Logistics Management and Resource Support Annex (M)

State of Texas Emergency Management Plan

July 2016

This document is intended to provide guidance and is not prescriptive or comprehensive. Use judgment and discretion to determine the most appropriate actions at the time of an incident. These guidelines do not override local or regional plans, but are designed to complement those planning activities. This document does not prohibit any jurisdiction from implementing additional requirements or operating procedures within that jurisdiction.

This document complies with Homeland Security Presidential Directive 5 (HSPD-5) Management of Domestic Incidents and Presidential Policy Directive 8 (PPD-8) National Preparedness and takes into account the needs of the whole of community. The state and organizations involved operate within the principles of the National Incident Management System (NIMS) in support of the National Response Framework (NRF).

Section V.B and VI of the **State of Texas Emergency Management Plan**, in accordance with NIMS and relevant NRF guidelines, are the foundation for emergency response and recovery operations in Texas.

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Using This Document

This document is part of the State of Texas Emergency Management Plan. This section explains how this annex integrates with the plan and how and where to find additional supporting information.

This document is not designed to be read from cover to cover. Use this page to quickly find the information you need.

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When you see a reference arrow (↗), look at the bottom of the page for a hyperlink to additional information from the State of Texas. For an explanation of the acronyms and terms in this document please refer to the **State of Texas Acronyms and Terms (STAT) Book**.

This annex outlines logistics management and resource support, which falls under the emergency support function for logistics management and resource support and the core capabilities for access control and identity verification, supply chain integrity and security, critical transportation and public and private services and resources.

This document is an annex to the State of Texas Emergency Management Plan, which is composed of a basic plan, functional annexes, hazard annexes and support annexes and is designed to integrate vertically with local, regional, tribal and federal plans. All sections of the plan contain links to related information. Each section can be considered as part of one comprehensive document available online at http://www.txdps.state.tx.us/dem.

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

Goal
Outline state emergency logistics management and resource support coordination processes, capabilities and procedures.

Objectives
- Outline state-level logistics management and resource support coordination.
- Describe the actions taken to acquire or procure emergency resources.
- Outline state procedures to preposition emergency operations resources.
- Describe procedures for transporting resources.
- Identify resource tracking requirements and procedures.
- Outline procedures for supporting logistics sites.
- Provide information on how the state manages unaffiliated and spontaneous volunteers and donations.

Audience
- State Operations Center (SOC) personnel
- State Emergency Management Council (SEMC) representatives
- Disaster district committee (DDC) representatives
- Emergency operations resource providers
- Emergency management field personnel
- Emergency operations center (EOC) staff

Planning Assumptions
- Disaster response resources are provided primarily by local jurisdictions.
- Local jurisdictions exhaust their capabilities before requesting state resources through disaster district committees (DDC).
- Local and regional emergency operations centers (EOC) and the State Operations Center (SOC) may receive high volumes of resource requests during disasters.
- Response resources within impacted areas may be destroyed or made unavailable during disasters.
- During disasters, local retail establishments may not be physically or economically capable of supporting their communities with essential commodities.
- Some logistical capabilities depend upon the availability of public works and utility services, which may be disrupted during a disaster.
- Damage to transportation infrastructure can limit access to disaster areas and disrupt logistics support activities.
- Transportation requirements for emergency operations may exceed state capabilities during large-scale disasters.
- When the state requires additional resources, assistance may be sought from other states and the federal government.
- Contract vendors often assist government entities in providing emergency operations resources.

- Local jurisdictions and disaster district committees (DDC) identify potential emergency operations logistics sites prior to disasters.
- Additional personnel may be needed to staff emergency operation center (EOC) and State Operation Center (SOC) positions in response to incidents and planned events.
- Commodity support may be required when retail establishments cannot support the public with essential commodities, such as food, water and ice.
- Large-scale incidents may require state support for volunteer and donations management activities.
- The State of Texas may enter into agreements for the use of temporary facilities to pre-position resources.
- State agencies maintain databases of typed response resources.
- Trained and vetted volunteers from private, public, non-profit and faith-based organizations may provide emergency operations support to all levels of government.
- State agencies ensure personnel are trained and credentialed in Incident Command System procedures in accordance with their organizational standards and federal guidance.
- Local jurisdictions may request incident management team (IMT) support to augment existing staff with specially trained personnel.
- State agencies adjust tactics to maximize the impact of available emergency operations resources.
- State and local jurisdictions can have mutual aid agreements in place to assist with logistical support for emergency operations.
- The Texas Department of State Health Services (DSHS) works with public health and medical partners to anticipate potential resource support needs.
- The Texas Animal Health Commission (TAHC) coordinates with animal agriculture partners to anticipate and facilitate potential animal resource needs.
- DSHS develops crisis standards of care guidance as needed to maximize and prioritize the use of limited medical resources during a disaster.
- Joint Information Systems (JIS) and Joint Information Centers (JIC) can assist in providing concise, coordinated information to the public and the news media to help enhance coordination and optimize the use of resources.
- Individuals who remain in their homes during a disaster and those returning to their homes following a disaster may require essential commodities prior to the restoration of essential infrastructure and services.
- Resource staging areas (RSA), county staging areas (CSA) and points of distribution (POD) may be activated to establish commodity distribution systems to provide life-sustaining commodities to disaster survivors and those returning to impacted communities.
- Local emergency management directors (EMD) are responsible for identifying staging areas and POD sites and for coordinating POD activation and deactivation within their jurisdictions.
- Local jurisdictions receiving state resources are responsible for staffing reception sites and for distributing resources to the end user.
- Local EMDs may adjust POD sites as needed within their jurisdictions.
- Local jurisdictions identify potential logistics sites and share that information with their DDC.

- RSAs, CSAs and PODs operate until local retail establishments reopen and infrastructure can meet public demand for essential commodities.
- RSA locations are activated according to commodity support needs, commodity demand and proximity to activated CSAs and PODs.

Concept of Operations

This section outlines the concept of operations for state logistics management and resource support.

