternate facility. At a minimum, the plan will address the following items:

- Receiving, supporting, and relocating personnel at the alternate facility;
- Repositioning supplies and equipment at the alternate facility;
- Adequate logistical support;
- Adequate infrastructure;
- Adequate services;
- Capability of the facility to accept the COOP Teams and operations; and
- Capability of the facility to sustain COOP operations for a minimum of 30 days.

The details of the coordinated support plan will be incorporated as part of this annex.

## **Review and Update**

The City Administrator (Michelle Fischer) will conduct an annual review of space allocations at the alternate facility to ensure the adequacy of assigned space and other resources.



## Alternate Facility Selection Process

The alternate facilities should be fixed facilities identified from existing city, state, or county facilities, or from leased facilities. The alternate facilities must be capable of supporting emergency operations in a safe environment, as determined by the geographical location of the facility, an assessment of the local threat, and the collective protection characteristics of the facility. The facility requirements, selection, and occupancy planning should be based on a worst-case scenario.

A list cataloging each facility and its capability and capacity will be used to assist in the selection process. The City Administrator (Michelle Fischer) is responsible for maintaining the facility list and ensuring the accuracy of the data. The facilities should be located in areas where the ability to initiate, maintain, and terminate operations will not be disrupted. The following considerations will be used in the selection of the alternate facilities:

- The ability to be operational not later than 12 hours after deployment and to sustain operations for up to 30 days.
- Number of personnel per shift required for accomplishing these functions for 30 days or until the emergency ends.
- Minimum amount of space needed to accomplish CODS functions under emergency conditions.
- Space Allocation Considerations - The following are Primary Facilities for CODS and their associated staff levels:

Dripping Springs City Hall - Staff Level: 28

Dripping Springs Ranch Park- Staff Level: 8

Ranch House- Staff Level: 3

- As a guideline, Alternate facility locations should allow an average of 100 Square Feet of space per persons relocated. (Number of relocated people X 100 s.f. = total s.f. recommended at Alternate Facility).
- The distance from the threat area to any other facilities/locations (e.g., hazardous materials/nuclear power plants, areas subject to natural disasters or civil unrest).
- Facility construction must be such that it is uniquely resistant to natural disaster risk factors (e.g., tornadoes, hurricanes, floods).
- Access to essential resources such as food, water, fuel, medical facilities, lodging, and municipal services (e.g., fire, police).
- The availability of transportation and parking.
- Power requirements to support the Alternate Facility.

- Interoperable communications in sufficient quantity, mode, and media to effectively interface with critical customers, and organizations.
- Availability of existing equipment and furniture in the facility that can be used by CODS staff and COOP Teams.

### **Alternate Facility Acquisition**

It is suggested that a MOU should be established with the owner and/or Facility Manager of each potential alternate facility. Each MOU should include:

- Time period from notification of requirement to availability of facility for occupancy.
- Space and services to be provided.
- Provision for sole use of allocated space during the period of occupancy.

### **Alternate Facility Reevaluation**

Any Alternate Facility identified and rated by the CODS will be reevaluated annually for suitability and functionality. The annual review of the CODS COOP will include a review of the Alternate Facilities to ensure that the facilities still meet the current needs. Recommendations will become part of the remedial action process and any shortfalls in the equipment, maintenance, or improvement and modernization of the facilities will be incorporated into COOP revisions.

Provided below is additional information that can be used to determine alternate relocation capabilities during the planning phase:

- **HOT SITE** - A hot site is a building already equipped with processing capability and other services. Operational standby facilities require a subscription contract and charge various fees. Normally, a three-or five-year contract is negotiated and includes specific hardware configurations with detailed communications requirements, which must be updated when changes occur.
- **COLD SITE** - A cold site is a building for housing processors that can be easily adapted for use. Vendor contracts should be in place to make the facility operational in a short period of time.
- **REDUNDANT SITE** - A redundant site is a site equipped and configured exactly like the primary site.
- **RECIPROCAL AGREEMENT** - A reciprocal agreement is a formal agreement that allows for two organizations to back-up each other. The agreement is usually with an external organization. Although low development and maintenance cost are the principal advantage to this alternative, consideration must be given to establishing an agreement with an organization that will not be affected by the same disaster.
- **HYBRIDS**- Any combination of the above, such as having a hot site as a back-up in case a redundant or reciprocal agreement site is damaged by the same or a separate event.

**ANNEX C**  
**MISSION-ESSENTIAL FUNCTIONS**

## Mission-Essential Functions

Mission-Essential functions for the CODS have been identified and prioritized below. In addition to identifying each mission-essential function, the CODS has associated the personnel resources and vital record resources required to carry out each specific function. The performance of the highest priority mission-essential functions will need to be resumed as quickly as possible.

### Essential Functions for City of Dripping Springs

1. Functions to be performed, given a *One Day* disruption. (Highest priority to lowest):
  - Respond to all emergency infrastructure repair requests
  - Issue public statements during emergency events.
2. Functions to be performed, given a *One Day - One Week* disruption. (Highest priority to lowest):
  - Continuation of functions listed under previous Tier(s) identified above
  - Maintain connection security for all departmental computers.
  - Maintain email recovery plan
  - Maintain local and area wide network.
  - Maintain workstations for staff
  - Operating and staff IT help desks for critical resources
  - Provide email services
  - Provide server maintenance and backup options.
  - Provide telecommunications recovery plans (COWS, MOOS, provider backup coverage)

**TIER: 1: Functions to be performed, given a *One Day* disruption. (Highest priority to lowest)**

**FUNCTION:** Respond to all emergency infrastructure repair requests

**PRIORITY:** # 1

**PMEF:** No

**TIER:** Functions to be performed, given a One Day disruption. (Highest priority to lowest)

**DEPARTMENT:** Public Works

**FUNCTION:** Issue public statements during emergency events.

**PRIORITY:** # 2

**PMEF:** No

**TIER:** Functions to be performed, given a One Day disruption. (Highest priority to lowest)

**DEPARTMENT:** People and Communications

**TIER: 2: Functions to be performed, given a *One Day - One Week* disruption. (Highest priority to lowest)**

**FUNCTION:** Maintain connection security for all departmental computers.

**PRIORITY:** # 1

**PMEF:** No

**TIER:** Functions to be performed, given a One Day - One Week disruption. (Highest priority to lowest)

**DEPARTMENT:** IT

**FUNCTION:** Maintain email recovery plan

**PRIORITY:** # 2

**PMEF:** No

**TIER:** Functions to be performed, given a One Day - One Week disruption. (Highest priority to lowest)

**DEPARTMENT:** IT

**FUNCTION:** Maintain local and area wide network.

**PRIORITY:** # 3

**PMEF:** No

**TIER:** Functions to be performed, given a One Day - One Week disruption. (Highest priority to lowest)

**DEPARTMENT:** IT

**FUNCTION:** Maintain workstations for staff

**PRIORITY:** # 4

**PMEF:** No

**TIER:** Functions to be performed, given a One Day - One Week disruption. (Highest priority to lowest)

**DEPARTMENT:** IT

**FUNCTION:** Operating and staff IT help desks for critical resources

**PRIORITY:** # 5

**PMEF:** No

**TIER:** Functions to be performed, given a One Day - One Week disruption. (Highest priority to lowest)

**DEPARTMENT:** IT

**FUNCTION:** Provide email services

**PRIORITY:** # 6

**PMEF:** No

**TIER:** Functions to be performed, given a One Day - One Week disruption. (Highest priority to lowest)

**DEPARTMENT:** IT

**FUNCTION:** Provide server maintenance and backup options.

**PRIORITY:** # 7

**PMEF:** No

**TIER:** Functions to be performed, given a One Day - One Week disruption. (Highest priority to lowest)

**DEPARTMENT:** IT

**FUNCTION:** Provide telecommunications recovery plans (COWS, MOOS, provider backup coverage)

**PRIORITY:** # 8

**PMEF:** No

**TIER:** Functions to be performed, given a One Day - One Week disruption. (Highest priority to lowest)

**DEPARTMENT:** IT

**ANNEX D**  
**ORDERS OF SUCCESSION**



## Orders of Succession for City of Dripping Springs

The CODS has developed an Orders of Succession for all key positions held within the organization. Provided below is the title and name of each primary person currently holding each key position, followed by a list of designated successors. The successors are listed by title in order of precedence.

### City Administrator (Michelle Fischer) - Order of Succession

**Primary:** City Administrator - Michelle Fischer - City of Dripping Springs - Administration

1. Deputy City Administrator - Ginger Faught - City of Dripping Springs - Administration
2. City Attorney - Laura Mueller - City of Dripping Springs - Administration
3. City Secretary - Andrea Cunningham - City of Dripping Springs - City Secretary & Municipal Court

### Primary Continuity Planner - Order of Succession:

**Primary:** Emergency Management Coordinator - Roman Baligad - City of Dripping Springs - Emergency Management

1. Public Works Director - Aaron Reed - City of Dripping Springs - Public Works
2. Maintenance Director - Craig Rice - City of Dripping Springs - Public Works
3. City Attorney - Laura Mueller - City of Dripping Springs - Administration

### Mayor - Order of Succession:

**Primary:** Mayor - Bill Foulds - City of Dripping Springs - City Council

1. Mayor Pro Tem- Place 1 - Taline Manassian - City of Dripping Springs - City Council - Council Member
2. Next senior member of City Council

**ANNEX E**  
**DELEGATIONS OF AUTHORITY**

**MEMORANDUM**

TO:

FROM:

DATE:

SUBJECT: Delegation of Authority

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ALL AUTHORITY HEREBY DELEGATED SHALL BE EXERCISED IN ACCORDANCE WITH APPLICABLE LAWS, RULES, BUDGET ALLOCATIONS AND ADMINISTRATIVE DIRECTIVES. THIS AUTHORITY CANNOT BE RE-DELEGATED.

To ensure continuity of operations for the CODS during continuity events, the following personnel are hereby delegated the authority to conduct the following assignments provided below.

**CODS Purchase Requisitions/Spending Authority**

*Acting Agents:*

Shawn Cox / Finance Director

*Delegated Agents:*

Michelle Fischer / City Administrator

Ginger Faught / Deputy City Administrator

Laura Mueller / City Attorney

**Signing of City Contracts**

*Acting Agents:*

Bill Foulds / Mayor

*Delegated Agents:*

Taline Manassian / Mayor Pro Tem- Place 1

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**Authorized Signature:**

City of Dripping Springs

**ANNEX F**  
**ALERT NOTIFICATION PROCEDURES**

## Alert Notification Procedures

Public will be kept notified of emerging situations via social media and cityofdrippingsprings.com

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The Mayor will notify the Continuity Team Chief to activate the continuity plan

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Upon notification to activate the continuity plan, the Continuity Team Chief will perform the following duties:

- Contact the key staff members identified within this annex, informing them of the current situation and that the continuity plan is being activated.
  - For facility related activations, notify the Alternate Facility Manager of the appropriate alternate facility regarding the activation of the continuity plan.
  - As needed, notify the local and/or state Emergency Operations Center that an emergency activation or anticipated activation of the continuity plan is expected or in progress.
  - Report the progress of the notification process to the Mayor.
- 

Once the continuity plan is activated, the key staff members will contact their staffs using the following procedures:

- Attempt to call each person in his or her chain-of-command to relay the information and guidance provided by the Continuity Team Chief.
- Make a second attempt to contact those individuals who were not initially available. If this attempt is unsuccessful, the key staff members will leave a message, send a text, or use any other method of communications available to make contact.
- Report status of cascade, including names of personnel not contacted, to the Continuity Team Chief.

**KEY STAFF NOTIFICATION LIST**

<b>NAME / DEPARTMENT</b>	<b>PHONE NUMBERS</b>	<b>EMAIL ADDRESS</b>
Roman Baligad City of Dripping Springs	Work: 512-858-4725 x 1010 Cell Number: 512-661-9689	rbaligad@cityofdrippingsprings.com
Shawn Cox City of Dripping Springs	Work: 512-858-4725 x 1007	scox@cityofdrippingsprings.com
Andrea Cunningham City of Dripping Springs	Work: 512-858-4725	acunningham@cityofdrippingsprings.com
Ginger Faught City of Dripping Springs	Work: 512-858-4725 x 1003 Cell Number: 737-701-6620	gfaught@cityofdrippingsprings.com
Michelle Fischer City of Dripping Springs	Work: 512-858-4725 x 1002 Cell Number: 737-701-6409	mfischer@cityofdrippingsprings.com
Bill Foulds City of Dripping Springs	Work: 512-858-4725 x 1005	bfoulds@cityofdrippingsprings.com
Tory Carpenter City of Dripping Springs	Work: 512-858-4725 x 1012	tcarpenter@cityofdrippingsprings.com
Laura Mueller City of Dripping Springs	Work: 512-858-4725 x 1009	lmuller@cityofdrippingsprings.com
Emily Nelson City of Dripping Springs	Work: 512-894-2390 Cell Number: 737-701-6399	enelson@cityofdrippingsprings.com
Aaron Reed City of Dripping Springs	Work: 512-858-4725 x 1028 Cell Number: 512-660-2011	areed@cityofdrippingsprings.com
Craig Rice City of Dripping Springs	Work: 512-858-4725 Cell Number: 512-779-5972	crice@cityofdrippingsprings.com
Andy Binz City of Dripping Springs	Work: 512-858-4725 x 3002 Cell Number: 737-701-6569	abinz@cityofdrippingsprings.com
Lisa Sullivan City of Dripping Springs	Work: 512-858-4725 x 1009 Cell Number: 512-712-2276	lsullivan@cityofdrippingsprings.com
Jason Weinstock City of Dripping Springs	Work: 512-858-4725 x 1020 Cell Number: 737-701-9060	jweinstock@cityofdrippingsprings.com

**ANNEX G  
VITAL RECORDS**

## **Vital Records**

The following checklist can be used when determining which vital records are critical to ensure continuation of mission-essential functions.

- Storage of duplicate records off-site.
- Back-up off-site of electronic records and databases.
- Pre-position vital records and databases at the alternate facility prior to deployment.
- The COOP should describe a maintenance program to assure the records are accurate, current, and frequently updated.
- Identifying vital records, systems, and data (hard copy and electronic) critical to performing functions.
- Assuring availability of emergency operating records.
- Ensuring back-up for legal and financial records.

## **Additional Recommendations**

Ensure backup copies of vital records and databases, both paper and electronic, are maintained, updated, and stored in a secure off-site location. The COOP identifies vital records, systems, and data (hard copy and electronic) critical to performing mission-essential functions. The COOP provides for ensuring availability of emergency operating records and ensuring back-up for legal and financial records. The CODS will maintain current copies of vital records essential to the continued functioning or reconstitution in a secure off-site location.

Included within the COOP are records having such value that their loss would significantly impair the CODS of conducting mission-essential functions, to the detriment of the legal or financial rights or entitlements of the organization or of the affected individuals. Examples of this category of vital records are:

- Accounts receivable/Accounts payable
- Contracting and acquisition files
- Official personnel files
- Social security documentation
- Payroll
- Retirement
- Insurance records
- Property management and inventory records



The following identifies Vital Records required by CODS to complete mission-essential functions:

**Vital Record: CPU**

**Type:** Hardware / Infrastructure

**Description:**

The CPU's house data and allow the staff to carry out everyday tasks. Due to the large size of the files this staff works with, a CPU and its processing power is needed in order to carry out everyday tasks.

