

# **ANNEX G**

## **LAW ENFORCEMENT**

### **City of Navasota**

## State Planning Standards Checklist for Annex G – Law Enforcement

**Jurisdiction:** City of Navasota

**Annex Date:** May 18, 2006      **Date of most recent change, if any:** April 7, 2011  
 (The date which appears on the signature page)

**Note:** The annex will be considered Deficient if the italicized standards are not met.

<b>This Annex shall:</b>	<b>Section/paragraph</b>
<b>I. Authority</b>	
G-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those cited in the basic plan.	I
<b>II. Purpose</b>	
G-2. Include a purpose statement that describes the reason for development of the annex.	II
<b>I. III. Explanation of Terms</b>	
G-3. Define terms and explain acronyms and abbreviations used in the annex.	III
<b>IV. Situation &amp; Assumptions</b>	
<i>G-4. Include a situation statement related to the subject of the annex.</i>	IV.A
<b>G-5. Include a list of assumptions used in planning for law enforcement operations during emergency situations.</b>	IV.B
<b>V. Concept of Operations</b>	
<i>G-6. Summarize the general concept of law enforcement operations during emergency situations, including how it relates to NIMS operating principles.</i>	V.A-B
<i>G-7. Explain the role of law enforcement agencies in evacuations.</i>	V.D
<i>G-8. Describe the role of law enforcement agencies in warning.</i>	V.E
<i>G-9. Describe how security will be provided for evacuated or damaged areas and access to incident scenes controlled.</i>	V.F
<i>G-10. Outline possible requirements for providing protection to key facilities, including in the event of a credible terrorist threat.</i>	V.G.1-2
<i>G-11. Describe the role of law enforcement agencies in terrorist incident response.</i>	V.H
<i>G-12. Outline the role of law enforcement agencies in disaster reconnaissance.</i>	V.I
G-13. Indicate how you will get law enforcement assistance from the State.	V.J
<i>G-14. Include a list of actions by phases of emergency management to be taken to ensure adequate law enforcement support during emergency situations.</i>	V.K
<b>II. VI. Organization &amp; Assignment of Responsibilities</b>	
<i>G-15. Describe the emergency organization that will carry out law enforcement operations during emergency situations.</i>	VI.A
<i>G-16. Include a listing by organization and/or position of the responsibilities for law enforcement tasks during emergency situations.</i>	VI.B

<b>VII. DIRECTION &amp; CONTROL</b>	
<i>G-17. DESCRIBE HOW LAW ENFORCEMENT EFFORTS IN SUPPORT OF EMERGENCY OPERATIONS WILL BE DIRECTED AND CONTROLLED.</i>	VII.A
<i>G-18. INDICATE THE LINE OF SUCCESSION FOR KEY LAW ENFORCEMENT PERSONNEL.</i>	VII.C
<b>VIII. READINESS LEVELS</b>	
<i>G-19. Describe law enforcement actions to be taken at various readiness levels.</i>	VIII
<b>IX. ADMINISTRATION &amp; SUPPORT</b>	
G-20. Include policies on record keeping and reporting.	IX.A-B
<b>A. G-21. Provide for a post-incident review of emergency operations by those tasked in this annex in accordance with the guidance in Section IX.E of the Basic Plan.</b>	IX.C
<b>B. G-22. Describe or depict law enforcement communications connectivity.</b>	IX.D, Appendix 2
<i>G-23. Include a listing of law enforcement resources or make reference to such a listing in the resource management annex.</i>	IX.E
<b>G-24. Include a list of key facilities.</b>	IX.F, Appendix 1
<b>X. ANNEX DEVELOPMENT &amp; MAINTENANCE</b>	
G-25. Specify, by position, the individual responsible for developing and maintaining the annex.	X.A
G-26. Make reference to the schedule for review and update of annexes contained in the Basic Plan.	X.B
<b>XI. REFERENCES</b>	
G-27. Identify references pertinent to the content of the annex in addition to those listed in the Basic Plan.	XI

