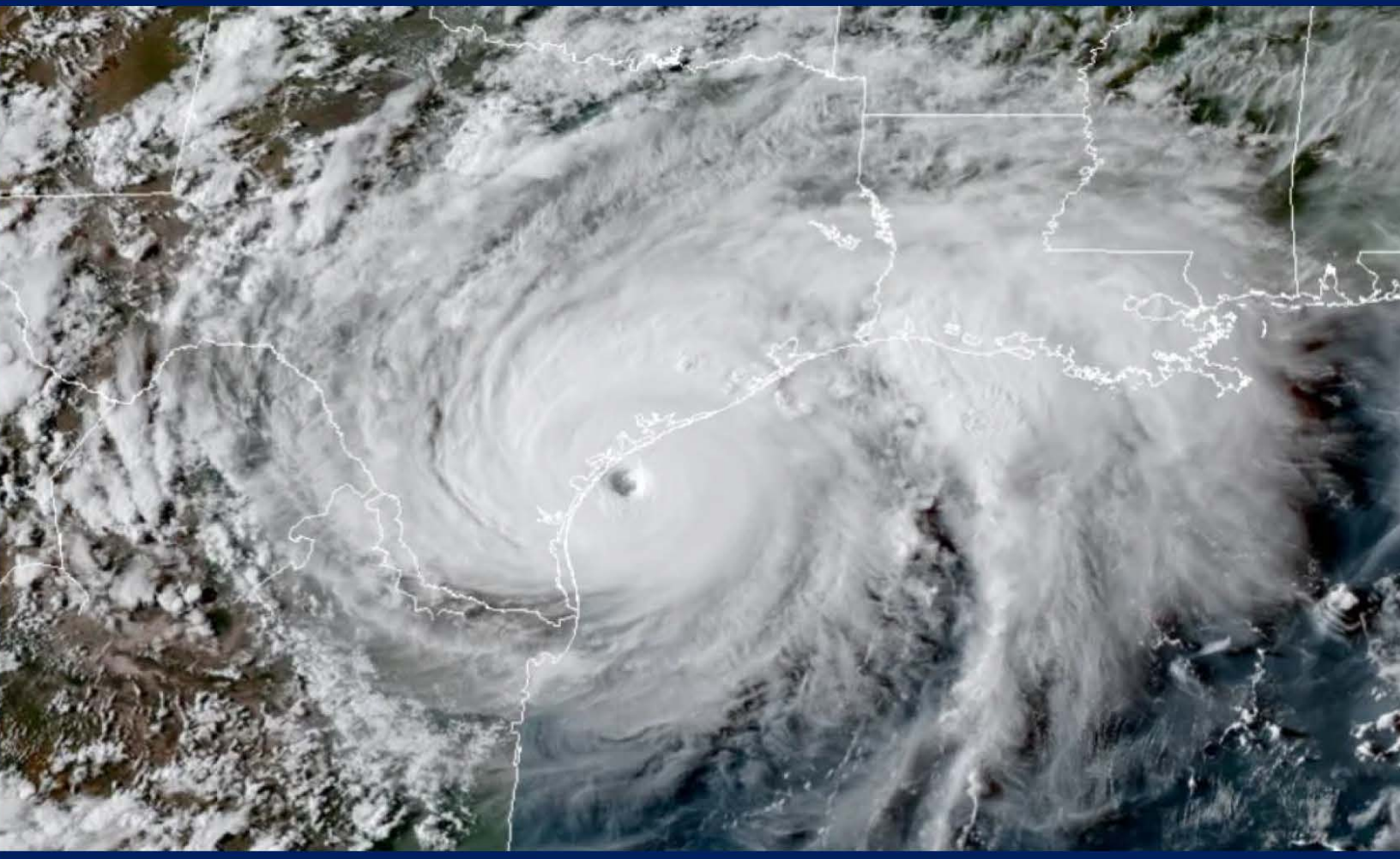
Lone Star State Incident Management Team
Hurricane Response Annex



January 2020

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Texas Commodity Distribution Plan

RECORD OF CHANGES

Change #	Initials	CONTENT CHANGED	Date Entered

Section I – Hurricane Response Annex Overview

Introduction

The LSSIMT Hurricane Response Annex sets forth a set of standardized expectations and responsibilities, as agreed upon by the Lone Star State Incident Management Team Coordinating Council (LSSIMTCC) and in response to **Tex. Education Code § 88.122** Incident Management Teams. This statute directs the Texas A&M Forest Service (TFS) to train, maintain, develop, and mobilize Incident Management Teams to provide incident support for state, disaster district, or local jurisdiction operations. As subject to this code, "an incident management team maintained under this section may consist of Texas Forest Service employees and other state, local, and volunteer responders." The LSSIMT Hurricane Annex is designed to be integrated with the **LSSIMT Standard Operating Guide**, and other Texas Division of Emergency Management plans and annexes and subordinate appendices or attachments to the **State of Texas Emergency Management Plan.**

Finally, the **State of Texas Emergency Management Annex (ESF 5)**, defines TFS' role with regard to IMTs, "The mission of IMTs is to provide additional state direction and control and response resources to assist DDC Chairpersons in carrying out emergency response and recovery operations in areas impacted by a major or catastrophic disaster. The Texas A&M Forest Service (TFS) has organized several IMTs composed of experienced NIMS/ICS personnel that can be deployed as needed to either manage or assist in the management of emergency response operations. TFS IMTs manage wildfires in coordination with the DDC Chairperson. The IMT is under the operational control of the DDC Chairperson when mobilized for all-hazard incidents. TFS is also responsible for developing Regional Incident Management Teams (RIMTs) which are staffed by personnel from state agencies and local emergency responders. These teams are developed to assist in the handling of disaster-type situations at the local, regional and state level. These teams can be used for local response without activation by the state. With the exception of TFS IMT response to wildfires, state activation of all IMTs requires approval by the Governor following a request by the Chief, TDEM. A Delegation of Authority or Letter of Expectation will be provided to the IMT that is activated by the state. This document will clearly state the expectations for the team in addition to the operational authority, restrictions and reporting requirements."

Section I – Hurricane Response Annex Overview

The Hierarchy of Authoritative Documents, related to this document are as follows:

- National Response Framework
- State of Texas Emergency Management Plan Hurricane Annex
- State Operations Center (SOC) Hurricane Playbook
- Lone Star State Incident Management Team Standard Operating Guide
- Lone Star State Incident Management Team Hurricane Response Annex
    - Appendix A: Lone Star State IMT Commodity Distribution Plan
    - Appendix B: Lone Star State IMT Vegetative Debris Burn Sample Plan
    - Appendix C:Initial Re-entry Assessment Plan

This document is intended to provide guidance and is not prescriptive nor comprehensive. Please use your best judgement and discretion to determine the most appropriate actions at the time of the incident.

Situation

Texas is no stranger to hurricanes; as any 50-mile segment of the state's coastline may expect a hurricane with the relative frequency of one every 6 years. Effects from these storms are magnified by the increasing population that the state experiences. In addition to tourism attractions, these coastal communities are strewn with residential, commercial, and industrial enterprise. These include oil refineries, chemical plants, liquid natural gas terminal, manufacturing centers, nuclear power plants and strategic oil reserves.

Planning Assumptions

During the response phase, the LSSIMT will place priority on saving lives, stabilizing community lifelines, protecting property and natural resources, and meeting basic human needs after an incident has occurred. **Operational Coordination** will be the primary core capability that the LSSIMT provides to local jurisdictions and the state of Texas. This core capability spans across all mission areas and all Emergency Support Functions (ESFs).

Section I – Hurricane Response Annex Overview

Community Impacts

Historical Mission Assignment (MA) requests suggests that the probability of these requests will come in the form of impacts to Safety and Security; Food, Water, Shelter; and Transportation Lifelines (**Figure 1**). In order to help stabilize these community lifelines, an IMT's MAs may include (a) Commodity Distribution, (b) Debris Management, (c) Initial Reentry Assessments, (d) Joint Information Center Establishment, (e) Search and Rescue, (f) Embarkation Hub Management, and (g) Continuity of Government (DDEOC/SOC Support).

Figure 1 - *Impacted Community Lifelines and potential IMT Mission Assignments to enhance stabilization of impacted lifelines.*

Section II – Concept of Operations

Defining the Hazard

Tropical cyclones are large-scale, relatively slow moving rotating storm systems that originate over tropical or subtropical waters. They are characterized by a low-pressure center, strong winds, and a spiral arrangement of thunderstorms that produce heavy rain. Tropical cyclones include hurricanes, tropical storms and tropical depressions.

Hazards from tropical cyclones include storm surge, wind, tornadoes, inland flooding, wave action and rip currents. Impacts of these hazards vary greatly depending on the location of landfall, direction of travel, size, forward speed, barometric pressure, wave setup, tides and wind intensity of the storm.

Although hurricane-force winds can cause significant damage to coastal communities, it is important to remember that storm surge inundation is almost always the deadliest threat associated with hurricanes. Other life-safety hazards, such as flooding and tornadoes, may continue to occur as a storm moves inland and the hurricane is downgraded to a tropical storm or tropical depression. Remnants of hurricanes can cause high wind, tornadoes and catastrophic flooding in any part of the State of Texas.

Even though response and recovery requirements differ for each incident, the strategies contained in this document may be used to respond to any tropical cyclone. The three types of tropical cyclone are designated by sustained wind speed.

Tropical Cyclones

Table 1 lists each type of tropical cyclone with one-minute average maximum sustained wind speed in miles per hour (mph). **Table 2** lists the categories of cyclones and provides the damage estimation, due to wind Speeds.

Tropical Cyclones & Wind Speeds	
Cyclone Types	Wind Speed
Hurricane	74 MPH
Tropical Strom	39 MPH
Tropical Depression	38 MPH

Table 1 - *Tropical Cyclone & Wind Speed Categories*

Section II – Concept of Operations

Categories & Wind Impacts		
Category	Wind Speed	Damage Estimation
1	74 - 95	Very dangerous winds that produce some damage. Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large tree branches snap and shallowly-rooted trees may be toppled. Extensive damage to power lines and poles may result in power outages that could last a few to several days.
2	96 - 110	Extremely dangerous winds causing extensive damage. Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees may be snapped or uprooted and block numerous roads. Near-total power loss is expected, with outages that could last from several days to weeks.
3	111 - 129	Devastating damage occurs. Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees may be snapped or uprooted, blocking numerous roads. Electricity and water may be unavailable for several days to weeks after the storm passes.
4	130 - 156	Catastrophic damage occurs. Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees are snapped or uprooted and power poles downed. Fallen trees and power poles are isolates to residential areas. Power outages may last weeks to possibly months. Most of the area may be uninhabitable for weeks or months.
5	157 +	Catastrophic damage occurs. A high percentage of framed homes may be destroyed, with total roof failure and wall collapse. Fallen trees and power poles may isolate residential areas. Power outages could last for weeks to possibly months. Most of the areas are uninhabitable for weeks or months.

Table 2 - *Categories of Hurricanes with Potential Wind Speed Damages.*

Timelines

Hurricane Season

Hurricane season officially begins on **June 1** and ends on **November 30**, but tropical cyclones can form outside of those dates. Historically, tropical cyclone activity peaks on **September 10**. Tropical cyclone activity usually affects the state of Texas between the beginning of June and the end of October.

Hazard Hour, or H-hour, is used for planning purposes as the time when hazardous conditions begin. For a hurricane, H-hour is used to estimate the onset of hazardous or unsafe conditions. Response operations may continue past H-hour. The decision to place operations on hold due to unsafe conditions is left to incident commanders in the field.

H-hour usually occurs upon the arrival of sustained 39 mph tropical storm-force winds, but may occur prior to tropical storm conditions if storm surge precedes tropical storm-force winds. Hurricane Ike in 2008 is one example of storm surge inundation affecting coastal evacuation routes prior to tropical storm conditions.

If early storm surge is forecast to occur prior to tropical storm conditions, the predicted time for hazardous storm surge conditions is considered to be the H-hour.

The State Operations Center (SOC) works with weather experts, utilizing the expertise of the National Weather Service (NWS) to set the SOC hurricane clock to count down to H-hour. The SOC hurricane clock is adjusted as needed while the storm approaches based on changes to weather observations and forecasts.

Because H-hour varies by location, the SOC hurricane clock is set to the time when hazards are forecast to first occur in the state.