**Plans for Protection, Duplication, and Movement of Records:**

This CPU is protected by passwords and its regularly maintained by the staff and the IT department.

**Location and Accessibility of Vital Records:**

**Primary Location:** City Hall

**Format:** Server

**Backup Location:** Other - Specify Location in Comments

**Remote Accessible:** Yes

**Accuracy and Currency of Records**

**Review/Update Date:** 01/17/2019

---

**Vital Record: UPS**

**Description:**

Uninterruptable Power Supply's, are used to prevent power failure to the staff's computers. This allows the staff to continue their operations through a variety of interruptions.

**Plans for Protection, Duplication, and Movement of Records:**

The UPS's are located at the primary facility and at all times are plugged into the power supplies, feeding energy to the hardware. Each staff member has one at their desk and there are 3 backups.

**Location and Accessibility of Vital Records:**

**Primary Location:** To Be Provided

**Format:** Other

**Backup Location:** Other - Specify Location in Comments

**Remote Accessible:** No

**Accuracy and Currency of Records**

**Review/Update Date:** 01/03/2022

There are 7 of the UPS's total.

---

**Legend**

**Vital records, systems, and data** - Information, records, databases, procedures, and other information necessary to support mission-essential functions and sustain operations.

**Protection, duplication, and movement** - Identify policies in place to restrict how the information is guarded, procedures for duplication, how the information is backed-up and stored, and how the material is distributed.

**Location** - Where are the vital records/systems/data currently located? Where are the back-up records/systems/data located? Are records in electronic or hard copy format? Can records be accessed from an alternate site if the primary site is inaccessible?

**Accuracy and currency of records** - Are records up to date? On what date was the records/systems/data last reviewed/updated?

**ANNEX H  
DRIVE-AWAY KITS**

<i>Continuity Kit</i>	<i>Quantities</i>
<b>Equipment:</b>	
1. Laptop Computer  <i>Installed with vital records, software, systems, electronic files</i>	1
<b>Forms:</b>	
1. List of Contact Information for Critical Vendors	1
2. List of Contact Information for Employees	1
3. List of Contact Information for Key Personnel (Home and Cell)	1
4. List of Contact Information for Legal Staff	1
<b>Other:</b>	
1. Copy of Continuity Plan (Printed and Electronic)	1

## **ANNEX I COMMUNICATIONS**

## Communications

The ability to communicate with internal and external resources during COOP events will be vital to the operations of the CODS. Internal and external resources could include CODS staff, partner organizations, emergency responders, vendors, the media, and/or the public.

The CODS has identified below the various modes of communication that currently exist and/or communications that must be arranged at an Alternate Facility. The communications are listed in order of priority and include a written description for each. Also, each communication item identifies whether the communication is for internal/external use, mobile, or if it requires any level of security measures.

<b>Communications</b>		
<b>Communication:</b> Everbridge		
<b>Priority:</b> High	<b>Type:</b> Other	<b>Quantity:</b>
<b>Description:</b> Internal Use, External Use, Mobile, Secure - Regional Notification System - Mass Alert - IPAWS capable		
<b>Communication:</b> Personal Cellphone		
<b>Priority:</b> High	<b>Type:</b> Other	<b>Quantity:</b> 48
<b>Description:</b> Internal Use, External Use, Mobile, Secure - Under the assumption that each person has their own personal.		
<b>Communication:</b> Harris 900 mHz Radios		
<b>Priority:</b> High	<b>Type:</b> Voice	<b>Quantity:</b> 4
<b>Description:</b> Internal Use, Mobile, Secure		
<b>Communication:</b> Base Station Radio		
<b>Priority:</b> High	<b>Type:</b> Voice	<b>Quantity:</b> 2
<b>Description:</b> Internal Use, Secure - 900 mHz Base Stations		
<b>Communication:</b> DSISD Radio System		
<b>Priority:</b> High	<b>Type:</b> Voice	<b>Quantity:</b> 11
<b>Description:</b> Internal Use, Mobile		
<b>Communication:</b> City Issued Cell Phone		
<b>Priority:</b> High	<b>Type:</b> Voice	<b>Quantity:</b> 15

<b>Description:</b> Mobile		
<b>Communication:</b> Hughes Portable Satellite Terminal		
<b>Priority:</b> High	<b>Type:</b> Data	<b>Quantity:</b> 1
<b>Description:</b> Mobile		

**ANNEX J**  
**SECURITY AND ACCESS CONTROLS**



## Security and Access Controls for City of Dripping Springs

### **SECURITY & ACCESS CONTROLS**

The following security and access control measures are in place to restrict access to the facility to employees and critical customers:

- Primary Facility
  - Dripping Springs City Hall - **Building Access:**  
OpenPath remote access  
Deputy Public Works Director: Craig Rice (737) 701-6714  
**Fire Alarm:**  
Cothrons Security (877) 459-2840  
Acct# 01017908  
Pass Code: 511DS78620
- Alternate Facility
  - Dripping Springs Ranch Park - DSRP Manager: Emily Nelson (737) 701-6714  
On Call Ranch Hand (512) 894-2046
  - Work from Home - To Be Determined

### **COMMUNICATIONS AND INFORMATION SYSTEMS / CYBER SECURITY**

The following measures are in place to send and receive secure communications from the facility, as well as information systems and cyber security measures:

- Primary Facility
  - Dripping Springs City Hall - IT Coordinator (737) 701-9060  
Percento (800) 614-7866
- Alternate Facility
  - Dripping Springs Ranch Park - IT Coordinator (737) 701-9060  
Percento (800) 614-7866
  - Work from Home - IT Coordinator (737) 701-9060  
Percento (800) 614-7866

**ANNEX K  
FAMILY DISASTER PLAN**

## **Family Disaster Planning for City of Dripping Springs**

The CODS understands the importance of personnel preparing their families for disaster events. The information below provides assistance to CODS personnel for developing Family Disaster Plans and encourages them to learn more about how to be prepared.

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services -- water, gas, electricity or telephones -- were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. Families can -- and do -- cope with disasters by preparing in advance and working together as a team. Follow the steps listed below to create your family's disaster plan. Knowing what to do is your responsibility for your best protection.

### **FOUR STEPS TO SAFETY**

#### **1. Know Your Risks**

- Contact local American Red Cross chapter, emergency response agencies, or emergency management office -- be prepared to take notes.
- Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
- Learn about your community's warning signals: what they sound like and what you should do when you hear them.
- Ask about animal care after disaster. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out how to help elderly or disabled persons, if needed.
- Find out about the disaster plans at your workplace, your children's school or day-care center, and other places where your family spends time.

#### **2. Create a Disaster Plan**

- Meet with your family and discuss why you need to prepare for disasters. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.
- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet: 1. Right outside your home in case of a sudden emergency, like a fire. 2. Outside your neighborhood in case you can't return home. Everyone must know the locations address and phone number.
- Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.

- Discuss what to do in an evacuation. Plan how to take care of your pets.

### **3. Complete this Checklist**

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
- Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.
- Show each family member how and when to turn off the water, gas, and electricity at the main switches.
- Check if you have adequate insurance coverage.
- Teach each family member how to use the fire extinguisher and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt.
- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Take an accredited first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find the safe spots in your home for each type of disaster.

### **4. Practice and Maintain Your Plan**

- Quiz your children every six months so they remember what to do.
- Conduct fire and emergency evacuation.
- Replace stored water every three months and stored food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly and change the batteries at least once a year.

For more information on Family Disaster Planning, visit the Federal Emergency Management Agency's (FEMA) website for family disaster planning at [www.ready.gov](http://www.ready.gov)

**ANNEX L  
DEVOLUTION**

## **Devolution for City of Dripping Springs**

Devolution is the capability to transfer statutory authority and responsibility for mission-essential functions from an organization's primary operating staff and facilities to another organization's employees and facilities. Devolution planning supports overall COOP planning and addresses catastrophic or other disasters that render an organization's leadership and staff unavailable or incapable of performing its mission-essential functions from either its primary or alternate facilities.

If devolution is necessary, prioritized mission-essential functions are transferred to a pre-identified devolution organization. Direction and control of mission-essential functions is transferred to the devolution organization site and/or identified personnel.

Devolution planning involves several special issues:

- Personnel at the devolution site must be trained to perform the essential functions to the same level of proficiency as the CODS personnel.
- Vital records, documents, and databases must be up to date and available at the devolution site.
- Communications and information management systems must be able to be transferred to the devolution site.
- Delegations of authority planning must include senior personnel at the devolution site.

CODS's prioritized mission-essential functions which must be carried out in its devolution of authority are identified in Annex C of the CODS COOP.

Devolution Triggers, Process, Resources and their Availability, and Restoration guidelines are noted below. The pre-identified Devolution Memorandum is also included within this Annex.

### **Devolution Triggers**

Pre-devolution preparation begins when staffing levels in one or more critical areas are reduced by 40%. Critical areas are defined as: 1) leadership, 2) communication capabilities, 3) administrative support, and 4) prioritized MEFs. Pre-devolution preparation includes assessment of:

- Available devolution organizations
- Location and availability of resources and information needed to transfer critical operations to the devolution organization
- Approach to notify and train (as needed) devolution organization staff
- Prioritization of mission-essential functions necessary to provide continuity of operations during the devolution process

Once this assessment is complete, the intended devolution organization should be notified that devolution is likely and transfer of knowledge/resources necessary for devolution should begin.

The key staff members of the devolution organization should also be informed on how to access the CODS COOP information contained within HaysCountyPlanning.com.

Devolution is initiated through the issuance of the Devolution Memorandum. Organizational devolution is triggered when staffing levels are reduced by 60% in one or more critical areas.

### **Devolution Process**

The City Administrator (Michelle Fischer) is responsible for identifying devolution triggers and is responsible for deciding when devolution is necessary. The City Administrator (Michelle Fischer) is responsible for issuing the Devolution Memorandum and begin actually transferring responsibilities to the devolution organization.

Every attempt will be made to retain expertise and authority through all COOP Teams. All available COOP Teams will continue to work with and for the new devolution organization in carrying out COOP, devolution, and restoration/reconstitution duties.

### **Resources and Availability**

All resources necessary for devolution will be retained in CODS's on-line COOP and be made available via HaysCountyPlanning.com. The executives and support staff working on devolution will be given access to these resources, and will be trained in the use of available communication tools in advance of COOP activations.

### **Restoration (Pre-Event)**

Because the nature of a catastrophic event that would create the need for devolution is so difficult to predict and may have a wide array of circumstances to respond to, we cannot specify exact measures needed to recover and restore pre-event operations in advance. However, the devolution organization will work with the existing CODS staff to identify all actions needed to provide restoration to pre-event conditions. Reconstitution and termination plans as identified in the COOP are available and should be used by the devolution organization.

## MEMORANDUM

TO: Highest Ranking Official(s)/City of Dripping Springs IT Coordinator

FROM: City Administrator (Michelle Fischer)

City of Dripping Springs

DATE:

SUBJECT: Devolution of City of Dripping Springs

As of Date/Time, an emergency occurred that required the activation of the City of Dripping Springs Continuity of Operations Plan (COOP). As of Date/Time, the emergency has affected staffing to levels such that we can no longer carry out our prioritized mission-essential functions and maintain our mandated operations. In order to provide continuity of government operations within CODS, as of Time today I am hereby transferring mission-essential function responsibilities as identified in the CODS COOP to the City of Dripping Springs IT Coordinator. In addition, I am extending all delegations of authority of key actions and responsibilities to the City of Dripping Springs IT Coordinator. This delegation is effective as of Date/Time.

Thank you in advance for your assistance as we continue to provide critical services during this challenging time and work to restore full CODS operations. Access to all critical CODS COOP information, including mission-essential functions, delegation responsibilities, and personnel contact lists can be found at: [HaysCountyPlanning.com](http://HaysCountyPlanning.com). Username and password access to the COOP information within [HaysCountyPlanning.com](http://HaysCountyPlanning.com) will be provided under separate cover.

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**City Administrator (Michelle Fischer)**



**ANNEX M**  
**TESTING, TRAINING, AND EXERCISING /**  
**PLAN MAINTENANCE**

### **Testing, Training, and Exercising / Plan Maintenance**

- This plan will be reviewed annually or as required by statute by all CONTINUITY OF OPERATIONS PLAN Team members and approved by the City Administrator (Michelle Fischer).
- The Emergency Management Coordinator (Roman Baligad) will ensure training of all CODS employees on the key aspects of this plan. This training will be conducted at new employee orientation and quarterly staff meetings.
- This CONTINUITY OF OPERATIONS PLAN will be assessed annually through tabletop or field exercises.
- Support plans and communications equipment will be tested annually as part of the Test, Training, and Exercises (TT&E).
- Equipment pre-positioned at Alternate Facilities will be tested annually as part of the TT&E program.
- The exercise will include a test of the alert and notification procedures within this CONTINUITY OF OPERATIONS PLAN, with and without warning, during duty and non-duty hours.
- The City Administrator (Michelle Fischer) or designee will identify and incorporate lessons learned and remedial actions from exercises or actual events into annual revisions of this CONTINUITY OF OPERATIONS PLAN
- Copies of AAR (After Action Review) reports will be placed in the File Archive of this system.

The CODS documents the past, present, and future events that support their Test, Training, and Exercise program for their CONTINUITY OF OPERATIONS PLAN. These events are documented below in chronological order starting with the most recent:

**ANNEX N**  
**FACILITY EVACUATION**

## **Facility Evacuation**

The purpose of this section is to provide specific directions to all staff in the event of an emergency requiring the evacuation of the following facilities.

### **Responsibilities**

The City Administrator (Michelle Fischer) shall identify a line of succession and recognize a "Safe Room" for sheltering in place in the event that this becomes necessary.

The City Administrator (Michelle Fischer) shall be responsible for the following:

- Monitor the evacuation procedures and ensure that all employees are participating.
- Identify themselves to responding emergency personnel and provide any information or assistance, as requested.
- Station themselves outside the facility to receive employee check-off lists from Division Heads/Delegates and to coordinate with emergency personnel as necessary.

The Division Heads/Delegates shall be responsible for monitoring their sections as follows:

- Know the status of all assigned staff, (e.g. are they on site, in the field, or on annual leave).
- Ensure staff are trained in the evacuation procedures and in dealing with clients and staff who may become confused or panic in an emergency situation.
- Assign at least two alternate Division Head delegates and keep this assignment list current.
- Ensure all delegates are properly trained in their duties.
- Obtain checklists of staff accounted for and unaccounted for and report status to the City Administrator (Michelle Fischer) or designee after evacuation.

Staff are responsible for the following:

- Ensuring handicapped employees and visitors are assisted from the facility.
- Staff with public visitors should exit the facility with the visitors.
- Staff must search for and insure that any clients who are in private rooms, restrooms, etc. evacuate with the staff immediately.