A. FOR LOCAL GOVERNMENT USE	Signature	Date
<b>This Checklist Completed By:</b>		4/7/2011

FOR DEM USE	Initials	Date
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

# APPROVAL & IMPLEMENTATION

## Annex G

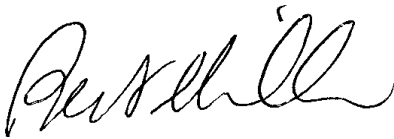
### Law Enforcement



\_\_\_\_\_  
Signature, City of Navasota EM Coordinator

\_\_\_\_\_  
April 7, 2011

Date



\_\_\_\_\_  
Signature, City of Navasota Mayor

\_\_\_\_\_  
April 7, 2011

Date



# ANNEX G

## LAW ENFORCEMENT

### I. AUTHORITY

See Section 1 of the Basic Plan for general authorities.

### II. PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures to accomplish emergency law enforcement requirements. This annex is applicable to all agencies, organizations and personnel assigned law enforcement functional responsibilities.

### III. EXPLANATION OF TERMS

#### A. Acronyms

DDC	Disaster District Committee
DPS	Department of Public Safety
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
JOC	Joint Operations Center
NIMS	National Incident Management System
NRF	National Response Framework
PIO	Public Information Officer
SOC	State Operations Center
SOGs	Standard Operating Guidelines
UC	Unified Command

#### B. Definitions

1. Anti-terrorism Activities. Use of defensive methods, including intelligence collection, investigation, passive protection of facilities, implementation of physical and personnel security programs, and emergency planning, to combat terrorism.

2. Consequence Management. Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management.
3. Counter-terrorism Activities. Use of offensive measures to combat terrorism, such as use of law enforcement and military resources to neutralize terrorist operations.
4. Crisis Management. Measures taken to define the threat and identify terrorists, prevent terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law enforcement agencies will normally take the lead role in crisis management.
5. Hazmat. Hazardous materials. The National Response Framework (NRF) defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). The term is also intended to mean hazardous substances, pollutants, and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.
6. Incident Action Plan. An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
7. National Incident Management System (NIMS). The NIMS provides a consistent nationwide approach for Federal, State, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
8. National Response Framework (NRF). An all-discipline, all-hazards plan that establishes a single comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of Federal support to State and local and tribal incident managers and for exercising direct Federal authorities and responsibilities.
9. Terrorist Incident. According to the National Response Framework (NRF), a terrorist incident is any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United State or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. Law enforcement agencies are expected to continue their efforts to protect lives and property during emergency situations.
2. During large-scale emergencies and major disasters, law enforcement agencies may be required to expand their operations and undertake certain tasks that are not performed on a day-to-day basis.
3. Large-scale emergencies and acts of terrorism may adversely impact law enforcement personnel, equipment, and facilities.

### B. Assumptions

1. During large-scale emergency situations, some normal law enforcement activities may be temporarily reduced in order to provide resources to respond to the emergency situation.
2. During large-scale evacuations, law enforcement support may be needed to control traffic. In the aftermath of an evacuation, security must be provided for areas that have been evacuated to protect property and deter theft.
3. In the aftermath of a disaster, it may be necessary to control access to damaged areas to protect public health and safety and deter theft.
4. If there is a threat of terrorism or civil disturbance, key local facilities that house government operations or provide essential services to the public may require protection.

## V. CONCEPT OF OPERATIONS

### A. General

1. Local law enforcement agencies have the primary responsibility for enforcing laws and protecting lives and property during emergencies. Our law enforcement resources include:
  - a. The Sheriff's Office and its reserves.
  - b. The Navasota Police Department.
  - c. The Constables of Grimes County, who shall, when requested by the Sheriff, augment the Sheriff's Office during major emergencies.
  - d. Texas Parks and Wildlife, who shall, when requested by the Police Chief, will assist the Police Department during major emergencies.
2. Our law enforcement emergency response operations are in accordance with National Incident Management System (NIMS), which employs two levels of incident management structures.