Responder Reentry Hour (R-Hour)

Responder Reentry Hour or R-hour occurs when incident commanders on the ground determine that conditions are safe enough to operate. Like H-hour, R-hour varies by location depending on where hurricane impacts occur. The amount of time between H-hour and R-hour also varies for each hurricane incident, depending on the scope and location of hazardous conditions. Some areas may be able to resume operations, while others nearby are still facing conditions that are too hazardous for response personnel to safely operate.

Section III – Roles & Responsibilities

LSSIMT Roles & Responsibilities

The Texas A&M Forest Service's Responsibilities, related to this specific hazard as 1.) **Provide IMTs that can be deployed to either manage or assist in emergency response operations**; 2.) **Provide Planning Support and Staging Area Support for Disaster District Chairs**; 3.) **Provide incident management support for local Emergency Operations Centers**; 4.) **Provide staging support for Texas Intrastate Fire Mutual Aid System Resources**; and 5.) **Provide for the management of Resource Staging Areas and Points of Distribution**.

Additionally, the State Operations Center Hurricane Playbook defines TFS and the LSSIMTs as having primary and supporting roles for specific Mission Assignment requests, related to hurricane disasters. These consist of:

- Commodity Distribution Management (**Lead Role**)
- Catastrophic Debris Management (**Lead Role**)
- Initial Re-entry Assessments (**Supporting Role**)
- Search & Rescue Operations (**Supporting Role**)
- Joint Information Center Establishment (**Supporting Role**)
- Embarkation Hub (**Supporting Role**)

This list is not exhaustive, but may help to determine potential mission assignments, following a catastrophic hurricane of state significance. General overview concepts will be provided for the supporting role and leading role MAs. For further guidance on specific MAs, and other appropriate planning documents will be nested as appendices, as they become available.

Section IV – Commodity Distribution Management

Purpose

Resource Staging Areas (RSA) are established as receiving and distribution points to supply commodities to Shelter Hubs or Points of Distribution (POD) to provide life-sustaining resources to evacuees and survivors. See Appendix A: LSSIMT Commodity Distribution Plan for more detailed information.

Trigger

RSAs and PODs are established following a disaster in which essential infrastructure and services such as water, wastewater treatment and electric-generating facilities are not functional.

Description

A warehouse facility or a commodity truck staging area where personnel monitor the inventory of commodities and provide sufficient commodities to multiple PODs for distribution to the public. The key to the success of the POD systems is the RSA. The RSA provides a designated location where commodities are shipped, received and distributed to each POD location.

Coordinating Entities

- Texas A&M Forest Service (TFS/LSSIMTs) (**Lead Agency**)
- Texas Military Department (TMD)
- TDEM-Logistics
- TDEM Human Services
- TDEM Field Response Personnel
- Salvation Army
- DPS-Texas Highway Patrol (THP)
- Health and Human Services Commission (HHSC)
- Regional Incident Management Teams (RIMT)

Personnel Assigned to the RSA can include

- TFS Lone Star State Incident Management Teams (LSSIMTs)
- TFS Regional Incident Management Teams (RIMTs)
- TMD Task Force Headquarters Element
- TMD Sustainment Platoon Element
- One (1) TMD Medical Ranger or assigned DSHS medical staff member
- Private Sector Logistics Personnel

Section IV – Commodity Distribution Management

STAR Submittals

- DDC requests activation of RSA and PODs, through County Judge
- TMD Multifunction Platoon
- TFS Incident Management Team

Actions

- The RSA will be established and operational within 24 hours following reentry.
- As the situation dictates, the state will push an initial allocation of commodity handling equipment and commodities to an RSA within the affected area.
- State agencies included in this attachment must ensure they have planned for sufficient personnel to staff RSAs.
- County personnel are responsible for providing all personnel and equipment to support the PODs.
- The weather and level of activities (traffic volume, amount of product distributed, etc.) will dictate personnel shifts at RSAs and PODs.
- Reports from the PODs to the RSA as outlined in this attachment are essential to determining the number of commodity shipments required as well as establishing when to deactivate the RSA, CSAs and PODs.
- The site manager should designate a potential helicopter landing zone in close proximity to the RSA capable of accepting 3-4 helicopters at a time.
- Human Services Branch will supply commodities for RSA.
- TFS supplies a burn rate/flow plan on commodities.
- TDEM District Coordinators may assist with resource acquisition.
- Refer to the Commodity Distribution Plan in Appendix A: LSSIMT Commodity Distribution Plan

Critical Information

- TFS supports up to four RSAs:
  - Ford Park - Beaumont
  - Reliant - NRG Stadium - Houston
  - Brookshire's - Lufkin
  - HEB Distribution Center - Weslaco
- RSAs and PODs will remain open and functional until the infrastructure and the local economy can sustain the region, county and/or affected city's populations.
- The physical address will not be released to the general public or local media.
- DPS – THP can provide security and escort support

Section V – Catastrophic Debris Management

Purpose

Disasters can generate a variety of debris. The quantity and type of debris generated from any particular disaster is a function of the location, magnitude, duration and intensity. These conditions directly affect the type of collection and disposal methods used to address the debris problem, associated costs incurred and the speed with which response and recovery begins.

In a large scale or catastrophic disaster, such as a hurricane, local jurisdictions may have difficulty locating the staff, equipment and funds to devote to disaster debris removal, both in the short- as well as long-term. Out of necessity, private contractors and state agencies may play a significant support role in the debris removal, collection, reduction, and disposal process. See Appendix B: LSSIMT Vegetative Debris Burn Plan for more detailed information.

Trigger

Debris Burning Operations may be established, following a hurricane or disaster that produces large accumulations of debris, overwhelming a local community. The state of Texas' goal in the aftermath of a disaster are:

- Return vital life support systems to minimum operating standards
- To redevelop a disaster area to preexisting conditions or to conditions that are less disaster-prone.
- To perform activities that assist families and businesses to return to a normal or improved state of being.

Description

Large scale/ catastrophic debris generating disasters will likely overwhelm local jurisdictions in their clean-up efforts, necessitating state involvement in the management of the disaster debris operations. Debris burning is one of many solutions for debris management.

Coordinating Entities

- Texas A&M Forest Service (TFS) (**Lead**)
- Texas Division of Emergency Management (TDEM)
- Texas Commission on Environmental Quality (TCEQ)
- Texas Department of Transportation (TxDOT)
- Texas A&M Agrilife Extension Agent (Agrilife)
- Texas A&M Engineering and Extension Service (TEEX)

STAR Submittals

Debris Burning Operation requests are processed through the DDC as needed, after Debris Assessments have been conducted.

Actions

Generally speaking, once a need for debris burning has been established, TxDOT, Texas A&M AgriLife, Texas A&M Engineering Extension Service (TEEX), and Texas A&M Forest Service (TFS) will establish debris burning operations in support of the local authority having jurisdiction (AHJ). Air Curtain Incinerators (ACI) may be set on a pad constructed by TxDOT at the approved burn site established for the region. Debris may be moved from the temporary debris sites to the designated ACI burn sites. Front-end loaders may be used to move debris from debris piles to the ACIs. An excavator with a thumb may be used to feed debris into the ACIs. Ash produced from the burning of the debris will be placed in roll off dumpsters and may be disposed of offsite. Fire protection

may be provided to ensure burning operations are confined to the ACIs. Personnel from TFS and TEEX will operate the ACIs, operate heavy equipment, and provide fire protection at the site. Site security is provided by local law enforcement (LE) or the Texas Department of Public Safety (DPS). The Texas Commission on Environmental Quality (TCEQ) will monitor the burning site for visible emissions from the ACI.

Critical Information

- Debris Management Site Permit
  - Needs to be amended and approved by TCEQ to allow burning at the site

- Burn Hours Waivers
  - TCEQ needs to approve a waiver to extend daily ACI operations. Texas Administrative Code limits burn hours to one hour after sunrise to one hour before sunset.
  - TCEQ also needs to approve a waiver to extend total operating days/hours. Texas Administrative Code limits total operation time to 180 consecutive calendar days or 600 hours, whichever occurs first.

- Countywide Burn Ban
  - County Judge will need to grant permission to burn at the site while the county is under burn ban.

- ACI Relocation Notification
  - TCEQ needs to approve the relocation of the ACIs to the burn site.

- ACI Setback Waiver
  - TCEQ needs to approve a waiver for the setback requirement. Texas Administrative Code requires a setback of 300 feet from the closest property line or any other ACI.

- Each ACI is capable of burning 6-10 tons or 30 to 40 cubic yards of debris per hour.
  - With 2 units, it could be possible to burn 120-200 tons or 600 to 800 cubic yards of debris per 10-hour operational period.

Other Considerations

Private Property Debris Removal

Debris removal from private property will be a rare occurrence and limited ONLY to those situations where there is a clear danger (present/imminent/potential) to life, safety and/or public health. This debris removal must be in the public interest, not merely benefiting an individual or a limited group of individuals within the community. The written request must be provided by the local jurisdiction providing a bases for a public interest determination. Examples include but are not limited to:

- Dangerously leaning/damaged trees or limbs over public rights-of-way or other public spaces.
- Partially or totally collapsed structures that could endanger the public.
- Debris that poses a clear and present fire danger. Texas Catastrophic Debris Management Annex 19
- Debris that negatively impacts critical infrastructure and/or services.

- Hazardous household waste which, if left unaddressed, poses an imminent threat to public health and/or safety.

Trench Burning

One method to remove vegetative debris and clean lumber is the use of trench burning (air curtain incinerator). Trench burning (air curtain incinerator) Title 30 Tex. Admin. Code § 106.496, authorizes the use of air curtain incinerators (ACIs) in the disposal of debris during emergency cleanup operations such as the removal and disposal of debris. For more legal information, refer to Texas Commission on Environmental Quality (TCEQ).

Air Curtain Incinerator

An Air Curtain Incinerator (ACI) is an incinerator that operates by projecting a curtain of air a cross an open chamber or pit in which combustion occurs. Incinerators of this type can be constructed above or below ground and with or without refractory walls and floor. Trench burning is an operation of an ACI using a trench and air manifold system.

The only debris that can be burned in an ACI includes trees, brush, other vegetative matter and clean lumber. Do not burn wood that has been painted, stained or pressure treated with chemicals and do not store materials stockpiled to be burned closer than 75 feet from the firebox/trench. ACIs used in the cleanup of approved debris from a declared disaster are exempt from registration requirements.

Verbal notification to your local TCEQ regional office prior to burning is highly encouraged. No permit is necessary. In efforts to reduce the potential of nuisance conditions, each ACI must be at least 300 feet from the nearest property line. If the distance requirement cannot be met, contact the TCEQ regional office. Portable ACI facilities temporarily located at a site can operate for up to 180 consecutive calendar days or 600 hours, whichever occurs first. However, federal requirements apply after eight weeks of use. If operation of the ACI is necessary for a longer period of time, the jurisdictions conducting ACI operations must contact their TCEQ regional office to request an extension. Once the ACI is no longer in operation, it must be removed from the site.

Ash Disposal

The ash generated from an ACI can be used in the following ways:

- Buried on-site in an ACI trench, if the deed is recorded and a copy of the document provided as required by 30 TAC §330.7 of this title.
- Sent to a Type I landfill, if the ash is containerized and no hot coals are present.
- Beneficially used, if the use is determined to be acceptable in accordance with §330.8 of this title.
- The ash generated from an ACI can be disposed of in a municipal waste landfill.
- If a trench burner is used the ash can be disposed of in the burn trench in accordance with Tex. Admin. Code § 106.496. However, a separate trench cannot be created for ash disposal.

Section V – Catastrophic Debris Management [Vegetative Burning]

Record Requirements

The operation of an ACI should be recorded, including a run time meter, written record or log of the hours of operation, operational or location requirements, and any operating instructions being followed by the operator. Ash from the trench burning which is left in place must be deed recorded.

Section VI – Initial Reentry Assistance Teams

Purpose

Deploy teams of subject matter experts and response personnel from multiple organizations to support Disaster District Emergency Operations Centers (DDEOC) in quickly assessing response needs following hurricane strikes. See Appendix C: IRAT Standard Operating Guide for more detailed information.

Trigger

If the Texas coast is threatened by a hurricane, the SOC coordinates activation of IRAT resources based on the needs for specific post-landfall assessments, as determined by the threat.