### **Evacuation Procedures**

Specific evacuation procedures for each of the facilities identified within this COOP are as follows:

- Primary Facility
  - Dripping Springs City Hall - Can be found in the CODS Emergency Action Plan
- Alternate Facility
  - Dripping Springs Ranch Park - To Be Determined
  - Work from Home - To Be Determined

**ANNEX O  
CONTACTS ROSTER**

## City of Dripping Springs Contacts

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<b>Walt Smith</b> Commissioner - Precinct 4 Hays County Commissioners Court	195 Roger Hanks Parkway Dripping Springs, TX 78620	Work: 512-393-6101 Work Email: walt.smith@co.hays.tx.us	
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**ANNEX P  
PANDEMIC PLANNING**

## **EXECUTIVE SUMMARY**

### **1 TRANSMISSION OF DISEASE**

### **2 PANDEMIC INFLUENZA**

- 2.1 Pandemic Assumptions
- 2.2 Potential Impacts
- 2.3 Information Sources for Current Status
- 2.4 The Pandemic Risk Assessment

### **3 ORGANIZATION CONSIDERATIONS**

- 3.1 Implications for the Organization

### **4 PANDEMIC STRATEGIES**

- 4.1 Short-Term Strategy
- 4.2 Long-Term Strategy
- 4.3 Post-Event Recovery
- 4.4 Mission Essential Functions
- 4.5 Workforce Planning
- 4.6 Pandemic Action Items

### **5 PANDEMIC PLANNING RESPONSIBILITIES**

- 5.1 State, Local, Private Sector Relationships
- 5.2 Legal Preparedness
- 5.3 Communications
- 5.4 Human Resources Issues
- 5.5 Employee Education and Safety
- 5.6 Facility Maintenance
- 5.7 Technology Preparedness

### **6 PANDEMIC TEAM**

### **7 PLAN MAINTENANCE AND TESTING**

### **8 APPENDIX**

## **EXECUTIVE SUMMARY**

Epidemics, which are outbreaks of a disease that occur within a short period of time and in a defined region, have the potential to significantly affect an organization's operations and the health and safety of personnel and the general public. While many diseases could result in an epidemic, and could lead to a pandemic (an epidemic that occurs on a worldwide scale), this report places particular emphasis on preparedness for

outbreaks of influenza that could arise from avian influenza.

This Epidemic/Pandemic Annex has been created to identify key information that organizations should know when confronted with an epidemic. It also describes how an organization may be affected, and what measures can be taken to mitigate those effects. In addition to education, this annex provides guidance on preparing and developing a course of action should an outbreak occur.

Organizations should take the time and opportunity now to develop and implement strategies essential to maintaining functions in times of a pandemic. Organizations should also inform employees and other stakeholders that the organization is actively involved in planning for pandemic preparedness.

Short-term and long-term strategies for maintaining functions during an epidemic, when absenteeism among employees could be as high as 50 percent, will require enhanced continuity of operations plans that include extensive workforce planning to perform mission-essential functions with reduced staff levels. Seven planning elements are provided in Chapter 6 to assist organizations in accomplishing their short-term and long-term strategies, which will require continuous monitoring of recent developments as well as flexibility in implementation and response.

Unlike other disasters in which the period of disruption may last from weeks to months, an epidemic has the potential to disrupt operations from months to several years. The public health response to an epidemic will directly affect an organization's personnel and will require strong relationships with other partners, the cooperation of the public, and the leadership of the organization.



## 1 Transmission of Disease

From time to time, a pathogen for which the population has little or no immunity evolves or is introduced. If that pathogen is highly communicable or easily transmitted from person to person, and virulent, causing severe illness or death in a significant percentage of persons, a pandemic can infect millions of people and potentially causing destabilizing social disruption.

The United States has not experienced an extensive epidemic since 1918, when the "Spanish flu" pandemic swept the nation and the world. The Spanish flu of 1918 was not a highly virulent pathogen in terms of mortality - only 2.5 percent of those infected died - but it was highly communicable. As a result, a large percentage of the U.S. population fell ill; approximately one-half million Americans died, and during the waves of the pandemic essential public services were threatened.

Communicable diseases can be transmitted to humans in several ways however the ones that carry the potential to affect organizations and their personnel are listed below:

- Droplet transmission occurs when the pathogen is suspended in aerosolized droplets or mist expelled when an infected person coughs or sneezes. These tiny droplets can travel 3 to 6 feet and be inhaled by other persons, or can deposit themselves on mucous membranes around the eyes or mouth of uninfected persons.
- Airborne transmission occurs when a pathogen is suspended in the air in inhalable-sized particles that remain infectious and are subsequently inhaled through the nose or mouth. Such pathogens can also be transmitted by droplet transmission or contact transmission.
- Contact transmission occurs when an infected person has physical contact (e.g., shakes hands) with an uninfected person.
- Infectious respiratory droplets can be deposited on objects that other persons would likely touch with their hands (e.g., arms of chairs, door handles, documents, exhibits, restroom fixtures, desks, countertops, stair rails, elevator buttons, money, documents, receipts). When uninfected persons touch the contaminated surfaces or items and then rub their nose, mouth, or eyes, transmission may occur.

## 2 Pandemic Influenza

Influenza, also known as the flu, is a disease that attacks the respiratory tract in humans and differs from a viral "cold" in that it usually comes on suddenly and includes fever, headache, tiredness, dry cough, sore throat, nasal congestion, and body aches.

### 2.1 Pandemic Assumptions

The U.S. Department of Health and Human Services has created plans based on the following assumptions about pandemic disease:

- Susceptibility to the pandemic influenza will be universal.
- The clinical disease attack rate will be 30 percent in the overall population. Illness rates will be highest among school-aged children (about 40 percent) and the elderly. Among working adults, an average of 20 percent could become ill during a community outbreak.
- Risk groups for severe and fatal infections cannot be predicted with certainty. During annual fall and winter influenza season, infants and the elderly, persons with chronic illness, and pregnant women are usually at higher risk of complications from influenza infections.

- The typical incubation period for influenza averages two to three days. It is assumed this would be the same for a novel strain transmitted between people by respiratory secretions.
- Persons who become ill may shed virus and can transmit infection for one-half to one day before the onset of illness. Viral shedding and the risk for transmission will be greatest during the first two days of illness. Children will shed the greatest amount of virus, therefore are likely to pose the greatest risk for transmission.
- In an affected community, an outbreak will typically last about 6 to 8 weeks. At least two pandemic disease waves are likely. Following the pandemic, the new viral subtype is likely to continue circulating and contribute to seasonal influenza.
- The seasonality of a pandemic cannot be predicted with certainty. The largest waves in the United States during 20th-century pandemics occurred in fall and winter.

## 2.2 Potential Impacts

The impact of an actual pandemic cannot be accurately predicted, as it depends on multiple factors, including virulence of the virus, rate of transmission, availability of vaccines and antivirals, and effectiveness of containment measures.

An influenza pandemic could last from months to several years, with at least two peak waves of activity. According to the U.S. Department of Health and Human Services, the characteristics of an influenza pandemic that must be considered in strategic planning include the following:

- The fact that people may be asymptomatic while infectious.
- Simultaneous or near-simultaneous outbreaks in neighboring communities thereby limiting the ability of any jurisdiction to provide support, assistance, and mutual aid.
- Enormous demands on the health-care system.
- Delays and shortages in the availability of vaccines and antiviral drugs.
- Potential disruption of national and community infrastructure, including transportation, commerce, utilities, and public safety, due to widespread illness and death among workers and their families, as well as concern about ongoing exposure to the virus.
- Absenteeism across multiple sectors related to personal and family illness, fear of contagion, or public health measures to limit contact with others could all threaten the functioning of critical infrastructure, the movement of goods and services, and operation of organizations.

## 2.3 Information Sources for Current Status

**WHO** - The World Health Organization (WHO) describes six phases of increasing public health risk associated with the emergence of a new influenza virus that could pose a pandemic threat. Each phase recommends actions for national authorities and outlines measures to be implemented by the WHO, allowing for greater predictability of actions to be taken during the various phases of a pandemic.

For information about pandemics, the WHO phases, and the current worldwide status, please review the WHO website - <http://www.who.int>.

**CDC** - The Center for Disease Control and Prevention is the lead Federal government agency for pandemic planning. Up-to-date information about national planning as well as vaccines and antivirals can be found on the CDC website - <http://www.cdc.gov>.

## 2.4 The Pandemic Risk Assessment

Based on the City of Dripping Springs COOP, the following information has been detailed specifically related to the risks and impacts of pandemic.

<b>Pandemic (Biological Risk)</b>		<b>Risk Rating: 1.6 - Low</b>
Probability = <i>Unlikely</i> , Magnitude = <i>Limited</i> , Warning Time = <i>24+ Hours</i> , Duration of Recovery = <i>More Than 1 Week</i>		
<i>Risk Description</i>	<i>Risk Impact</i>	
A disease outbreak that spans several countries and affects a large number of people. Pandemics are most often caused by viruses, like <a href="#">Coronavirus Disease 2019 (COVID-19)</a> , which can easily spread from person to person.	Closure of buildings and offices in order to limit the spread of the disease.	

<b>Pandemic (Biological Risk)</b>		<b>Risk Rating: 1.6 - Low</b>
Probability = <i>Unlikely</i> , Magnitude = <i>Limited</i> , Warning Time = <i>24+ Hours</i> , Duration of Recovery = <i>More Than 1 Week</i>		
<i>Risk Description</i>	<i>Risk Impact</i>	
A disease outbreak that spans several countries and affects a large number of people. Pandemics are most often caused by viruses, like <a href="#">Coronavirus Disease 2019 (COVID-19)</a> , which can easily spread from person to person.	Closure of buildings and offices in order to limit the spread of the disease.	

## 3 Organization Considerations

Although the circumstances described above paint a dark picture, an organization, to the best of its ability, must strive to continue its functions and to provide services to its populations.

### 3.1 Implications for the Organization

A challenge for the organizations will be to assist appropriate public health officials in protecting an organization's personnel and the public from transmission within the organization's facilities. However, given the large numbers of individuals who enter an organization's facilities each day, those facilities - like all other public facilities in which large numbers of persons interact and congregate - could themselves become a spreading center for the disease.

This raises a number of considerations for organizations, including:

- Significant numbers of persons who are necessary to the organization's mission-essential functions (e.g., organization staff, security personnel, IT staff, etc.) may be unavailable because of illness or death, possibly reaching from 30 to 50 percent of the workforce;
- Face-to-face contact between an organization's administrators and staff necessary for performing mission-essential functions may be dramatically limited or unavailable; and
- Facilities, infrastructure, utilities, and services may all be affected by a lack of adequate staffing caused by isolation, quarantine, illness, or death of those persons necessary for maintaining operations.

- Depending on the severity of the epidemic, an organization's administration may come under pressure as the disease causes attrition among employees, security personnel, IT, and maintenance personnel. To the extent that an organization relies on local law enforcement for security services, an additional concern is the possibility that, during an outbreak, law enforcement officers and security personnel may be reassigned to other critical law enforcement duties, thus resulting in a shortage of officers available to serve the organizations. In addition, state or local public health officers could close an organization's facility, or could quarantine or isolate an organization's personnel.

## **4 Pandemic Strategies**

Unlike other emergency situations, an influenza epidemic could seriously disrupt an organization's operations for an extended period, lasting approximately from months to several years. Therefore, both short-term and long-term strategies are necessary to manage the potential extent and duration of the impact.

Each organization's continuity of operations plan (COOP) should address the basic response to any disaster or emergency situation. Organizations lacking a continuity of operations plan or having an incomplete continuity of operations plan are encouraged to begin the plan development process immediately.

Given the unique challenges posed by an epidemic, the information and strategies discussed below are not exclusive, but rather are designed to enhance organizations' current emergency protocol.

### **4.1 Short -Term Strategy**

In the first 90 days of COOP activation, each organization should have the capacity to perform all mission-essential functions as defined in the organization's COOP.

The organization's functions may need to be performed with limited staff, and when little to no face-to face contact is possible for an extended period. It is likely that an organization and its staff will be significantly affected by illness or even death.

As soon as possible, organizations should transition to full operations. If full operations cannot be initiated within 90 days of COOP activation, organizations should implement the long-term strategies described below.

### **4.2 Long-Term Strategy**

Within 90 days of COOP activation, organizations should have the capacity to perform all mission-essential functions when little to no face-to-face contact is possible for an extended period. An organization and its staff will be significantly affected by illness or even death.

When developing its specific response to an epidemic, an organization should consider these issues:

- Operations may be significantly impacted for months to several years.
- All organizations and their personnel should be prepared to cooperate with appropriate public health personnel on response and recovery efforts. Because state and federal resources may be stressed during an epidemic, organizations should be prepared to operate with only minimal support from state and federal agencies.
- Each organization should ensure that it has the capacity to perform its mission-essential functions, for the first 90 days of COOP activation.
- If full operations cannot be restored within 90 days, an organization should ensure that it has the capacity to perform other mission-essential functions as best it can.

### **4.3 Post -Event Recovery**

Recovery from an epidemic begins when an organization determines that it has adequate staff and resources to resume normal business functions. Once normal operations resume, the impact of the epidemic on organization's operations, staff, and other stakeholders should be assessed and an after action evaluation of the organization's response should be drafted. Such an evaluation can assist organizations in updating their continuity of operations plans as well as other emergency response plans, as appropriate.

#### **4.4 Mission-Essential Functions**

The City of Dripping Springs's COOP has already identified its own detailed list of mission essential functions. With the unique impact that a pandemic presents, the City of Dripping Springs is continuing to further identify those key processes and identify those specific functions that pose significant risk for infection (e.g., extensive public interaction, cash management).

All of the Mission Essential Functions for the City of Dripping Springs are detailed and prioritized in the on-line HaysCountyPlanning.com planning system. Please refer to Annex C for the complete report.

#### **4.5 Workforce Planning**

Because a pandemic may not spread evenly through the employee population, the City of Dripping Springs is working to create a skills inventory for those positions that are essential to continuing their mission-critical functions. The City of Dripping Springs is considering cross-training and skill development for employees who can assume responsibility for carrying out those functions, which may lie beyond their normal scope of responsibility. With this strategy, should key personnel fall ill, it is perceived critical functions would then continue with minimal impact to operations. Employees should also be informed that they may be asked to exercise authority or perform duties outside their typical job responsibilities.

While developing this skills inventory, the City of Dripping Springs is paying particular attention to those positions for which cross-training is not feasible, such as those that require specialized training or qualifications. The City of Dripping Springs is considering contingency plans should the personnel in those positions be unavailable. This includes identifying, in advance, possible sources for temporary replacement personnel.

Aspects of workforce planning are detailed in the City of Dripping Springs COOP. Please refer to Annex A for COOP Teams and Responsibilities, Annex D for Orders of Succession, Annex E for Delegations of Authority, and Annex O for the complete Staff Roster.

#### **4.6 Pandemic Action Items**

The City of Dripping Springs has identified a set of action items that must be performed before, during and after a pandemic event. This list is constantly maintained as part of the overall COOP. The following list details these pandemic action items.