Logistics management and resource support for emergency operations involves organizations across all levels of government and the voluntary and private sectors. Depending upon the incident, state resource support activities may vary widely in scope and complexity.

The Texas Department of Public Safety (DPS) – Texas Division of Emergency Management (TDEM) is the lead entity for coordinating state logistics management and resource support. Along with partner agencies and organizations, TDEM may take actions deemed necessary to support emergency operations. TDEM and other emergency management council entities work closely to support disaster district committees.

Operational Strategies

This section lists the operational strategies used for state logistics management and resource support. These strategies include:

- *Operational Strategy 1: Coordinate Logistics Management and Resource Support*
- *Operational Strategy 2: Obtain Resources to Support Emergency Operations*
- *Operational Strategy 3: Transport Emergency Operations Resources*
- *Operational Strategy 4: Establish and Maintain Logistics Sites*
- *Operational Strategy 5: Track Emergency Operations Resources*
- *Operational Strategy 6: Support Commodity Distribution*
- *Operational Strategy 7: Deactivate and Demobilize Resources*
- *Operational Strategy 8: Support Volunteer and Donations Management*
- *Operational Strategy 9: Provide Response Resources for Logistics Management*

Each strategy describes a component of state-level logistics management and resource support activities. Other sections of the annex provide background information and list roles and responsibilities for responding entities.

Operational Strategy 1: Coordinate Logistics Management and Resource Support

This section outlines coordination between organizations that support emergency logistics management and resource support.

Resource support for emergency operations originates at the local level and can expand all the way to the federal government. Government entities coordinate with private and voluntary sectors to meet resource needs to respond to disasters.

Emergency Management Coordination

The chart below shows coordination between voluntary and private sectors and local, regional, state, tribal and federal partners.

Local Authority

County judges and city mayors are the designated emergency management directors (EMD) of their jurisdictions, as stated in Texas Government Code, Chapter 418.

EMDs may appoint an emergency management coordinator (EMC) to act on their behalf and implement their decisions.

During emergencies and disasters, local emergency management organizations may activate emergency operations centers (EOC) to assist in coordination of logistics management and resource support capabilities.

Resource Coordination

When a local jurisdiction has an unmet resource need, it may try to obtain the resource from the following entities:

Emergency Management Coordination*

- Local non-governmental or faith-based organizations.
- Local contracts or private sector partnerships.
- Mutual aid agreements with nearby jurisdictions.
- Pre-designated regional response teams or resources.
- A regional Multi-Agency Coordination Center (MACC).
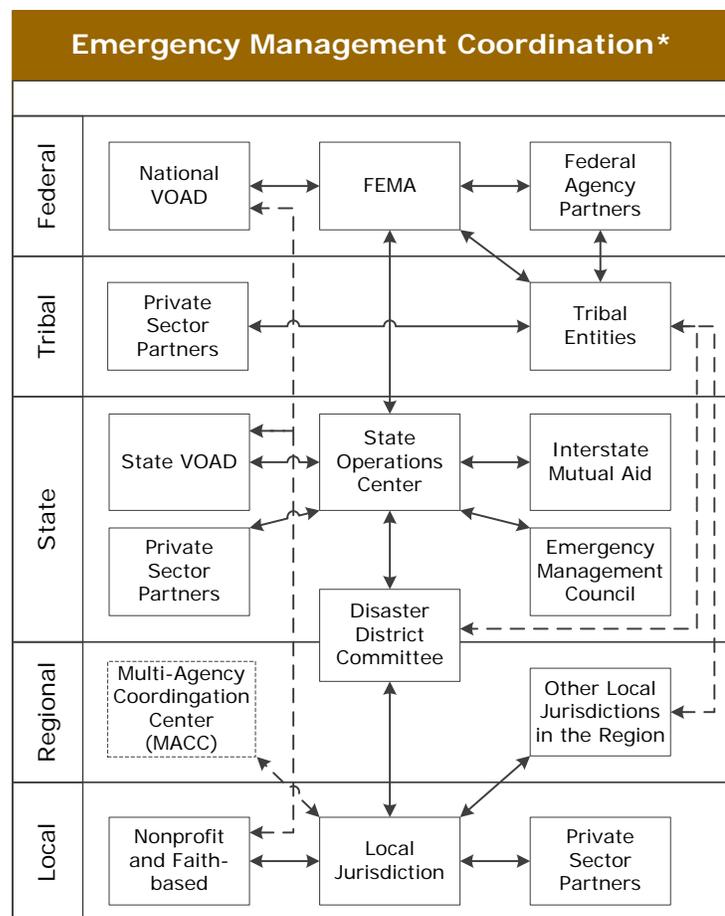
Mutual Aid Agreements

Local mutual aid as described in Texas Government Code Chapter 418.109 is the primary mechanism used to facilitate assistance.

Disaster District Committee (DDC) Support

When a jurisdiction has exhausted local resources and mutual aid capabilities, EMDs may request state assistance through their disaster district committee (DDC). DDCs consist of state agencies and volunteer groups that are able to provide resources within each disaster district. State entities coordinate activities at the disaster district level through DDCs.

Disaster districts are aligned with the Texas Department of Public Safety (DPS) regional boundaries, and the local DPS Texas Highway Patrol (THP) Captain or Command Lieutenant serves as the DDC Chair. Texas Division of Emergency Management (TDEM) District Coordinators (DCs) work closely with DDC Chairs to assist in coordination between local jurisdictions, DDCs and the State Operations Center (SOC).

TDEM, a division of DPS, operates the SOC year-round, 24 hours a day, communicating critical information via multiple systems to partner organizations at all levels of government. The SOC supports emergency operations in Texas at the disaster district level. If a DDC needs additional resources, the DDC Chair requests assistance from the SOC using a State of Texas Assistance Request (STAR) form.

The SOC processes DDC STAR requests and coordinates resources to fill unmet needs using state capabilities, contract services or coordination with private and non-profit organizations.