Description

Initial Reentry Assessment Team (IRAT) members deploy to evaluate roads, buildings and infrastructure, and can be tasked with establishing a Forward Operating Base (FOB) if needed to serve as a command post and resource check-in and staging area. IRAT members can also assist in establishing communications between the local government and the DDC. The specialists deployed with the team assist their local counterparts and assess critical infrastructure, hospitals, and accessibility for incoming responders and recovery resources.

Coordinating Entities

Disaster District Chair (**Lead**)
Texas Division of Emergency Management (TDEM)
Texas Dept. of Transportation (TxDOT)
DPS Texas Highway Patrol (THP)
Texas Military Department (TMD)
Texas Task Force One (TX-TF1)
Texas A&M Forest Service (TFS)
Communications Coordination Group (CCG)
Texas Dept. of State Health Services (DSHS)
Texas Parks and Wildlife (TPWD)
Public Works Response Team (PWRT)
Public Utility Commission of Texas (PUC)

STAR Submittals

IRAT resource requests are processed through the DDC as needed.

Critical Information

- The SOC identifies and assembles IRAT components and pre-positions IRATs at a safe areas prior to deployment to affected areas.
- Upon deployment, control of the IRAT is turned over to the DDC of the affected area.
- Operating procedures must be flexible and scalable to ensure an appropriate operational response to the disaster and to provide coordinated access to the organizations that compose IRATs.
- Each IRAT should not be more than 50 vehicles.
- IRATs must be self-sustaining for up to 72 hours.

Section VII – Search and Rescue Operations

Purpose

Conduct state search and rescue (SAR) operations to locate and rescue individuals in threatened and affected areas and move them to safer locations in the immediate area, for transport to shelters or medical care facilities.

Trigger

The Texas Coast is threatened with a hurricane and a local jurisdiction requests a state Search & Rescue MA for support.

Description

SAR operations usually start before a hurricane makes landfall. Some individuals do not evacuate, and may request evacuation assistance as conditions worsen due to an approaching storm. Once a storm makes landfall, these requests are expected to increase. Search and rescue resources move survivors to critical safe areas. After they are rescued survivors may require transport to medical care facilities and shelters. This is typically performed by other types of resources so that search and rescue personnel can continue to perform their mission.

Coordinating Entities

Texas A&M Engineering Extension (TEEX) **(Lead)**
Texas Military Department (TMD)
Texas Parks and Wildlife Dept. (TPWD)
Texas A&M Forest Service (TFS)
Civil Air Patrol (CAP)
Texas Dept. of Criminal Justice (TDCJ)
Dept. of State Health Services (DSHS)
Texas Dept. of Transportation (TxDOT)
Texas Animal Health Commission (TAHC)
Texas A&M Veterinary Emergency Team (VET)
Texas Division of Emergency Management (TDEM)
DPS Texas Highway Patrol (THP)
Texas General Land Office (TGLO)
Air Operations Center (AOC-TX)
Tactical Air Ground Coordination Team

STAR Submittals

- SOC requests boat teams.
- SOC requests TMD support (air and ground).
- SOC requests medical support from DSHS.
- SOC requests transportation support for survivors (air and ground).
- TDCJ transport support request from SOC.
- SOC requests TFS chainsaw crew/debris removal.
- SOC requests imagery from TDEM-CIS or University of Texas – Center for Space Research (UTCSR).
- TAHC animal/vet team support request from SOC.
- SOC request for THP security and traffic control.

Section VII – Search and Rescue Operations

Actions

- Coordinate with Disaster District Emergency Operations Centers (DDEOC) to identify threat areas.
- Identify threatened areas in coordination with partner agencies.
- Pre-landfall, identify critical safe areas for responders.
- Identify intermediate evacuation centers.
- Preposition teams in the potential impact area prior to landfall.

Critical Information

- Texas Task Force 1 (TX-TF1) has the capability to coordinate all SAR efforts.
- TX-TF1 requests a comprehensive SAR communications plan to be established.
- TX-TF1 coordinates federal SAR support – mission assignments based on DDC needs.
- TMD coordinates with the Defense Coordinating Element (DCE) for federal military SAR capabilities.
- TGLO boats are capable of operating on flatwater and cannot be tasked for swift water operations.
- All active agencies will track evacuations and rescues, and report them in their daily State Agency Report.

Section VIII – Joint Information Center Establishment

Purpose

To establish a Joint Information Center (JIC) to conduct and support crisis communications between the Emergency Management Council and the offices of state elected officials to the public, stakeholders and media.

Trigger

Request from the SOC Manager upon activation of the State Operations Center (SOC) in response to a tropical storm or hurricane impacting the Texas coast.

Description

To coordinate agency and office communications directors, public information officers and supporting staff to ensure collaborative, timely, useful, and accurate information is provided to the public and other stakeholders.

Coordinating Entities

- TDEM (**Lead**)
- Office of the Governor
- Supporting Agencies
  - Lt. Governor of Texas
  - Speaker of the Texas House
  - Texas Secretary of State
  - Texas Military Department
  - American Red Cross
  - Dept. of Information Resources (DIR)
  - Texas General Land Office (GLO)
  - Public Utility Commission of Texas (PUC)
  - Railroad Commission of Texas (RRC)
  - The Salvation Army (TSA)
  - State Auditor's Office (SAO)
  - Comptroller of Public Accounts (CPA)
  - Texas Animal Health Commission (TAHC)
  - Office of the Attorney General (OAG)
  - Texas Procurement and Support Services (TPASS)
  - Texas Commission of Environmental Quality (TCEQ)
  - Texas Commission on Fire Protection (TCFP)
  - Texas Department of Agriculture (TDA)
  - Texas Department of Criminal Justice (TDCJ)
  - Department of State Health Services (DSHS)
  - Texas Department of Housing and Community Affairs (TDHCA)
  - Texas Health and Human Services Commission (HHSC)
  - Texas Department of Insurance (TDI)
  - Texas Department of Transportation
  - Texas Education Agency (TEA)
  - TEEX
  - Texas A&M Forest Service (TFS)
  - Texas Parks and Wildlife Department
  - Texas Workforce Commission (TWC)
  - Department of Family Protective Services (DFPS)
  - Texas A&M AgriLife Extension Service (AGRILIFE)
  - Office of Court Administration (OCA)
  - Electric Reliability Council of Texas (ERCOT)
  - Texas Facilities Commission (TFC)
  - Texas Department of Licensing and Regulation
  - State University Systems

Section VIII – Joint Information Center Establishment

Actions

- Assistant Chief – Response & DPS MCO Director directs TDEM Chief of Staff to contact activated Emergency Management Council PIOs.
- Lead notifies partner agencies and state officials via email, phone, or if needed runner, that the JIC has been activated.

Critical Information

Gather

The JIC must gather information from multiple and varied sources. Sources include responding agencies, traditional media sources, and social media. Information gathered must be collected and tracked in an organized manner.

Verify

Information gathered must be verified for accuracy, analyzed, and sources confirmed.

Review and Coordinate

Expedient but thorough review of information released is an essential part of the JIC process. Reviewers must coordinate with each agency that has information to be released.

Document

In order to resolve miscommunication, disputes, or later queries, or in the case of litigation, public information activities must be documented.

Disseminate

DPS MCO Director determines public information dissemination.

Monitor

Monitoring media is a crucial function of the JIC. Media monitoring includes traditional media (television, radio, paper) as well as web-based media, including social media. Staff monitoring 'open' information must be understand what to watch and listen for, in order to identify new information, issues, and inaccuracies.

Advise

The JIC advises DPS and partner agency leadership on the likely impact of public relations issues on operational efforts and prepares recommended talking points, briefings, and other materials for approval.

Section IX – Embarkation Hub

Purpose

To assist local jurisdictions with critical activities at embarkation and reception hubs.

Trigger

A local jurisdiction requests state embarkation or reception hub support for critical transportation evacuations.

Description

Local governments are responsible to identify embarkation and reception hub locations, direct operations and provide transportation for critical transportation evacuees, service and companion animals, and household pest from their homes to embarkation hubs. Texas Military Department (TMD) may be tasked to provide uniformed personnel to support local jurisdictions under the direction of local jurisdictions or the Texas Dept. of Public Safety (DPS).

Assistance may also be requested at evacuee reception hubs to process and assist evacuees as they arrive at their destinations and are provided accommodation at shelter facilities. Reception Centers are used by some shelter hubs to receive evacuees in hot jurisdictions. Upon arrival, evacuees may be triaged, registered and assigned to a shelter. Reception centers provide evacuees with directions to the shelter facility and a registration form to fill out.

Coordinating Entities

- Local Jurisdictions (**Lead Entities**)
- TMD (**Primary Support**)
- Texas Dept. of Public Safety (DPS)
- Texas Division of Emergency Management (TDEM)
- Texas A&M Forest Service (TFS)
- Dept. of State Health Services (DSHS)

Star Submittals

- SOC Submits request to activate ETN Contract
- TMD Air Operations Center (AOC-TX) Mission Ready Package
- TMD Multi-Function Platoon MRP
- TMD ETN Team MRP
- Request to DSHS for evacuee/patient triage assistance

Actions

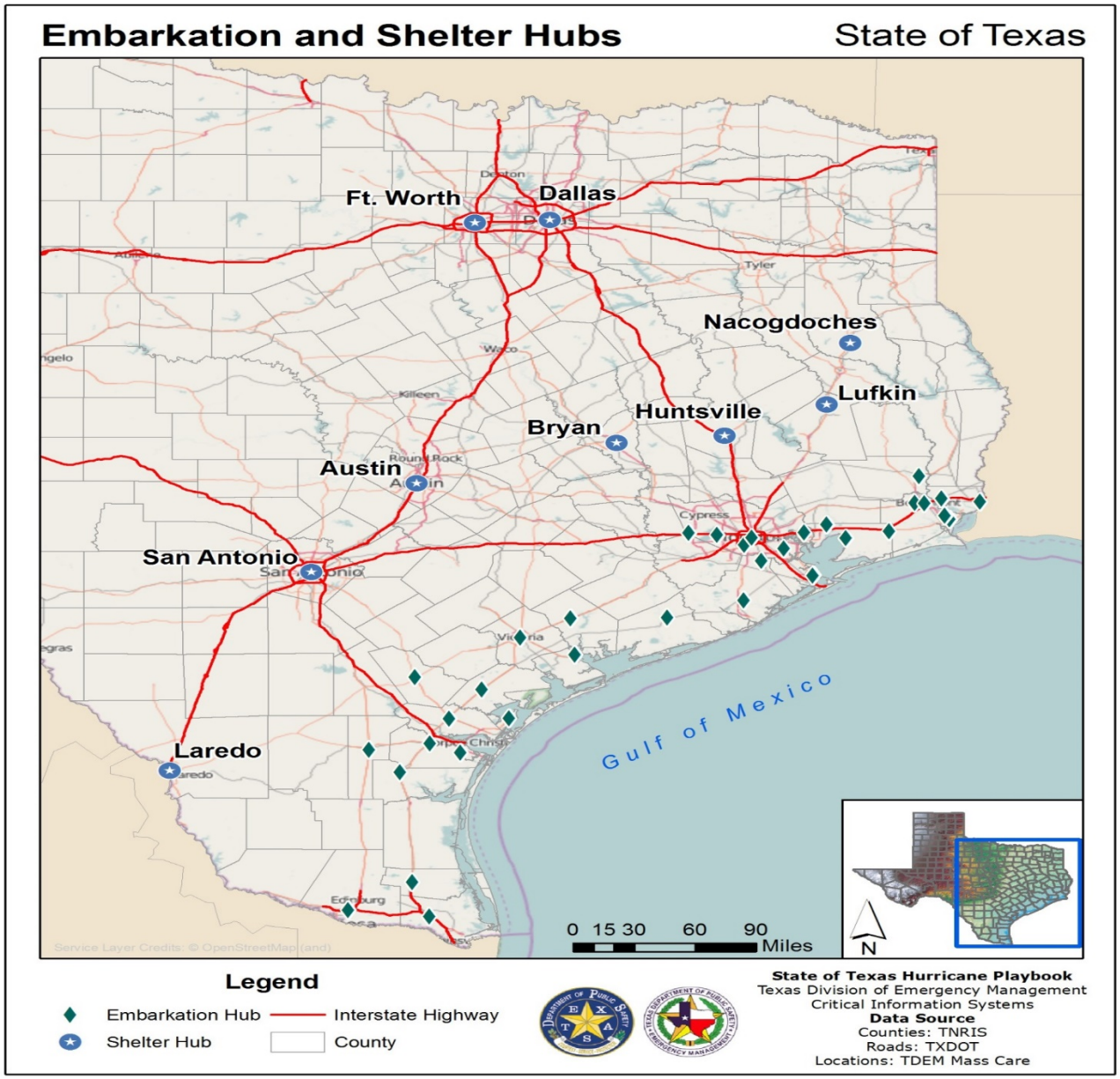
- Local jurisdictions order or plan to order evacuations
- Local jurisdictions plan to establish embarkation hubs
- Embarkation hub support is requested through DDC
- Local jurisdictions provide logistical support
- Local jurisdictions conduct medical screening of evacuees
- Local law enforcement provides site security
- Local fire and EMS provide first responder services at embarkation and reception hubs
    - State assistance may be requested to provide these services when local capabilities are overwhelmed
- Buses evacuating jurisdictions drop off at designated shelter hubs, to be named when needed.
- DDC dispatches state law enforcement to lead all state assets at hubs.
- Local jurisdictions coordinate who is responsible to track the daily operational status of shelters,

occupancy for each shelter and number of evacuees processed by the reception center. The information is forwarded to the DDC.