##### **Pandemic**

###### ***Preparedness***

- Monitor Hays County Local Health Department website

##### **Pandemic**

###### ***Preparedness***

- Monitor Hays County Local Health Department website
- Monitor Texas Department of State Health Services (DSHS) website

## **5 Pandemic Planning Responsibilities**

Effective advance planning by the City of Dripping Springs is essential for the ability to respond quickly to the outbreak of a pandemic. Below are planning elements that are being addressed by the City of Dripping Springs. The individuals responsible for these roles and responsibilities constitute the Pandemic Team which will coordinate and overlap with the organization's COOP teams.

The HHS Pandemic Influenza Plan advises that the first step in planning should be establishing a coordinating committee to oversee pandemic preparedness planning and ensure integration with other emergency planning efforts. This Pandemic Team includes a cross-section of employees, rather than executive leadership exclusively. In the event that some or all of the executive team falls ill, the Pandemic Team can still function, providing critical leadership and real-time decision making.

In addition to a cross-section of employees, including those responsible for employee health and safety, the City of Dripping Springs is working to include other partners, as a way of alerting them to organization's plan and soliciting their input. Assuming the organization remain operational, it is essential that key partners be fully aware of the organization's efforts to ensure that all parties work together in accomplishing the organization's mission-critical functions.

It is recommended that the following roles and responsibilities are filled by the appropriate staff members.

### **5.1 State, Local, Private Sector Relationships**

- Establish contact with local public health officials for coordination with local pandemic planning efforts.
- Ensure that the organization is aware of and possibly involved in current local preparedness and planning efforts.
- Ensure that the organization is kept informed of current local conditions and response efforts concerning a pandemic event.
- Develop mutual aid programs with neighboring organizations at the city, county, state, and/or private sector level.

### **5.2 Legal Preparedness**

- Ensure that the organization's leadership is aware of any existing laws, ordinances, and/or authorities of health officials.

### **5.3 Communications**

- Review the organization's internal and external communications plans to ensure that it is prepared to successfully communicate with leadership, personnel, and the general public under pandemic circumstances.
- Communicate regularly with employees regarding current status and expectations.
- Communicate regularly with any operational partners that factor into the organization's mission-essential operations for the distribution of event information and current status.
- Develop multiple channels and methods for disseminating information.
- Develop a Public Information Officer (PIO) capability for disseminating information to the public in an official manner.

- Communicate with Emergency Management regarding any incidents or developments related to pandemics.

#### **5.4 Human Resource Issues**

- Review the organization's policies and guidance regarding Injury/Illness as it might pertain to pandemics.
- Review Sick leave policies and train staff regarding appropriate sections and changes.
- Review organization's insurance policies, including health, disability, salary continuance, business travel, and life insurance.
- Review current travel policies and consider modifications related to pandemic issues.
- Develop a policy for vaccines and antivirals for staff including priorities and distribution methods.
- Develop crisis support or employee assistance programs
- Develop plans for alternate work schedules where applicable.
- Develop policies for social distancing.
- Determine the effects of union contracts on emergency Human Resource policy development.

#### **5.5 Employee Education and Safety**

- Assure staff that their health, safety, and well-being are a top priority during a pandemic.
- Develop an employee education and safety program and ensure that training is available to all appropriate staff.
- Instruct staff about Human Resource policies related to the pandemic or similar illnesses.
- Instruct staff about proper health and hygiene habits for minimize transmission including covering coughs, washing hands, and using hand sanitizer.
- Encourage staff to prepare at home with plans and emergency items including a two-week supply of food.

#### **5.6 Facility Maintenance**

- Oversee heightened cleaning efforts in offices and common areas, such as frequently wiping doorknobs, railings, telephones, restrooms.
- Place hand sanitizer in communal locations for staff and visitors to use.
- Develop emergency kits of equipment and supplies for preventing the transmission of the disease including cleaning supplies, respirators, masks, and disposable gloves, etc.
- Use damp rather than dry dusting to avoid spreading dust particles.
- Move restroom wastebaskets next to restroom doors so that employees can use towels to open the doors.

#### **5.7 Technology Preparedness**

- Identify technologies required for performing mission-essential functions and review the associated disaster recovery plans.
- Identify the supporting agency for each system (in-house, city/county, third party, etc) and contact them to discuss continuity of operations planning efforts.
- Review IT staffing levels and develop clear succession lines for key technical skills.
- Research options for telecommuting for key staff including hardware, software and security requirements.
- Research options for videoconferencing and teleconferencing.
- Research options for the increased use of Internet and telephone communications.

## **6 Pandemic Team**

The following person has been designated as the Pandemic Team Chief:

Michelle Fischer- City Administrator

The following personnel are members of the City of Dripping Springs Pandemic Team:

Ginger Faught- Deputy City Administrator

Laura Mueller- City Attorney

Roman Baligad- Emergency Management Coordinator

## **Pandemic Team**

In preparation of pandemic events, Pandemic Team members are responsible for attending team meetings and updating the Pandemic Annex on an annual basis. At a minimum, the team should review and address any pandemic related elements that might affect their organization during an event. Elements to consider might include: reviewing human resource policies and sick leave policies, establishing a method of communication with key staff and personnel, coordinating with local/state pandemic planning efforts, educating and training personnel on the effects of pandemics and their personal safety. The Pandemic Team's ultimate responsibility is to improve the organization's ability to prepare, respond, and sustain the long-term effects of a pandemic event.

## **7 Plan Maintenance and Testing**

The City of Dripping Springs is committed to this overall COOP process and has an on-going program for maintaining and improving this plan and the related strategies. This overall plan maintenance process includes a variety of testing, training and exercising. Please refer to Annex M for the complete report of these scheduled and completed events. All events specifically related to pandemic planning are highlighted below.

## **8 Appendix**

The HaysCountyPlanning.com has an on-line file archive for storing and accessing vital records related to the



COOP. All files specifically related to pandemic planning are listed below. To access these files, log into [HaysCountyPlanning.com](http://HaysCountyPlanning.com) and navigate to the File Archive section.

**ANNEX Q  
RISK ASSESSMENT**

<b>Pandemic (Biological Risk)</b> Probability = <i>Unlikely</i> , Magnitude = <i>Limited</i> , Warning Time = <i>24+ Hours</i> , Duration of Recovery = <i>More Than 1 Week</i>		<b>Risk Rating: 1.6 - Low</b>
<i>Risk Description</i>	<i>Risk Impact</i>	
A disease outbreak that spans several countries and affects a large number of people. Pandemics are most often caused by viruses, like <a href="#">Coronavirus Disease 2019 (COVID-19)</a> , which can easily spread from person to person.	Closure of buildings and offices in order to limit the spread of the disease.	

<b>Fire (Man-Made Risk)</b> Probability = <i>Possible</i> , Magnitude = <i>Catastrophic</i> , Warning Time = <i>Less Than 6 Hours</i> , Duration of Recovery = <i>Less Than 6 Hours</i>		<b>Risk Rating: 2.8 - Moderate</b>
<i>Risk Description</i>	<i>Risk Impact</i>	
The burning of combustible materials. Depending on the duration and size of the fire the scope and arrange of impacts can vary greatly.	Minor to catastrophic. Evacuation is the most common impact of a fire for people. Repair of equipment and buildings may be necessary before operations can be resumed.	

<b>Epidemic (Biological Risk)</b> Probability = <i>Possible</i> , Magnitude = <i>Limited</i> , Warning Time = <i>12-24 Hours</i> , Duration of Recovery = <i>Less Than 1 Week</i>		<b>Risk Rating: 2.1 - Moderate</b>
<i>Risk Description</i>	<i>Risk Impact</i>	
A widespread occurrence of an infectious disease in a community at a particular time. Ex: influenza outbreak within the workplace.	Reduction of staff due to illness. a temporary closure of buildings would be necessary to sanitize workspaces or the whole facility.	

<b>Tornado (Natural Risk)</b> Probability = <i>Unlikely</i> , Magnitude = <i>Catastrophic</i> , Warning Time = <i>Less Than 6 Hours</i> , Duration of Recovery = <i>Less Than 6 Hours</i>		<b>Risk Rating: 2.35 - Moderate</b>
<i>Risk Description</i>	<i>Risk Impact</i>	
A violently rotating column of air touching the ground, usually attached to the base of a thunderstorm.	Destruction or partial destruction of a building could occur.	

<b>Hazardous Materials Incident (HAZMAT) (Man-Made Risk)</b>		<b>Risk Rating: 1.0 - Low</b>
Probability = <i>Unlikely</i> , Magnitude = <i>Negligible</i> , Warning Time = <i>24+ Hours</i> , Duration of Recovery = <i>Less Than 6 Hours</i>		
<i>Risk Description</i>	<i>Risk Impact</i>	
A hazardous materials event is the accidental release or spill of materials that have a detrimental impact on the environment, property, or life. These materials can be chemical, biological, radiological, nuclear, or explosive. Typically, an event is created by the result of a transportation accident, the mishandling of materials, or the malfunction of equipment at a fixed facility. Depending on the amount of released material, weather conditions, and the nature of the material itself, the scope and arrange of impacts can vary greatly. The most at risk areas, other than primary transportation routes, are those businesses and industries which produce and handle the materials such as in manufacturing, energy production, or chemical processing.	Evacuation is the most common impact of a HAZMAT incident for people to avoid unprotected contact with the substance, which can result in death or serious injury. A process of evacuation in place, isolating people and their property by safely closing themselves off from outside air at home or work, is another effective means of protection. Decontamination of equipment and buildings may be necessary before operations can be resumed. Response and recovery are often very expensive and harmful to responders and the general population.	

<b>Winter Storm (Natural Risk)</b>		<b>Risk Rating: 1.95 - Low</b>
Probability = <i>Possible</i> , Magnitude = <i>Limited</i> , Warning Time = <i>24+ Hours</i> , Duration of Recovery = <i>Less Than 1 Week</i>		
<i>Risk Description</i>	<i>Risk Impact</i>	
A prolonged event involving snow or ice.	Hazardous driving conditions for staff. Closure of a facility due to lack of personnel.	

<b>Pandemic (Biological Risk)</b>		<b>Risk Rating: 1.6 - Low</b>
Probability = <i>Unlikely</i> , Magnitude = <i>Limited</i> , Warning Time = <i>24+ Hours</i> , Duration of Recovery = <i>More Than 1 Week</i>		
<i>Risk Description</i>	<i>Risk Impact</i>	
A disease outbreak that spans several countries and affects a large number of people. Pandemics are most often caused by viruses, like <a href="#">Coronavirus Disease 2019 (COVID-19)</a> , which can easily spread from person to person.	Closure of buildings and offices in order to limit the spread of the disease.	

<b>Flood (Natural Risk)</b>		<b>Risk Rating: 1.95 - Low</b>
Probability = <i>Possible</i> , Magnitude = <i>Limited</i> , Warning Time = <i>24+ Hours</i> , Duration of Recovery = <i>Less Than 1 Week</i>		

<i>Risk Description</i>	<i>Risk Impact</i>
<p>A general and temporary condition of partial or complete inundation of 2 or more acres of normally dry land area or of 2 or more properties (at least 1 of which is the policyholder's property) from:</p> <ol style="list-style-type: none"> <li>1. Overflow of inland or tidal waters; or</li> <li>2. Unusual and rapid accumulation or runoff of surface waters from any source; or</li> <li>3. Mudslides (i.e., mudflows) which are proximately caused by flooding and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.; or</li> <li>4. Collapse or subsidence of land along the shore of a lake or similar body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels that result in a flood as defined above.</li> </ol> <p>A flood inundates a floodplain. Most floods fall into three major categories: riverine flooding, coastal flooding, and shallow flooding. Alluvial fan flooding is another type of flooding more common in the mountainous western states.</p>	<p>Floods can threaten lives, inundate properties and businesses, destroy belongings, damage vital infrastructure and prevent access to essential public services. Often the effects of flood are long term and can be very costly, disruptive and distressing for communities involved. The most immediate threat of floods is to people who are caught on foot or travelling in vehicles in affected areas. People are at risk of sustaining serious or fatal injuries from floodwater, especially swift moving water, and it is important never to enter flood waters on foot or attempt to drive on flooded roads. Flooding often results in damage to infrastructure. This can include damage to important services and infrastructure such as wastewater, electricity, sewerage and telecommunications. A breakdown in these services can make homes unliveable and business unviable and unsafe, forcing people to evacuate, sometimes for extended periods. Roads, railways, tramlines and bus services may be affected or completely closed in serious floods and often sections of road and supporting infrastructure such as traffic lights and signage can be washed away or damaged. Repairs to infrastructure can extend over long time frames, causing great public inconvenience and expense. Likewise, buildings which offer essential public services including schools, hospitals, government offices, aged care facilities and day care centres can be affected by inundation or isolation, as surrounding areas are flooded. These services may be limited during and following floods, which can greatly impact on the community which relies upon them.</p> <p>A secondary impact of floods can be the contamination of floodwaters with chemicals and sewage. This can pose a threat to the health of people and animals and can increase the risk of contracting waterborne diseases. In the agricultural sector, flooding can ruin crops, delay harvests, spoil produce, remove or contaminate valuable topsoil and cause death of livestock.</p>

**ANNEX R  
RISK SPECIFIC ACTION LIST**

## **Risk Specific Action List**

As part of the COOP development process, the CODS has identified specific risks that pose a threat to its operations. For each risk, the CODS has also developed a list of action items designed to either eliminate the risk from occurring or help reduce the effects of the risk to manageable levels. Provided below are the risks identified by CODS and a checklist of the actions for each risk.

### **Pandemic**

#### ***Preparedness***

- Monitor Hays County Local Health Department website

### **Fire**

#### ***Response***

- Call 911
- Evacuate the building.
- Follow CODS EAP

### **Epidemic**

#### ***Preparedness***

- Monitor Hays County Local Department of Health website
- Monitor Texas Department of State Health Services (DSHS) website

#### ***Protection***

- Encourage employees to get seasonal flu shot

#### ***Response***

- Sanitize workspaces and common use areas

### **Tornado**

#### ***Preparedness***

- Monitor NWS Austin/San Antonio

#### ***Protection***

- Shelter in place as per CODS EAP

## ***Recovery***

- Conduct damage assessment to buildings and City properties

## ***Response***

- Seek shelter
- City Hall: gather all employees in baptismal
- Ranch Park Events Center: gather employees in men's and/or women's bathrooms

## **Hazardous Materials Incident (HAZMAT)**

### ***Preparedness***

- Develop a communication plan/phone tree for key staff and management within the organization
- Maintain copies of Material Safety Data Sheets (MSDS) in the facility
- Provide copies of Material Safety Data Sheets to the local fire station/HAZMAT team
- Inspect emergency back up power sources/regulators for utilities.
- Identify emergency evacuation routes from facility
- Train selected individuals as facility coordinators to direct evacuations and secure specified area.
- Distribute and post names of coordinates along with evacuation routes in visible locations throughout facility.
- Instruct all personnel on the preparation of individual 72-hour kits
- Ensure each employee has prepared an individual, seasonally-appropriate 72-hour kit
- Prepare a sufficient number of department emergency preparedness and evacuation 72-hour kits for each facility
- Inspect department emergency preparedness and evacuation 72-hr kits on a quarterly basis

### ***Recovery***

- Report any deaths or injuries to Human Resources
- Provide Critical Incident Stress Debriefing (CISD) to all responders and employees
- Perform a comprehensive damage assessment
- File necessary claims
- Prioritize repairs
- Complete repairs or obtain replacements
- Allow personnel to return to facilities only when determined to be safe by appropriate authorities



- Reassign critical responsibilities to available personnel
- Conduct start-up tests and make necessary adjustments
- Resume normal operations
- Review and update the current comprehensive emergency management plan from identified deficiencies or issues encountered during the event
- Prepare an After Action Report (AAR).