- a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
  - b. Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
3. Many of the tasks required of law enforcement during emergency operations are simply an expansion of normal daily responsibilities. These responsibilities include enforcing laws, maintaining order, traffic control, and crowd control.
  4. During emergency situations, law enforcement may be called on to undertake a number of tasks not typically performed on daily basis, including protecting key facilities, enforcing curfews and restrictions on the sales of certain products, and controlling access to damaged areas.

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

1. The first official responder on the scene of an emergency situation should initiate the ICS and establish an ICP. As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. The IC will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.
2. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System. The EOC is central to this System, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

## **C. Law Enforcement**

1. Law enforcement personnel are expected to enforce the laws and regulations during emergency situations in the same way that they do on a daily basis.
2. During emergency situations, particularly major disasters, some disaster-related laws and regulations may be put into effect for a limited period; these must also be enforced by local law enforcement agencies. When a disaster threatens or has occurred, the Mayor may issue a disaster declaration. The Mayor may then issue an order or the City Council may enact an emergency order suspending other ordinances and/or putting into effect temporary emergency regulations. Appendix 5 to Annex U, Legal, outlines the types of emergency measures that may be promulgated.

## **D. Evacuation Operations**

1. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. Hence, the Mayor may order a mandatory evacuation of our City, upon

issuing a local disaster declaration. The Mayor may also take subsequent action to control re-entry, curtail movement, and deny building occupancy within a disaster area. Law enforcement agencies have the lead role in planning and conducting evacuations. See Annex E, Evacuation, for more detailed information on this emergency function.

2. Evacuation may be expedient or preplanned. Evacuation preplanning should be performed for those geographic areas known to be at risk from specific hazards. Such risk areas include hurricane risk areas, areas subject to recurrent flooding, areas downstream from unsafe dams, and areas at risk from a release of hazardous materials from facilities that make, use, or store such materials.

- a. Expedient Evacuation

Expedient evacuations are evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander at the scene.

- b. Preplanned Evacuation

For known risk areas, evacuation preplanning will be conducted and primary and alternate evacuation routes identified as part of this plan. Such evacuation preplanning should involve the emergency management staff and other emergency services. Known hazardous materials risk areas and the evacuation routes from those areas shall be described in Annex Q, Hazardous Materials & Oil Spill Response. Other known risk areas and the evacuation routes from those areas shall be described in Annex E, Evacuation. The City Manager will normally initiate preplanned evacuations.

- c. During evacuations, law enforcement will:

- 1) Determine preferred evacuation routes, based on the status of preplanned primary and alternate routes and the current situation.
- 2) Provide information on evacuation routes to the Public Information Officer (PIO) for dissemination to the public through the media.
- 3) Alert those in the affected area who have not been warned by other means.
- 4) Deploy units to direct and control traffic.
- 5) If the evacuation of correctional facilities becomes necessary, provide security support for such operations.
- 6) If time permits, alter traffic signal timing and request that Public Works deploy signs and other traffic control devices to expedite the flow of traffic.
- 7) Notify adjacent jurisdictions that may be affected by the evacuation, preferably before the evacuation commences.
- 8) Monitor traffic flow and resolve problems; report evacuation progress to the Emergency Operating Center (EOC).
- 9) Provide appropriate road condition information and travel recommendations to the public through the PIO.
- 10) For large-scale evacuations, ensure that there are provisions to remove disabled vehicles or those that run out of fuel from evacuation routes in a timely manner.

## **E. Warning**

1. The Consolidated Communications Center has primary responsibility for the warning function and operates the local warning system. See Annex A, Warning, for further information on this emergency function.
2. Law enforcement agencies and other emergency services may be required to disseminate emergency warnings to the public who cannot be reached by primary warning systems, such as outdoor warning sirens and the Emergency Alert System. In most areas, law enforcement units and other vehicles equipped with sirens and public address systems can be used for route alerting. In some areas, such as large office or residential buildings, door-to-door warning may be necessary.

