

**CITY OF DALLAS**



**EMERGENCY  
OPERATIONS PLAN**

**Master Emergency Operations  
Plan Framework**

**May 2021**

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**Attachment A: Annex Assignment Matrix..... 1**

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**Record of Change**

When changes are made to the MEOP Framework, OEM will record the changes to this document using the record of changes table below.

<b>Date of Change</b>	<b>Section &amp; Page Number</b>	<b>Change Description</b>	<b>Person Making the change</b>
06/13/2013	All	5 Year Update	Kevin Oden
04/15/2020	All	5 Year Update	Rhonda Simpson
05/28/2021	All	5 Year Update	John Patterson

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Approval & Implementation  
The City of Dallas  
Emergency Management Plan

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

 _____ Mayor, City of Dallas	<u>May 28, 2021</u> Date
 _____ City Manager	<u>May 28, 2021</u> Date
 _____ Emergency Management Coordinator	<u>May 28, 2021</u> Date

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## **1.0 Prefacing Information**

### **1.1 Master Emergency Operations Plan Structure**

The Master Emergency Operations Plan (MEOP) is a document comprised of three (3) components each published under separate covers as standalone documents. Each component is written to meet the fluidity of any incident, emergency, or disaster in a consistent manner regardless of the situation.

- a. MEOP Framework—provides general guidance for emergency management activities while establishing the emergency response organization and assigns responsibilities.
- b. Functional Annexes—There are functions that are inherent to most if not all responses; thus, these annexes emphasize responsibilities, tasks, and operational actions that pertain to the function being covered. Each annex is published under separate covers as standalone documents.
- c. Hazard-Specific Annexes—emphasize responsibilities, tasks, and operational actions that pertain to the hazard being covered. Each annex is published under separate covers as standalone documents.

Activation of the MEOP launches the overarching elements within the MEOP Framework and all appropriate functional annexes to meet the dynamic needs of the incident, emergency, or disaster.

### **1.2 Scope**

The MEOP is scalable to the magnitude of any incident, emergency, or disaster that:

- a. occurs within the city limits of the City of Dallas.
- b. responds to any mutual aid assistance within the North Central Texas region,
- c. responds to any mission tasking issued by the State of Texas Division of Emergency Management in response to any incident, emergency, or disaster occurring elsewhere in the state.

This MEOP applies to all elected and appointed officials, City Management, emergency management staff, department and agency directors and senior staff members. It also applies to leaders of volunteer organizations that support emergency operations and others who may participate in our mitigation, preparedness, response, and recovery efforts.

### **1.3 Purpose**

The MEOP Framework outlines the City of Dallas's approach to emergency operations by:

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- a. providing general guidance for emergency management activities to meet the fluidity of any incident, emergency, or disaster in a consistent manner regardless of the situation.
- b. outlining the city's mitigation, preparedness, response, and recovery efforts.
- c. delineating the city's emergency response organization and assigns responsibilities for various emergency tasks.
- d. providing a framework for more detailed specific functional annexes

**1.4 Disaster Priorities**

The overarching priorities of disaster response and thus this MEOP is for the:

- a. saving lives,
- b. relieving human suffering,
- c. sustaining survivors,
- d. protecting property,
- e. repairing and restoring essential facilities and services, and
- f. protecting the environment.

**1.5 Legal Authorities**

1.5.1 City of Dallas

- a. Dallas City Code, Chapter 14B,
- b. City Ordinance #258334, dated 12/08/2004.

1.5.2 State of Texas

- a. Texas Government Code (TGC), Chapter 418 (Emergency Management)
- b. TGC, Chapter 421 (Homeland Security)
- c. TGC, Chapter 433 (State of Emergency)
- d. TGC, Chapter 791 (Inter-local Cooperation Contracts)
- e. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
- f. Executive Order of the Governor Relating to Emergency Management
- g. Executive Order of the Governor Relating to the National Incident Management System
- h. Texas Administrative Code (TAC), Title 37, Part 1, Chapter 7 (Division of Emergency Management)

1.5.3 Federal

- a. Robert T. Stafford Disaster Relief & Emergency Assistance Act (as amended), 42 U.S. Code, Chapter 68, Subchapter I, Subsection 5121

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- b. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- c. Emergency Management and Assistance, 44 Code of Federal Regulations (CFR)
- d. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- e. Homeland Security Act of 2002
- f. Homeland Security Presidential Directive, (HSPD)-5, *Management of Domestic Incidents*
- g. HSPD-3, *Homeland Security Advisory System*

**2.0 Situation and Assumptions**

**2.1 Hazard Profile**

Dallas is exposed to many hazards which have the potential to disrupt the community, cause casualties, damage or destroy public and private property. A summary of major hazards is provided below. By using the 2018 North Central Texas Threat and Hazard Identification and Risk Analysis (THIRA), the City of Dallas Hazard Identification and Risk Assessment (HIRA), and the City of Dallas Consequence Analysis, the following Hazard Analysis Matrix was created

	Hazard	Likelihood	Impact on Health & Safety	Impact on Property
Natural	Drought	Likely	Moderate to Major	Moderate to Major
	Earthquake	Unlikely	Limited to Moderate	Limited to Moderate
	Extreme Heat	Highly Likely	Moderate	Limited
	Flooding	Likely	Moderate to Major	Moderate to Major
	Severe Weather ( <i>Hail, High Winds, &amp; Lightning</i> )	Occasional	Moderate	Limited
	Tornado	Highly Likely	Limited to Major	Moderate to Major
	Winter Storms	Occasional	Moderate	Limited
Technologic	Aircraft Accident	Unlikely	Major	Moderate
	Biological	Unlikely	Major	Major
	Hazardous Materials (Fixed or Transport)	Likely	Moderate	Moderate

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	Hazard	Likelihood	Impact on Health & Safety	Impact on Property
	Levee / Dam Failure	Unlikely	Major	Major
	Terrorist Attack	Immeasurable	Major	Major

*Table 1—City of Dallas Hazards Summary*

**2.2 Planning Assumptions**

1. Effective forecast technology and warning systems have been established to make it possible to anticipate certain disaster situations that may occur within or around the City of Dallas.
2. Any disaster situation, individually or in tandem, could cause a grave situation. Disasters vary in scope and intensity, thus planning efforts are made as general as possible for greater latitude in application.
3. Proper mitigation actions (*e.g., floodplain management, fire inspections*) can prevent or reduce disaster-related losses. By creating detailed emergency plans, training first responders and other response personnel, and periodic drills and exercises, the City of Dallas can improve our readiness to deal with emergency situations.
4. When provided, state and federal disaster assistance will only supplement response and relief efforts provided by the City of Dallas.
5. Under this plan, officials are responsible for
6. Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.

**2.3 Emergency Authorities of City Officials**

Key federal, state, and city legal authorities pertaining to emergency management are listed in Section 1.0; Subsection 1.5 above.

Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide the City of Dallas, principally the Mayor, with powers to control emergency situations. These powers shall be used during emergency situations, if warranted. These powers include:

- a. Emergency Declaration. In the event of riot or civil disorder, the Mayor may request the Governor to issue an emergency declaration for the City of Dallas and take action to control the situation. (*Please see Annex U—Legal for explanation of the emergency declaration*)



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- b. Disaster Declaration. When an emergency has caused severe damage, injury, or loss of life or it appears likely to do so, the Mayor may, by executive order or proclamation, declare a local state of disaster. The Mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* to cope with the disaster. These powers include:
1. Suspending procedural laws and rules to facilitate a timely response.
  2. Using all available resources of the city and commandeering private property, subject to compensation, to cope with the disaster.
  3. Restricting the movement of people and occupancy of premises.
  4. Prohibiting the sale or transportation of certain substances.
  5. Implementing price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. Please see *Annex U—Legal* for explanation of the emergency declaration and procedures for invoking emergency powers).