- DDCs are provided shelter reports from within the districts to forward to the State Operations Center (SOC).

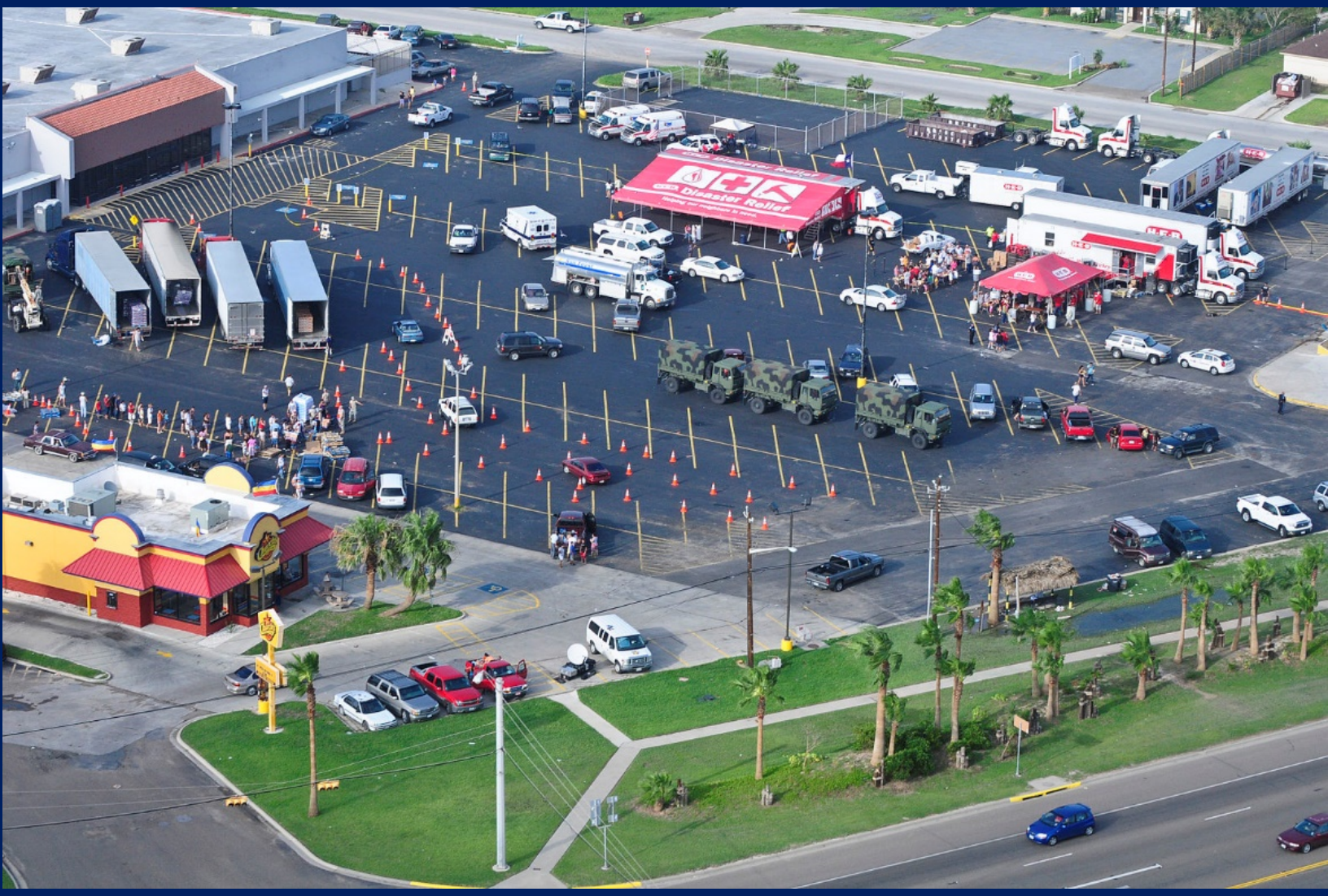
Critical Information

- TMD is in a support role only.
- TMD MRPs response within 48 hours of notification from the SOC.
- TMD MRPs may require DPS Law Enforcement presence.
- TMD MRPs may require shelter until R – Hour.
- Local jurisdiction must establish, operate, and manage hubs and provide DDC the location
- Locations are needed for buses to park after they drop off.
- Embarkation hubs may be used for air or ground evacuations.
- The physical address of the embarkation center is released to the local media prior to evacuation.



Appendix A: Commodity Distribution Plan

March 2020



March 2020

LONE STAR STATE INCIDENT MANAGEMENT TEAM

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Texas Commodity Distribution Plan

RECORD OF CHANGES

Change #	Initials	CHANGE CONTENT	Date Entered

Introduction

This appendix aligns to the State of Texas Emergency Management Plan, the LSSIMT Standard Operating Guide, and the Hurricane Response Annex.

The Commodity Distribution Plan, sets forth a set of standardized expectations and responsibilities, as agreed upon by the Lone Star State Incident Management Team Coordinating Council (LSSIMTCC) and in response to **Tex. Education Code § 88.122** Incident Management Teams. This statute directs the Texas A&M Forest Service (TFS) to train, maintain, develop, and mobilize Incident Management Teams to provide incident support for state, disaster district, or local jurisdiction operations. As subject to this code, "an incident management team maintained under this section may consist of Texas Forest Service employees and other state, local, and volunteer responders." The LSSIMT Commodity Distribution Plan is designed to be integrated with the **LSSIMT Hurricane Annex**, the **LSSIMT Standard Operating Guide**, and other Texas Division of Emergency Management plans and annexes and subordinate appendices or attachments to the **State of Texas Emergency Management Plan.**

Finally, the **State of Texas Emergency Management Annex (ESF 5),** defines TFS' role with regard to IMTs, "The mission of IMTs is to provide additional state direction and control and response resources to assist DDC Chairpersons in carrying out emergency response and recovery operations in areas impacted by a major or catastrophic disaster. The Texas A&M Forest Service (TFS) has organized several IMTs composed of experienced NIMS/ICS personnel that can be deployed as needed to either manage or assist in the management of emergency response operations. TFS IMTs manage wildfires in coordination with the DDC Chairperson. The IMT is under the operational control of the DDC Chairperson when mobilized for all-hazard incidents. TFS is also responsible for developing Regional Incident Management Teams (RIMTs) which are staffed by personnel from state agencies and local emergency responders. These teams are developed to assist in the handling of disaster-type situations at the local, regional and state level. These teams can be used for local response without activation by the state. With the exception of TFS IMT response to wildfires, state activation of all IMTs requires approval by the Governor following a request by the Chief, TDEM. A Delegation of Authority or Letter of Expectation will be provided to the IMT that is activated by the state. This document will clearly state the expectations for the team in addition to the operational authority, restrictions and reporting requirements."

Overview

Purpose

The purpose of the Commodity Distribution Plan is to outline the roles and responsibilities, coordination mechanisms, capabilities and actions required of stakeholders during state emergency operations to meet the needs of the whole community.

Successful commodity distribution operations assists survivors with obtaining life-sustaining resources during the aftermath of an emergency or disaster. Effective commodity distribution operations requires local, state, and Federal entities, agencies, or organizations to coordinate with each other to pre-plan and provide response assistance to an affected area. Respective roles and responsibilities are expressed in the state's Commodity Distribution Plan.

As mandated by Tex. Gov. Code Ch. 418, the Texas Division of Emergency Management (TDEM) is responsible for preparing and maintaining the State of Texas Emergency Management Plan (State Plan). TDEM designates a primary entity to support the planning process for each functional or hazard annex that comprises the State Plan. A primary entity has significant responsibility, resources and capability for this function. TDEM is designated the primary entity to assist in this planning effort. Additional support entities are included in the planning effort and provide their knowledge about capabilities, coordination and resources for the annex.

Scope

This appendix applies to all state supported commodity distribution activities that take place during any disaster or emergency situation. This document does not address mass feeding or any other mass care service. See the ESF-6 Annex for more information on that topic.

Federal Alignment

The National Response Framework (NRF) serves as the foundation for the development of national and regional response plans that implement federal response activities. At the national level, the federal planning structure supports the NRF, which specifies the responsibilities assigned to each of the tasked Federal departments and agencies for mobilizing and deploying resources to assist the state(s) in response/recovery efforts.

This plan supports ESF-7 operations at both the state and federal levels. As laid out in the Texas ESF-7 Annex, TDEM is the lead agency for this ESF at the state level. The Department of Homeland Security/Federal Emergency Management Agency is the primary agency for ESF-7 at the federal level. This plan supports ESF-7 operations. According to the NRF, the following core capabilities are directly supported by ESF-7:

- Mass Care Services
- Critical Transportation
- Infrastructure Systems
- Operational Communications
- Logistics and Supply Chain Management

Assumptions

In Texas, planning assumptions are considered to be information accepted by planners as being true, in the absence of facts, in order to provide a planning framework. The Texas Basic Plan contains planning assumptions, which are applicable across all annexes. State planners have made the following assumptions in preparing this annex.

- The TFS' LSSIMT will provide operational coordination for the State RSA and PODs, and will coordinate with the TDEM DC, County Judge, and DPS DDC (if applicable) throughout the duration of the assignment.
- The state will support up to four Points of Distribution (PODs) per county, subject to available resources.
- Local infrastructure is compromised, and local retail establishments are not physically or economically capable of supporting the community with minimal essential commodities following a disaster.
- Residents who remained in their homes during a disaster and those returning to their homes following a disaster may require commodity support prior to the restoration of essential infrastructure and services.
- Each county has identified four POD locations and provide these locations to the SOC via the Region's DDEOC.
- The County Judge (Emergency Management Director) is the designated point of contact for POD locations, activation, and deactivation.
- County and City Directors of Emergency Management may relocate PODs within their jurisdictions as infrastructure and the local economy becomes capable of accommodating jurisdictional needs. If the POD is state supported, this move should be coordinated with state personnel to ensure an effective transition.
- Resource Staging Areas and PODs should remain open and functional until the infrastructure and the local economy can sustain the region, county and/or affected city's populations.
- Resource staging location depends upon required support of and proximity to the PODs and product demand.

Concept of Operations

The Commodity Distribution Plan is organized in accordance with the National Incident Management System (NIMS) and supports the Incident Command System (ICS). Effective commodity distribution requires comprehensive plans and procedures, personnel and material resources, operational facilities and effective communication. Commodity distribution operations are coordinated through the primary agency, the Texas Division of Emergency Management, and includes other agencies with emergency management responsibilities in the state.

For a general overview of the emergency management structure in Texas or for more details on the SOC readiness levels refer to the Basic Plan and the Texas Emergency Management Annex.

In Texas, local jurisdictions make determinations regarding the need for commodity distribution operations to support impacted residents during a disaster. State resources are organized to support local commodity distribution operations and to meet shortfalls in local commodity distribution capability.

Objectives

These sections present the state's approaches used to provide robust commodity distribution measures, which include:

- *Objective 1: Coordinate Commodity Distribution Operations*
- *Objective 2: Identify Commodity Distribution Needs*
- *Objective 3: Establish Commodity Distribution Network*
- *Objective 4: Operate and Monitor Commodity Distribution Network*
- *Objective 5: Demobilize Commodity Distribution Network*

Each strategy describes an important piece of the state-level commodity distribution operation in Texas. Additionally, the appendices and attachments to this annex provide supplemental detail on specialized commodity distribution functions.