## **F. Area Security and Incident Scene Control**

### **1. Incident Scene Control**

In response to a request from the Incident Commander, the Police Department will provide traffic control and perimeter control at incident scenes, including hazmat spills, major fires and explosions, and other types of incidents.

### **2. Security for Evacuated Areas**

In an evacuation, the security of evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Experience has shown that law enforcement agencies must provide security in evacuated areas to minimize looting. Access to such areas will be controlled by roadblocks and, where appropriate, barricades. Access controls should be supplemented by periodic roving patrols, particularly within areas that are readily accessible by persons on foot.

### **3. Access Control and Security for Damaged Areas**

a. In areas that have suffered damage, access must be controlled to protect health and safety, as well as to protect property. When a mayor has issued a local disaster declaration, he or she may take action to control re-entry into a stricken area and the movement of people and occupancy of buildings within a disaster area. Law enforcement agencies will control access to such areas with roadblocks and, where appropriate, barricades. Access controls should be supplemented by periodic roving patrols, particularly within areas that are readily accessible by persons on foot. Re-entry to damaged areas will generally be conducted in the three phases outlined below:

- 1) Phase One – Emergency Workers. Admit police, fire, EMS, utility crews, emergency management personnel, building inspectors, limited media, state and federal response agencies.
- 2) Phase Two – Concerned Parties. Admit homeowners, business owners, insurance agents, media, and contractors making temporary repairs. The following conditions should prevail before these individuals are authorized to enter the damaged area:

- (a) The threat that caused the evacuation has been resolved.
- (b) Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
- (c) Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired or rendered safe; and other significant safety hazards have been eliminated.
- (d) Structures have been inspected and those unsafe to enter are so marked.
- (e) Some means of fire protection is available.

3) Phase Three – General Public.

4. Guidance for Personnel Staffing Access Control Points

- a. To ensure consistent treatment, personnel staffing access control points shall be provided with clear written guidance on who may be admitted to damaged areas in each phase or reentry. This guidance should be formulated by the law enforcement staff, coordinated by the EMC, and approved by the Mayor.
- b. A pass or permit system may be implemented to simplify regular ingress and egress. If a pass or permit system is used, passes or permits and appropriate written instructions for their use should be developed by the law enforcement staff, coordinated by the EMC, and approved by the Mayor. Copies should be provided to all personnel staffing access control points. Common sense suggests that identification cards issued by government, utilities, insurance companies, and the media to their employees be honored as passes or permits for those individuals, unless questions arise regarding their authenticity.

**G. Security of Key Facilities**

- 1. There are a number of public and private facilities that must remain in operation during and after an emergency situation to provide essential services to the public. These include selected government direction and control facilities, operating locations for emergency response units, utilities, medical facilities, food suppliers, and key communications services. When there is a credible threat to these facilities that threatens to disrupt continuity of government or provision of essential services to the public, law enforcement may be requested to provide security for these key facilities. A list of key facilities is provided in Appendix 1 to this annex.
- 2. In the event there is a credible threat of terrorist action within the State of Texas, the State Operations Center may provide an alert to the DDC located in Bryan requesting an increase of security personnel at the critical infrastructure facilities (listed in Appendix 1) and other potential targets throughout the affected jurisdiction(s). Law enforcement personnel shall then alert the appropriate officials, who shall review the potential emergency situation, plans, and procedures, and implement appropriate readiness actions as determined by the Mayor, EMC, and/or appropriate facility personnel. See Annex V, Terrorist Incident Response, and Readiness Levels for a complete description of readiness actions.