### ***Response***

- Prioritize life safety.
- Call 9-1-1
- Seek immediate medical care of any individuals exposed to hazardous materials
- Ensure the safety and accountability of all personnel
- Check-in with immediate supervisor on a regular basis to report status and availability
- Conduct roll-call of personnel
- Direct arriving first responders
- Maintain situational awareness (SITSTAT)
- Maintain status report of all essential equipment (RESTAT)
- Document all response activities

### ***Mitigation***

- Provide safe primary and alternate facilities.
- Provide security for facility
- Obtain necessary utilities
- Review the comprehensive emergency management plan quarterly and update as necessary

### **Pandemic**

#### ***Preparedness***

- Monitor Hays County Local Health Department website
- Monitor Texas Department of State Health Services (DSHS) website

**FILE ARCHIVE  
APPENDIX**

## **File Archive**

The CODS has access to a file archiving feature within the City of Dripping Springs - Continuity of Operations Plan system. The File Archive feature allows the CODS to upload files to the system and provides the CODS with access to these files from remote locations, as needed, during continuity events or disruptions. Provided below is a list of files that have been uploaded by the CODS to the City of Dripping Springs - Continuity of Operations Plan system. Each file listed below includes the name of the file, a description of the file, and the most recent date the file was uploaded.

## CITY OF DRIPPING SPRINGS

### DECLARATION No. 2024-D01

A DECLARATION OF THE CITY OF DRIPPING SPRINGS, TEXAS (“DRIPPING SPRINGS”), DUE TO THE APRIL 8, 2024, SOLAR ECLIPSE EVENT.

**WHEREAS,** on April 8, 2024, Dripping Springs, Texas will be in the direct line of a total solar eclipse that will traverse across North American; and

**WHEREAS,** this event is expected to see the population of Dripping Springs, Texas triple, if not quadruple, in size throughout the days leading up to and including the day of the event, leading to extreme traffic congestion, enormous strain on first responder organizations, hospital systems, food, grocery and fuel shortages, along with city and county infrastructure, threatening the safety of all residents; and

**WHEREAS,** the Dripping Springs City Council has determined that extraordinary measures must be taken to protect the health, safety and welfare of Dripping Spring residents and visitors that may be impacted as a result of the April 8, 2024, solar eclipse; and

**WHEREAS,** the Dripping Springs City Council, in consultation with area emergency management coordinators, law enforcement officials, and fire and rescue officials, has determined that the potential exists for roads, streets, and highways to be stressed to and above capacity during certain times of the event; and

**WHEREAS,** the Dripping Springs City Council has determined that a registration process for property owners and event venues who intend to have an eclipse event with more than 50 people is in the best interests of the public safety; and

**WHEREAS,** the potential stress and over-capacity of city, county, state, and federal streets, roads, and highways may create a public safety event whereby law enforcement and fire and rescue officers will be impeded from responding to calls for service; and

**WHEREAS,** the Dripping Springs City Council urges all residents of Dripping Springs to be mindful of the increased traffic, avoid driving, if possible, ensure all vehicles are filled with fuel the week leading up to the event, ensure sufficient groceries and supplies are purchased well in advance, and to take all cautionary measures to ensure the safety of all persons and animals in their care.

**NOW, THEREFORE, BE IT DECLARED BY THE CITY COUNCIL OF THE CITY OF DRIPPING SPRINGS, TEXAS:**

**Section 1.** That pursuant to Section 418.108, Texas Government Code, a local state of emergency and disaster to be caused by the April 8, 2024, Solar Eclipse Event is hereby declared for Dripping Springs, Texas including, to the extent permitted by law, the extraterritorial jurisdiction of Dripping Springs (“City Limits”).

**Section 2.** That pursuant to Section 418.108(b) of the Government Code, this state of emergency for the April 8, 2024, Solar Eclipse Event shall continue for a period of not more than thirty (30) days from the date of this declaration, unless further extended by the Dripping Springs Council.

**Section 3.** That pursuant to Section 418.108(d) of the Government Code, this declaration activates the Dripping Springs Emergency Management Plans and authorizes the furnishing of aid and assistance under this declaration.

**Section 4.** That this declaration authorizes Dripping Springs to take any actions necessary to promote life, safety, and critical infrastructure protection.

**Section 5.** That City Offices other than essential services shall not be open on April 8, 2024, including building inspections and permits, and planning reviews.

**Section 6.** That property owners and entities having events with fifty (50) or more people within the City Limits shall register on Destination Dripping Springs or email registration to [eclipse@cityofdrippingsprings.com](mailto:eclipse@cityofdrippingsprings.com).

**Section 7.** That this declaration shall take effect from March 19, 2024, and after its issuance, and upon approval of the Dripping Springs City Council, shall continue in effect until terminated by the Dripping Springs City Council.

**Section 8.** That pursuant to this declaration, additional directives may be issued by the Dripping Springs City Council at any time deemed necessary.

**ORDERED, this the 19<sup>th</sup> day of March 2024, by the City Council of the City of Dripping Springs, Texas.**

**CITY OF DRIPPING SPRINGS:**



\_\_\_\_\_  
Bill Foulds, Jr., Mayor

ATTEST:

*Andrea Cunningham*  
Andrea Cunningham, City Secretary



**San Marcos Publishing, LP**  
**Wimberley View • Century-News**  
P.O. Box 49, Wimberley, Texas 78676  
**(512) 847-2202**


State of Texas  
County of Hays

Before me, the undersigned authority, on this day personally appeared Dalton Sweat, who being by me here and now duly sworn, upon oath says:

My name is Dalton Sweat, and I am the Publisher, of the Wimberley View and Dripping Springs Century-News, a newspaper of general circulation in Hays County, Texas, and a newspaper which has been regularly and continuously published in Wimberley and Dripping Springs, Hays County, Texas, for a period of more than one year immediately preceding the date of publications of the following, and that the said notice, a copy of which follows, was published in the regular edition of said newspaper for a period of \_\_\_\_\_ on the following date:

March 28, 2024

The said Publisher, Dalton Sweat further states that the rate charged for this publication is the lowest rate charged to commercial advertisers for the same class as advertising for a like amount of space.

  
\_\_\_\_\_  
Signature of Publisher

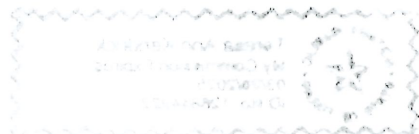
Subscribed and Sworn to me, by the said Publisher Dalton Sweat this 29 day of March, 2024 to certify which witness my hand and seal of office.

Tereasa Ann Kendrick  
Notary Public in and for Hays County, Texas

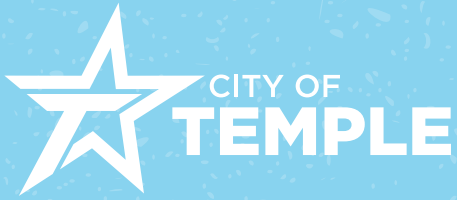


**CITY OF DRIPPING SPRINGS  
PUBLIC NOTICE OF  
DECLARATION  
NO. 2024-D01 SOLAR ECLIPSE  
EVENT**

A DECLARATION OF THE CITY  
OF DRIPPING SPRINGS TEXAS  
("DRIPPING SPRINGS"), DUE  
TO THE APRIL 8, 2024, SOLAR  
ECLIPSE EVENT







# Total Solar Eclipse

APRIL 8, 2024  
1:37 - 1:41 PM

## HOW TO PREPARE

1. Plan your daily errands ahead of time.
2. Expect large crowds in popular places.
3. Ensure you have essential supplies for the days before and after the event.
4. Stay off of main roads and expect travel delays.

One of nature's rarest events, a total solar eclipse, will be visible in the City of Temple on April 8, 2024. A total solar eclipse is visible from a small area on earth. The sky becomes very dark as if it were night. For a total eclipse to occur, the Sun, Moon, and Earth must be in a direct line.

Because of the rarity of this event and Temple's prime location, this event is attracting thousands of visitors to our city and the population is expected to double or triple that weekend. There is no need to worry, just be prepared and enjoy this amazing event!

# Eclipse Solar Total

8 DE ABRIL DE 2024  
1:37 - 1:41 PM

## CÓMO

## PREPARARSE

1. Planifique sus recados diarios con anticipación.
2. Espere grandes multitudes en lugares populares.
3. Asegúrese de tener suministros esenciales para los días antes y después del evento.
4. Evite las carreteras principales, espere retrasos en los viajes.

Uno de los eventos más raros de la naturaleza, un eclipse solar total, será visible en la ciudad de Temple el 8 de abril de 2024. Un eclipse solar total es visible desde una pequeña área en la tierra. El cielo se vuelve muy oscuro como si fuera de noche. Para que ocurra un eclipse total, el Sol, la Luna y la Tierra deben estar en línea directa.

Debido a la rareza de este evento y la ubicación privilegiada de Temple, este evento está atrayendo a miles de visitantes a nuestra ciudad y se espera que la población se duplique o triplique ese fin de semana. No hay necesidad de preocuparse, ¡solo esté preparado y disfrute de este increíble evento!



[bellcountyeclipse.com](http://bellcountyeclipse.com)



# CITY OF DRIPPING SPRINGS

PHYSICAL: 511 Mercer Street • MAILING: PO Box 384 • Dripping Springs, TX 78620  
512.858.4725 • [www.cityofdrippingsprings.com](http://www.cityofdrippingsprings.com)

March 29, 2024

The Honorable Greg Abbott  
Governor  
c/o Chief Nim Kidd  
Texas Division of Emergency Management  
Post Office Box 4087  
Austin, Texas 78773-0001

Dear Governor Abbott,

The City of Dripping Springs, Texas will be in the direct line of a total solar eclipse that will traverse across North America on April 8, 2024.

This event is expected to see the population of Dripping Springs triple, if not quadruple, in size throughout the days leading up to and including the day of the event, resulting in extreme traffic congestion, enormous strain on first responder organizations, hospital systems, food, grocery and fuel shortages, along with city and county infrastructure, threatening the safety of all residents.

To protect the health, safety, and welfare of Dripping Springs residents and visitors that may be impacted as a result of the April 8th, 2024 solar eclipse, the City has decided to declare a local state of emergency and disaster of up to 30 days effective March 19, 2024.

---

Bill Foulds, Jr., Mayor  
City of Dripping Springs

Enclosed: Declaration of Local Disaster

*Gateway to the Hill Country*

RESOLUTION NO. 2024-0108-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE, TEXAS, DECLARING A DISASTER RELATED TO THE APRIL 8, 2024 TOTAL SOLAR ECLIPSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING AN OPEN MEETINGS CLAUSE.

---

**Whereas**, the City of Temple is in the direct path of a total solar eclipse on April 8, 2024 and the influx of visitors is expected to cause the population to surge by two to three times across Bell County, bringing the population to around or over one million people;

**Whereas**, visitors are expected to arrive as early as Friday, April 5, 2024 and leave as late as April 9, 2024 - public utilities, transportation, and communications infrastructure are expected to be strained and periodically inundated during this time;

**Whereas**, having this disaster declaration in place will allow the City of Temple the ability to access state and federal resources quickly should the need arise during the management of this event; and

**Whereas**, the City Council has considered the matter and deems it in the public interest to authorize this action.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TEMPLE, TEXAS, THAT:**

**Part 1: Findings.** All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council of the City of Temple, Texas, and they are hereby approved and incorporated into the body of this Resolution as if copied in their entirety.

**Part 2:** Pursuant to § 418.108 of the Texas Government Code, the City Council declares a disaster for the City of Temple, Texas related to the April 8, 2024 total solar eclipse, and consents to its continuation until such time that it is terminated by the Mayor.

**Part 3:** Pursuant to § 418.108(c) of the Texas Government Code, the authorization of this disaster declaration shall be given prompt and general publicity and shall be filed promptly with the City Secretary and posted on the City of Temple website.

**Part 4:** Pursuant to § 418.108(d) of the Texas Government Code, this declaration of disaster activates the City of Temple's emergency management plan.

**Part 5:** That any City ordinance or regulation imposing a time requirement for payment, filing, or appealing a decision may be extended by the Mayor without further confirmation by the City Council.

**Part 6:** That the Mayor may suspend or modify any other ordinance or regulation of the City of Temple, Texas without further confirmation by the City Council.

**Part 7:** That any fines or fees may be suspended or discontinued by the Mayor.

**Part 8:** That the City Manager, or her designee, is authorized, without further approval of the City Council, to:

- a. Make application for local, state, and federal assistance as necessary and/or applicable;
- b. Accept, on behalf of the City, services, gifts, grants, equipment, supplies, and/or materials, whether from private, nonprofit, or government sources; and
- c. Increase the contracting and purchasing authority from \$50,000 to \$250,000 for each emergency expenditure.

**Part 9:** That, although not required by law and out of an abundance of caution, the City Manager, or her designee, is authorized to:

- a. Close any City offices, facilities, or properties, including a closure to the public; and
- b. Provide City services by means other than in-person delivery, such as accepting permit applications online or by mail only, and/or to cease any City services that are not required by state or federal law.

**Part 10:** That any ordinances, rules, or regulations of the City of Temple, Texas that conflict with this Resolution are hereby suspended, such suspension to remain in effect until the state of disaster is terminated by the Mayor.

**Part 11:** That the terms and provisions of this Resolution shall be deemed to be severable and that, if any section, subsection, sentence, clause, phrase, or paragraph of this Resolution shall be declared to be invalid or unconstitutional, the same shall not affect the validity of any other section, subsection, sentence, clause, phrase, or paragraph of this Resolution and the remainder of such Resolution shall continue in full force and effect the same as if such invalid or unconstitutional provision had ever been a part hereof.

**Part 12:** It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act.

**Part 13:** That this disaster declaration shall take effect immediately from and after its issuance and shall become effective April 4, 2024.

PASSED AND APPROVED this the 4<sup>th</sup> day of April, 2024.

THE CITY OF TEMPLE, TEXAS

DocuSigned by:

*Timothy A. Davis*

C4F8F42BA9FA443...

TIMOTHY A. DAVIS, Mayor

ATTEST:

APPROVED AS TO FORM:

DocuSigned by:

*Jana Lewellen*

BEC0FCD886A84BA...

Jana Lewellen

City Secretary

DocuSigned by:

*Kathryn Davis*

8CE0E5202E9848E...