Objective 1: Coordinate Commodity Distribution Operations

Local Authority and Operations

A disaster or event occurs at the local level and should be coordinated as such. Local elected officials direct emergency operations within their jurisdictions and have primary responsibility for coordinating commodity distribution operations. Local jurisdictions can request additional assistance from Disaster District Emergency Operations Centers (DDEOCs) when they anticipate a depletion of resources, identify a gap in resources or exhaust resources.

Local jurisdictions may decide to open and operate Points of Distribution (PODs) and Resource Staging Areas (RSAs) in order to support residents affected by an emergency or disaster. Local PODs and RSAs should be structured, staffed, and organized according to local emergency operations plans.

Elements of the Commodity Distribution Network

Points of Distribution (PODs)

PODs are centralized locations within a community where the public can receive life sustaining commodities following a disaster or emergency. They can be operated by either local jurisdictions or by the state. Vehicular PODs, the most common POD type, are generally classified as one of three types, below. PODs need not be restricted to the types identified below, but can be designed to suit the needs of the jurisdiction and the capabilities of available resources. These types require a varying levels of staffing, equipment, and space.

Type	Residents served per day
Type I	20,000
Type II	10,000
Type III	5,000

RSAs

RSAs are commodity truck staging areas where personnel monitor inventory of and dispatch commodities to PODs for distribution to the public. They can be operated by either local jurisdictions or the state. RSAs can vary in requirements for space, personnel, and equipment.

Request for State Assistance

If a local jurisdiction identifies a gap in its capability to provide or continue commodity distribution operations within the jurisdiction, it may submit a STAR to the DDEOC requesting assistance with commodity distribution operations. This assistance can include, but is not limited to:

- Commodities
  - Water
  - Ice
  - Food/MREs
- Personnel
  - Forklift Operators

    - General POD Personnel
- Equipment
    - Forklifts
    - Pallet Jacks
    - Portable Toilets
    - Handwashing Stations
    - Tents/Canopies
    - Tables
    - Chairs
    - Traffic Control Equipment
    - Light Towers
    - Dumpsters
    - Trash Cans
    - Personal Protection Equipment

The DDEOC will evaluate its availability to fulfill the request using its resources. If the request cannot be fulfilled by the DDEOC, it is forwarded to the SOC.

State Operations

The SOC receives requests for assistance with commodity distribution missions and routes them to the Logistics Section, Commodity Distribution Cell.

SOC Commodity Distribution Cell

The SOC Commodity Distribution Cell is housed within the SOC Logistics Section. The cell is headed by the Commodity Distribution Manager, who reports to the Logistics Section Coordinator, and is charged with responding to all resource requests related to commodity distribution and for ensuring the smooth operation of the commodity distribution network. This includes ordering equipment and commodities for RSAs and PODs, establishing reporting frameworks for all elements of the commodity distribution network, and working with state and federal partners to identify needs within the commodity distribution mission.

If commodity distribution operations are initiated during disaster response, the Commodity Distribution Manager position will be staffed. The Commodity Distribution Manager will then make a recommendation to the Logistics Section Coordinator on the appropriate level of staffing for the Commodity Distribution Cell, to include which agencies should be representatives and the number of personnel needed from the SOC Finance, Logistics, and Planning sections. The cell is staffed by representatives of the Health and Human Services Commission (HHSC), the Texas A&M Forest Service (TFS), the Texas Military Department (TMD), the SOC Finance Section, the SOC Planning Section, and FEMA, as applicable.

State RSAs

If it is determined that state supported PODs will open, the state will open a RSA to support POD operations. State RSAs are managed by Incident Management Teams (IMTs), generally sourced through TFS. Each RSA provides command & control for the PODs that it provides commodities to. The RSA, through the RSA Incident Commander/Manager, reports to the SOC Commodity Distribution Cell. RSAs will dispatch commodities to PODs based upon requests from PODs.

Federal commodities will stage at the RSA, transported by FEMA-contracted drivers, and the state will not take possession of federal commodities until they are dispatched to a POD.

State PODs

State-operated PODs are generally staffed by a combination of TFS and TMD personnel. State PODs are managed by a POD manager, who reports to the RSA as directed by the RSA Incident Commander/Manager. POD managers are responsible for tracking the consumption rates of their PODs, reporting this information to the RSA, and requesting additional commodities to support POD operations, as necessary.

As stated in the planning assumptions, the state will staff up to four PODs per county, as resources allow.

Federal Support

Federal Incident Support Bases (ISB)

If FEMA anticipates that commodities may be required during a disaster response, they may establish an ISB. An ISB is a staging area for federal commodities that can be utilized to support state commodity requirements during a disaster.

The primary FEMA ISB for Texas is located at Randolph Auxiliary Airfield in Seguin, Texas. During large scale disasters, FEMA will deploy an agreed upon amount of commodities to the Seguin ISB, which will become available to the state if a Presidential Emergency or Major Disaster declaration is issued for the event.

Federal Support at State RSAs

In the event that federal commodity assistance is authorized, FEMA will deploy federally owned commodities to state run RSAs, as requested by the state. These commodities will not be turned over to the state until they are required to support a POD or other commodity distribution facility or mission.

Objective 2: Identify Commodity Distribution Needs

Factors for Establishing PODs

Commodity distribution operations should be considered when local economic and physical infrastructure is damaged and can no longer support residents in the impacted area. Generally speaking, when the following systems are interrupted or damaged, a jurisdiction should evaluate the need for PODs, however, the list below is not exhaustive.

- Drinking Water Treatment Plants
- Drinking Water Wells (publicly or privately owned)
- Wastewater Treatment Plants
- Electricity (Prolonged outages)
- Major roadways/thoroughfares
- Grocery stores

The types of commodities to be distributed will vary depending upon the impact to infrastructure. For example, ice may not be required if electricity is available, but there is impact to the water system.

Determining POD Type

In determining what type of POD to open (pedestrian, vehicular, mass transit) and the size (Type I, II, III, or un-typed), a jurisdiction should consider the following information:

- Number of impacted persons
- Population density of the impacted area
- Number of transit dependent persons in the impacted area
- Status of transportation network in impacted area
- Extent of loss of power, water, etc.
- Anticipated demand in a geographic area
- Available POD locations and capacity of available locations

Planning Factors

When considering commodity distributions operations, the planning factors below are the minimum that should be provided to each survivor receiving assistance.

- Number of meals per person per day: 2
- Liters of water per person per day: 3

Objective 3: Establishing the Commodity Distribution Network

SOC Commodity Distribution Cell

After the SOC Manager, or higher authority, has approved a request for commodity distribution support to a local jurisdiction or jurisdictions, the SOC Commodity Distribution Cell will determine which Resource Staging Area or Areas (RSA) will be activated to support the affected jurisdictions.

If federal commodity support is available under a Stafford Act Emergency or Major Disaster declaration, the Commodity Distribution Cell will coordinate with FEMA to push commodities from the FEMA Incident Support Base (ISB) to the activated RSA to utilize as the initial commodity stock.

Establishing RSAs

Timeline

RSAs should be established and operational within 24 hours following reentry, or 24 hours after the decision to initiate POD operations is made.

Equipment

The SOC will support each RSA with a package of equipment, if available. This equipment may include, but is not limited to:

- Forklifts
- Pallet Jacks
- Canopies/Tents
- Tables
- Chairs
- Pallets
- Portable Toilets
- Handwashing Stations
- Barricades
- Cones
- Signage
- Fuel Support/Trucks/Tanks
- Dumpsters
- Light Sets
- Personal Protective Equipment (PPE)
- Shuttle Trucks (if not using TMD Transportation Platoon)

Equipment needs will vary between RSAs based upon the size of the facility, pace of operations, and other factors.

Personnel

Personnel requirements for a RSA will vary depending upon the size of the facility, the pace of operations, and other factors. In general, the following categories of personnel will be required.

- Incident Management Team (IMT)
    - Type I, II, or III

- Supporting Personnel
- Shuttle Drivers
- Security Personnel
- Medical Personnel

If deemed appropriate by the RSA Incident Commander and the SOC Commodity Distribution Cell, liaisons from local jurisdictions being served by the RSA may be invited to the RSA to provide coordination.

If federal commodity support is available, FEMA will deploy up to 3 personnel, if available, to take custody of federal commodities at the RSA. At a minimum, 1 person from FEMA will be deployed to maintain federal control over the commodities. These personnel will coordinate with the IMT to transfer commodity ownership to the state as necessary.

Space

The space required for an RSA will vary, primarily depending upon the estimated throughput. Below is a guide for space requirements based up on estimated number of tractors/trailers and trailers[1]. These numbers serve only as a guide, and are not prescriptive.

Trailers	Tractor & Trailer		Trailer Only	
	Sq Ft	Acres	Sq Ft	Acres
200	240,000	6	144,000	4
400	480,000	12	288,000	7
600	720,000	17	432,000	10
800	960,000	23	576,000	14
1,000	1,200,000	28	720,000	17
1,200	1,440,000	34	864,000	20
1,400	1,680,000	39	1,008,000	24
1,600	1,920,000	45	1,152,000	27
1,800	2,160,000	50	1,296,000	30
2,000	2,400,000	56	1,440,000	34

Establishing PODs

Timeline

PODs should be operable within 12 hours of the RSA's establishment.

Equipment

The SOC or the POD's commanding RSA will support each POD with a package of equipment, if available. This equipment may include, but is not limited to:

- Forklifts
- Pallet Jacks
- Barricades
- Cones
- Signage
- Canopies/Tents
- Portable Toilets
- Handwashing Stations
- Dumpsters/Trash Cans
- Personal Protective Equipment (PPE)
- Tables
- Chairs

The amount and types of equipment will vary depending upon the type of POD selected.

Personnel

Personnel requirements for a Point of Distribution will vary depending upon the type and size of POD selected. In general, the positions below will be filled in various numbers during POD operations.

- POD Manager
- Forklift Operator
- Distribution Personnel
- Safety Officer
- Security Officer
- Medical Personnel (either on call or at facility)

Space

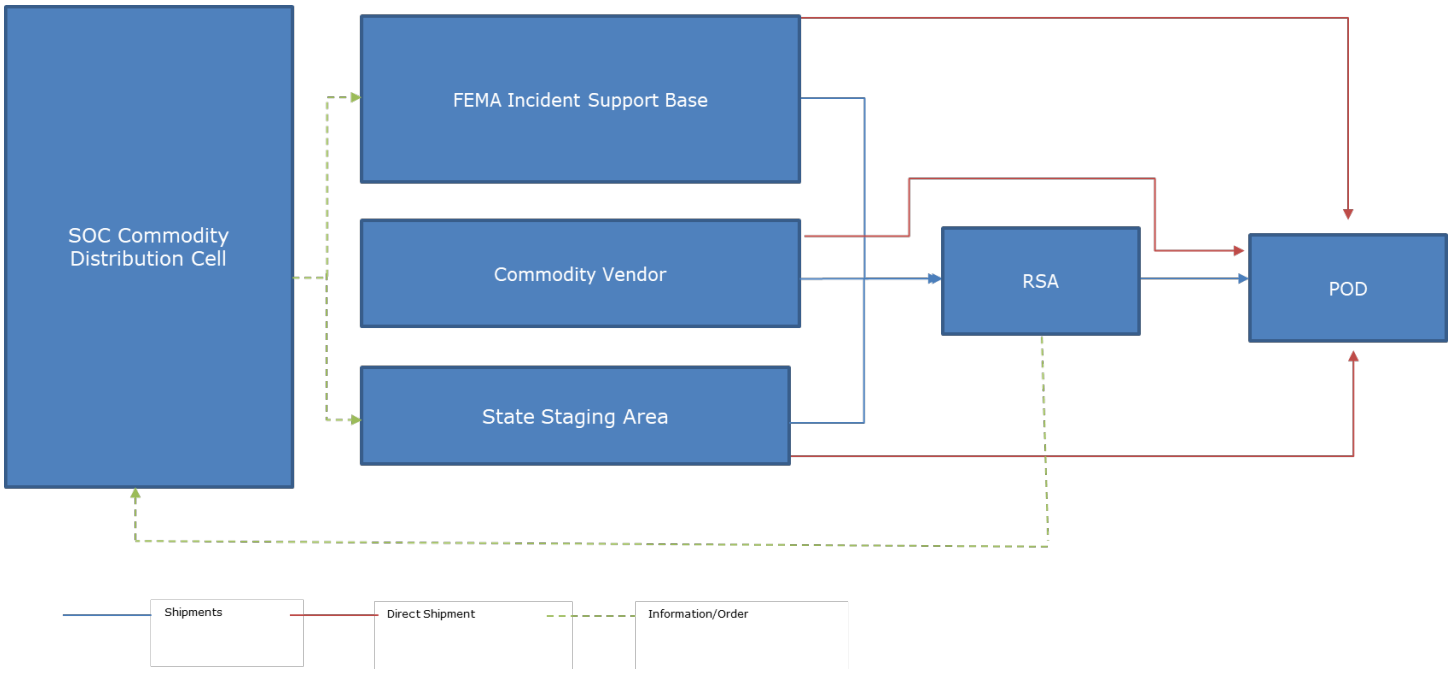
Space requirements for PODs will vary based upon the type of POD selected. For vehicular PODs, the space requirements per the U.S. Army Corps of Engineers (USACE) typing are below.