Interstate Mutual Aid and Federal Support

If the SOC is not able to coordinate resources to fill unmet needs, TDEM may submit mutual aid requests to other states or request federal assistance from the Federal Emergency Management Agency (FEMA), which coordinates federal resource support to states during disasters.

Operational Strategy 2: Obtain Resources to Support Emergency Operations

This section outlines procurement and coordination activities to obtain emergency operations resources.

State Emergency Management Council (SEMC) entities maintain accountability of available resources, along with lists of vendors and commercial providers that can supply resources or capabilities to support emergency operations.

State Operations Center (SOC) Resource Support

State Emergency Management Council (SEMC) entities coordinate emergency operations at the State Operations Center (SOC). State partners may use multiple channels to obtain resources to support emergency operations. Resources are vetted to help ensure correct resources are provided to the end user and requests may be processed by the SOC Operations and Logistics sections:

- Requests for capabilities, specialized functions or personnel are normally routed to the Operations Section.
- Requests for commodities and material resources are normally processed by the Logistics Section.
- Resources approved for purchase may be routed to the SOC Finance Section for ordering and to the Logistics and Plans Sections for tracking.

On-Hand Resources

Texas Division of Emergency Management (TDEM) and other state entities maintain facilities that may be used to store limited quantities of emergency resources. These resources may be mobilized to meet operational needs. Many state entities have resources that may be used for emergency operations. The State Operations Center (SOC) may route requests to State Emergency Management Council (SEMC) entities that can provide resources for requested capabilities.

Resource Purchasing

If a capability is not available using on-hand state resources, state entities may procure or purchase resources or services. State agencies have procurement procedures in place to ensure that procurement actions are justified, documented, and that source selection meets requirements in a timely and cost effective manner.

Funding

Each state agency establishes administrative controls to manage the expenditure of funds and provide reasonable accountability and justification for disaster related expenditures. In accordance with established procedures, state agencies may seek financial assistance from state disaster contingency funds.[1] During declared

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[1] For more information regarding purchasing authority and funds refer to the Texas Government Code, Section 2155.131.

disasters, funding for emergency operations may be partially reimbursed by the federal government.

State Contracts

Texas Procurement and Support Services (TPASS) works closely with the Council on Completive Government (CCG) and the Department of Information Resources (DIR) to establish contracts for commonly used goods and services for state agency and local government use. Some agencies submit contract requests and resource specifications to TPASS, as needed.

Agreements and understandings for the purchase, lease, or use of equipment and services are made in accordance with the provision of state law and procedures. State agencies have delegated authority to make emergency purchases. Criteria for emergency purchases are the sole responsibility of each agency. Emergency purchases require a letter of justification by the purchasing representative, as outlined in state agency procurement plans.[2] [3]

Procurement Support

TPASS can facilitate and assist state agencies and other organizations in the location and acquisition of emergency resources. In conjunction with the State Operations Center (SOC), Texas Procurement and Support Services (TPASS) can purchase, lease, rent, or otherwise acquire all goods and services needed by state agencies during emergencies. TPASS can secure vendors for certain commodities and services to meet expected requirements along with anticipated demand.

TPASS can also provide representatives to give technical advice and procurement assistance to state agencies. TPASS personnel may also advise state entities regarding administrative or procedural changes that could affect emergency operations.[4]

Suspension of Rules and Regulations

The Proclamation of a State of Disaster, issued by the Governor, may suspend selected rules and regulations that affect emergency operations. The state may provide funds for specific tasks assigned by the Governor, or by the SOC acting on the Governor's behalf.

Animal Resource Procurement

The Texas Animal Health Commission (TAHC), Texas A&M AgriLife Extension Service (AgriLife) and Texas Department of Agriculture (TDA) coordinate with State Emergency Management Council (SEMC) entities and local stakeholders to procure resources for animal transport, feeding and care during emergencies and disasters.↗

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[2] For more information refer to the Texas Government Code, Title 10, Subtitle D
[3] For more information refer to the Texas Administrative Code (TAC), Title 34, Part 1 a
[4] For more information refer to the State of Texas Procurement Manual.
↗ For more information on livestock, refer to the **Agriculture and Natural Resources Annex (O)**.

Volunteers

Successful integration of citizen involvement in emergency management is imperative to prepare, respond, recover and mitigate the effects of disasters. Emergency operations resources may be limited. When managed effectively, spontaneous, unaffiliated volunteers can be valuable emergency operations resources. The Texas Division of Emergency Management (TDEM) State Voluntary Agency Liaison (VAL) provides guidance for the coordination and management of volunteers.

Donations

When managed effectively, donated resources can assist in emergency operations. The Texas Division of Emergency Management (TDEM) State Voluntary Agency Liaison (VAL) works with Texas Voluntary Organizations Active in Disaster (VOAD) entities, and may assist in establishing and supporting multi-agency warehouses (MAW) in order to support the management, sorting and distribution of donations, in coordination with local jurisdictions.

The TAHC Animal Response Operations Coordination Center (AROCC) can coordinate animal agriculture-related donations with the Texas Department of Agriculture (TDA), the Texas A&M Agrilife Extension Service (AgriLife), and veterinary practitioners.↗

↗ For more information on donations, refer to the **Volunteer and Donations Management Annex (T)**.

Operational Strategy 3: Transport Emergency Operations Resources

This section describes capabilities to transport resources from points of origin to emergency operations sites, and finally to sites where the resources are demobilized.

Several state entities provide capabilities to transport resources for emergency operations. State Emergency Management Council (SEMC) entities routinely transport their own resources and may provide additional resource transport capabilities during emergencies or disasters. Resources may be delayed to inaccessible locations depending on size and complexity of the disaster or incident damaged area.

State Agency Resource Transportation Support
Entities that have significant resource transportation capabilities include the Texas Department of Criminal Justice (TDCJ), Texas Department of Transportation (TxDOT) and Texas Military Department (TMD).

