

# Annex C

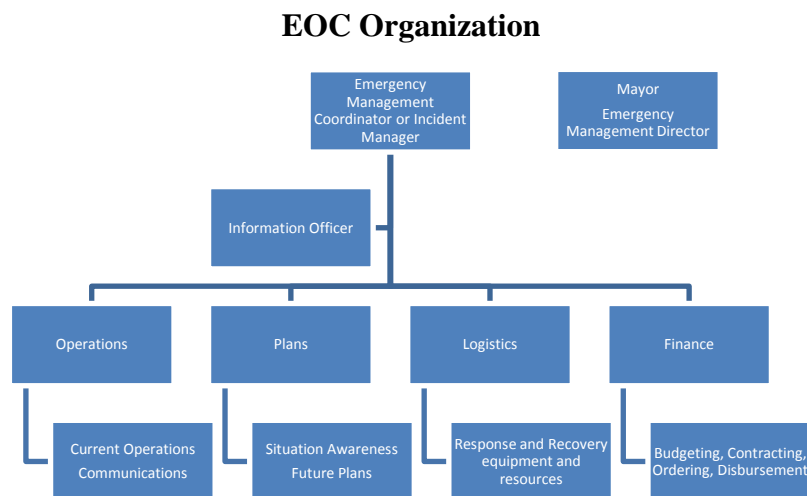
## City of Weston Lakes Emergency Preparedness Emergency Operations Center Operations (EOC)

### 1. Purpose:

The purpose of this annex is to provide an overview of the Emergency Operations Center (EOC), its organization, manning, responsibilities, as the focal point for the command and control of Emergency Operations in the City of Weston Lakes.

### Organization and Location:

a. Organization. The EOC is organized in accordance with the National Incident Management System (NIMS) and the Incident Command System (ICS) as directed by the National Response Plan and the Director of Homeland Security. As described in the City of Weston Lakes Ordinance 03-09 Emergency Preparedness the Mayor of the City of Weston Lakes is the Emergency Management Director and as such has full authority over all Emergency Operations with the City. The EOC is a place where the elements of the emergency management personnel resources organize to execute the plans, programs and directions from the Mayor. The EOC is organized and manned as shown in the chart below (figure 1), with the functions shown. Basic Operations, Planning, Logistics and Finance represent the functional areas for staff supervision for all operations; however all operations do not always require the full scale organization deployment. The NIMS organization concept allows flexibility at all levels and the organization is scaled to the scope of the operation. An operations section is required; however, that sections can execute all of the functions if the size and scope of the operation allows. If the emergency grows then the organization can grow as the other functions become burdensome to the single operations section.

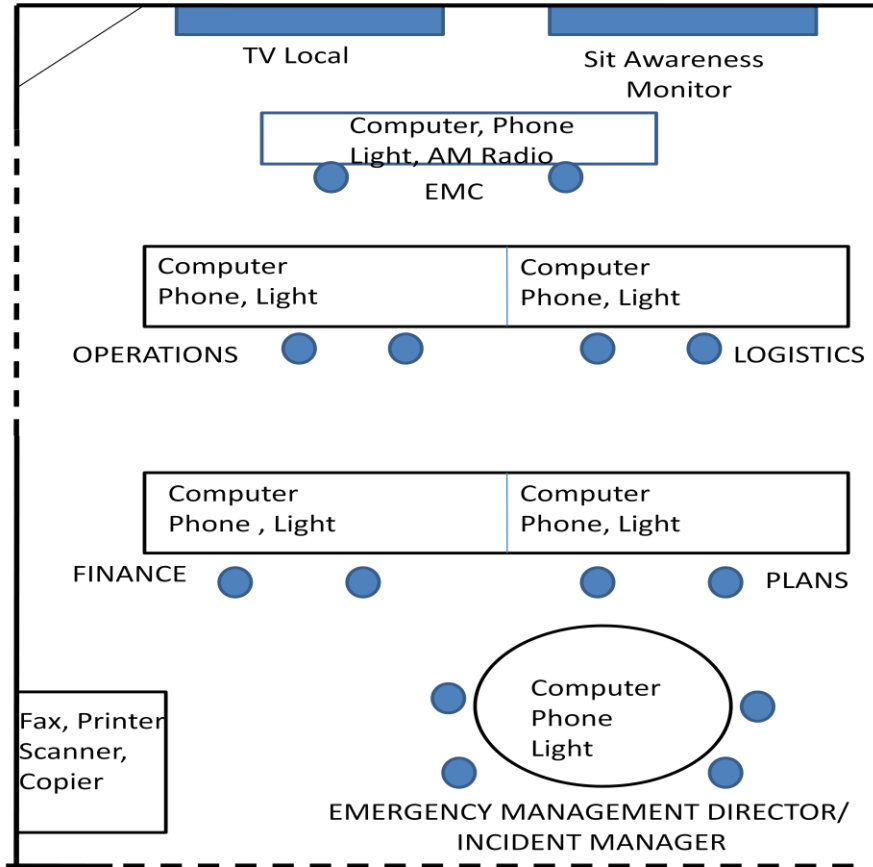


**Figure 1**

b. Location and Layout. The EOC will be located in the library of the Weston Lakes Country Club and laid out in the manner depicted in Figure 2, with full functionality and manning. The EOC will be equipped with two large flat screen displays, one for the receipt of local and

national news and the second for the display of situational awareness information. The lay out will allow for the installation of computers, lights and phones, as well as other available communications capability. Initial set up may be more modest as the scope of the emergency is assessed with the addition of expansion and robustness to its full capability as required. Minimally the EOC will be set up with work space for the Mayor, the EMC, and the operations section with associated equipment and tools. Communication will be expanded also as required.