- c. Authority for Evacuations. State law provides a mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within the City of Dallas.

### **3.0 Concept of Operations**

#### **3.1 General Concepts**

1. The City of Dallas is responsible to protect public health and safety and preserve property from the effects of hazardous events. Public safety is the primary focus when identifying and mitigating hazards, preparing for, responding to, and recovery from emergency situations affecting the City of Dallas.
2. Local government is responsible for organizing, training, and equipping first responders, other response personnel and emergency management personnel, providing appropriate emergency facilities, and providing suitable warning and communications systems. State and Federal government programs are available to assist with these responsibilities.
3. The City of Dallas emergency management program is organized, integrated, comprehensive, and employs the Whole Community to achieve public safety objectives.
4. Departments and agencies tasked in this plan are expected to develop and maintain current standard operating procedures, standard operating guidelines, standing or general orders or other similar documents that describe

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they will perform each emergency tasks assigned to their individual department or agency.

5. The MEOP is written with the concept that departments or agencies emergency functions generally mirror their normal, day-to-day functions and therefore the same personnel and material resources used for day-to-day activities will be employed during emergency situations.
6. The City of Dallas has adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5.

### **3.2 Action Items for Emergency Management Phases**

#### **3.2.1 Mitigation**

We will conduct mitigation activities as an integral part of our emergency management program. Our mitigation program is outlined in Annex P—Mitigation and the city's *Hazard Mitigation Plan*, date 2017.

#### **3.2.2 Preparedness**

We will conduct preparedness activities to develop and enhance the city's response capabilities.

#### **3.2.3 Response**

Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

#### **3.2.4 Recovery**

If a disaster occurs, we will implement and conduct recovery program that involves both short-term and long-term efforts. Our recovery program is outlined in Annex J—Recovery

### **3.3 ICS—EOC Interface**

The Incident Command System (ICS) governs on-scene emergency operation and command and control of on-scene incident operations. The Incident Commander, assisted by sufficient staff to perform assigned tasks, will manage the emergency response at an incident site.

For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the Incident Command Post (ICP) and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

#### **3.3.1 Incident Commander Responsibilities**

- a. Isolate the scene.

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- b. Direct and control the on-scene response to the situation and manage the resources committed to the scene.
- c. Warn the population around the incident and provide emergency instructions to them.
- d. Determine and implement protective measures (*e.g., evacuation or in-place sheltering*) for the population in the immediate area of the incident and emergency responders at the scene.
- e. Implement traffic control arrangements in and around the incident scene.
- f. Request additional resources from the EOC.

### 3.3.2 EOC Responsibilities

- a. Provide support to the operations by obtaining requested resources.
- b. Issue community-wide warning.
- c. Issue instructions and provide information to the public.
- d. Organize and implement large-scale evacuation.
- e. Organize and implement shelter and mass arrangements for evacuees.
- f. Coordinate traffic control for large-scale evacuations.
- g. Request assistance from the state and other external sources.

### 3.3.3 Incident Command Post

An incident command post (s) will be established in the vicinity of the incident site(s). The Incident Commander will be responsible for directing the emergency response and managing the resources at the incident scene. The Dallas Police Department (DPD) and the Dallas Fire Rescue (DFR) have mobile command and control vehicles that may be used as ICPs.

In some large-scale incidents or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In this scenario, multiple ICPs may be established. If this occurs, transition to an Area Command may be considered. The allocation of resources to an ICP and any conflicts in asset allocation will be coordinated/resolved through the EOC.

### 3.3.4 NIMS Compliance

In accordance with the NIMS, each department director is responsible to ensure their personnel possesses the level of training, experience, credentialing, currency, physical and medical fitness, and capability for any positions they are tasked to fill.

## 3.4 Hazard Assessment and Control

- 1. Perceive the threat.
- 2. Assess hazard.

3. Select control strategy.
4. Control hazard
5. Monitor hazard.

### **3.5 Protective Action Selection**

1. Analyze the hazard.
2. Determine protective action.
3. Determine public warning.
4. Determine protective action implementation plan.

### **3.6 Public Warning**

1. Determine message content.
2. Select appropriate public warning system(s)
3. Disseminate public warning.

### **3.7 Protective Action Implementation**

1. Monitor progress of protective action implementation.
2. Control access and isolate danger area
3. Evacuation support
4. Decontamination support
5. Medical treatment
6. Special population support
7. Search and rescue

### **3.8 Short-Term Needs**

1. Shelter operations
2. Unite families.
3. Provide continued medical treatment.
4. Increase security in affected area.
5. Stabilize the affected area.

### **3.9 Long-Term Needs**

1. Re-entry
2. Recovery

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### 3.10 Readiness Levels

The EOC has four (4) levels of readiness that is scalable as necessary depending on the scope of the event. Below are the default descriptions of the readiness levels and tasks to be completed by OEM.

<b>Level 4:</b>	<b>NORMAL CONDITIONS (Green)</b>
<b><i>Activation Authority: Daily Operations</i></b>	

1. Update and Maintain EOC equipment and repair or replace as needed.
2. Update and Maintain EOC supplies and restock as needed.
3. Update and Maintain EOC resource data.
4. Update and Maintain EOC staff call lists.

<b>Level 3:</b>	<b>INCREASED READINESS (Yellow)</b>
<b><i>Activation Authority: OEM Director or OEM Duty Officer</i></b>	

1. Check status of EOC equipment and repair or replace as needed.
2. Check status of EOC supplies and restock as needed.
3. Check status of EOC resource data.
4. Check status of EOC staff call lists.
5. Alert OEM staff determine personnel availability.

<b>Level 2:</b>	<b>HIGH READINESS (Orange)</b>
<b><i>Activation Authority: OEM Director or Police Chief, Fire Chief</i></b>	

1. Determine specific EOC staff assignments and alert OEM staff.
2. Monitor potential emergency and determine possible impact areas.
3. Update maps, charts, displays, and resource data.
4. Consider situation briefings for EOC staff.
5. Consider partial activation of EOC.
6. Check status of Alternate EOC.
7. Consider situation briefings for senior staff.

<b>Level 1:</b>	<b>MAXIMUM READINESS (Red)</b>
<b><i>Activation Authority: City Manager, OEM Director or Police Chief, Fire Chief</i></b>	

1. Assemble OEM staff and EOC representatives and fully activate the EOC.
2. Monitor current situation and potential secondary incidents.

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3. Determine possible hazard impact areas and potential hazard effects.
4. Formulate and implement precautionary measures to protect the public.
5. Conduct briefings for senior staff and EOC staff
6. Arrange for food service if needed.

## **4.0 Organization and Responsibilities**

Most COD departments have emergency functions in addition to their normal, day-to-day duties. As mentioned above, these emergency functions usually mirror normal departmental functions. Each department is responsible for developing and maintaining its own emergency management procedures.

### **4.1 Organization**

Plan and Annex assignments are outlined in Appendix 1: Assignment Matrix. The department director or chief of the department with the primary responsibility for an emergency function is responsible for coordinating preparation and maintenance of the functional annex that address that function.

Each function of this MEOP are grouped into one of three overarching classification: Executive Leadership, Emergency Response, and Support Services. Listed below are the general responsibilities assigned to these groups. Specific responsibilities are found in the functional annexes to this Framework.

### **4.2 Executive Leadership**

#### **4.2.1 Mayor**

- a. Coordinate with the City Attorney's Office to:
  - 1) declare a local state of disaster.
  - 2) request the Governor declare a state of emergency.
  - 3) invoke the emergency powers of government when necessary.
- b. Request assistance from other jurisdictions within the North Central Texas region from the State via approved methods of request.