Kathryn H. Davis

City Attorney

**CITY OF DRIPPING SPRINGS**  
**RESOLUTION No. 2024-R\_\_\_**

A RESOLUTION OF THE CITY OF DRIPPING SPRINGS, TEXAS, FINDING THAT THE ECLIPSE ACTIVITIES INCLUDING THE SUNBLOCK PARTY SCHEDULED ON MONDAY, APRIL 8, 2024, IN AND NEAR THE CITY, SERVES A VALID AND LEGITIMATE PUBLIC PURPOSE, AND AUTHORIZING THE CITY'S SUPPORT OF AND COOPERATION WITH THE EVENT.

**WHEREAS**, the City of Dripping Springs (“The City”) is in the path of a Total Solar Eclipse occurring on April 8, 2024 (“the Event”); and

**WHEREAS**, the City of Dripping Springs is the sponsor of an event known as the SunBlock Party on April 8, 2024 (“the Event”); and

**WHEREAS**, the City needs to close roads during the Event for safety and for the SunBlock Party; and

**WHEREAS**, the City Council finds and determines that the Event serves a valid and legitimate public purpose; and

**WHEREAS**, the City Council finds that a Traffic Control, Safety and Security Plan for the event will protect the public and the participants in the event; and

**WHEREAS**, the City, in recognition of the public purpose of the Event, wishes to ensure the safety and convenience of the traveling public.

**NOW, THEREFORE, BE IT RESOLVED** by the City of Dripping Springs City Council:

1. The City Council hereby declares its support for, and cooperation with, the ***2024 Eclipse and SunBlock Party***.
2. The City Council approves the 2024 Traffic Control, Safety and Security Plan as attached in Attachment “A”.
3. The meeting at which this Resolution was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

**PASSED & APPROVED** this, the 5<sup>th</sup> day of March 2024, by a vote of \_\_\_\_\_ (ayes) to \_\_\_\_\_ (nays) to \_\_\_\_\_ (abstentions) of the City Council of Dripping Springs, Texas.

**CITY OF DRIPPING SPRINGS**

---

Bill Foulds, Jr., Mayor

**ATTEST:**

---

Andrea Cunningham, City Secretary

# ANNEX U

## Legal

City of Dripping Springs







# APPROVAL & IMPLEMENTATION

## Annex U

### Legal

*Roman Baligad*

Roman Baligad

EMC

09/15/2020

Date

# ANNEX U

## LEGAL

### 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), and Chapter 229 (Miscellaneous Regulatory Authority of Municipalities).

### II. PURPOSE

The purpose of this annex is to make provision for legal services during emergency situations or when such situations appear imminent, and to provide guidance for invoking the emergency powers of government when necessary.

### III. EXPLANATION OF TERMS

EOC	Emergency Operating Center
FEMA	Federal Emergency Management Agency
IC	Incident Commander
TAC	Texas Administrative Code
TGC	Texas Government Code

### IV. SITUATION & ASSUMPTIONS

#### A. Situation

The City faces a number of hazards that could threaten public health and safety and personal and government property; see Section IV.A of the basic plan for a summary of these hazards. Legal issues requiring timely resolution may arise during pre-disaster hazard mitigation designed to lessen the effects of known hazards, during pre-disaster preparedness activities designed to enhance the local capability to respond to a disaster, during the actual response to a disaster, or during the post-disaster recovery process.

#### B. Assumptions

1. Local emergency preparedness plans and programs should have a sound legal basis.
2. In responding to major emergencies and disasters, local officials may be required to take extraordinary measures to protect public health and safety and preserve property. They will also require timely advice regarding the legality of proposed measures.
3. Implementation of measures to protect public health and safety and preserve property during emergency recovery and mitigation activities generally require issuance of

appropriate legal documents. These should be prepared by competent legal service professionals.

## V. CONCEPT OF OPERATIONS

### A. General

#### 1. Emergency Declaration

- a. Pursuant to Chapter 433, Texas Government Code (TGC), the chief elected official or the governing body of a city or county may request the Governor declare a state of emergency for a jurisdiction or a portion thereof. For purposes of this statute, an emergency exists in the following situations: riot or unlawful assembly by three or more persons acting together by use of force or violence, the existence of a clear and present danger of violence, or a natural or man-made disaster. The Governor may proclaim a state of emergency and issue directives to control and terminate the emergency and protect life and property. Directives issued by the Governor for a state of emergency expire 72 hours after issuance; however, successive states of emergency may be declared by the Governor. A sample request for an emergency declaration is provided in Appendix 1.
- b. The emergency declaration process is generally not used for natural or man-made disasters because: (1) it requires action by the Governor to resolve local problems rather than facilitating action by local officials, (2) the Governor's directives require advance notice before they become effective, and (3) directives are of very limited duration – 72 hours. Hence, a disaster declaration may be more appropriate for responding to natural or technological emergencies. An emergency declaration may be appropriate for security-related incidents where local law enforcement resources are inadequate to handle the situation.
- c. If the actions taken by the Governor after an initial emergency declaration do not resolve the emergency situation, the chief elected official or governing body may request that the emergency declaration be continued. If the local emergency situation that was the basis for an emergency declaration is resolved before the Governor's directives expire, it is desirable to advise the Governor that the emergency declaration is no longer required.

#### 2. Disaster Declaration

- a. The Texas Disaster Act, Chapter 418, TGC, provides that the presiding officer of the governing body of a political subdivision (the County Judge of a county or the Mayor of a municipality) may declare a local state of disaster. A disaster declaration may be issued when a disaster has occurred or appears imminent. Chief elected officials, in order to respond to or recover from a significant natural or man-made disaster, typically use the disaster declaration process. A sample disaster declaration is provided in Appendix 2. Copies of a disaster declaration should be filed with the Texas Division of Emergency Management (TDEM) and the City Secretary.
- b. Chapter 418.108 of the Texas Government Code provides that county judges and mayors may, when a state of disaster has been declared, exercise similar powers on an appropriate local scale as have been granted to the Governor in the Disaster Act.

Among those powers is the authority suspend procedural laws and rules, use public and private resources to respond to the disaster, control the movement of people, restrict the sale and transportation of certain items, and take a number of other actions. Once a state of disaster is declared, a city or county may enact an emergency ordinance or order describing the specific emergency regulations that are to be put into effect during the disaster. A sample emergency powers ordinance is provided in Appendix 5.

- c. Texas statutes (Chapter 229 of the Local Government Code, Chapter 418, and Chapter 433 of the Texas Government Code) limit the seizure and/or confiscation of any firearm or ammunition from individuals, except under specific circumstances.
- d. A disaster declaration may not be continued in force for more than seven days unless renewed by the City Council. A sample ordinance/court order extending a disaster declaration is provided in Appendix 3. The City Council may terminate a state of disaster at any time; this approach is typically used when the threat that gave rise to the disaster declaration has subsided. Alternatively, the City Council may choose to simply let the declaration expire by taking no action to extend it. A sample ordinance/court order terminating a disaster declaration is provided in Appendix 4.

### 3. Continuity of Government

Pursuant to Chapter 418 of the Texas Government Code, the City Council of the City has adopted a plan for the continuity of the functions of the City during a presidential and/or gubernatorial declared disaster or other catastrophic event. The City Continuity of Operations Plan provides for:

- a. The delegation of administrative duties of the City Council or any official or employee of the City to another appropriate person;
- b. The establishment of orders of succession for performing essential functions of the City;
- c. The establishment of meeting procedures for the City Council; and
- d. The plan does not provide for the delegation of a duty required by the Texas Constitution.
- e. The waiving of the requirement for a quorum for members of the City Council, except where otherwise prohibited by law, if:
  - 1) The City is wholly or partly in the area of a disaster declared by the presidential or governor; and
  - 2) A majority of the City Council are unable to be present at a meeting as a result of the disaster.
- f. Reference the continuity of operations plan as stated in the Basic Plan.

### 4. Authority for Evacuations

State law provides a County Judge or Mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

### 5. County Regulation of Outdoor Burning & Use of Fireworks

One of the effects of drought conditions is an increased threat of wildfires. Many municipalities have enacted ordinances that prohibit or restrict open fires within their corporate limits at all times. The Local Government Code gives counties authority to mitigate the risk of wildfire by restricting outdoor burning and the use of fireworks in unincorporated areas under certain circumstances.

- a. Pursuant to §352.081 of the Local Government Code, The Commissioners Court of a county by order may restrict outdoor burning in general or outdoor burning of a particular substance in all or part of the unincorporated area of the county if drought conditions have been determined by the Texas Forest Service to exist and county officials find that circumstances exist in all or parts of the unincorporated areas of the county such that outdoor burning would create a public safety hazard. The normal procedure for implementing restrictions on outdoor burning is for the County Judge to issue a disaster declaration pursuant to the Texas Disaster Act based on the imminent threat of wildfire. Then, the Commissioners Court issues an emergency order restricting outdoor burning in all unincorporated areas of the county or portions of those areas. A sample disaster declaration based on a threat of wildfire is provided in Appendix 6. A sample Commissioners Court order banning outdoor burning is provided in Appendix 7.
- b. Pursuant to ~~§240.904~~ 352.051 of the Local Government Code, counties may restrict the use of fireworks in unincorporated areas of the county if drought conditions have been determined to exist by the Texas Forest Service. An order adopted must specify the period during which outdoor burning is prohibited or restricted. The period may not extend beyond the 90<sup>th</sup> day after the date the order is adopted. Such orders for the Fourth of July fireworks season must be issued by June 15<sup>th</sup> ending sales by midnight July 4<sup>th</sup> and by December 15<sup>th</sup> ending sales by midnight January 1<sup>st</sup> for the December fireworks season.

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

### **1. Prevention**

- a. Brief the elected officials and department heads on possible liabilities arising from disaster operations, procedures for invoking the emergency powers of government, and legal documents relating to emergency powers.
- b. Maintain current copies of existing disaster-related laws, regulations, and orders.
- c. Develop local procedures for invoking emergency powers.
- d. Prepare sample legal documents (included in this annex) for approval by elected officials.

### **2. Preparedness**

- a. Ensure City emergency call-out rosters include the City Attorney, who should maintain current telephone numbers and addresses for the legal staff.
- b. Review plans and procedures.

- c. Review mutual aid agreements submitted to the jurisdiction for approval and prepare mutual aid agreements to be submitted to other jurisdictions for approval.

3. Response

- a. Advise the Mayor and emergency services staff on legal implications of response activities.
- b. Prepare, have approved and signed, and disseminate legal documents declaring a disaster, terminating a disaster declaration, or invoking emergency powers, if required.
- c. Advise the Incident Commander (IC) on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access.

4. Recovery

- a. Advise city officials on legal aspects of recovery operations.
- b. Assist city officials in preparing emergency ordinances, permits, applications for state or federal assistance, grant applications, and, if necessary, litigation.

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

**A. General.**

Overall responsibility for providing legal services to the Mayor, the City Council, department heads, EMC, and other local officials during an emergency rests with the City Attorney. The City Attorney will be assisted by his or her subordinates.

**B. Task Assignments**

1. Mayor

- a. Will take such actions that are legal and necessary to manage the disaster at hand.
- b. If the situation warrants, may declare a local state of disaster. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to privately-owned or government property and state or federal assistance will be needed to recover from the incident. If a local disaster declaration is issued, it shall be given prompt and general publicity.
- c. If the situation warrants, may request the Governor to declare a state of emergency.
- d. If requesting state assistance to cope with a local disaster, should attach copies of any local disaster declaration that has been issued to the request for state assistance. See Annex J, Damage Assessment, for further information.

2. City Attorney

- a. Advise city elected officials and department heads regarding the emergency powers of local government and necessary procedures for invoking measures to:
    - 1) suspend procedural laws and rules
    - 2) establish curfews
    - 3) restrict or deny access to a disaster area
    - 4) control the movement of persons and occupancy of premises in a disaster area
    - 5) implement wage, price, and rent control;
    - 6) establish rationing for critical supplies
    - 7) limit or restrict use of water or other utilities
    - 8) use any publicly owned resource to respond to the disaster
    - 9) commandeer private property, subject to compensation requirements, to respond to the disaster
    - 10) remove debris from publicly or privately owned property
    - 11) restrict outdoor burning and use of fireworks
  - b. Review and advise city officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.
  - c. Prepare and recommend legislation to implement the emergency powers that may be required during an emergency.
  - d. Advise city officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers.
  - e. Prepare and keep current this annex.
  - f. During an emergency, report instances of overcharging for emergency supplies, equipment, and repair materials to the Consumer Affairs section of the Office of the Attorney General.
  - g. Advise city officials on limitations of emergency powers.
3. City Secretary
- a. Publish required agenda of meetings.
  - b. Prepare a record of public meetings
  - c. Receive a copy of disaster declarations and documents extending or terminating a state of disaster.
  - d. Ensure proper protection of all records.

<b>VII. DIRECTION &amp; CONTROL</b>
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**A. General.** The City Attorney is responsible for providing legal services to the Mayor, City Council and department heads and for preparing all legal documents necessary for the



conduct of emergency operations and the exercise of emergency powers. Supervisors will exercise their usual supervisory responsibilities over legal personnel.

B. **Coordination.** The City Attorney will designate a person to coordinate with the Mayor and the EOC, if activated. The City Attorney will identify staff members to be called for emergency duty and will designate those responsible for contacting such staff members.

C. **Line of Succession.** The line of succession for legal services personnel will be: Bojorquez Law Firm (512) 250-0411

1. Laura Mueller, City Attorney
2. Marianne Landers Banks (512) 250-0411
3. Marc Calderaro (512) 250-0411

## 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. The City Attorney will review the potential emergency situation, determine staff availability, and review emergency tasks assigned in the emergency management plan and this annex.
2. The City Attorney will designate the personnel on call for emergency duty.

### C. Readiness Level II – High Readiness

1. Senior City officials and department heads will be briefed on the legal ramifications, if any, of the potential emergency situation.
2. The City Attorney will brief the legal 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 duty if called.

### D. Readiness Level I – Maximum Readiness

The designated on call legal services representative will proceed to the EOC if requested.

## IX. ADMINISTRATION & SUPPORT

A. **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.

- B. Preservation of Records.** Vital legal 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 from a firm specializing in these tasks as soon as possible.
- C. Training.** Legal services personnel who will be participating in EOC operations shall receive training on the operating procedures for that facility.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

- A. Development.** The City Attorney 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.

**XI. REFERENCES**

- A.** Texas Division of Emergency Management *Local Emergency Management Planning Guide (DEM-10)*.
- B.** FEMA *Comprehensive Preparedness Guide (CPG-101)*

**APPENDICES:**

Appendix 1 ..... Sample Request for Emergency Declaration  
 Appendix 2 ..... Sample Disaster Declaration  
 Appendix 3..... Sample Extension of Disaster Declaration  
 Appendix 4..... Sample Termination of Disaster  
 Appendix 5..... Sample Emergency Powers  
 Appendix 6 ..... Sample Disaster Declaration for Wildfire Threat  
 Appendix 7 ... Sample Burn Ban

**SAMPLE REQUEST FOR EMERGENCY DECLARATION**

The Honorable \_\_\_\_\_  
Governor of Texas  
c/o State Coordinator  
Texas Division of Emergency Management  
P. O. Box 4087  
Austin, Texas 78773-0001

Date:

Dear Governor \_\_\_\_\_:

The [County of \_\_\_\_\_/City of \_\_\_\_\_], Texas, is facing significant threats to life, health and property due to:

[Provide a description of the threat and the area or areas affected. Threats may include:

- riot or unlawful assembly of three or more persons acting together by use of force or violence
- the existence of a clear and present danger of the use of violence
- a natural or man-made disaster

(For these threats, a disaster declaration may be more appropriate.)]