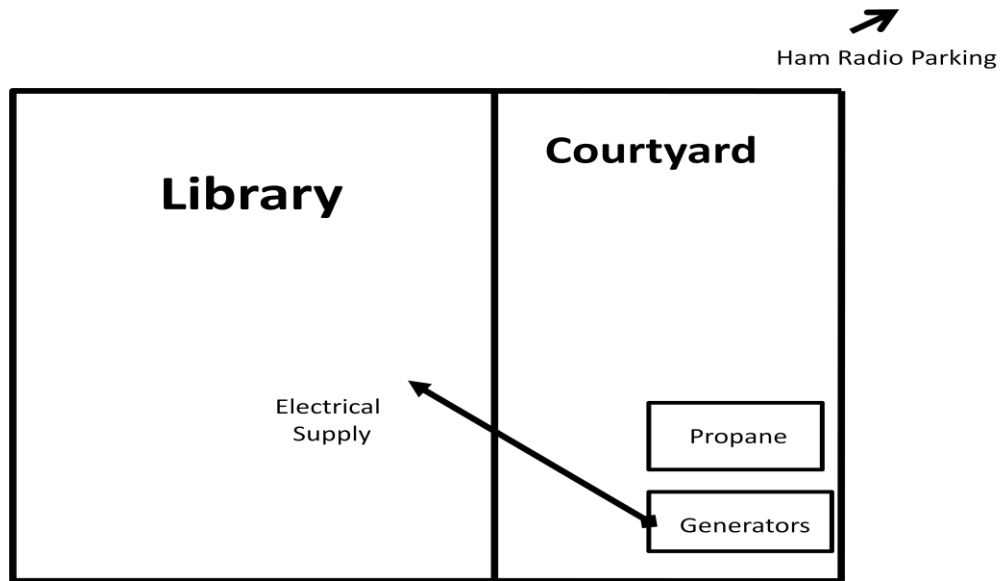
## EOC Layout



**Figure 2**

The external layout is shown in figure 2. In the courtyard outside the Country Club Library space will be used for the placement of emergency propane generators to provide electricity for the lights, computers, phones, printers, faxes, and display devices. If mobile Amateur Radio operators volunteer they will locate in the parking lot with remote access to the EOC.

## External Configuration



**Figure 3**

### 2. Manning and Equipment Setup:

Upon activation of the EOC as ordered by the Mayor the Emergency Management Coordinator and the Assistant Management Coordinator will immediately coordinate with the Weston Lakes Country Club for the occupation of the County Club Library, installation of phones for use by the EOC personnel, location of emergency generators, the set up of the display devices, tables, chairs and lighting. The set up will be executed by the Emergency Committee volunteers who will be available upon notification of the activation of the EOC.

- Initial manning is as described above with the Mayor, EMC, and the Assistant EMC, an operations chief and volunteer assistant.
- Full manning will include all functionality representation.
- Twenty Four Hour manning will include two shifts and actual numbers and representation will be determined based on assessments made by the Mayor at the time.
- The City Council members, the Emergency Management Committee and citizen volunteers are expected to provide presence in the EOC.

### 3. Communications:

- Communications in the EOC will be characterized by a full spectrum capability and redundancy.
- Basic telephone service will be backed by cellular phone capability.
- The Marshal will provide contact with the 911 call center and the Sheriff's office through his Sheriff's office assigned radio. Additional radios may be requested.
- An internal VHF radio system will be obtained as funds are available and will back up telephone coverage within the city for emergency responders. This means along with cell phone capability will allow communication with between the EOC and assessment and response teams within the city.

- Primary means of communication to external organizations will be through telephone, telephone conference calls, and computer communications through DSL within the Country Club.
- Web EOC, a area emergency management web site will be the primary means of tracking situation awareness information.
- Amateur Ham Radio will, if available back up communications to the County EOC.
- Emergency broadcast information will be obtained by monitoring the County Emergency Broadcast frequency 1670 Khz which has a repeater transmitter at the Library in Fulshear.
- Television Broadcast access will be through television monitors connected to the satellite capability within the County Club.

Clifton H. Aldrich  
Emergency Management Coordinator

Approved for Implementation:

Mary Rose Zdunkewicz  
Mayor, City of Weston Lakes

Attest  
City Secretary