#### **4.2.2 City Manager**

- a. Implement the policies and decision of the Mayor and City Council relating to emergency management.
- b. Establish objectives and priorities for the emergency management program and provide general policy guidance on conduct of the program.
- c. Assign emergency management program tasks to departments and agencies.
- d. Ensure departments and agencies participate in emergency planning, training, and exercise activities.

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- e. Monitor emergency responses during disaster situations and provide direction where appropriate.
- f. With the assistance of the Public Information Officer (PIO), keep the public informed during emergency situations.

#### 4.2.3 Emergency Management Coordinator

- a. Serve as the staff advisor to the Mayor and City Manager on emergency management matters.
- b. Keep the Mayor, City Council, City Manager, and Assistant City Manager, Public Safety apprised of the city's preparedness status and emergency management needs.
- c. Coordinate planning and preparedness activities and the maintenance of the MEOP.
- d. Prepare and maintain a resource inventory through Office of Procurement Services (OPS).
- e. Arrange training for emergency management staff, first responders, and emergency responders.
- f. Coordinate periodic emergency exercises to test our plans and training.
- g. Manage the EOC, develop procedures for its operation, and conduct training for the staff.
- h. Activate the EOC, when required.
- i. Perform day-to-day liaison with the Texas Division of Emergency Management (TDEM) staff and other appropriate emergency management partners.
- j. Coordinate with organized volunteer groups and businesses regarding emergency operations.

### **4.3 Emergency Response**

#### 4.3.1 Common Responsibilities

All emergency services and support services will:

- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
- b. Develop and maintain SOPs for emergency tasks.
- c. Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
- d. Provide current information on emergency resources for inclusion in Annex M: Resource Management.

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- e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.
- f. Department and agency heads not assigned to a specific function in the MEOP will prepare to make their resources available for emergency duty at the direction of the Mayor or city management.

4.3.2 Incident Command

- a. Manage emergency response resources and operation at the incident command post.
- b. Determine and implement required protective actions for response personnel and the public at an incident site.

4.3.3 Warning

Annex: *Annex A—Warning* Responsible Department: *OEM*

- a. Receive information on emergency situations.
- b. Alert key city management and department directors of actual or impending emergency or disaster.
- c. Disseminate warning information through all available warning systems.
- d. Disseminate warning and instructions to special facilities such as schools and hospitals.

4.3.4 Communications

Annex: *Annex B—Communications* Responsible Department: *OEM*

- a. Identify the communications systems available, determine the connectivity of those systems, and ensure their interoperability.
- b. Develop plans and procedures for coordinated use of various communications systems during emergencies in the City of Dallas.
- c. Determine and implement means to augment communications during emergencies to include support by volunteer organizations.

4.3.5 Radiological Protection

Annex: *Annex D—Radiological Protection* Responsible Department: *DFR*

- a. Maintain inventory of radiological equipment.
- b. Ensure response forces include personnel with current training in radiological monitoring and decontamination.
- c. Respond to radiological and terrorist incidents involving radiological materials.
- d. Notify radiological incidents to all appropriate state and federal authorities.



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4.3.6 Evacuation

Annex: *Annex E—Evacuation*

Responsible Department: *DPD*

- a. Identify areas where evacuation has been or may be in the future and determine populations at risk.
- b. Perform evacuation planning for known risk areas to include route selection and traffic control requirements.
- c. Develop simplified planning procedures for ad hoc evacuations.
- d. Determine emergency public information requirements.
- e. Perform evacuation planning for special needs facilities (*e.g., schools, hospitals, nursing homes, and other institutions*).

4.3.7 Firefighting

Annex: *Annex F—Firefighting*

Responsible Department: *DFR*

- a. Fire prevention activities
- b. Fire detection and control
- c. Hazardous material and oil spill response
- d. Terrorist incident response
- e. Evacuation support
- f. Post-incident reconnaissance and damage assessment
- g. Fire safety inspection of temporary shelters
- h. Prepare and maintain fire resource inventory.

4.3.8 Law Enforcement

Annex: *Annex G—Law Enforcement*

Responsible Department: *DPD*

- a. Maintenance of law and order
- b. Traffic control
- c. Terrorist incident response
- d. Provision of security for vital facilities, evacuated areas, and shelters
- e. Access control for damaged or contaminated areas
- f. Warning support
- g. Post-incident reconnaissance and damage assessment
- h. Prepare and maintain law enforcement resource inventory.

4.3.9 Health and Medical Services

Annex: *Annex H—Health and Medical Service*

Responsible Department: *DFR*

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- a. Coordinate health and medical care and EMS support during emergency situations.
- b. Public health information and education.
- c. Inspection of food and water supplies.
- d. Develop emergency public health regulations and orders.
- e. Coordinate collection, identification, and interment of deceased victims.

4.3.10 Direction and Control

Annex: *Annex N—Direction & Control*      Responsible Department: *OEM*

- a. Direct and control COD first responders and other emergency response personnel.
- b. Coordination with neighboring jurisdictions and the Disaster District Committee (DDC) via the District Coordinator (DC) in Garland.
- c. Maintain the EOC and equipment in an operational ready mode always.
- d. Identify departmental EOC representatives by title that will report to the EOC and identify disaster management training for all departmental EOC representatives and department representatives that will provide support to EOC operations.
- e. Coordinate the evacuation of areas at risk.

4.3.11 Hazardous Materials & Oil Spill

Annex: *Annex Q—Hazardous Materials & Oil Spill*

Responsible Department: *DFR*

- a. Establish ICS to manage the response to hazardous materials (HAZMAT) incidents in accordance with Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and Texas Commission on Environmental Quality (TCEQ) regulations.
- b. Establish the HAZMAT incident functional areas (*e.g., Hot Zone, Cool Zone, Cold Zone*)
- c. Determine and implement requirements for Personal Protective Equipment (PPE) for emergency responders.
- d. Initiate appropriate actions to control and eliminate the hazard in accordance with established HAZMAT response guidance and SOPs.
- e. Determine at-risk area and what public protective actions, if any, should be implemented.
- f. Apply appropriate firefighting techniques if the incident has or may result in a fire.

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4.3.12 Search and Rescue

Annex: *Annex R—Search and Rescue*      Responsible Department: *DFR*

- a. Coordinate and conduct search and rescue (SAR) activities.
- b. Identify requirements for specialized resources to support rescue operations.
- c. Coordinate external technical assistance and equipment support for SAR operations.

4.3.13 Terrorist Incident Response

Annex: *Annex V—Terrorist Incident Response*  
Responsible Department: *DPD*

- a. Coordinate and carry out defensive anti-terrorist activities (*e.g., including criminal intelligence, investigation, protection of facilities, public awareness activities*).
- b. Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
- c. Carry out terrorism consequence operations conducted in aftermath of a terrorist incident to save lives and protect public and private property.
- d. Ensure required notification of terrorist incidents is made to all appropriate state and federal authorities.
- e. Coordinate external technical assistance and equipment and investigative support for Terrorist Incident operations.

**4.4 Support Services**

4.4.1 Shelter and Mass Care

Annex: *Annex C—Shelter & Mass Care*      Responsible Department: *PKR*

- a. Perform shelter and mass care planning.
- b. Coordinate and conduct shelter and mass care operations with other departments, relief agencies, and volunteer groups.

4.4.2 Public Information

Annex: *Annex I—Public Information*      Responsible Department: *COM*

- a. Establish and operate a Joint Information Center (JIC), if needed.
- b. Conduct on-going hazard awareness and public education programs.
- c. Compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations pursuant to a Joint Information System (JIS).

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- d. Provide information to the media and the public during emergency situations.
- e. Arrange for media briefings.
- f. Compile print and photo documentation of emergency situations.