The potential impact of this threat is:

[Provide an estimate of the impact on public health, safety, and property if the threat is not dealt with.]

I have determined that this incident is of such severity and magnitude that an effective response is beyond the capability of the [county/city] to control. Pursuant to §433.001 of the Texas Government Code, I am requesting that you declare a state of emergency for [county/city], Texas, and issue appropriate directives to deal with the emergency; including:

[Indicate what measures that you want the Governor to take.]

Furthermore, I am asking that successive proclamations be issued and remain in effect until the threat of loss of life, injury, or damage property is contained.

A timely response to this request would be appreciated.

signature \_\_\_\_\_  
[Mayor]\_\*

\* NOTE: The statute provides that either the chief elected or the governing body of a city or county may request the Governor issue an emergency declaration. If a governing body makes a request, this letter should be appropriately modified.

**SAMPLE DISASTER DECLARATION**

**DECLARATION OF DISASTER**

WHEREAS, the [County of \_\_\_\_\_/City of \_\_\_\_\_] on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ , has suffered widespread or severe damage, injury, or loss of life or property (or there is imminent threat of same) resulting from

[Briefly describe the disaster situation.] , and

WHEREAS, the [County Judge/Mayor] of \_\_\_\_\_ has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property,

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

1. That a local state of disaster is hereby declared for \_\_\_\_\_ pursuant to §418.108(a) of the Texas Government Code.

2. Pursuant to §418.108(b) of the Government Code, the state of disaster shall continue for a period of not more than seven days from the date of this declaration unless continued or renewed by the [City Council/Commissioners Court] of \_\_\_\_\_.

3. Pursuant to §418.108(c) of the Government Code, this declaration of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the [City Secretary/County Clerk].

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

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

ORDERED this the \_\_\_\_ day of \_\_\_\_\_ , 20\_\_ .

\_\_\_\_\_  
signature  
[County Judge/Mayor]

**SAMPLE EXTENSION OF DISASTER DECLARATION**

CITY ORDINANCE or COMMISSIONERSCOURT ORDER

WHEREAS, on [ \_\_\_ date \_\_\_ ], the [County Judge/Mayor] issued a proclamation declaring a state of disaster for [ jurisdiction name \_\_\_ ] resulting from

[Provide a brief description of the disaster];

WHEREAS, the conditions necessitating declaration of a state of disaster continue to exist; and

WHEREAS, §418.108(b) of the Texas Government Code provides that a local state of disaster may not be continued for a period of excess of seven days without the consent of the governing body of the political subdivision;

NOW THEREFORE, BE IT [ORDERED/ORDAINED] BY THE [COMMISSIONERSCOURT/CITY COUNCIL] of \_\_\_\_\_:

1. That the state of disaster proclaimed for the \_\_\_\_\_ by the [County Judge/Mayor] on \_\_\_\_\_ shall continue until terminated by order of the [COMMISSIONERSCOURT/CITY COUNCIL].

2. This ordinance is passed as an emergency measure and pursuant to [local authority for emergency measures] and shall become effective on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PASSED AND ADOPTED, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

APPROVED, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
[County Judge/Mayor]

[Commissioners Court orders will normally include the signature of the County Judge and the County Commissioners.]

**SAMPLE TERMINATION OF DISASTER**

CITY ORDINANCE or COMMISSIONERS COURT ORDER

WHEREAS, on \_\_\_\_\_, the [County Judge/Mayor], pursuant to the Texas Government Code, Chapter 418, (the "Texas Disaster Act"), issued a proclamation declaring a local state of disaster for the [County of \_\_\_\_\_ / City of \_\_\_\_\_] resulting from:

[Describe the situation that occasioned the disaster declaration];

WHEREAS, the conditions necessitating the proclamation of a local state of disaster have ceased to exist; and

WHEREAS, the Texas Disaster Act provides that a local state of disaster may be terminated by the governing body of the political subdivision or by executive order of the [County Judge/Mayor],

NOW THEREFORE, BE IT [ORDERED/ORDAINED] BY THE [COMMISSIONERS COURT/CITY COUNCIL]:

1. The [Commissioners Court/City Council], as the governing body of \_\_\_\_\_, hereby terminates the proclamation of a local state of disaster described in the preamble above.

2. A public emergency exists requiring that this ordinance be passed formally on the date of its introduction; therefore, this [ordinance/order] shall take effect immediately upon its passage and approval by the [County Judge/Mayor].

PASSED AND ADOPTED, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

APPROVED, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
[County Judge/Mayor]

[Commissioners Court orders will normally include the signature of the County Judge and the County Commissioners.]

**SAMPLE EMERGENCY POWERS**

CITY ORDINANCE or COMMISSIONERS COURT ORDER

WHEREAS, by proclamation issued [date of disaster declaration], the [County Judge/Mayor] declared a state of disaster for \_\_\_\_\_ ] resulting from

[Briefly describe the situation]; and

WHEREAS, said state of disaster requires that certain emergency measures be taken pursuant to the Executive Order of the Governor Relating to Emergency Management; now, therefore, the following regulations shall take effect immediately upon issuance, and shall remain in effect until the state of disaster is terminated:

*[Eliminate sections below describing measures that will not be used.]*

1. CURFEW

- (a) A person shall not remain or travel upon any public or private property in the following area(s) between the hours of \_\_\_\_\_ and \_\_\_\_\_:

[Insert description of applicable areas]

- (b) Subsection (a) shall not apply to:

- (1) a person authorized by the Emergency Management Director to assist in the production of the health, safety, or welfare of the public; or
- (2) a person who remains or travels upon private property which is owned by him or upon which the person has been invited.

2. MOVEMENT OF PEOPLE AND OCCUPANCY OF PREMISES

- (a) A person shall not remain or travel upon any public or private property in the following area(s):

[Insert description of applicable areas]

- (b) Subsection (a) shall not apply to a person authorized by local government officials to assist in the protection of the health, safety, or welfare of the public.

3. UTILITIES

All utility services shall be discontinued in the following area(s):

[Insert description of applicable areas]

#### 4. FLAMMABLE PRODUCTS

- (a) A person shall not sell or give away gasoline or other flammable or combustible products in the following area(s):

[Insert description of applicable areas]

- (b) All gasoline stations shall be closed in the following area(s):

[Insert description of applicable areas]

#### 5. EXPLOSIVES

- (a) A person shall not sell, barter, loan, or give away arms, ammunition, dynamite, or other explosives in the following area(s):

[Insert description of applicable areas]

- (b) All establishments where arms, ammunition, dynamite, or other explosives are sold shall be closed in the following area(s):

[Insert description of applicable areas]

#### 6. ALCOHOLIC BEVERAGES

- (a) A person shall not sell or distribute beer, wine, liquor, or alcoholic beverages of any kind in the following area(s):

[Insert description of applicable areas]

- (b) Subsection (a) shall not apply to the sale of medicine which contains alcohol.

#### 7. PRICE CONTROLS

A person shall not sell any of the following goods or services for more than the price the person charged for the goods or services on (date of disaster declaration):

- (a) groceries, beverages, toilet articles, ice
- (b) construction and building materials and supplies, and earthmoving equipment and machinery
- (c) electrical and gas generating and transmission equipment, parts and accessories
- (d) charcoal briquettes, matches, candles, lamp illumination and heat unit carbides, dry batteries, light bulbs, flashlights, and hand lanterns
- (e) hand tools (manual and power), hardware and household supplies, and equipment rental
- (f) automotive parts, supplies, and accessories
- (g) plumbing and electrical tools and supplies
- (h) apartment, duplex, multi-family dwelling, rooming house, hotel and motel rental



- (i) gasoline, diesel oil, motor oil, kerosene, grease, and automotive lubricants
- (j) restaurant, cafeteria, and boarding-house meals
- (k) services of roofing and building contractors, plumbers, electricians, mechanics, tree surgeons, and automobile wrecker companies
- (l) medicine, pharmaceutical, and medical equipment and supplies
- (m) blankets, quilts, bedspreads, bed linens, mattresses, bedsprings, bedsteads, towels, and toilet paper
- (n) furniture and clothing

8. SUSPENSION AND MODIFICATION OF ORDINANCES

- (a) The following ordinances and regulations are hereby suspended or modified as indicated:

[List the relevant ordinances and regulations]

- (b) The suspension or modifications of the ordinances and regulations listed in Subsection (a) shall remain in effect until (date 60 days from the date these regulations are issued), or until the state of disaster is terminated, whichever is sooner.

9. PENALTIES

- (a) These regulations shall have the effect of ordinances when duly filed with the [County Clerk/City Secretary].
- (b) A person who violates any provision of these regulations, upon conviction, is punishable by a fine of not more than five hundred dollars (\$500.00).

10. EMERGENCY

This [ordinance/order] shall take effect immediately from and after its passage and publication, and it is accordingly so ordained.

PASSED AND ADOPTED, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

APPROVED, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
[County Judge/Mayor]

[Commissioners Court orders will normally include the signature of the County Judge and the County Commissioners.]

**SAMPLE DISASTER DECLARATION FOR WILDFIRE THREAT**

PROCLAMATION

WHEREAS, \_\_\_\_\_ County has not had rainfall for an extended period and weather forecasters offer little promise of a change in the hot, dry conditions in the near future; and

WHEREAS, these hot, dry conditions pose the threat of large, dangerous and fast-moving wildfires: and,

WHEREAS, such fires have the potential of endangering lives and damaging property on a large scale; and

WHEREAS, the Texas Disaster Act of 1975 authorized declaration of a state of disaster "if the threat of disaster is imminent" and

WHEREAS, the magnitude of the potential damage and the rapidity at which such a fire could escalate to major proportions constitute an imminent threat of disaster; and

WHEREAS, declaration of such disaster authorized the imposition of controls on activities which tend to increase the likelihood of fires; and

WHEREAS, such controls, once implemented, have the potential of protecting lives and property by mitigating the threat of dangerous fires;

BE IT THEREFORE PROCLAIMED, that I \_\_\_\_\_, County Judge of \_\_\_\_\_ County, do hereby declare a state of disaster based on the threat of large wildfires in \_\_\_\_\_ County, Texas; and

BE IT ALSO PROCLAIMED that this state of disaster will continue until rescinded in accordance with the above statute and order, but in no instance will this declaration continue for more than seven days without authorization by the \_\_\_\_\_ County Commissioners Court;

BE IT ALSO PROCLAIMED that this state of disaster is being declared solely for the purpose of implementing controls aimed at mitigating the hazard posed by wildfires during the current hot, dry weather.

BE IT ALSO ORDERED THAT the purpose of this order is the mitigation of the hazard posed by wildfires by curtailing the practice of outdoor burning, which purpose is to be taken into account in any enforcement action based upon this order

IN WITNESS WHEREOF, I affix my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
County Judge

**SAMPLE BURN BAN**

COMMISSIONERS COURT ORDER  
PROHIBITION OF OUTDOOR BURNING

WHEREAS, in accordance with provisions of the Texas Disaster Act of 1975, a state disaster has been based on the imminent threat of disaster from wildfire; and

WHEREAS, declaration of such disaster authorized the imposition of controls on activities which tend to increase the likelihood of such fires:

BE IT THEREFORE ORDERED that the following emergency regulations are hereby established for all unincorporated areas of \_\_\_\_\_ County, Texas for the duration of the above mentioned declaration;

1. Actions Prohibited:

A person violates this order if he or she burns any combustible material outside of an enclosure serving to contain all flames and/or sparks, or orders such burning by others.

2. Enforcement:

A. Upon notification of suspected outdoor burning, the fire department assigned to the location of the fire shall respond to the scene and take immediate measures to contain and/or extinguish the fire.

B. As soon as possible, a duly commissioned peace officer shall be sent to the scene to investigate the nature of the fire.

C. If in the opinion of the officer at the scene and/or the fire chief, the goal of the order can be attained by informing the responsible party about the prohibitions established by this order, the officer may, at his discretion, notify the party about the provisions of this order and request compliance with it. In such instances, an entry of the notification shall be made into the dispatchers log containing the time, date, and place of the warning, and the name of the person receiving the warning.

3. At the discretion of the peace officer or the fire chief, second or flagrant violations of this order may be prosecuted in accordance with the statutes and procedures governing misdemeanors.

BE IT ALSO ORDERED that this order may be enforced by any duly-commissioned peace officer and that the venue for prosecution of this order will be the Justice of the Peace.

APPROVED, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
County Judge

[Commissioners Court orders will normally include the signature of the County Judge and the County Commissioners.]



## City of Kerrville, Texas DECLARATION OF DISASTER

**WHEREAS**, on April 8th, 2024, Kerrville, Texas is located within a direct line of a total solar eclipse that will cross North America (the “Eclipse”); and

**WHEREAS**, this event is expected to see the population of Kerrville, Texas, which is approximately 23,000, significantly increase with area visitors throughout the days leading up to and including the day of the Eclipse; and

**WHEREAS**, such influx of visitors will most likely result in significant traffic congestion; enormous strains on first responders, hospitals, and health care providers; possible shortages of food, groceries, and fuel; and an overwhelming of the City’s and other utility providers’ services and infrastructure; all of which will threaten the safety of citizens and visitors; and

**WHEREAS**, based upon guidance from other cities and communities who have experienced a total eclipse, as well as input from City staff and local emergency managers, the Mayor has determined that extraordinary measures must be taken and may need to be increased to protect the health, safety, and welfare of Kerrville citizens and visitors that may be impacted as a result of the Eclipse; and

**WHEREAS**, the Mayor, in consultation with the City’s Fire and Police Chiefs, has determined that the potential exists for roads and highways to be stressed to and above capacity during certain times of the event, thereby increasing the need for increased law enforcement, emergency responders, and traffic control; and

**WHEREAS**, the potential stress and over-capacity of City, county, state, and federal streets, roads, and highways may create a public safety event whereby law enforcement and fire and rescue personnel will be slowed and/or impeded from responding to calls for service; and

**WHEREAS**, the City, in planning for and analyzing the impact of the Eclipse, has planned several events and designated public gathering places, to include transportation from the sites, in an effort to better manage and lessen the impact of crowds and traffic; and

**WHEREAS**, the Mayor urges City residents to be mindful of the conditions leading up to and immediately after the Eclipse, and in part ensure that their vehicles are filled with fuel the week leading up to this event; purchase sufficient groceries, supplies, and medicine well in advance; and to take any and all other cautionary measures to ensure the safety of persons and animals in their care;

**NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF KERRVILLE:**

**SECTION ONE.** That a local state of disaster is hereby declared for the City of Kerrville pursuant to Section 418.108(a), Texas Government Code, due to the Eclipse.