Resources at State Logistics Sites
The State Operations Center (SOC) Logistics Section coordinates transportation of resources moving to and from state logistics sites. The SOC may assist in coordinating ground transportation, communicating transportation requests, and can provide directions and guidance to warehouse managers.

Contracted Resource Transport
State Emergency Management Council (SEMC) entities and Texas Procurement and Support Services (TPASS) can contract for resource transportation capabilities if adequate state agency transportation assets are not available.

Rapid Deliveries
The SOC Logistics Section maintains plans to coordinate rapid delivery of resources or capabilities, as required. As a last alternative, outside state contracts are in place for rapid emergency resource transportation.

Inaccessible Locations
Military vehicles are best used for short range transport and for operations conducted in areas inaccessible by other means. Texas Military Department (TMD) can provide transportation capabilities to move resources to locations that are otherwise inaccessible. Requests from local jurisdictions or state entities for TMD logistics support may be routed through disaster district committees to the SOC.

Livestock Resource Transport
Local, statewide entities and state agricultural organizations work together to provide transportation capabilities for allowable livestock support, feed and hay resources by submitting State of Texas Assistance Requests (STAR). Counties can request assistance through DDCs from the Texas Animal Health Commission

(TAHC), the Texas Department of Agriculture (TDA) and the Texas A&M AgriLife Extension Service (AgriLife) using the STAR process.

Civil Air Patrol Transport

Civil Air Patrol (CAP) operates in accordance with federal rules and regulations. CAP maintains a variety of fixed-wing aircraft and an operational capability to provide aviation resource support for air transportation missions in Texas.

The State Operations Center (SOC) requests CAP assistance directly by phone call, email, or STAR.

CAP does not have organic funding for disaster response. Requests must include funding for relocation of personnel and equipment to an operational area and/or lodging and per diem for personnel.

The CAP can respond directly to agencies, organizations, or local governments in accordance with a joint approved Memorandum for Understanding (MOU).

CAP may also be requested through FEMA Region VI where the agency has pre-scripted mission assignments.

Operational Strategy 4: Maintain and Establish Logistics Sites

This section describes the maintenance and establishment of logistics sites to pre-position emergency operations resources.

The state can establish temporary and long-term logistics sites for emergency operations.

Site Selection

State Emergency Management Council (SEMC) entities, Disaster District Committee (DDC) representatives and local jurisdictions identify and evaluate the suitability of potential logistical sites, as needed.

Site Support, Supplies and Equipment

The State Operations Center (SOC) Logistics Section coordinates with host facilities to obtain the space and equipment needed to operate warehouses and resource support areas. The SOC maintains list that specify operational personnel and equipment needs for warehouse operations. Once a facility or site is acquired, the SOC ensures appropriate personnel and equipment support is assigned to warehouse sites.

The Texas Division of Emergency Management (TDEM) may coordinate with State Emergency Management Council (SEMC) representatives to provide heavy equipment for resource support. The Texas Department of Transportation (TxDOT), the Texas A&M Forest Service (TFS), Texas Department of Criminal Justice (TDCJ) and Texas Military Department (TMD) have resources that may be used to assist with loading and unloading resources or provide transportation capabilities to deliver resources to the sites where they are used. Shortfalls in warehouse support and transport capabilities may be filled using state contracts.

Contracted Warehouse Support

Staffing, material handling equipment and other supplies required to support warehouse operations may be provided through state contracts. Warehouses may be staffed by state-contracted operations managers, who ensure that contracted warehouse employees are certified, trained and qualified in the use of material handling equipment and that they are briefed on warehouse procedures and expectations. Appropriate span of control is maintained at warehouses to limit supervision to no more than seven personnel per manager.

If required during disasters, the state may provide food and lodging for warehouse personnel through state contracts. Additional resource needs, for materials such as office supplies, computers or communications equipment, is submitted using normal State of Texas Assistance Request (STAR) procedures.

Incident Management Team (IMT) Support

TFS and the TMD can provide incident management personnel to support staging areas and warehouses. Office space can be setup near warehouses to enhance incident management capabilities.

TMD mission ready packages can support resource staging area (RSA) operations and operate temporary logistics sites. TMD can work directly in support of DDCs if not assigned under TMD headquarters.

Air Operations Logistical Support

TMD mission-ready packages can operate Air Terminal Operations Centers (ATOC), conduct load planning, cargo processing, joint inspection (JI) of cargo, passenger and baggage services, and ramp services to load aircraft and document quality control. TMD can also validate hazardous materials compatibility.

Staging Sites and Warehouses

The state may use warehouses and distribution facilities to store or pre-position resources prior to distribution to partner organizations or disaster survivors.

Logistics Staging Areas (LSA)

state logistics staging area (LSA) warehouses provide permanent or long-term storage space for emergency operations supplies and materials. Resources in LSAs are used to support DDC operations or to provide commodities to local jurisdictions for use in sheltering operations or distribution to disaster survivors.

The Texas Division of Emergency Management (TDEM) maintains and operates long term or permanent LSA warehouse sites. Materials and supplies stored in LSAs remain under the control of the state, federal and local government entities or voluntary organizations that procure or provide them.

LSA staff members follow standard warehouse operating guidelines and procedures. These are intended to ensure warehouse operations are efficient and safe for vehicle flow and pedestrians entering or leaving delivery and staging areas.

The Texas A&M AgriLife Extension Service (AgriLife) coordinates Livestock Supply Points (LSP) operations with local jurisdictions and The Texas Animal Healthcare Commission (TAHC) Animal Response Operations Coordination Center (AROCC).

Resource Staging Areas (RSA) and Remote Warehouses

Temporary or remote warehouse sites may be established to provide resources more efficiently if permanent or long-term supply warehouses are not near disaster areas.

When needed, the state may locate, obtain, equip, and operate resource staging areas (RSA) and remote logistics sites. These sites can temporarily store emergency operations equipment, supplies and materials, including commodities for distribution to disaster survivors.