#### 4.4.3 Recovery

Annex: *Annex J—Disaster Recovery*                      Responsible Department: *OEM*

- a. Establish and train damage assessment teams (DAT) using city personnel and coordinate their efforts with state and federal damage assessment (DA) personnel, as appropriate.
- b. Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to meet those needs.
- c. If damages are beyond our capability, compile information for in requesting state or federal disaster assistance.
- d. If COD is deemed disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.

#### 4.4.4 Public Works & Engineering

Annex: *Annex K—Public Works & Engineering*  
Responsible Department: *PBW & DDOT*

- a. Protect city facilities and vital equipment where possible.
- b. Assess damage to streets, bridges, traffic control devices, and other public facilities.
- c. Direct temporary repair to vital facilities.
- d. Restore waste treatment and disposal systems.
- e. Arrange for debris removal.
- f. General damage assessment support.
- g. Building inspection support.
- h. Provide specialized equipment to support emergency operations.
- i. Support traffic control and search and rescue operations.

#### 4.4.5 Utilities

Annex: *Annex L—Energy & Utilities*                      Responsible Department: *DWU*

- a. Prioritize restoration of water utility service to vital and other facilities and work closely privately-owned utilities to ensure priority is given to vital facilities restoration.
- b. Coordinate with private utilities to provide power sources, if required.

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- c. Identify requirements for emergency drinking water and portable toilets to support mass care operations.
- d. Assess damage to, repair, and restore public utilities.
- e. Monitor recovery activities of privately-owned utilities.

#### 4.4.6 Resource Management

Annex: *Annex M—Resource Management*      Responsible Department: *OPS*

- a. Maintain an inventory of emergency resources.
- b. Locate supplies, equipment, and personnel to meet specific needs.
- c. Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
- d. Establish emergency purchasing procedures and coordinate emergency procurements.
- e. Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
- f. Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
- g. Establish staging areas for resources if required.
- h. Identify to the Donation Management Coordinator the goods, services, and personnel needed during an emergency operation.
- i. Maintain records of emergency-related expenditures for purchases and personnel.

#### 4.4.7 Human Services

Annex: *Annex O—Human Services*      Responsible Department: *OEM*

- a. Identify emergency feeding sites.
- b. Identify sources of clothing for disaster victims.
- c. Secure emergency food supplies.
- d. Coordinate with Parks and Recreation (Convention and Event Services when mega-shelters are used), other City Departments, American Red Cross, and other volunteer agencies as needed regarding operation of shelter facilities.
- e. Coordinate special care requirements for disaster victims such as the aged, special needs individuals, and others.
- f. Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

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4.4.8 Hazard Mitigation

Annex: *Annex P—Hazard Mitigation* Responsible Department: *OEM*

- a. Maintain the Hazard Analysis.
- b. Identify beneficial pre-disaster hazard mitigation projects and seek approval from city officials to implement such projects.
- c. Determine appropriate actions to mitigate the situation and coordinate implementation of those actions in the aftermath of an emergency.
- d. Coordinate and carry out post-disaster hazard mitigation program.

4.4.9 Transportation

Annex: *Annex S—Transportation* Responsible Department: *DDOT*

- a. Identify public and private transportation resources and coordinates their use in emergencies.
- b. Coordinates deployment of transportation equipment to support emergency operations.
- c. Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
- d. Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.

4.4.10 Donations Management

Annex: *Annex T—Donations Management* Responsible Department: *OEM*

- a. Compile resource requirements identified by the Resource Management staff.
- b. Solicit donations to meet known needs.
- c. Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
- d. Establish a facility to receive, sort, and distribute donated goods in coordination with Resource Management.

4.4.11 Legal

Annex: *Annex U—Legal* Responsible Department: *CAO*

- a. Advise Mayor and city management on appropriate emergency powers and procedures for invoking those measures.
- b. Review and advise Mayor and city management on possible legal issues arising from disaster operations.

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- c. Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency.
- d. Advise Mayor, city management and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

#### 4.4.12 Volunteer & Other Services

The following are volunteer agencies that traditionally provide disaster relief services and have coordinated their efforts with COD. Other organized faith-based and relief agencies make up the Dallas County Volunteer Organizations Active in Disaster (VOAD) also provide assistance, when needed.

##### A. American Red Cross

- 1) Provides shelter management at city operated shelters.
- 2) Coordinates feeding at fixed facilities and through mobile units.
- 3) Provides assistance and case management to those affected by emergency situations.
- 4) Provides feeding for emergency workers.

##### B. The Salvation Army

- 1) Provides emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance.
- 2) Provides warehousing and distribution of donated goods including food, clothing, and household items.
- 3) Provides referrals to government and private agencies for special services.

##### C. RACES

Provides amateur radio support for emergency operations, including communications support in the EOC.

## 5.0 Direction, Control and Coordination

### 5.1 General

- 1. The mayor is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with NIMS. During disasters, the mayor may carry out those responsibilities from the EOC.

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2. The City Manager will provide overall direction of the response activities of all City departments. During major emergencies and disaster, the City Manager will normally carry out those responsibilities from the EOC.
3. Department heads retain administrative and policy control over their employees and equipment during emergency operations. However, personnel and equipment will carry out mission assignments directed by the Incident Commander.
4. Each department and agency are responsible for having its own operating procedures to follow during response operations. Interagency procedures, (*e.g., common communications protocol*) may be adopted to facilitate coordinated effort.

## **5.2 Emergency Operations Center (EOC)**

### 5.2.1 Emergency Operations Center (EOC) Locations

- a. Primary EOC—Dallas City Hall, 1500 S. Marilla St., L2AN
- b. Secondary EOC—Back Up Communication Center, 3131 Dawson St., 2<sup>nd</sup> Floor
- c. Tertiary EOC—Dallas County Office of Homeland Security & Emergency Management, 2121 Panorama Circle, Dallas, TX

### 5.2.2 Activation Authority and Management

#### a. EOC Activation Authority

The following individuals are authorized to activate the EOC:

- a. Mayor
- b. City Manager / ACM, Public Safety
- c. Emergency Management Coordinator
- d. Police Chief or Fire Chief
- e. Emergency Management Specialists

#### b. EOC Management

The EMC or duly recognized representative will manage the EOC.

### 5.2.3 Emergency Operations Center (EOC) Functions

- a. Assemble accurate information on the emergency and current resource data to allow city officials to make informed decisions on appropriate courses of action.
- b. Determine and prioritize required response actions and coordinate their implementation.
- c. Provide resource support for on-scene and support operations via internal fulfillment, purchase/rental of resource(s), MAA/MOU, request to other jurisdictions within the region, or through the state via STAR request.



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- d. Suspend or curtail government services, recommend school and business closures, and cancellation of public events.
- e. Organize, coordinate, and conduct evacuation, sheltering, and mass care operations.
- f. Provide information regarding the emergency to the public via all available appropriate media.
- g. Gain and maintain situation awareness and provide periodical updates to the state in the form of Situation Reports (SITREPS) or Disaster Summary Outlines (DSO).
- h. Deploy DATs, compile Damage Assessment data, report to the TDEM via DSOs.

### **5.3 Line of Succession**

#### 5.3.1 Line of Succession to the Mayor

- a. Mayor Pro Tem
- b. Deputy Mayor Pro Tem
- c. Councilmember elected by remaining council members.

#### 5.3.2 Line of Succession to the City Manager

- a. Chief of Staff
- b. Assistant City Manager, Public Safety
- c. Assistant City Manager, Quality of Life, Arts, & Culture

#### 5.3.3 Line of Succession to the Emergency Management Coordinator

- a. Sr. Emergency Management Specialist, Operations & Planning
- b. Sr. Emergency Management Specialist, Warning Systems
- c. Sr. Emergency Management Specialist, Technology Specialist

The lines of succession for each city departments and responding agencies heads will be established by those departments and agencies in accordance with their SOPs.