## **H. Terrorism Incident Response**

### **1. Crisis Management**

Law enforcement agencies have the lead in terrorism crisis management activities. Pre-incident crisis management activities include efforts to define the threat, identify terrorists, and prevent terrorist acts. Post incident crisis management activities include efforts to resolve the terrorist incident, investigate it, and apprehend those responsible. The Police Department has the lead local role in terrorism crisis management and will coordinate its efforts with state and federal law enforcement agencies as appropriate. Refer to Annex V, Terrorist Incident Response, for more information on the response to terrorist threats and activities. The requirements of crisis management and consequence management are combined in the National Response Framework.

### **2. Consequence Management**

Consequence management activities undertaken to deal with effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during consequence management. The lead agencies for crisis management and consequence management should mutually determine when crisis management activities are complete. The lead role in terrorism consequence management may be assigned to one of several local departments or agencies, depending on the type of incident that has occurred. Law enforcement agencies will typically play a significant supporting role in the conduct of consequence management activities. The requirements of crisis management and consequence management are combined in the National Response Framework.

## **I. Disaster Reconnaissance**

In the immediate aftermath of an emergency situation, the Incident Commander or the EOC staff may request law enforcement units to conduct reconnaissance to identify specified areas affected and provide an initial estimate of damages. Timely initial disaster reconnaissance, also referred to as a windshield survey, is important in deciding what assistance is needed immediately and where limited resources should be initially committed.

## **J. External Assistance**

If local law enforcement resources and those available through inter-local agreements are insufficient to deal with an emergency situation, local officials may request support from the State using the procedures outlined in Section V of the Basic Plan. Cities must seek assistance from their county before requesting resource assistance from the State.

## **K. Actions By Phases of Emergency Management**

1. Prevention

- a. Operate a local warning system (see Annex A, Warning).
- b. Carry out anti-terrorist activities (see Annex V, Terrorist Incident Response).
- c. Avoid locating correctional facilities in known hazard areas so as to preclude the need for evacuation during emergency situations.

2. Preparedness

- a. Review and update plans and procedures.
- b. Identify preplanned evacuation routes for known risk areas and prepare traffic control plans.
- c. Identify key facilities and determine possible security requirements.
- d. Develop communications systems that provide for connectivity of all local law enforcement agencies and external agencies that may respond pursuant to inter-local agreements.
- e. Train primary and auxiliary law enforcement personnel to conduct emergency operations.
- f. Identify and train law enforcement personnel to staff the EOC and ICP.
- g. Conduct drills and exercises to test plans, procedures, and training.

3. Response

- a. Maintain law and order.
- b. Carry out backup warning (see Annex A, Warning).
- c. Perform traffic control for evacuations (see Annex E, Evacuation) and other appropriate situations.
- d. Carry out crowd control where needed.
- e. Provide security for key facilities (See Appendix 1 to this annex).
- f. Provide security for evacuated areas.
- g. Provide security for shelter and mass care facilities.
- h. Conduct counter-terrorism operations.
- i. Conduct initial disaster reconnaissance.
- j. Support other emergency operations.

4. Recovery

- a. Continue security operations as needed.
- b. Perform traffic control for return of evacuees, if needed.
- c. Provide access control for damaged areas, issuing passes/permits if required.
- d. Assist in damage assessment.

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

Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will plan and carry out law enforcement operations.

## B. Task Assignments

### 1. Police Department will:

- a. Prepare law enforcement inter-local agreements.
- b. Maintain law and order during emergency situations.
- c. Plan, direct, and control evacuations (see Annex E).
- d. Provide security for key facilities.
- e. Protect property in evacuated areas.
- f. Provide access control to damaged areas.
- g. Carry out traffic control when and where needed.
- h. Provide crowd control when needed.
- i. Manage the local warning system (see Annex A).
- j. Manage the local emergency communications network (see Annex B).
- k. Conduct counter-terrorism and anti-terrorist operations.
- l. Support search and rescue operations (see Annex R).
- m. Assist in hazardous materials incidents (See Annex Q).
- n. Provide security for shelter and mass care operations (See Annex C).
- o. If necessary, evacuate prisoners from the jail to another suitable facility.
- p. Provide qualified individuals to staff the EOC and ICPs when those facilities are activated.
- q. Support other emergency functions as necessary.