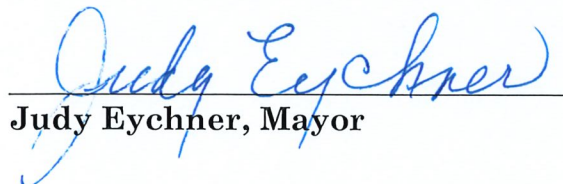
**SECTION TWO.** Pursuant to Section 418.108(b), Texas Government Code, the state of disaster shall continue for a period of not more than seven days from the date of this declaration unless continued or renewed by the City Council of Kerrville.

**SECTION THREE.** Pursuant to Section 418.108(c), Texas Government Code, this declaration of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the City Secretary.

**SECTION FOUR.** Pursuant to Section 418.108(d), Texas Government Code, this declaration of a local state of disaster activates the City's Emergency Management Plan and authorizes the furnishing of aid and assistance under this declaration.

**SECTION FIVE.** That this proclamation shall take effect immediately from and after its issuance.

**ORDERED** this on the 4<sup>th</sup> day of April, 2024.

  
\_\_\_\_\_  
**Judy Eychner, Mayor**

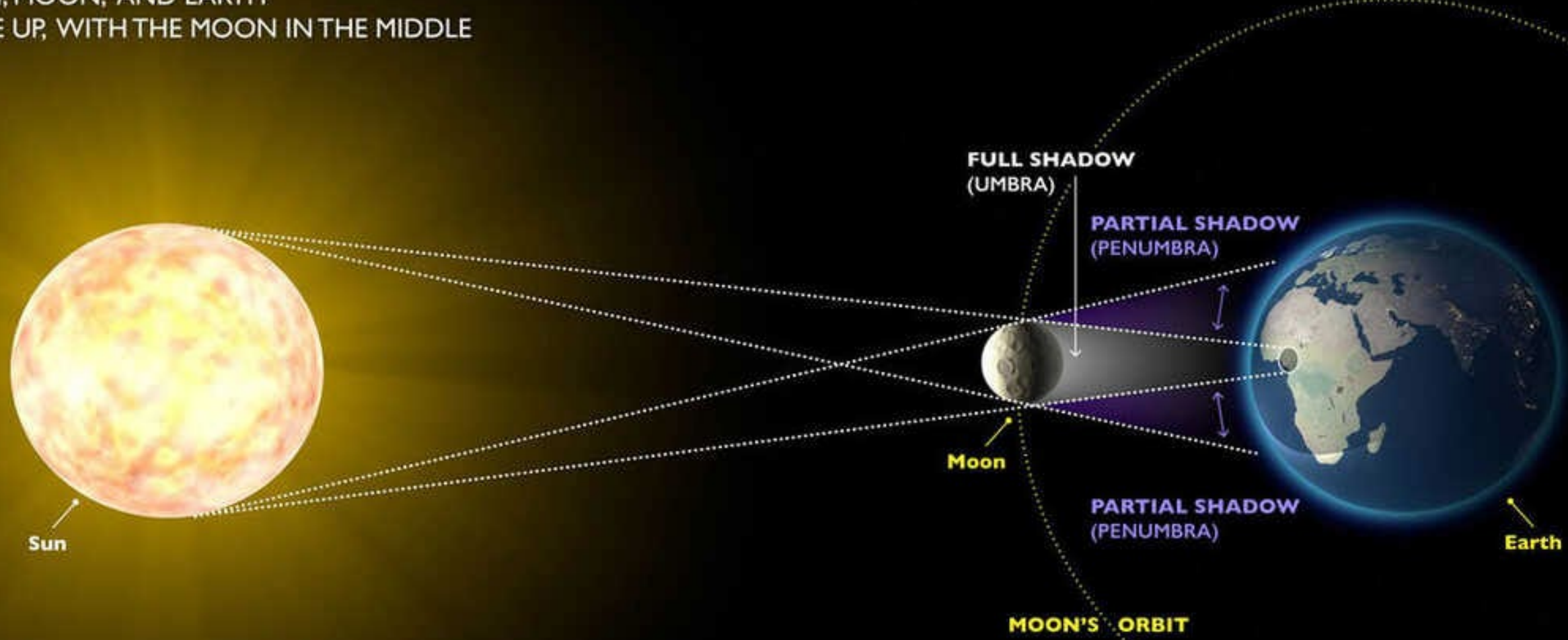
# The Great American Eclipse

Total Solar Eclipse 2024



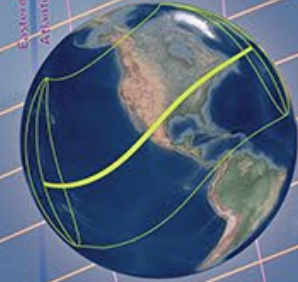
# SOLAR ECLIPSE

SUN, MOON, AND EARTH  
LINE UP, WITH THE MOON IN THE MIDDLE



Total Eclipse

# Path Across the U.S.



## Total solar eclipse of April 8, 2024



After an interval of seven years since 2017, a total solar eclipse visits North America again. This is easily nature's most spectacular sight. To see the beauty of the Sun's corona in the suddenly darkened sky, you must travel to the path of total solar eclipse.

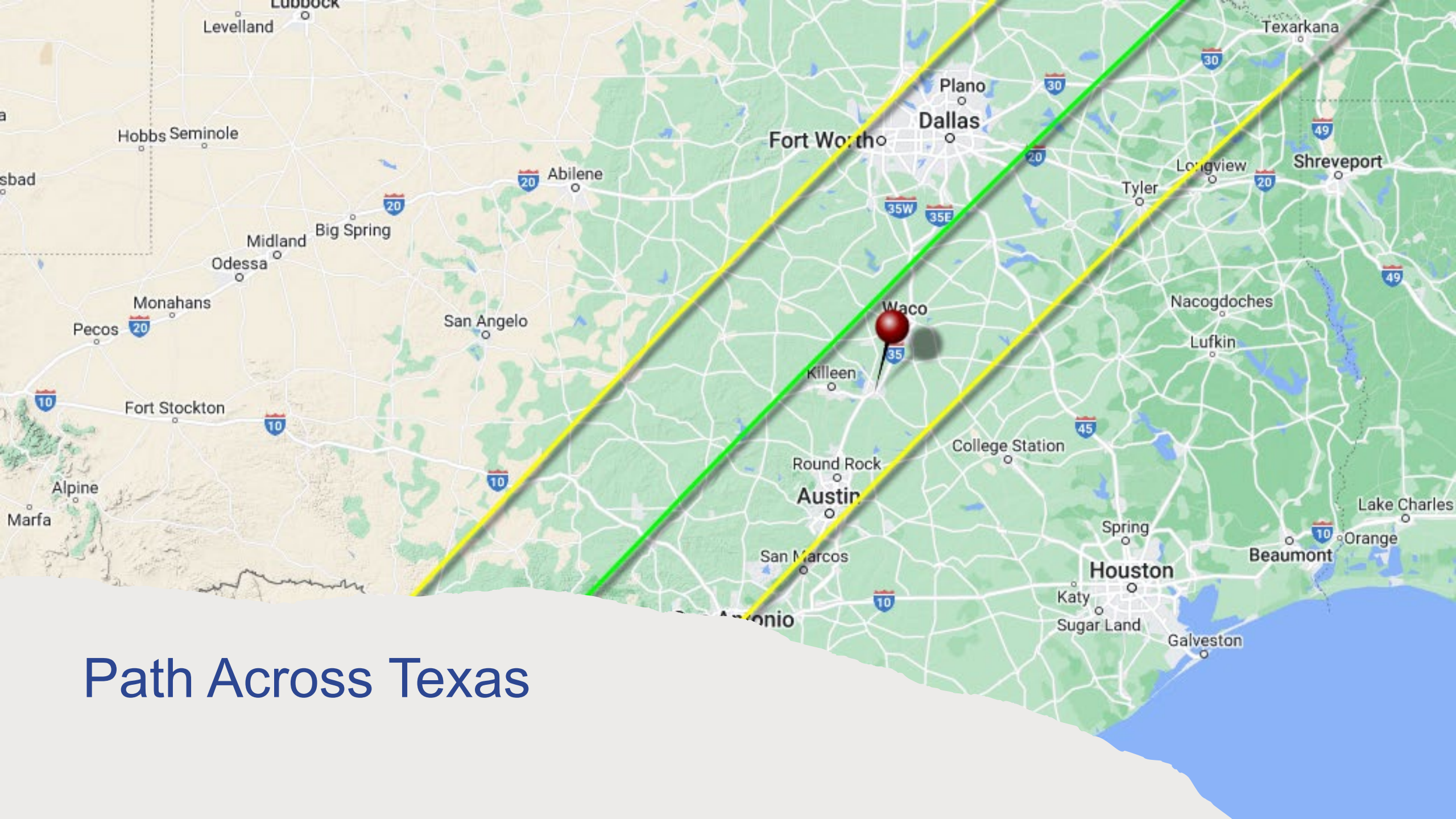
Durations of total solar eclipse are given inside the path of totality. The gray oval shapes show the Moon's shadow at five minute intervals. Times of greatest eclipse are shown in local time along the purple curves. Degrees of partial eclipse (obscuration) are shown along the orange curves.



Map by Michael Zeller, GreatAmericanEclipse.com, Dec 2016  
Eclipse computations by Xavier Jubier, xjubier.free.fr  
Eclipse predictions by Fred Espenak, eclipsewise.com

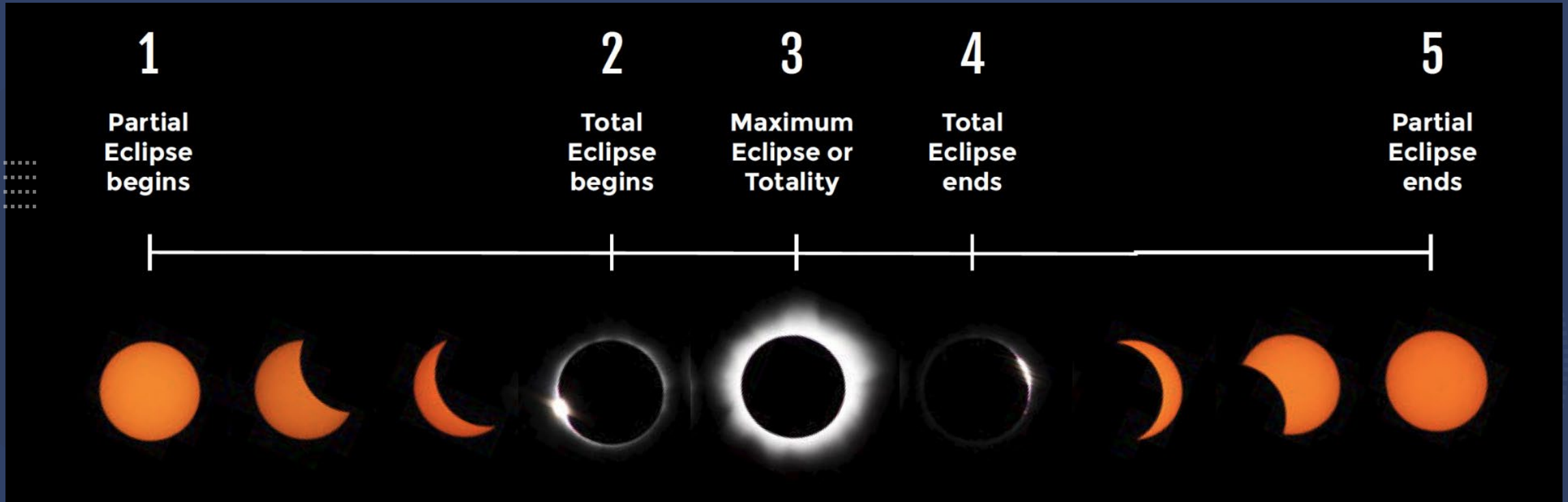






# Path Across Texas

# Stages



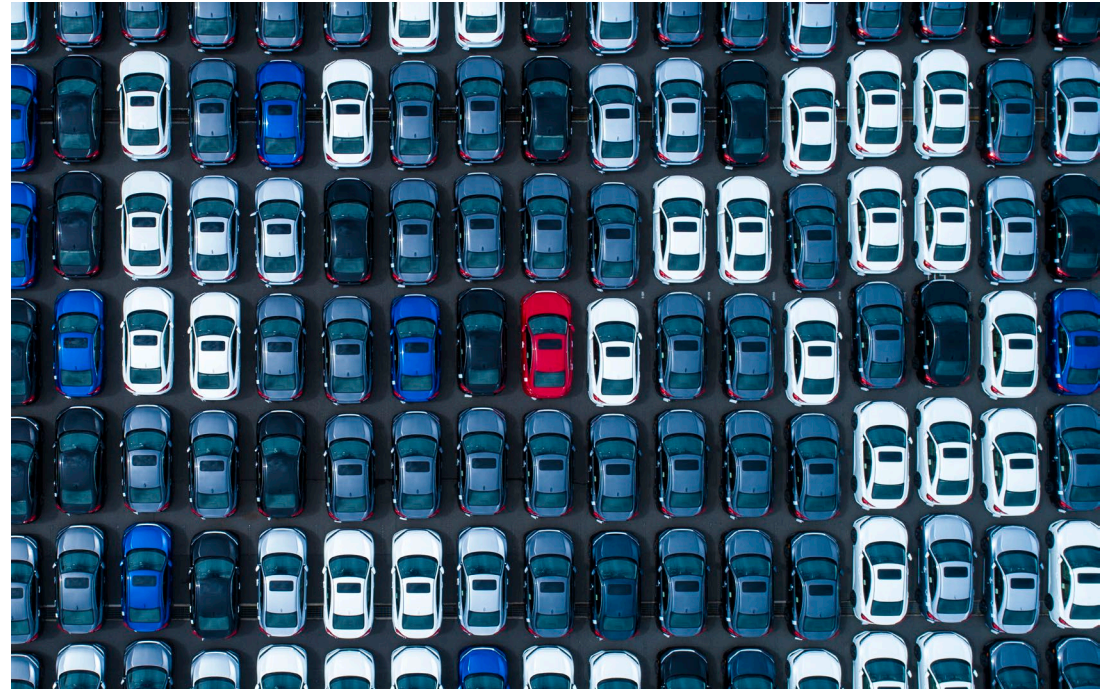
# Bell County

## Duration

- Full eclipse duration:  
2 hours, 40 minutes, 30 seconds
- Duration of totality:  
3 minutes, 52 seconds
- Partial begins at 12:19:03 pm
- Full begins at 1:36:49 pm
- Full ends at 1:40:41 pm
- Partial ends at 2:59:33 pm

# Potential Impacts: Population Surge

- Transportation: ground, air, water
- Fuel shortage
- Grocery shortages
- Medical emergencies/surges
- Water/wastewater
- Debris management
- Civil unrest
- Cell service



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# Preparedness

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- Travel will be slow
- Cell service interruptions
- Fuel up early
- Groceries
- Medication
- Animal care items
- Reschedule non-essential appointments
- Be patient 😊
- [Bellcountyeclipse.com](http://Bellcountyeclipse.com)





# Safe Viewing

- Specialized eye protection
- ISO 12312-2
- <https://eclipse.aas.org/eye-safety>
- **Do not** look at the eclipse through a camera lens, telescope, welding helmet or binoculars.



Questions?