### **5.4 Assistance**

#### 5.4.1 State and Federal Assistance

- a. If city resources are unable to meet the needs of the emergency, the City of Dallas will request assistance. County and State assistance furnished to the city is intended to supplement local resources.
- b. If resources are insufficient or inappropriate to deal with an emergency, the City of Dallas may request assistance from other jurisdictions within the

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region, organized volunteer groups, or the state. External agencies are expected to conform to the general guidance and direction provided by senior decision makers or the Incident Commander.

- c. Requests for state assistance will be made using the STAR process to the Disaster District Committee (DCC) Chairperson at the Department of Public Safety District Office in Garland. State assistance to COD begins at the DDC level. The DDC Chairperson validates a request and obtains and provides the assistance and support. The DDC Chairperson has the authority to deploy all State resources within the district except for the National Guard. The Governor must approve any Use of National Guard resources.
- d. Any requests for assistance that cannot be satisfied within the District will be forwarded to State Operations Center (SOC) in Austin for action.

#### 5.4.2 Federal Assistance

- a. No direct Federal disaster assistance is authorized prior to a Presidential Declaration.
- b. For major emergencies and Presidential declared disasters, federal agencies may be mobilized to assist to state and City of Dallas.
- c. FEMA has the primary responsibility for coordinating Federal disaster assistance. FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration. The Department of Defense has the authority to commit its resources to save lives prior to an emergency declaration.
- d. The National Response Framework (NRF) applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.
- e. The NRF describes policies, planning assumptions, concept of operations, and responsibilities of designated federal operations, and responsibilities of designated Federal agencies for various response and recovery functions.

#### 5.4.3 State to State Assistance

If city resources are unable to meet the needs of the emergency and the resources requested are not available within the state, the Governor may request assistance from other states pursuant to several interstate compacts.

### 5.5 Information Collection and Dissemination

Disaster information and situational awareness is gained and maintained in the EOC by EOC representatives who collect and disseminate information to departmental personnel in the field. The EOC representatives also disseminating information within the EOC that can be used to develop courses of action and manage emergency operations.

## **5.6 Incident Reporting**

The City of Dallas EMC is responsible for submitting incident reports to TDEM.

### **5.6.1 Initial Emergency Report**

This report should be prepared and transmitted by the EOC when an on-going incident or emergency appears likely to worsen and the City may need assistance from other local governments or the State. This short report is designed to provide basic, preliminary information about an incident. *(Please see Appendix 1 of Annex N—Direction and Control for the format and instructions for this report).*

### **5.6.2 Situation Report**

A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. This report is designed to keep the city management, department directors, the DDC, and any jurisdictions providing resource support informed about the status of operations. *(Please see Appendix 1 of Annex N—Direction and Control for the format and instructions for this report).*

### **5.6.3 Disaster Summary Outline**

A Disaster Summary Outline prepared to document impact of the disaster to residential and commercial properties to estimate the potential impact of the incident used to document and verify the need for a state emergency declaration and possible presidential declared disaster. *(Please see Appendix 1 of Annex N—Direction and Control for the format and instructions for this report)*

### **5.6.4 Hazardous Materials Spills Reporting**

If a City of Dallas department is responsible for a release of hazardous materials that meets or exceeds reporting thresholds, that department shall make the required reports to OEQS, TCEQ and EPA. *(See Annex O: Hazardous Materials and Oil Spill Response for more information).*

If the party responsible for a reportable spill is known, a representative of the responsible party shall make all appropriate and required report(s).

If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.

## **6.0 Administration, Finance, and Logistics**

### **6.1 Agreements and Contracts**

- a. If city resources are unable to meet the needs of the emergency, requests for assistance will be made to jurisdictions within the region, other agencies, and industries according to existing mutual aid agreements and those entered during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the

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city of Dallas representative authorized to request assistance pursuant to those documents.

- b. The agreements and contracts pertinent to emergency management are summarized in Appendix 4 of this Plan.

## **6.2 Records and Supporting Documentation**

Dallas is responsible for establishing administrative controls to manage the expenditures of funds and to provide reasonable accountability and justification for expenditures to support emergency operations. This shall be done in accordance with established fiscal policies and standard cost accounting procedures.

- a. All records generated during an emergency will be collected and filed in an orderly manner, so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.
- b. Vital records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency, professional assistance in preserving and restoring those records should be obtained as soon as possible.

## **6.3 Reports**

Dallas is responsible for establishing administrative controls to manage the expenditures of funds and to provide reasonable accountability and justification for expenditures to support emergency operations. This shall be done in accordance with established fiscal policies and standard cost accounting procedures.

### **6.3.1 Situation Reports**

Large-scale operations should be reported to Texas Division of Emergency Management (TDEM) and any affected jurisdictions in the periodic Situation Reports prepared and disseminated during major emergency operations. *(Please see Annex N—Direction & Control for the Initial and SITREP report formats)*

### **6.3.2 Activity Logs**

The IC, EOC representatives, and responding department personnel shall maintain accurate logs recording evacuation activities and the commitment of resources to support evacuation operations on appropriate forms as provided by the OEM Disaster Finance Coordinator (DFC) to department directors or an appointed departmental DFC. These forms will be due to the OEM DFC at the end of operations or at an interval established by the OEM DFC, including:

- a. Activation or deactivation of emergency facilities
- b. Emergency notifications to other jurisdictions within the region, state, and Federal agencies
- c. Significant changes in emergency situations.

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- d. Major commitments of resources or requests for additional resources from external sources
- e. Issuance of protective action recommendations to the public
- f. Evacuations
- g. Casualties
- h. Containment or termination of the incident

**6.3.3 Preservations of Records**

- a. To continue normal government operations following an emergency, vital records must be protected. These include legal documents as well as property and tax records. The principle causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency is responsible for preparation of Annexes to this Plan to include protection of vital records in its SOPs.
- b. If records are damaged during an emergency, the City of Dallas will seek to preserve and restore them.

**6.4 Incident Costs**

For major emergencies or disasters, all departments and agencies participating in emergency response and recovery efforts shall maintain detailed records of costs for emergency operations to include:

- a. Personnel costs, especially overtime costs.
- b. Equipment operations costs.
- c. Costs for leased or rented equipment.
- d. Costs of specialized supplies expended for emergency operations.

These records maybe used to recover costs form the responsible party, insurers, or as a basis for requesting assistance for certain allowable response and recovery costs from the state and/or federal government.

Expenses incurred during law enforcement operations may be reimbursable from FEMA for a presidential declared disaster or recoverable from the responsible party for radiological or HAZMAT incidents. All departments and agencies will maintain records of personnel costs, equipment, used and supplies consumed during large-scale operations. The OEM DFC will provide all appropriate forms to department directors or an appointed departmental DFC. These forms will be due to the OEM DFC at the end of operations or at an interval established by the OEM DFC.

## **6.5 Assistance Stipulations**

Established city policies regarding the use of volunteers or accepting donated goods and services should be summarized and include:

- a. Administration of insurance claims
- b. Consumer protection
- c. Duplication of benefits
- d. Nondiscrimination
- e. Relief assistance
- f. Preservation of environment and historic properties

## **6.6 Post Incident Reviews**

Following any large-scale evacuation operations, OEM may conduct an After-Action Review (AAR) of operations conducted by all responding department or agencies.

Following any terrorism response operations, DPD may conduct an AAR of operations conducted by all responding department or agencies.

The purpose of AARs is to identify needed improvements in this plan, procedures, facilities, and equipment. All findings, comments, and recommendations will be captured in an AAR report that will be distributed to all responding departments and agencies.

## **7.0 Plan Development and Maintenance**

### **7.1 Development**

1. The City Manager is responsible for approving and promulgating this plan.
2. The EMC is responsible for conducting emergency planning, creating this MEOP, scheduling and conducting review and update of the MEOP, and filing as appropriate with TDEM.
3. The MEOP Framework includes a distribution list that indicates who receives copies of the Framework and the various annexes (*Please see Attachment 1—Distribution*).