The State Operations Center (SOC) Logistics Section coordinates activities related to RSA and remote warehouse operations. RSAs provide resources to disaster district staging areas (DSA), county staging areas (CSAs) and points of distribution (PODs), as needed. RSAs may also house resources received by volunteer agencies. Resources at RSAs remain under the management and control of the entities that provide or procure them. The physical address of the RSA should not be released to the general public or local media.

Disaster District Committee (DDC) Staging Areas (DSA)

Disaster district committees can establish staging areas within their disaster districts to receive and pre-position emergency operations resources. Sites may be pre-identified or selected during incidents to efficiently provide resources to disaster sites or local jurisdictions. DDCs communicate DSA site information to the SOC to facilitate resource delivery.

County Staging Areas (CSA)

County staging areas (CSA) are activated by local jurisdictions to temporarily stage supplies and commodities for bulk distribution following a disaster. Counties establish, secure, manage, equip, operate, and staff CSAs located in their jurisdictions. County jurisdictions provide personnel and equipment, as well as security and traffic control at CSAs. CSA site managers may designate potential helicopter landing zones close to their CSA capable of accepting three to four helicopters at a time. Access should also be available for medical personnel. If requested, the state may store fuel for responder vehicles at a CSA.

The physical addresses of CSAs are not released to the media except at the discretion of local officials if the site is also used as a commodity point of distribution (C-POD). In those cases, notification of the site's location should coincide with the beginning of the commodity distribution operation.

Animal Care and Sheltering

The TAHC Animal Response Operations Coordination Center (AROCC) can coordinate efforts with TDA and AgriLife to secure facilities, staffing and resources for large and small animal care and sheltering at local show barns and other agricultural facilities. ↗

↗ For more information on the emergency management function, refer to the **State Agriculture and Natural Resources Annex (O)**.

Operational Strategy 5: Track Emergency Operations Resources
This section outlines emergency operations resource tracking.

Resource tracking enables the most efficient use of available resources for emergency operations. Each State Emergency Management Council (SEMC) entity tracks resources and provides status reports as needed during disasters.

Disaster District Committee (DDC) Support

Disaster district committees (DDC) use available state resources and allocate resources to local jurisdictions within their district. When DDCs request resource support from the State Operations Center (SOC), the SOC tracks transport and delivery to ensure that resources are received by the DDC.

DDCs check in assigned resources and document receipt in DDC situation reports. These reports provide visibility to the SOC about the status of assigned and available resources. The SOC receives reports from all activated DDCs to maintain overall awareness of resources in use, resources available, and resources that are no longer needed. If additional or real-time information is needed, the SOC may contact incident management teams (IMT) staffing activated DDCs.

When approved by the SOC, TDEM Field Response personnel may assist in reassigning and tracking resources if they are released from one DDC to other DDCs within the same Texas Department of Public Safety (DPS) region. The SOC uses field response status reports to track resource reassignment.

Resource Inventory

SEMC entities maintain resource inventories for routine use and emergency operations support. Each entity is responsible for ensuring that incoming and outgoing resources are tracked and documented.

State entities maintain databases of response teams and equipment, including National Incident Management System (NIMS) typing information, locations, and contact information. The state works with Council of Governments (COG) to update databases periodically to maintain accurate emergency operations resource information.[5]

Receiving

Logistics sites frequently receive resources for emergency management activities to replenish depleted supplies during disasters. Inventory counts are updated as soon as possible when resources arrive to reflect current quantities of supplies and commodities. Sites calculate commodity burn rates to assist in resource ordering. Whenever possible, site managers coordinate deliveries to arrive during periods when other site activities are low.

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[5] For more information refer to the 2015-2020 Texas Homeland Security-Strategic Plan

Status Reports

State entities providing resources maintain awareness of the status of deliveries, outstanding assistance requests and unresolved issues. During disasters, resource inventory and status reports are submitted to the SOC in accordance with standard operating procedures (SOP). The information may also be summarized in regular status or situation reports. State logistics site managers or designees send updated inventory reports to the SOC, which informs site managers of the reporting schedule for each incident.

Routine Logistics Staging Area (LSA) Warehouse Inventory

TDEM Logistics Staging Area (LSA) warehouse activities are managed by the SOC Logistics Section. Inventory totals are maintained at the LSA warehouse site and inventory adjustments are continuously documented to accurately reflect resource counts.

LSA inventories are conducted periodically and verified at least once a year to ensure resource accountability, serviceability and readiness. Warehouse sites are visibly inspected periodically by warehouse managers and logistics technicians after receiving approval from the SOC Logistics Section.

Warehouse managers are responsible for initiating and directing physical inventory counts. Random samplings of the inventory are taken to verify amounts within a pre-identified margin of error. Wall-to-wall counts may be requested by the SOC Logistics Section if the margin of error is exceeded, and any inventory adjustments are documented.

Contracted warehouse personnel are notified to make the inventory accessible to be counted during inventories. All resources are frozen at designated times until they are released by the warehouse manager.

Warehouse managers ensure that inventories match the most recent inventory list, and recounts are conducted when inventory list do not match. If inventory counts do not match on a given item, the warehouse manager conducts a recount of that item. The SOC Logistics Section certifies the report upon completion of the physical inventory.

Record Keeping

Documentation of resource use and expenditures captures costs, maintains resource accountability and establishes records of emergency operations activities. Emergency Management Council entities ensure logistics and resource support documentation is maintained, obtainable, and that duplicate records are held at alternate locations. Adjustment to state property records are performed when changes to inventory occur.

Operational Strategy 6: Support Commodity Distribution

This section outlines state support for distribution of essential commodities to disaster survivors and livestock in impacted areas.

State entities work with local jurisdictions and voluntary organizations to provide commodities to disaster survivors when retail establishments are unavailable to provide food, water, sanitation materials and disaster recovery supplies.