### 2. Constables will:

Upon request of the Sheriff, augment the Sheriff's Office during major emergencies.

### 3. School District Police will:

Upon request of the Police Chief, augment the Police Department during major emergencies.

### 4. The Incident Commander will:

- a. Establish an incident command post (ICP) and control and direct emergency response resources at the incident scene from that ICP to resolve the incident.
- b. Provide an initial incident assessment, request additional resources if needed, and provide periodic updates to the EOC.
- c. Establish a specific division of responsibilities between the incident command operation and the EOC, if the EOC has been activated.
- d. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.

### 5. City Public Works will:

- a. Upon request, place traffic control devices to facilitate evacuation travel.
- b. Assist in keeping evacuation routes open.
- c. Upon request, provide barricades and barriers to restrict entry to evacuated and damaged areas.

### 6. City Attorney will:



Upon request, advise law enforcement agencies regarding the emergency powers of local government and their potential impact on law enforcement requirements during emergency situations.

## VII. DIRECTION & CONTROL

### A. General

1. Routine law enforcement operations may continue during some emergency situations. Direction and control of such operations will be by those that normally direct and control day-to-day operations.
2. For most emergency situations, an Incident Commander will establish an ICP at the scene and direct and control emergency operations at incident site from that command post; law enforcement and other resources committed to the incident will carry out missions assigned by the Incident Commander. The Incident Commander will be assisted by a staff with the expertise and of a size required for the tasks to be performed. The individual most qualified to deal with the specific type of emergency situation present should serve as the Incident Commander. Hence, for incidents that primarily involve a law enforcement matter, the senior law enforcement officer present will typically serve as the Incident Commander.
3. In some situations, the EOC may be activated without an incident command operation. This type of organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area (such as a predicted flood), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior law enforcement officer will normally direct the combined efforts of local law enforcement agencies from the EOC, receiving general guidance from the City Manager ,and the EMC , and coordinating as necessary with the law enforcement agencies concerned and other emergency functions.
4. External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

### B. Incident Command System- EOC Interface

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



### **C. Continuity of Government**

The line of succession for the Police Chief is:

1. Police Lieutenant
2. Sergeant.
3. Corporal

<b>VIII. READINESS LEVELS</b>
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#### **A. Readiness Level IV – Normal Conditions**

1. Review and update plans and SOGs.
2. Maintain list of law enforcement resources (see Annex M).
3. Develop and update a list of key facilities that may require security during emergency situations. See Appendix 1 to this annex.
4. Maintain and periodically test equipment.
5. Conduct appropriate training, drills, and exercises.
6. Identify potential evacuation, traffic control and security issues and estimate law enforcement requirements.
7. Develop tentative task assignments and identify potential resource shortfalls.

#### **B. Readiness Level III – Increased Readiness**

1. Check readiness of law enforcement equipment, supplies and facilities.
2. Correct equipment and facility deficiencies.
3. Correct shortages of essential supplies.
4. Update incident notification and staff recall rosters.
5. Notify key personnel of possible emergency operations.
6. Update information on key facilities and related security requirements.
7. If evacuation of correctional facilities may be required, review procedures for relocating prisoners and determine availability of required specialized equipment.

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

1. Alert personnel to the possibility of emergency duty.
2. Place selected personnel and equipment on standby.
3. Alert reserve/auxiliary personnel.
4. Identify personnel to staff the EOC and ICP if those facilities are activated.
5. Alert external resources covered by inter-local agreements.

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

1. Mobilize selected law enforcement personnel.
2. Consider precautionary deployment of equipment and personnel to enhance response time.
3. If an evacuation has been recommended or spontaneous evacuation is taking place, activate traffic control plans and deploy traffic control resources.
4. Dispatch law enforcement representative(s) to the EOC when activated.
5. Provide increased security at key facilities if needed.