### **7.2 Distribution**

- a. The official MEOP shall reside on the City of Dallas intranet. All city departments have the capacity to access the MEOP and its annexes at their will and can print at their convenience.
- b. Any outside department or agency with a response component within the MEOP may receive an electronic version of the MEOP upon request (written or electronic via email) to the OEM Director and approval of the OEM Director.

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- c. Any outside department, agency, or individual may receive an electronic version of the MEOP upon open records request through the City Secretary's office. To maintain confidentiality and protect the protocols established within the MEOP and its components, the receipt will receive a redacted version of the MEOP.

### **7.3 Maintenance**

#### **7.3.1 Requirements**

- a. The EMC will coordinate the maintenance, review and updates to components of the MEOP.
- b. Responsible department directors should recommend changes to their assigned annexes and provide updated information periodically (*e.g., changes of personnel, available resources*).
- c. Directors of response and supporting departments and agencies are responsible for the maintenance of their internal departmental / agency plans, SOPs, and resource data to ensure prompt and effective response recovery from emergencies.

### **7.4 Review and Update**

#### **7.4.1 MEOP Review**

- a. The MEOP Framework and the annexes should be reviewed by city officials, department directors, and leadership of supporting agencies. The EMC will establish a process for the review of the MEOP.
- b. §418.043(4) of the Texas Government Code (TGC) provides that TDEM shall review local emergency management plans. The process for submitting new or updated planning documents to TDEM is described in Chapter 6 of DEM-10.

#### **7.4.2 MEOP Update**

- a. The MEOP and the annexes must be revised or updated by formal change at least every five years.
- b. Changes

Changes should be made to MEOP and annexes when the documents are no longer current. Changes may be needed when:

  - 1. Hazard consequences or risk areas change.
  - 2. The concept of operations for emergencies changes.
  - 3. Departments, agencies, or groups that perform response or recovery functions are reorganized and can no longer perform their assigned emergency tasks.
  - 4. Warning and communications systems change.

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5. Additional emergency resources are obtained through acquisition or agreement, the disposition of existing resources changes, or anticipated emergency resources are no longer available.
6. An after-action review of a training exercise or actual emergency reveals significant deficiencies in the MEOP.
7. State or federal planning standards for the documents are revised.

#### 7.4.3 Methodology of Updating the MEOP

##### a. Plan Revision

A revision is a complete rewrite of the MEOP or any of its components essentially results in a new document. A revision is warranted when:

1. Numerous pages of the document must be updated.
2. When major portions of the existing document must be deleted or substantial text added

Revised documents should be given a new date and require new signatures by officials.

##### b. Formal Plan Change

1. A formal change to a planning document involves specific changes to a limited number of pages.
2. Changes are typically numbered to identify them and are issued to holders of the document with a cover memorandum with replacement pages attached.
3. The cover memorandum indicates which pages are to be removed and which replacement pages are to be inserted in the document to update it.
4. The person receiving the change is expected to make the required page changes to the document to indicate that the change has been incorporated into the document.
5. A change to a document does not alter the original document date; new signatures on the document need not be obtained.

## 8.0 References

### 8.1 City of Dallas

- a. City of Dallas Hazard Analysis
- b. Office of Emergency Management Standard Operating Procedures
- c. Inter-local agreements



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**8.2 State of Texas**

- a. Texas Department of Public Safety (DPS), TDEM: *Local Emergency Management Planning Guide, 4<sup>th</sup> edition*, DEM-10, January 2008
- b. DPS, TDEM: *Disaster Recovery Manual*
- c. DPS, TDEM: *Mitigation Handbook*
- d. DPS, *Texas Homeland Security Strategic Plan*, September 2015

**8.3 Federal**

- a. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), *Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101*, November 2010
- b. FEMA, *National Incident Management System (NIMS), 3<sup>rd</sup> edition*, October 2017
- c. FEMA, *National Response Framework, 4<sup>th</sup> edition*, October 2019
- d. FEMA, Nuclear/Radiological Incident Annex of the *National Response Framework, 4<sup>th</sup> edition*, October 2019
- e. DHS, *Homeland Security Exercise and Evaluation Program (HSEEP)*, January 2020
- f. DHS, *National Strategy for Homeland Security*, October 2007

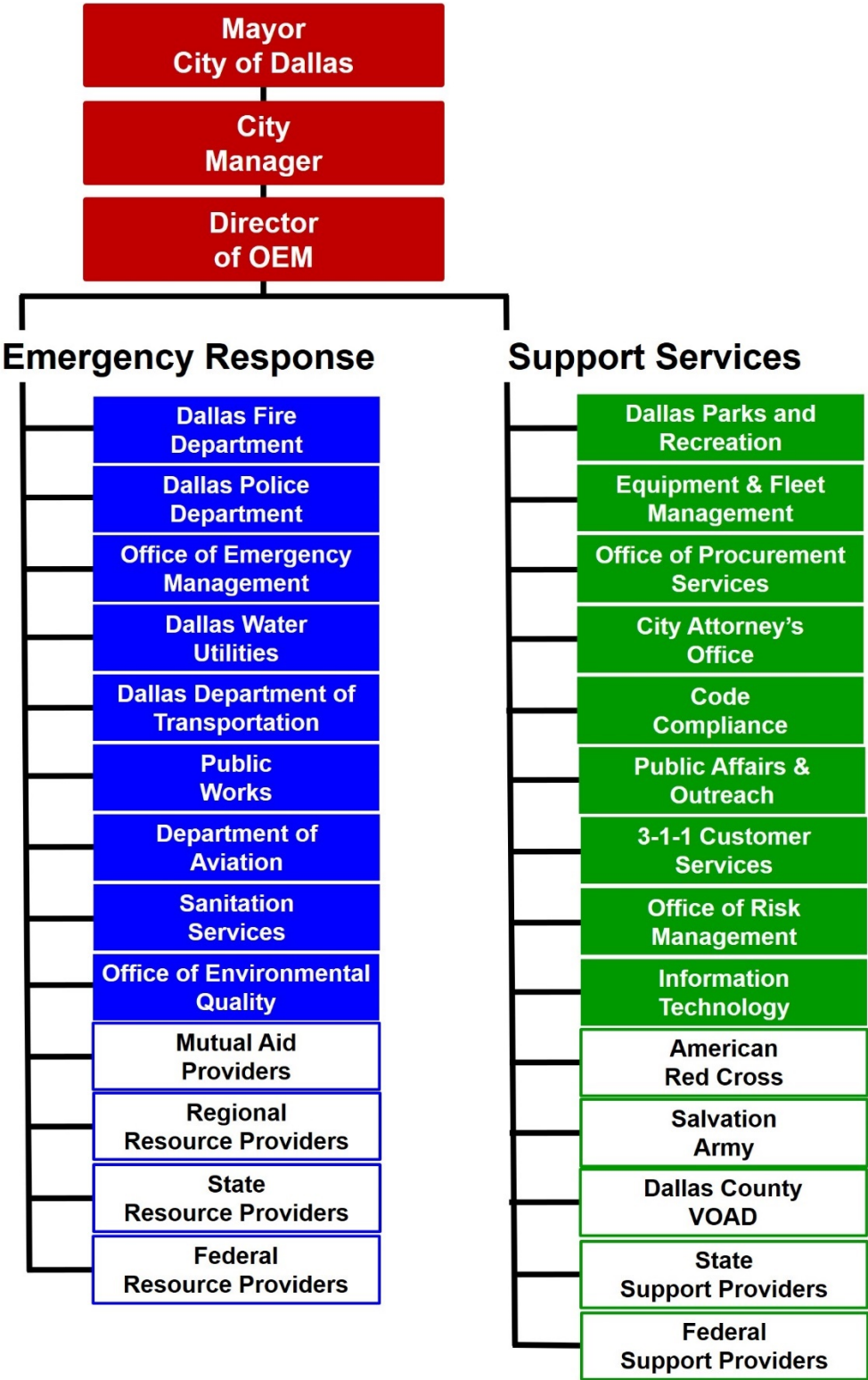
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## Attachment A: Annex Assignment Matrix