POD Type	Space Requirement (Sq Ft)
Type I	125,000
Type II	75,000
Type III	45,000

Security

24 hour security personnel unless there is a place to securely store equipment. Generally speaking, local jurisdictions should plan to provide these personnel.

Objective 4: Operate and Monitor the Commodity Distribution Network



SOC Commodity Distribution Cell

The SOC Commodity Distribution Cell will operate for the same operational hours as the SOC. The SOC Commodity Distribution Cell will communicate with Resource Staging Areas (RSAs) to determine their commodity needs for upcoming operational periods. Depending upon the operational elements of the commodity distribution network, the Commodity Distribution Cell may dispatch additional commodities to the RSA from a FEMA Incident Support Base (ISB), a direct shipment from a commodity vendor, or from a State Staging Area. Depending upon the urgency of the need for a commodity, the Commodity Distribution Cell may ship commodities directly to a Point of Distribution (POD) from any of the above mentioned sites.

RSA Operations

RSA operational periods, hours of operations, and operational tempos are determined by incident needs. Generally speaking, operational periods are 12 hours, but can be expanded to meet incident needs. If running 24 hour operations, two 12 hour operational periods, with overlap for transition, may be required.

During each operational period, RSAs should complete the following tasks:

- Receive, inventory, and track commodities from the State Staging Area, FEMA Incident Support Base, or other state or federal support locations.
- Fulfill orders for commodities from PODs within the RSA's operational area.
- Track and calculate consumption rate for each POD served by the RSA, as well as the RSA itself.
- Estimate and communicate commodity needs for upcoming operational periods.
- Submit reports, as directed, to the SOC Commodity Distribution Cell, DDEOC(s), and others.

POD Operations

POD operational periods, hours of operations, and operational tempos are determined by incident needs. Generally speaking, PODs are only open to the public during daytime hours, due to the challenges of distributing commodities to the public during nighttime operations. PODs may or may not be staffed to receive additional

commodities during the nighttime hours. Local jurisdictions will set the operating hours for PODs within their communities.

During each operational period, PODs should complete the following tasks:

- Receive and inventory commodities received from the RSA.
- Distribute commodities to disaster survivors.
- Track, calculate, and report the consumption rate for the POD, as directed by the Resource Staging Area and/or the SOC Commodity Distribution Cell.
- Ensure that the POD maintains enough inventory on hand to meet anticipated demand.

Commodity Tracking

The State of Texas has adopted a Survey123 survey as the primary reporting tool for POD and RSA consumption rates. The tool is designed to capture critical POD related information, such as number of vehicles and pedestrians served and amount of commodities disbursed. This data is aggregated into dashboards and reports that can be utilized by RSAs and the SOC Commodity Distribution Cell to manage commodity flows and monitor for demobilization triggers.

If the Survey123 application is inoperable, reporting will be done utilizing the paper-based Commodity Flow Report, from PODs to RSAs, where they will be aggregated. Reports can be transmitted electronically, over the phone, or by runner.

The reporting tempo will be determined jointly by the SOC Commodity Distribution Cell and the RSA incident commanders, to ensure uniform reporting protocols at each POD and RSA.

Financial Tracking and Reporting

PODs and RSAs should maintain records of personnel and equipment used and supplies expended during operations as a basis for possible cost reimbursement. These costs should be reported to the appropriate agency, generally the one who supplied the resource. Additionally, this report should also be provided to the SOC Commodity Distribution Cell, to ensure their visibility on expenditures in the commodity distribution mission.

All financial tracking and reporting should be done in compliance with directives and timelines given by the SOC Finance Section Coordinator.

Objective 5: Demobilize the Commodity Distribution Network

Deciding to Demobilize PODs and RSAs

Points of Distribution should be demobilized when local infrastructure is operational and reliable enough to provide consistent service to disaster survivors. Generally speaking, PODs should be demobilized when the following services are restored, but circumstances may warrant PODs remaining open after the below services are operational.

- Drinking Water Treatment Plants
- Drinking Water Wells (publicly or privately owned)
- Wastewater Treatment Plants
- Electricity
- Major roadways/thoroughfares
- Grocery stores

The decision to demobilize a POD generally rests with the Emergency Management Director for the county or city where the POD is located. In some circumstances the SOC, with the direction of the Chief of the Texas Division of Emergency Management, may demobilize state support to PODs if circumstances require.

RSAs should only be demobilized once all PODs it supports are demobilized and cleared of all equipment.

POD Demobilization Process

Once the decision has been made to demobilize a POD, disposition must be made for commodities, equipment, and personnel.

Excess commodities remaining after the closure of PODs can be dispersed to local VOADs, the local unit of government, or to members of the Feeding Texas (Texas Food Bank) network. Commodities should be turned over to a responsible organization before personnel demobilize.

Equipment should be inventoried and the RSA should be notified of equipment to be picked up. The RSA or the SOC will make contact with the vendor to pick up the equipment remaining at the POD site. After a reasonable amount of time, if the equipment has not been picked up, the equipment should be transported to the RSA, where it can be held until the vendor retrieves it.

Once all equipment and commodities have been removed from the POD location, POD personnel should document condition of the site, and work with the RSA to arrange any repairs necessary to return it to a pre-use state. After these arrangements have been made, personnel may demobilize if approved by their supervising RSA.

RSA Demobilization Process

After all PODs supported by an RSA have closed and the equipment at each POD has either been removed or brought to the RSA, the RSA should seek approval from the SOC Commodity Distribution Cell to begin demobilizing.

Any state-purchased commodities remaining at the RSA should be dispersed to local VOADs, the local unit of government, or to members of the Feeding Texas (Texas Food Bank) network. Federal commodities at the RSA

that have not passed into state possession will be returned to FEMA for their disposition. Federal commodities that have been signed for and turned over to the state will be dispersed in the same manner as state-purchased commodities.

All equipment should inventoried and vendors should be contacted to pick up equipment. The RSA should not demobilize until all equipment is either returned to the vendor, or if no vendor can be identified, SOC Logistics is contacted and takes possession of the equipment.

Once all equipment and commodities have been removed from the RSA location, RSA personnel should document condition of the site, and work with the SOC Commodity Distribution Cell to arrange any repairs necessary to return it to a pre-use state. After these arrangements have been made, personnel may demobilize if approved by the SOC Commodity Distribution Cell.

Records and Record Retention

All records generated regarding commodity distribution operations should be turned over to the SOC Commodity Distribution Cell, who will arrange for their storage and retention in compliance with state and federal requirements. This will be done in a phased approach, where PODs will turn their records over to their supervising RSA, who will collate, collect, and organize them. The RSA will then turn over all RSA records, as well as all of the POD records it has collected.

Records pertaining to financial transactions will be turned over to the designated person in the SOC Finance Section, with copies retained with the original SOC Commodity Distribution Cell files, unless otherwise directed.

Summary of Responsibilities

Common Stakeholder Responsibilities

All TEMC agencies and organizations that support state-level Commodity Distribution response are responsible for the common stakeholder responsibilities outlined in the State Plan. In addition, the TEMC is responsible for specific stakeholder responsibilities outlined in each annex.

Phase	*Task*
Preparedness	▪ *Determine staff requirements.* ▪ *Identify specific personnel who can fill extended emergency duty positions in the state operations center (SOC), at RSAs and at PODs. Ensure that the number of personnel identified is adequate.* ▪ *Train representatives in accordance with National Incident Management System (NIMS) requirements and ensure that these representatives are made aware of the capabilities of their parent organization to provide assistance and support and be prepared to provide recommendations.* ▪ *Ensure appropriate action guides and standard operating guides are developed and maintained.* ▪ *Develop and maintain contact lists and notification procedures.* ▪ *Develop and maintain procedures for identifying, locating, committing, deploying and accounting for agency emergency support resources.*
Response	▪ *Assist with fulfilling resource requests related to the commodity distribution mission, when possible.* ▪ *Provide situational and operational status reports in accordance with existing procedures and/or as requested by the SOC.*

Stakeholder-Specific Responsibilities

The following tables show stakeholder responsibilities organized by phase of emergency management. Stakeholders are listed in alphabetical order, with the lead agency listed first.

Primary Entity: Texas Division of Emergency Management (TDEM)

Phase	TDEM Responsibilities
Assignment of Responsibilities	▪ Provide District Coordinator (DC) interface with the County Emergency Management Director and the DDEOC. ▪ Provide DC interface with the local jurisdictions during the selection of potential RSA and POD locations. ▪ Maintain vendor contracts for RSA and POD support equipment. ▪ Lead and manage the SOC Commodity Distribution Cell.

Department of Public Safety (DPS) -Texas Highway Patrol (THP)

Phase	THP Responsibilities

Assignment of Responsibilities	▪ Provide escort support for commodity shipments, as necessary. ▪ Provide security and traffic control at RSAs. ▪ Provide security and traffic control at PODs, if local law enforcement is unable to do so.

Department of State Health Services (DSHS)

Phase	DSHS Responsibilities
Assignment of Responsibilities	▪ Provide one (1) Ambulance with at least one (1) certified paramedic to be located at each RSA.

Health and Human Service Commission (HHSC)

Phase	HHSC Responsibilities
Assignment of Responsibilities	▪ Purchase water and ice for commodity distribution operations. ▪ Provide logistical support to move commodities between RSAs and PODs.

Local Emergency Management Directors (EMD)

Phase	EMD Responsibilities
11. Assignment of Responsibilities	▪ Identify POD locations and provide the location information to the SOC via the appropriate DDEOC. ▪ Provide personnel and equipment for PODs, if possible ▪ Provide law enforcement (security and traffic control) for PODs, if possible.

Texas A&M Forest Service (TFS)

Phase	TFS Responsibilities
Assignment of Responsibilities	▪ Provide personnel to staff, operate, and manage RSAs. ▪ Provide personnel to staff and manage PODs. ▪ Maintain Survey123 commodity tracking system.

Texas Military Department (TMD)

Phase	TMD Responsibilities
Assignment of Responsibilities	▪ Provide personnel for RSA operations. ▪ Provide personnel for POD Operations

Supporting State Planning Documents

The following table lists specific state planning references and their relevance to this document.