Commodity Staging

Commodity resources are provided in accordance with local jurisdiction distribution plans established for an incident or planned event. Commodities and supplies may be delivered to local jurisdictions from permanent state warehouse logistics staging areas (LSA), temporary resource staging areas (RSA), disaster district committee staging areas (DSA), or directly from contract providers. Private sector partners may provide contracted capabilities to assist shipments between county staging areas (CSA), RSAs, DSAs, and points of distribution (POD)s.

CSAs and other local jurisdiction staging sites receive commodities and distribute them to commodity points of distribution (C-POD) for distribution to disaster survivors. At the discretion of local jurisdictions, CSAs can also function as C-PODS. Commodities may also be delivered directly to C-PODS if CSAs or other local staging areas are not activated.

Commodity Points of Distribution (C-POD)

Local jurisdictions identify staging areas and C-POD locations for use during disasters. C-PODs distribute basic commodities to the public when other means of obtaining commodities are unavailable. Local jurisdictions establish, manage, equip, staff and operate C-PODs within their jurisdictions.

County judges and city mayors serve as the Emergency Management Directors (EMD) of their jurisdictions, and are responsible for assigning county C-POD locations and determining when to activate and deactivate C-PODs. EMDs are also responsible for releasing the physical addresses of C-PODs to the local media. The public release of POD locations should coincide with the opening of C-PODs to facilitate efficient commodity distribution.

The state may provide commodities for locally managed C-PODs, when requested, and can operate a limited number of state-managed C-PODs in affected areas when a local jurisdiction is not capable of providing resources to manage and operate C-PODs. Commodity distribution support to local jurisdictions is requested utilizing normal resource request procedures, through disaster district committees (DDC).

State law enforcement support may be requested to escort commodity shipments, provide security and control traffic near logistics sites and C-PODs. ↗

Texas Military Department Commodity Support

Texas Military Department (TMD) may provide personnel, equipment and commodity movement resources to support civil authorities in conducting C-POD operations. TMD can provide personnel to assist with resource management functions to track resources and commodities from point of order to final delivery locations.

Livestock Supply Points (LSP)

Texas A&M AgriLife Extension Service (AgriLife), in support of Texas Animal Health Commission (TAHC), has personnel in all 254 counties across the state with the capability to stand-up Livestock Supply Points (LSP).

TAHC Animal Response Operations Coordination Center (AROCC), the Texas Department of Agriculture (TDA) and AgriLife can coordinate efforts with affected jurisdictions to locate, establish, secure, equip, and operate LSPs, which are designed to coordinate, receive, manage and distribute donated or purchased livestock resources during disasters.

LSPs care for the lives and health of displaced livestock in an effort to give impacted livestock owners three to four weeks to make decisions regarding the disposition of animals. AgriLife maintains lists of designated LSP sites that can be managed by local Animal Issues Committees or State of Texas County Extension Agent (CEA) Agriculture Strike Teams, if additional human resources are necessary.

AgriLife and TAHC coordinate with local and statewide agricultural organizations to provide LSPs with State Animal Response Teams and resources, such as veterinary materials, handling equipment, and transport resources to provide hay, feed, and water to livestock in distress. Locations of LSP sites are included in local emergency management plans in high-risk areas, such as coastal counties.↗

The TAHC AROCC can also coordinate resources for the care and sheltering of household pets, service and assistive animals if local resources are unavailable or insufficient.

↗ For information on medical points of dispensing (M-POD), refer to the **State Public Health and Medical Annex (H)**.
↗ For more information on the emergency management function, refer to **the State Agriculture and Natural Resources Annex (O)**.

Operational Strategy 7: Deactivate and Demobilize Resources
This section provides information about resource deactivation and demobilization.

Depending upon operational needs, the State Operations Center (SOC) demobilizes, reassigns or releases personnel and equipment as operational requirements are reduced. Demobilization planning begins as soon as emergency operations resources are activated.

SOC Demobilization Procedures
Demobilization processes are initiated by the SOC management and authorized by the SOC Director. The SOC conducts demobilization planning to stand down the SOC, release personnel, return equipment and resources to their home locations, and restore facilities to ready condition. Emergency Management Council members may be tasked to assist the SOC in deactivation procedures.

Contract Resource Demobilization
The SOC Logistics Section coordinates with contractors to remove leased resources from areas of operation. Field resource managers ensure that contracted and leased resources are recovered by contracted vendors.

Warehouse Deactivation
The SOC can decide when staging site deactivation occurs. The warehouse staff can remain operational until the state downgrades the incident. Once downgrading occurs, warehouse staff returns to normal work hours and all resources that are listed as "demobilization items" are sent back to the permanent state logistics staging area (LSA) warehouses. The returning items must be part of the Demobilization Plan.

Shipping
Return shipping to state warehouses is coordinated by the SOC Logistics Section. Texas Division of Emergency Management (TDEM) maintains responsibility to track and demobilize all items. Additional support can be provided, based on requirements.

Resource Reconstitution
Local jurisdictions and resources managers can decide what is no longer needed and ensure that resources are ready to be returned to state warehouses or vendors. Upon arrival at state LSAs, all items are offloaded, separated and counted. Resources can be separated into several categories for processing: damaged, clean, to be cleaned, dispose. All items requiring decontamination are separated while unused items are placed back in stock. Decontamination of resources can be completed by Texas Department of Criminal Justice (TDCJ) trustees. Reconciliation begins once all resources are returned and documented in the warehouse management system.

Local jurisdictions and resource managers are responsible for the maintenance and upkeep of resources used that must be returned to vendors or state warehouses for inventory accountability.

TDEM Logistics Section ensures resource assets leased to TDEM are paid after resources are demobilized and picked up by the vendor. Vendors have 24 hours to recover assets. Assets not recovered after 24 hours cannot be charged to the state

The Texas Animal Healthcare Commission (TAHC) Animal Response Operations Coordination Center (AROCC) coordinates the cleaning and disinfection of animal agriculture-related resources and equipment.

Reconciliation

Reconciliation is the process of accounting for all items shipped and all items that have been returned. Accountability is accomplished by matching resource requests (e.g., a STAR or 213 RR) with shipping papers as the resources are returned. Discrepancies are noted and forwarded to both the sender and the Logistics Section Coordinator (LSC).