ANNEX	ASSIGNED TO:	SIGNATORY
Annex A—Warning	OEM	EMC
Annex B—Communications	OEM	EMC
Annex C—Shelter & Mass Care	OEM	Director
Annex D—Radiological Protection	DFR	Fire Chief
Annex E—Evacuation	DPD	Police Chief
Annex F—Firefighting	DFR	Fire Chief
Annex G—Law Enforcement	DPD	Police Chief
Annex H—Health & Medical	DFR	Fire Chief
Annex I—Public Information	COM	Director
Annex J—Recovery	OEM	EMC
Annex K—Public Works & Engineering	PBW	Director
Annex L—Energy & Utilities	DWU	Director
Annex M—Resource Management	OEM	Director
Annex N—Direction & Control	OEM	EMC
Annex O—Human Services	OEM	EMC
Annex P—Hazard Mitigation	OEM	EMC
Annex Q—Hazardous Materials & Oil Spill Response	DFR	Fire Chief
Annex R—Search & Rescue	DFR	Fire Chief
Annex S—Transportation	OEM	Director
Annex T—Donations Management	OEM	EMC
Annex U—Legal	CAO	CAO
Annex V—Terrorist Incident Response	DPD	Police Chief

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# Attachment B: EOC Organizational Structure



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## Attachment C: Functional Responsibility Matrix

### Annex A—Warning

<b>Primary Agency</b>	Office of Emergency Management
<b>Supporting Agency (ies)</b>	Dallas Fire Rescue (DFR) Communications Dallas Police Dept (DPD) Communications Information Technology Services (ITS)—Radio Shop National Weather Service (NWS)—Fort Worth

### Annex B—Communications

<b>Primary Agency</b>	Office of Emergency Management
<b>Supporting Agency (ies)</b>	Dallas Fire Rescue (DFR) Communications Dallas Police Dept (DPD) Communications Information Technology Services (ITS)—Radio Shop Dallas Radio Amateur Civil Emergency Service (RACES)

### Annex C—Shelter & Mass Care

<b>Primary Agency</b>	Office of Emergency Management
<b>Supporting Agency (ies)</b>	Dallas Parks and Recreation Department Dallas Convention and Event Service Dallas Fire Rescue Dallas Police Department Dallas Animal Services American Red Cross—Dallas Chapter Dallas County Volunteer Organizations Active in Disaster

### Annex D—Radiological Protection

<b>Primary Agency</b>	Dallas Fire Rescue (DFR)
<b>Supporting Agency (ies)</b>	Office of Emergency Management (OEM) Dallas Police Department (DPD) Federal Bureau of Investigation (FBI) Weapons of Mass Destruction (WMD) Department

### Annex E—Evacuation

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<b>Primary Agency</b>	Dallas Police Department (DPD)
<b>Supporting Agency (ies)</b>	Office of Emergency Management (OEM) Dallas Fire Rescue (DFR) Public Works Department (PBW) Dallas Animal Services (DAS) Communications, Outreach, Marketing (COM) American Red Cross

**Annex F—Fire Fighting**

<b>Primary Agency</b>	Dallas Fire Rescue (DFR)
<b>Supporting Agency (ies)</b>	Office of Emergency Management (OEM) Dallas Police Department (DPD) Dallas Water Utilities (DWU) Public Works Department (PBW) Communications, Outreach, Marketing (COM) American Red Cross (ARC)

**Annex G—Law Enforcement**

<b>Primary Agency</b>	Dallas Police Department (DPD)
<b>Supporting Agency (ies)</b>	Office of Emergency Management (OEM) Public Works Department (PBW) City Attorney’s Office (COA)

**Annex H—Health & Medical**

<b>Primary Agency</b>	Dallas Fire Rescue (DFR) Dallas County Health and Human Services
<b>Supporting Agency (ies)</b>	Dallas Police Department Dallas Water Utilities Office of Communications, Outreach, Marketing Dallas County Medical Examiner Hospitals within the city limits



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**Annex I—Public Information**

<b>Primary Agency</b>	Communication, Outreach, and Marketing (COM)
<b>Supporting Agency (ies)</b>	Office of Emergency Management (OEM) City Manager Office (CMO) Dallas Police Department (DPD) Dallas Fire Rescue (DFR) All Responding Department and Agencies

**Annex J—Recovery**

<b>Primary Agency</b>	Office of Emergency Management (OEM)
<b>Supporting Agency (ies)</b>	Chief Financial Officer (CFO) All City Departments Dallas County Central Appraisal District (DCCAD) Dallas Area Rapid Transit (DART) Dallas Independent School District (DISD)

**Annex K—Public Works & Engineering**

<b>Primary Agencies</b>	Public Works Department (PBW)
<b>Supporting Agency (ies)</b>	Sanitation Services (SAN) Dallas Water Utilities (DWU) Dallas Department of Transportation (DDOT) Code Compliance Parks and Recreation (PKR) Equipment and Fleet Management (EFM) Building Services Department (BSD) Information Technology Services (ITS) City Attorney’s Office (CAO)

**Annex L—Utilities**

<b>Primary Agencies</b>	Dallas Water Utilities (DWU)
<b>Supporting Agency (ies)</b>	City Manager Office (CMO) Office of Emergency Management (OEM) Communications, Outreach, Marketing (COM) Public Works Department (PBW) Sanitation Services (SAN) Equipment and Fleet Management (EFM) Building Services Department (BSD) Privately Owned Utility Providers

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**Annex M—Resource Management**

<b>Primary Agency</b>	Office of Emergency Management (OEM)
<b>Supporting Agencies</b>	All City Departments

**Annex N—Direction & Control**

<b>Primary Agency</b>	Office of Emergency Management (OEM)
<b>Supporting Agencies</b>	All City Departments Outside Departments & Agencies Volunteer Organizations

**Annex O—Human Services**

<b>Primary Agencies</b>	Office of Emergency Management
<b>Supporting Agency (ies)</b>	Voluntary Organizations Active in Disasters (VOAD) American Red Cross (ARC)

**Annex P—Hazard Mitigation**

<b>Primary Agency</b>	Office of Emergency Management (OEM)
<b>Supporting Agency (ies)</b>	Dallas Water Utilities (DWU)

**Annex Q—HAZMAT & Oil Spill Response**

<b>Primary Agency</b>	Dallas Fire Rescue (DFR)
<b>Supporting Agency (ies)</b>	Office of Emergency Management (OEM) Dallas Police Department (DPD) Office of Environmental Quality and Sustainability (OEQS) Public Works Department (PBW) Dallas Water Utilities (DWU) Transportation Department (TRN) Communications, Outreach, Marketing (COM)

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**Annex R—Search and Rescue**

<b>Primary Agency</b>	Dallas Fire Rescue (DFR)
<b>Supporting Agency (ies)</b>	Dallas Police Department (DPD) Office of Emergency Management (OEM) Dallas Water Utilities (DWU) Public Works Department (PBW) Communications, Outreach, Marketing (COM)

**Annex S—Transportation**

<b>Primary Agency</b>	Office of Emergency Management
<b>Supporting Agency (ies)</b>	Dallas Police Department Equipment and Fleet Management Dallas Water Utilities Dallas Public Works Department Sanitation Services Communication, Outreach, and Marketing (COM) Dallas Area Rapid Transit Dallas Independent School District