## IX. ADMINISTRATION & SUPPORT

### **A. Reporting**

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

### **B. Records**

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

### **C. Post Incident Review**

For large-scale emergency operations, the City Manager and Police Chief shall organize and conduct a review of emergency operations in accordance with the guidance provided in Section IX.E of the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. Law enforcement personnel who participated in the operations should participate in the review.

### **D. Communications**

General emergency communications capabilities and connectivity are discussed and depicted in Annex B, Communications. The communications connectivity of law enforcement agencies is depicted in Appendix 2 to this annex.

### **E. Resources**

A listing of law enforcement resources is provided in Annex M, Resource Management.

**F. Key Facilities**

A listing of key facilities that may require security during emergency situations is provided in Appendix 1 to this annex.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

- A. The Police Chief is responsible for developing this annex. The EMC will update as needed.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOGs covering those responsibilities.

**XI. REFERENCES**

- A. Annex A (Warning) to the *State of Texas Emergency Management Plan*
- B. Annex E (Evacuation) to the *State of Texas Emergency Management Plan*
- C. Annex G (Law Enforcement) to the *State of Texas Emergency Management Plan*
- D. Annex V (Terrorist Incident Response) to the *State of Texas Emergency Management Plan*

**APPENDICES**

Appendix 1 .....Key Facilities

Appendix 2 .....Law Enforcement Communications Diagram

<b>KEY FACILITIES</b>
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<b>FACILITY NAME</b>	<b>ADDRESS</b>	<b>POINT OF CONTACT</b>
<i>Govt. Direction &amp; Control</i>		
Navasota City Hall	<b>200 E. McAlpine (936)825-6408</b>	<b>City Manager</b>
Public Works	<b>Railroad St. (936)825-6450 or (936)825-6410 emergency</b>	<b>Public Works Director</b>
<i>Emergency Response</i>		
Fire Department	<b>1500 S. La Salle (936)825-7388 or 911</b>	<b>FIRE CHIEF</b>
Police Department	<b>200 E. Mc Alpine St. (936)825- 6124 or 911</b>	<b>Police Chief</b>
St. Joseph EMS	<b>210 S. Judson St. (936)825- 6585 or 911</b>	<b>EMS Director</b>
<i>Utilities</i>		
City Utilities/Public Works	<b>Railroad St. (936)825-6450 or (936)825-6410</b>	<b>Public Works Director</b>
Entergy	<b>Louise St. (800)368-3749 or (800)968-8243</b>	<b>Division Director</b>
Embarq	<b>Farquhar St. (800)788-3500</b>	<b>Division Director</b>
Mid South/Synergy	<b>7625 Hwy 6 (936)825-5100</b>	<b>Division Director</b>
<i>Medical Facilities</i>		
Grimes St. Joseph Hospital	<b>210 S. Judson (936)825-6585</b>	<b>Administrator</b>
<i>Communications</i>		
Embarq	<b>Farquhar St. (800)788-3500</b>	<b>Division Director</b>
Cebridge Cable	<b>202 E. Washington Ave. (936)825-6686 or (979)836- 6945</b>	<b>P-time Clerk</b>
<i>Major Food Suppliers</i>		
Brookshire Brothers	<b>309 N. La Salle (936)825-6209 (936)825-7020</b>	<b>Store Manager</b>
Harlan's Food Market	<b>1401 E. Washington Ave. (936)825-7161</b>	<b>Store Manager</b>
<i>Fuel Distributors</i>		
Navasota Oil Co.	<b>W. Washington (936)825-6631 or (936)825-2929</b>	<b>Owner</b>
Kolkhorst Petroleum	<b>N. La Salle (936)825-6868 or (936)825-3068</b>	<b>Manager</b>

**LAW ENFORCEMENT COMMUNICATIONS DIAGRAM**