Source	Relevance
State of Texas Emergency Management Plan (State Plan)	An all-hazard plan that describes how the state may use or coordinate personnel and resources, grouped according to specific functions, to support the state of Texas during disaster and short-term recovery.
Texas ESF-7 Annex	Establishes the overall framework for logistics and supply chain operations during all phases of emergency management in Texas.
Texas Distribution Management Plan	Establishes specific guidance on logistics and supply chain management operations during a disaster.
LSSIMT SOGs	Establishes guidance for Lone Star State IMT Members expectations and responsibilities, agreed upon by the Lone Star State Incident Management Team Coordinating Council (LSSIMTCC) and in response to Tex. Education Code § 88.122
LSSIMT Hurricane Annex	Establishes guidance for the Lone Star State IMT's roles and responsibilities during hurricane assignments, based off historical state of Texas Mission Assignments

Attachment 1: Commodity Flow Report

_____County or City RSA / POD _____ Address

Note: Pods report to CSA @1200 & 1800; RSA reports to SOC @ 1300 & 2000 Daily

Time	# of Cars per hour	# of Water per hour	# of MREs per hour	# of Ice per hour
0800 – 0900				
0900 – 1000				
1000 – 1100				
1100 – 1200				
1200 - 1300				
1300 – 1400				
1400 – 1500				
1500 – 1600				
1600 – 1700				
1700 – 1800				
Total				

_____Site Manager

_____Phone #

Attachment 2: POD Type Information

POD Capacity by Type

Type	Residents served per day
Type I	20,000
Type II	10,000
Type III	5,000

POD Space Requirements by Type

POD Type	Space Requirement (Sq Ft)
Type I	125,000
Type II	75,000
Type III	45,000

POD Staffing by Type and Shift

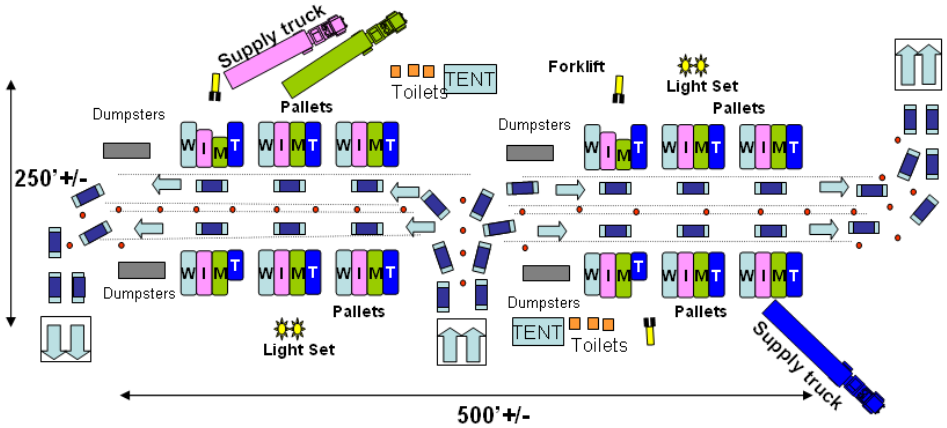
	Type 1-Day	Type 1-Night	Type 2-Day	Type 2-Night	Type 3-Day	Type 3-Night
Manager	1	0	1	0	1	0
Team Leader	2	1	0	0	0	0
Forklift Operator	2	3	1	2	1	1
Labor-Loading	36	4	18	3	9	2
Labor-Backup Loading	18	0	9	0	4	0
Labor-Pallet Jack Operator	3	0	1	0	1	0
Law Enforcement	4	1	2	1	2	1
Community Relations	4	0	2	0	1	0
Total Personnel	78	10	34	6	19	4

POD Equipment Needs by Type

Equipment	Type 1	Type 2	Type 3
Forklift	3	2	1
Pallet Jacks	3	2	1
Power Light Sets	2	2	1
Toilets	6	4	2
Tents	2	2	1
Dumpsters	4	2	1
Traffic Cones	30	15	10
Two-way Radios	4	0	0

POD Layouts by Type

TYPE I - DISTRIBUTION POINT
Serves 20,000 persons per day
560 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's.

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type I

Water	4
Ice	4
MRE	2
Tarp	2

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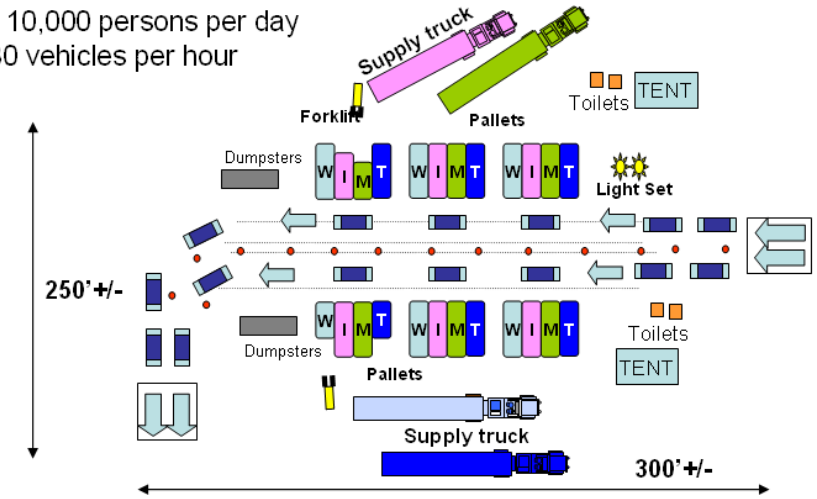
TYPE II - DISTRIBUTION POINT
Serves 10,000 persons per day
280 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type II

Water	2
Ice	2
MRE	1
Tarp	1

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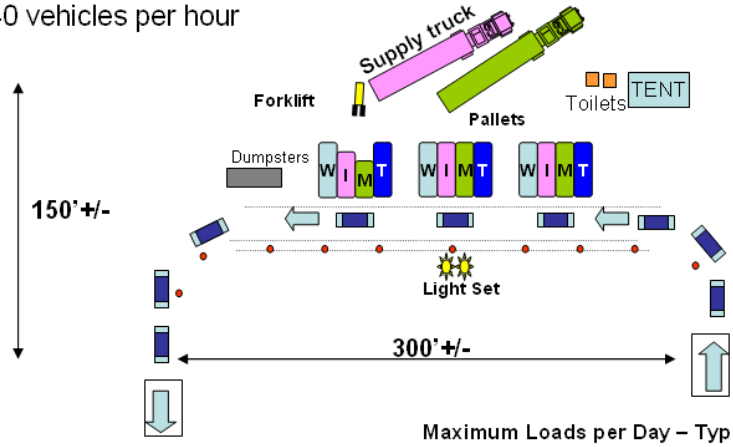
TYPE III - DISTRIBUTION POINT

Serves 5,000 persons per day
140 vehicles per hour



Maximum Loads per Day – Type III

Water	1
Ice	1
MRE	1/2
Tarp	1/2

Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

ıure 7

Attachment 3: POD Site Checklist

General Site Information	
Site name	
Street address, City, Zip	
Site POC (Name & Phone Number)	
Latitude/Longitude	

Basic Information	
POD Type	☐ Type I
	☐ Type II
	☐ Type III
	☐ Un-typed
Modifications	☐ Walk-Up Load Point
	☐ Mass Transit Load Point
	☐ Delivery Vehicle Load Point

Site Summary	
Dimensions of site in feet and area in acres	
Paved, concrete, or gravel hard-stand?	
Maximum load site can withstand	
Accessible at all times?	
Is there ingress and egress large enough to accommodate tractor-trailer-sized vehicles?	
Site Security (Fencing, Lighting, etc.)?	
Covered areas?	
Secured Storage?	
Potable running water?	
Restrooms?	
Can jurisdiction provide forklifts and/or pallet jacks?	
Can jurisdiction provide 24 hour security?	

Site Diagram

Submitted by:	
Name:	
Contact Number	
Date and Time	

Appendix B: Debris ACI Burning Operational Sample Plan

March 2020

Situation

An unknown amount of vegetative debris resulting from {INSERT DISASTER NAME} has been or will be collected by local jurisdictions and the Texas Department of Transportation (TxDOT) and stored at various approved temporary debris sites in the affected Texas counties.

Concept

TxDOT, Texas A&M AgriLife, Texas A&M Engineering Extension Service (TEEX), and Texas A&M Forest Service (TFS) will establish debris burning operations in support of the local authority having jurisdiction (AHJ). Air Curtain Incinerators (ACI) will be set on a pad constructed by TxDOT at the approved burn site established for the region. Debris will be moved from the temporary debris sites to the designated ACI burn sites. Front-end loaders will be used to move debris from debris piles to the ACIs. An excavator with a thumb will be used to feed debris into the ACIs. Ash produced from the burning of the debris will be placed in roll off dumpsters and be disposed of offsite. Fire protection will be provided to ensure burning operations are confined to the ACIs. Personnel from TFS and TEEX will operate the ACIs, operate heavy equipment, and provide fire protection at the site. Site security is provided by local law enforcement (LE) or the Texas Department of Public Safety (DPS). The Texas Commission on Environmental Quality (TCEQ) will monitor the burning site for visible emissions from the ACI.

Agencies Involved

Texas A&M Forest Service (TFS) (**Primary Lead**)
Texas A&M Engineering and Extension Service (TEEX) (**Secondary Lead**)
Texas Division of Emergency Management (TDEM) (**Supporting**)
Texas Department of Transportation (TxDOT) (**Supporting**)
Texas Commission on Environmental Quality (TCEQ) (**Supporting**)
The Texas A&M University System (TAMUS) (**Supporting**)
Texas A&M AgriLife Extension Service (AgriLife) (**Supporting**)
Texas A&M Engineering and Extension Service (TEEX) (**Supporting**)

Limiting Factors

- Debris Management Site Permit
  - Needs to be amended and approved by TCEQ to allow burning at the site

- Burn Hours Waivers
  - TCEQ needs to approve a waiver to extend daily ACI operations. Texas Administrative Code limits burn hours to one hour after sunrise to one hour before sunset.
  - TCEQ also needs to approve a waiver to extend total operating days/hours. Texas Administrative Code limits total operation time to 180 consecutive calendar days or 600 hours, whichever occurs first.
- Countywide Burn Ban
  - County Judge will need to grant permission to burn at the site while the county is under burn ban.

- ACI Relocation Notification
  - TCEQ needs to approve the relocation of the ACIs to the burn site.

- ACI Setback Waiver
  - TCEQ needs to approve a waiver for the setback requirement. Texas Administrative Code requires a setback of 300 feet from the closest property line or any other ACI.

- Start Date
  - Anticipate starting operations {INSERT DATE}. The assumption is that the site prep will begin on {INSERT DATE}. The ACI units will arrive on {INSERT DATE}. Operations will begin by {INSERT DATE}.

Assumptions

- Each ACI is capable of burning 6-10 tons or 30 to 40 cubic yards of debris per hour.
  - With 2 units, it could be possible to burn 120-200 tons or 600 to 800 cubic yards of debris per 10-hour operational period.

Resource Needs

- 3 – Air Curtain Incinerators
- 2 – 230 Tracked Excavator with thumb
- 1 – Wheeled Front-End Loader with 3 yard bucket
- 2 – Kubota Skid Steer Loaders with claws and universal mounts
- 5 – Roll-off Dumpsters with covers
- 20 - Barricades
- 2 – Light Towers with Generators
- Refueling Capability – Diesel Fuel
- Ice Storage Capability

Partners and Responsibilities

Agency	Responsibilities	Go/No Go
Texas A&M Forest Service	Provide oversight of burn operations	
	Provide Plans Team & Logistics personnel (~5 personnel)	
	Provide operators for heavy equipment (~7 personnel)	
	Provde DOZ 2 with operator (1 person/ 1 dozer)	
	Provide Safety Officer (1 person)	
	Provide Mobile Command Post & additional needs (~2 C&G)	
Texas A&M Engineering Extension Service (TEEX)	Provide oversight of burn operations	
	Provide a Type III Engine & personnel for fire protection (~3 personnel)	
	Provide personnel for ACI operations (~2 persons as needed)	
Texas Department of Transportation (TxDOT)	Construct pad(s) for ACIs	
	Provide refueling pod	
	Provide prevention maintenance as needed	
Texas Commission on Environmental Quality (TCEQ)	Provide permits for burn site	
	Provide visible emissions monitoring at the burn site	
Texas Division of Emergency Management (TDEM)	Provide resources identified in the Resource Needs portion of this plan	
	Liaison to AHJ & FEMA and governor's office as needed	
	Provide external affairs information to the local PIO	
	Provide information to leadership of participating state agencies	
	Work with on-sire logistics personnel for burn site needs	
Texas A&M AgriLife	Identify potential site for debris burning operations	
	Provide liaison to local AHJ	
	Coordinate with TDEM Chief of Media and Communications for information for local AHJ	

Site Sketch

Submitted by:	
Name:	
Contact Number	
Date and Time	

Appendix C: Initial Reentry Assessment Team (IRAT)

Standard Operating Guide (SOG)

Texas State Operations Center

September 2018

Table of Contents

Introduction

This document is a Standard Operating Guide for the Initial Reentry Assessment Team (IRAT) which responds to state and federal laws, policies, doctrine and guidelines as described below.

Areas impacted by hurricanes or other catastrophic incidents may have extensive damage to the local infrastructure requiring assistance to identify and prioritize infrastructure restoration activities and provide initial reentry support.

Initial Reentry Assessment Teams (IRATs) support local jurisdictions and the Disaster District Committee (DDC) during incident response by entering an affected area, making a quick assessment of the conditions and relaying that information back to the DDC. This assessment information supports the DDC's deployment and requests of the proper number and type of resources.