**Annex T—Donations Management**

<b>Primary Agency</b>	Office of Emergency Management
<b>Supporting Agency (ies)</b>	Volunteer Agencies Active in Disaster (VOAD) City Manager’s Office Mayor’s Office

**Annex U—Legal**

<b>Primary Agency</b>	City Attorney’s Office (CAO)
<b>Supporting Agency (ies)</b>	City Manager’s Office (CMO) Mayor’s Office City Secretary’s Office (CSO)

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**Annex V—Terrorism Incident Response**

<b>Primary Agency</b>	Dallas Police Department (DPD)
<b>Supporting Agency (ies)</b>	Dallas Fire Rescue (DFR) Office of Emergency Management (OEM) Dallas Water Utilities (DWU) Public Works Department (PBW) Sanitation Services (SAN)

## Attachment D: Summary of Agreements & Contracts

<b>Type of Agreement</b>	Statement of Agreement
<b>Signatories</b>	American Red Cross – Dallas Area Chapter and the City of Dallas
<b>Signed Date</b>	January, 2015
<b>Summary of Provisions</b>	Describes methods of cooperation and coordination relative to disaster preparedness and disaster operations.
<b>Officials Authorized to Implement</b>	City and ARC officials
<b>Costs</b>	None
<b>Copies Held By</b>	ARC and OEM
<b>Type of Agreement</b>	Interlocal Agreement
<b>Signatories</b>	Dallas OEM & Dallas County Homeland Security and Emergency Management
<b>Signed Date</b>	
<b>Summary of Provisions</b>	Reciprocal agreement to use partner's EOC in case one party's EOC is rendered inoperative.
<b>Officials Authorized to Implement</b>	City of Dallas EMC and Dallas County EMC
<b>Costs</b>	None
<b>Copies Held By</b>	Dallas OEM & Dallas County Homeland Security and Emergency Management
<b>Type of Agreement</b>	Interlocal Agreement
<b>Signatories</b>	City of Dallas & Dallas County Health and Human Services
<b>Signed Date</b>	September 17, 2019
<b>Summary of Provisions</b>	Authorization for the Director of DCHHS to serve as the city's health authority.
<b>Officials Authorized to Implement</b>	City Manager and Director of DCHHS
<b>Costs</b>	\$10,000

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<b>Copies Held By</b>	City of Dallas & Dallas County Health & Human Services
<b>Type of Agreement</b>	Mutual Aid Agreement
<b>Signatories</b>	Fire Departments within Dallas County
<b>Signed Date</b>	March, 1984
<b>Summary of Provisions</b>	Provision of firefighting equipment and personnel to other entities that are parties to the agreement.
<b>Officials Authorized to Implement</b>	Fire Chiefs or Designees
<b>Costs</b>	None
<b>Copies Held By</b>	Each entity party to the agreement.

## Attachment E: NIMS Overview

### I. BACKGROUND

NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.

NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

### II. COMPONENTS

A. Command and Management. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

1. Incident Command System (ICS). A system that can be used to manage emergency incidents or non-emergency events such as celebrations. The features OF ICS include:
  - a. ICS has several features that work together to make it a real management system. Among the primary attributes of ICS are:
  - b. Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
  - c. Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.
  - d. Manageable Span of Control. Span of control should ideally vary from three to seven days. Anything less or more requires expansion or consolidation of the organization.
  - e. Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.
  - f. Use of Position Titles. All ICS positions have distinct titles.
  - g. Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common

understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.

- h. **Integrated Communications.** Integrated communications include interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
  - i. **Accountability.** ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.
2. **Unified Command**
- a. **Unified Command** is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
  - b. **ICS Unified Command** is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.
3. **Area Command**
- a. An **Area Command** is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned.
  - b. The organization of an **Area Command** is different from a **Unified Command** in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.
4. **Multi-Agency Coordination Systems.**



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Multi-agency coordination systems may be required for incidents that require higher level resource management or information management. The components of multi-agency coordination systems include facilities, equipment, EOCs, specific multi-agency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.

5. Public Information.

The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS National Incident Management System Plan, dated March 2004.

6. Preparedness. Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.

7. Resource Management.

All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.

8. Communications and Information Management.

Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.

9. Supporting Technologies.

This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.

B. Ongoing Management and Maintenance.

The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

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## Attachment F: Explanation of Terms

Term	Definition
<b>Area Command</b>	A command structure that oversees the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed.
<b>Catastrophic Incident</b>	Any natural or manmade occurrence resulting in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time and would immediately overwhelm local and state capabilities.
<b>Crisis</b>	As used in this plan, this term is intended to describe a <i>range</i> of occurrences, from a minor incident to a catastrophic disaster.
<b>Disaster</b>	<p>Any crisis, occurring or impending, that pose a threat of significant casualties and/or widespread property damage that is beyond the capability of the city to handle with its resources. Characteristics include:</p> <ol style="list-style-type: none"> <li>a. Involves a large area, a sizable population, and/or important facilities.</li> <li>b. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.</li> <li>c. Requires community-wide warning and public instructions.</li> <li>d. Requires response by all city response departments.</li> <li>e. Requires significant external assistance from other jurisdictions within the region and extensive state or federal assistance.</li> <li>f. Full EOC activation for a prolonged time.</li> <li>g. May warrant major disaster federal assistance.</li> </ol>
<b>Disaster District</b>	Regional emergency management geographic subdivision of the state within the state of Texas that mirror the boundaries the of DPS Highway Patrol Districts and Sub-Districts.

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Term	Definition
<b>Disaster District Committee</b>	Group consisting of the DPS Highway Patrol captain or command lieutenant (Chairperson) within the Disaster District and state and relief agency representatives. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating, committing, and directing state resources within the district to respond to emergencies or to forward unfilled resource requests to the TDEM SOC.
<b>Emergency</b>	Any crisis, occurring or impending, that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include: <ul style="list-style-type: none"> <li>a. Involves a large area, significant population, or important facilities.</li> <li>b. May require large-scale evacuation or in-place sheltering and/or temporary shelter and mass care operations.</li> <li>c. May require community-wide warning and public instructions.</li> <li>d. Requires a sizable multi-departmental response.</li> <li>e. May require some external assistance from other jurisdictions within the region and state or federal assistance.</li> <li>f. The EOC will be activated scaled to complexity of the emergency.</li> </ul>
<b>Emergency Operations Center</b>	Specially equipped facility from which the City of Dallas will exercise direction and control and coordinate necessary resources during a crisis.
<b>Hazard Analysis</b>	A document, published separately from this plan, that identifies the hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
<b>Hazardous Material (Hazmat)</b>	A substance, in a quantity or certain form, that poses an unreasonable and dangerous risk to health and safety, environment, and/or property when released, either accidentally or intentionally.
<b>Incident</b>	Any crisis that is limited in scope and potential effects. Characteristics of an incident include: <ul style="list-style-type: none"> <li>a. Involves a limited area and/or limited population.</li> <li>b. Evacuation or in-place sheltering is typically limited to the immediate area of the incident.</li> </ul>

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Term	Definition
	<ul style="list-style-type: none"> <li>c. Warning and public instructions are provided in the immediate area only.</li> <li>d. Small number of response departments can normally handle the incidents.</li> <li>e. Requests for resource support are normally handled through agency and/or departmental channels.</li> <li>f. May require limited external assistance from other jurisdictions within the region or the state.</li> <li>g. EOC activated generally for situational awareness.</li> </ul>
<b>Inter-local agreements</b>	Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during a crisis where the resources of a single jurisdiction are insufficient or inappropriate to control the situation. Commonly referred to as mutual aid agreements, mut.
<b>Multi-Agency Coordination Center</b>	A command structure that oversees the management of multiple incidents that are each being managed by an ICS organization. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed.
<b>Public Information</b>	Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster
<b>Stafford Act</b>	The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
<b>Standard Operating Procedures</b>	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).