Final inventory by the contractor is conducted to ensure there is an accurate count of all commodities in the warehouse after the event. This final document is sent to the LSC.

Commodity Distribution Site Deactivation

Sufficient commodities should be maintained to continually supply points of distribution (POD) within each county. The county Emergency Management Director (EMD) is the point of contact for county staging areas (CSA) deactivation. The CSA should deactivate when the infrastructure or when the POD serviced by the CSA no longer require commodities.

The TAHC AROCC can coordinate deactivation of Livestock Supply Points (LSPs) and animal agriculture-related resources.

Operational Strategy 8: Support Volunteer and Donations Management

This section gives a brief description of activities for management of volunteers and donations.

Disasters often prompt an outpouring of public donations and the presence of spontaneous volunteers that can lead to significant complications if improperly managed. Local elected officials direct emergency operations within their jurisdictions and have primary responsibility for coordinating and managing donations and volunteers. When local capabilities are overwhelmed jurisdictions can request state assistance through Disaster District Committees (DDC).

Volunteer and Donations Management Preparedness

Coordination is required across all levels of government and, the non-profit and private sectors to effectively manage spontaneous and unsolicited volunteers and donations. The state prepares and exercises with Texas Voluntary Organizations Active in Disaster (VOAD) members to draw on their capabilities, experience and knowledge. The State Voluntary Agency Liaison (VAL) can coordinate between Regional VALs and local volunteer groups.

Multi-Agency Warehouse (MAW)

The Texas Division of Emergency Management (TDEM) State Voluntary Agency Liaison (VAL) works with Texas VOAD entities to set up and support a multi-agency warehouse (MAW) in order to support the management, sorting and distribution of donations, in coordination with the local jurisdiction.

Administrative Support

Based on needs and operational capabilities state assistance consists of technical guidance, on-scene needs assessment, administrative support and deployment of personnel and equipment engaged in volunteer and donations management.

Texas VOAD provides coordination and support for volunteer organizations and is a coalition of nonprofit organizations that respond to disasters as part of their overall mission. The organization is a statewide body that facilitates cooperation, communication, coordination and collaboration of member organizations in all phases of disaster.

Spontaneous Unaffiliated Volunteers

The State VAL provides guidance for the coordination and management of spontaneous unaffiliated volunteers. Local jurisdictions can establish a Volunteer Reception Center (VRC) as a centralized location to coordinate the receiving, processing and vetting of spontaneous, unaffiliated volunteers. Local jurisdictions can request assistance from the State VAL to assist with the establishment of a VRC and staff support from local volunteers, Texas VOAD members and other organizations when needed.

Animal Donation and Volunteer Management

Donations and Volunteers Management

Animal related donation efforts are coordinated through the Texas Animal Healthcare (TAHC) Animal Response Operations Coordination Center (AROCC).

An AgriLife Strike Team may stand-up a Livestock Supply Point (LSP) complete with livestock related donations and volunteer management capabilities. The LSP activation triggers state-wide agriculture communications networks reaching Agricultural Industry Partners (Ag Partners) to solicit donations of essential resources needed at the LSP.

Animal Agriculture Partners

Agricultural industry companies and organizations, referred to as "Agriculture Partners," have the capability to activate communications to reach thousands of livestock and agriculture industry supporters across the country to request donations of feed, hay, corrals, veterinary pharmaceuticals, water troughs, etc., for supplying Livestock Supply Points. Texas Department of Agriculture (TDA) can manage cash donations protocols if necessary.

Operational Strategy 9: Provide Response Resources for Logistics Management

This section describes state capabilities for logistics management and resource support for an incident or event.

Based on needs and operational capabilities state assistance may consist of technical guidance, on-scene needs assessment, administrative support, and deployment of personnel and equipment engaged in resource support operations. The following table shows some of the resources the state may use.

State agencies initial expenditure of money in response to an emergency, imminent disaster, or recovery from a catastrophic incident can come from funds regularly appropriated by the legislature. If a state agency requires additional assistance they may contact TDEM to pursue other available options.

Response Resources

The chart below provides an overview of response resources which may be used in the state of Texas.

Entity	Resource	Use
Civil Air Patrol (CAP)	Airborne transport teams	To provide limited airborne transportation and emergency airlift to support Federal, State, and local agency needs.
	Personnel	To provide personnel to support commodity distribution operations.
Disaster District Council (DDC)	DDC Chair may dispatch any state resources in his/her district	To support local jurisdictions with an all hazard response after local mutual aid has been exhausted.
The Salvation Army	Personnel	Provide volunteer support and resources for the Salvation Army's mobile feeding response operations.
Texas A&M AgriLife Extension Service (AgriLife)	Strike Teams	To support local jurisdictions with trained personnel with animal care, volunteer and donations management and Livestock Staging Areas (LSA).
	Vehicles and equipment	Provide vehicles and equipment for livestock transportation and care.

Entity	Resource	Use
Texas A&M Forest Service (TFS)	Personnel	Assist the primary agency in locating, establishing, equipping, and operating state-managed logistics sites.
		Assist in managing and operating the state-managed logistics sites if the primary agency is unable to do so.
		Assist in managing and operating the county-managed logistics sites if the county is unable to do so.
Texas Animal Health Commission (TAHC)	Personnel	To operate Livestock Supply Points (LSP).
		Assist the Primary Agency in responding to animal-related issues.
		To coordinating donations operations for livestock support, animal care, sheltering, and feeding.
		Provide personnel to support Disaster District Committee (DDC), District Coordinators (DC), the State Operations Center (SOC) and the Texas Animal Healthcare Commission (TAHC) Animal Response Operations Coordination Center (AROCC).
	Vehicles	To provide livestock and animal transport.
	Equipment	To provide equipment for animal care operations.
Texas Department of Agriculture (TDA)	Personnel	To provide personnel to support Disaster District Committee (DDC), the State Operations Center (SOC) and the Texas Animal Healthcare Commission