This document is intended to provide guidance and is not prescriptive or comprehensive. Use judgment and discretion to determine the most appropriate actions at the time of an incident.

Overview and Purpose

This section defines the scope of this planning document including the goal, objectives, planning assumptions and intended audience.

Goal

Outline the roles and responsibilities, coordination mechanisms, capabilities and actions required of responders during the activation of the IRAT.

Objectives

- Describe the methods to coordinate an IRAT.
- Describe roles, responsibilities and actions of the organizations involved in IRAT operations.
- Provide information for how IRAT resources are activated, staged and deployed.

Audience

- State Operations Center (SOC) personnel
- Texas Division of Emergency Management (TDEM) Field Response personnel
- Texas Emergency Management Council Representatives
- Disaster District Committee (DDC) personnel
- Texas Highway Patrol

Assumptions

- The IRAT is self-sufficient for up to 72 hours. Each component is responsible for water, food and other supplies during the deployment. Prior to deployment, the IRAT may be provided food and water supplies at the staging location.
- The SOC orders the IRAT components.
- The SOC Operations Section Coordinator conducts a meeting or conference call with the potential entities comprising an IRAT to discuss the possibility of activation.
- The SOC Operations Section Coordinator creates a STAR to action the various components of an IRAT.
- Depending on the size and scope of the incident, more than one IRAT may be used.
- The team establishes and maintains communication within the team and with the impacted DDC.
- The IRAT may follow phased reentry guidelines, allowing law enforcement and life safety resources in first followed by assessment resources as appropriate.
- The size and composition of an IRAT is based on the incident.
- The initial assessment produced by the IRAT can determine the order of entry of those resources responding to an even and determine the size of response.
- Public safety and security in a disaster is paramount in all reentry planning and operations.
- IRAT operating procedures must be flexible and scalable to ensure an appropriate operational response to the disaster and to provide coordinated access to various agencies and organizations.
- The SOC provides coordination support to reentry operations conducted by the DDC.
- Vehicles in an IRAT are not expected to have special capabilities (off road, high profile, etc.) except for what is required to complete the normal mission of that component. TxDOT vehicles assist with roadway clearance for the vehicles in an IRAT.

IRAT Coordination

This section describes how coordination occurs between the entities involved with the IRAT.

The IRAT provides an initial surge of resources into an area affected by disasters. The team establishes communication with the DDC Chair and makes initial entry into the disaster area. The IRAT, working under the direction of the DDC Chair, conducts initial disaster re-entry operations, identifies an initial base camp/forward operating base, and provides a high level assessment of affected infrastructure or other missions as requested by the DDC Chair.

Once the need for an IRAT has been determined, the SOC, in coordination with the DDC and TDEM Field Response, determines the composition of an IRAT to meet the needs of the incident. Ideally, an IRAT will remain as small as possible in order to move quickly and compress to a small footprint when parked. The SOC orders and stages the IRAT components prior to deployment. Upon deployment, control of the IRAT is turned over to the DDC for the affected area.

Priorities

Possible IRAT objectives include:

- Provide the DDC Chair with reports on local conditions.
- Identify a base camp or forward operating base to support response operations.
- Assess and report the status of critical infrastructure, including:
  - Major roadways and key bridges
  - Power transmission and distribution systems
  - Water and wastewater systems
  - Communications systems
  - Hospital and medical facilities
- Identify and report hazardous material threats to the DDC Chair.
- Identify initial access control points to support re-entry operations.
- Coordinate follow-up search and rescue teams and emergency transportation.

The IRAT can identify a forward operating base (FOB) for incoming resources at the DDC's direction. However, its primary mission remains the assessment of conditions in the affected area.

The process for entry into a disaster area must be coordinated with that area's DDC. If communication with local government is lost during the incident, then one of the IRAT's initial responsibilities is to establish communication between the local government and the DDC.

Command and Control

The IRAT is commanded by a Texas Highway Patrol (THP) Lieutenant. The THP representative is from an area that was not impacted by the incident. Once deployed, the THP Lieutenant reports to the DDC Chair in the impacted district.

IRAT Commander's Coordination

The following are example responsibilities of the IRAT commander:

- Receive briefing and operational objectives for IRAT from the DDC Chair.

- Use available information to plan the team's safe entry route into the impacted area.
- Maintain accountability of team member during the team's operation.
- Ensure the safety and security of team members during the team's operation.
- Report assessments and situational information to the DDC Chair.
- Ensure the IRAT participants' responsibilities are completed in a timely and effective manner. An initial list of participants and responsibilities are included below.

State Operations Center Coordination

IRAT resources are ordered by the SOC. When ordered, the SOC identifies potential staging areas for the IRAT components, and identifies report times. The SOC may deploy the IRAT to the region if communication with the impacted DDC cannot occur. Otherwise, the IRAT is deployed when requested by the DDC.

Disaster District Committee Coordination

Deployment of the IRAT may be made by the DDC Chair. Once deployed, the THP Lieutenant reports to the DDC Chair in the impacted district. The mission and objectives of the IRAT are determined by the DDC Chair.

IRAT Timeline

Operational Timeline

Phase	Timeframe	Description
Pre-Deployment	Ongoing	Incorporates all actions taking place up to the issuance of a warning order. This includes plan review and updates, personnel training, exercises and evaluations, and information and intelligence gathering.
Staging	Initial notification 72 hours prior to deployment; Staged at H-12 hours;	Staging area operations involve specific activities aimed at IRAT assembly, namely validating readiness and preparedness planning prior to deployment into the impacted area. This can also include the safe harboring of the IRAT during landfall of a tropical weather system.
Deployment	Winds fall below 39 mph and conditions allow for reentry.	Once it is determined that conditions are safe for deployment, the IRAT will move forward into the affected area, making contact with the DDC to ensure operational control.
Operations	72 hours	This phase includes all activities and tasks related to the support missions once the IRAT has deployed.
Demobilization	+72 hours	Demobilization of the IRAT is coordinated, scheduled and determined

	by the DDC, and based on the scope of the incident. An IRAT is built to be a short-lived assessment team.

Team Communications

Effective communication is maintained between the IRAT and the DDC to support the sharing of situation and assessment information, which may take the form of: photos, videos, maps, descriptions and counts of homes and businesses damaged or destroyed. Situational information may be reported by various methods, including: radio, mobile satellite radio or other technology available to the IRAT members.

Communications between IRAT team members should be conducted via mobile and portable 2-way radios on a frequency assigned by DPS Communications.

Communications between the IRAT team and the DDC should normally be conducted via mobile and portable 2-way radios on a frequency assigned by DPS Communications. If not possible, mobile satellite radio or other means of communication available to the IRAT team may be used.

Safety

Safety and security is a priority during reentry operations. Agencies are expected to provide the appropriate personal protective equipment (PPE) to their representatives supporting the IRAT.

Personnel Accountability Report

During operations, the IRAT commander may conduct a Personnel Accountability Report (PAR). This may occur twice daily at times designated by the IRAT commander. A PAR is a roll call procedure to confirm that all personnel assigned to an incident are physically accounted for.

Transition and Demobilization

Demobilization of the IRAT is coordinated, scheduled and determined based on the scope of the incident. The IRAT is built to be a short-lived assessment team that will establish the operational area for incoming resources, and provide initial information on the condition of infrastructure, utilities, security and local government abilities.

IRAT Component Responsibilities

This section outlines state resources used to support and conduct IRAT operations.

An IRAT is typically composed of between 15 and 35 vehicles from multiple different agencies. The final IRAT composition is dependent on the severity of the disaster, the primary focus of the team and resource availability.

Participant, Component and Responsibilities

The following tables show IRAT participants, provided components and their individual responsibilities.

Bus Contractor

Component	Responsibility
Buses	Provide immediate support for responder relief, shelter and initial evacuations.

Fuel Contractor

Component	Responsibility
Fuel Support	Provide multiple types of fuel for vehicles supporting IRAT. Types of fuel based on composition of team.

Public Utility Commission of Texas - PUC

Component	Responsibility
Utility Coordination	Provide support for route planning, safety training and coordination with utility providers.

Public Works Response Team - PWRT

Component	Responsibility
PWRT Representative	Provide technical assistance and assessment to prioritize utility restoration, debris management, traffic and other system restoration.

Texas A&M Engineering Extension Service - TEEX

Component	Responsibility
TX-TF1 Command Vehicle	Assess need for and coordinate search and rescue operations.

Texas A&M Forest Service – TFS

Component	Responsibility
Situation Unit Leader	Gather and report current disaster situational information

Texas Department of Public Safety - TXDPS

Component	Responsibility
IRAT Commander	Lead IRAT operations.
THP Trooper	Provide team security, disaster reconnaissance and reporting.
TDEM District Coordinator	▪Support the IRAT Commander. ▪Provide reporting guidelines and communications support (MSAT).
Fleet Management Team	Provide support for repairs, tires, etc.
Communications Unit Leader	Provide communications support and assessment.
Communications Technician	Provide communications support and assessment.

Texas Department of State Health Services - DSHS

Component	Responsibility
Ambulance	Provide emergency medical services for team members.
Public Health and Medical Assessment Team	Assess the status of public health and medical infrastructure.

Texas Department of Transportation - TXDOT

Component	Responsibility
Road Clearing Vehicles	Conduct roadway and bridge assessment, and debris clearing.

Texas Parks and Wildlife Department – TPWD

Component	Responsibility
TPWD-Law Enforcement	Provide team security, disaster reconnaissance and reporting.

Attachment 1: Sample IRAT Composition

This section provides a sample IRAT vehicle and personnel roster for a standard reentry team.

The IRAT is composed of between 15 and 35 vehicles from multiple different agencies. The final IRAT composition is dependent on the severity of the disaster, the primary focus of the team and resource availability.

Agency	Resource	Count (People/Equipment)
THP	IRAT Commander	1/1
TxDOT	Road Clearance Vehicles	5/5
THP	Troopers	6/6
DPS	Communications Unit Leader & Technician	2/1
TPWD	Law Enforcement	6/6
TDEM	District Coordinator	1/1
DSHS	Public Health and Medical Assessment Team	2/1
TDEM	PWRT	1/1
DPS Fleet	Fleet maintenance support	4/1
DSHS	Ambulance	2/1
TFS	Situation Unit Leader	1/1
Fuel Contractor	Fuel Team	4/2
Bus Contractor	Buses	4/2

Attachment 2: IRAT Secondary Support Package

This section provides an overview of a possible resource support package to assist the IRAT.

Following the deployment of an IRAT, a secondary push of resources will follow the team into the impacted area. This support package will deploy approximately 4 to 6 hours after the IRAT deploys, allowing for conditions to subside enough to bring in high-profile vehicles.

Coordinating Entities

- Disaster District Committee Chair
- Texas Division of Emergency Management (TDEM)
- DPS Texas Highway Patrol (THP)
- Communications Coordination Group (CCG)
- Texas Health & Human Services Commission (HHSC)
- Texas Military Department (TMD)

Composition

The following list might constitute a typical IRAT Secondary Support Package:

- 1 escort (THP)
- 1 truck of water
- 1 truck of ice
- 1 truck of Meals Ready to Eat (MREs)
- 8 port-a-potties
- 2 handwashing stations
- 10 buses
- 1 communications trailer (CCG)
- 1 truckload of generators
- ETN team(s) (TMD)
- Fuel truck(s)
- TDEM District Coordinator

Critical Information

- The SOC identifies and assembles the IRAT Secondary Support Package components and pre-positions them at a safe areas prior to deployment to affected areas.
- IRAT relays conditions of roadways or access points to the DDC and SOC. The DDC will provide the best route to the IRAT Secondary Support Package.
- Operating procedures must be flexible and scalable to ensure an appropriate operational response to the disaster and to provide coordinated access to the organizations that compose the push package.
- Buses may be used as a rehabilitation facility for first responders or to evacuate residents.
- TMD Emergency Tracking Network (ETN) teams support banding and scanning of evacuees transported by bus.
- Port-a-potties and handwashing stations may support the DDC, first responders and IRAT.

Record of Changes

This section describes changes made to this document: when they were made, what they were and who authorized them.

TDEM authorizes and issues changes to this document until such time as it is superseded. This document and all attachments are living documents. EM member representatives are responsible for participating in plan reviews and are required to provide information concerning capability changes that impact their emergency management responsibilities. TDEM will maintain control of this plan, with input from other agencies.

Number	Date	Description	Initials