Entity	Resource	Use
		(TAHC) Animal Response Operations Coordination Center (AROCC).
		Coordinate animal agriculture-related donations management.
Texas Department of Criminal Justice (TDCJ)	Personnel	Provide personnel to assist in preparing state-managed logistics sites for operational use after the disaster and in demobilizing and restoring the facilities after response and recovery operations have ended.
	Vehicles	Provide vehicles to support transportation requirements.
Texas Department of Public Safety (DPS)-Highway Patrol (THP)	THP personnel and equipment.	Provide escort into evacuated areas.
		Provide security and access control in evacuated areas.
		Assist to identify DPS facilities for possible use as vehicle staging, maintenance, and fueling areas.
		Assist with safety compliance of the motor carrier safety rules during emergencies and disasters.
Texas Department of Public Safety Procurement	Personnel	Provide procurement personnel to support State Operations Center (SOC) operations.
Texas Department of Transportation (TxDOT)	Personnel	Coordinate with transit authorities of available transportation service assets to support emergency requirements.
		Issue permits for oversized or overweight loads concerning emergency movement requirements. Provide routing assistance for military vehicles.

Entity	Resource	Use
		Coordinate closure of airspace in response to a major emergency or disaster.
	Mobile fueling trucks	Provide onsite fueling capabilities to response equipment.
	Facilities	Provide facilities for use as vehicle staging, fueling, and maintenance areas.
	Aircraft	Provide air transportation services.
	Vehicles and Trucks	Provide vehicles and trucks to transport resource to affected areas.
	Maps	Provide statewide highway system maps for alternative solutions.
Texas Division of Emergency Management- (TDEM) State Management Team (SMT)	Personnel, facilities and vehicles	Provide coordination, mission assignments, and deployment of resources through the SOC.
		Provide facilities, services and material in support of the incident.
		Coordinate supplies, services and related private sector groups.
		Activate and supervise warehouse facilities and transportation of supplies.
		Coordinate delivery of inventory stored at the state warehouse.
		Support receiving, storing and distribution of supplies for an incident.
		Coordinate demobilization of any inventory delivered to the field that originated from the state

Entity	Resource	Use
		warehouse.
		Establishes and maintains bi-directional communication concerning contracted goods and services.
		Coordinates contracted buses as needed during the incident or event.
		Coordinates fuel-related resources as needed during an incident or event.
		Monitors resources provided during the incident or event.
Texas Military Department (TMD)	Personnel	Provide personal support for supply and services and conduct other logistical tasks as needed.
	Vehicles and equipment	Provide vehicles and equipment for logistics as needed.
	Feelers, support vehicles and personnel	Provide fuel to supported civil authorities within the incident area.
	Planners and operators	Provide logistics planners and operators to facilitate material management for internal and/or external customer re-supply operations for one or more regional staging areas (RSAs)/ Base Camps (LSA)s.
	Helicopters	Provide utility helicopter support to civil authorities.
	Aerial Port Operations	Operates as Air Terminal Operations Center, load planners, cargo processing, JI (joint inspection) of cargo, passenger and baggage services, ramp services (loading aircraft) and documenting of quality control, hazardous materials compatibility and validation.

Summary of Responsibilities

This section specifies the responsibilities of stakeholders with capabilities during resource support during preparedness, response and recovery operations.

All state Emergency Management Council (SEMC) agencies and organizations that support resource support response are responsible for the tasks listed below.

Common Stakeholder Responsibilities

Use the following table to ensure all State Emergency Management Council (SEMC) responsibilities are addressed.

Phase	Task
Preparedness	▪ Determine staff requirements. ▪ Identify specific personnel who can fill extended emergency duty positions in the state operations center (SOC), agency emergency operation centers (EOCs), state medical operations center (SMOC), Disaster District emergency operations center, multi-agency coordination centers (MACCs), the Joint Field Office (JFO), field command posts, traffic control and/or reentry points. Ensure that the number of personnel identified is adequate. ▪ Train representatives in accordance with National Incident Management System (NIMS) requirements and ensure that these representatives are made aware of the capabilities of their parent organization to provide assistance and support and be prepared to provide recommendations. ▪ Ensure appropriate action guides and standard operating guides are developed and maintained. ▪ Develop and maintain contact lists and notification procedures. ▪ Develop lists of agency resources and update these lists at least quarterly; when these resources are paid for with federal funds, enter them into the Texas Regional Response Network (TRRN). ▪ Develop and maintain procedures for identifying, locating, committing, deploying and accounting for agency emergency support resources.
Response	▪ Assist with fulfilling intrastate and interstate mutual aid when possible. ▪ Provide situational and operational status reports in accordance with existing procedures and/or as requested by the primary agency. ▪ Support and coordinate accessibility and functional needs support services. ▪ Capture costs associated with losses from drought.

Stakeholder-Specific Responsibilities

Some stakeholders provide personnel and/or equipment, while others offer knowledge and expertise in working with response agencies, the vendor community, commercial organizations or associations that supply or restore services.

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

Lead Agency: Texas Division of Emergency Management (TDEM)

Phase	TDEM Responsibilities
Preparedness	• Coordinate and assist in the selection, acquisition and operations of the RSAs and state-managed logistics sites. • Identify and coordinate staffing requirements appropriate to the emergency situation. • Assist resource support agencies with actions to develop and implement mutual aid programs and procedures. • Maintain contingency contracts and Memoranda of Understanding (MOUs) with private sector partners to assist with evacuation and sheltering operations.
Response	• Provide initial resource and logistics-related mission assignments to the appropriate agencies/organizations. • Coordinate public information activities with the Office of the Governor, FEMA, state agencies and local jurisdictions. ↗ • Provide coordination, mission assignments and deployment of resources through the SOC. • Process requests for state assistance by reviewing the recommendations of appropriate support agencies and presenting the most feasible recommendations to the designated authority for potential mission assignment. • Within capabilities, coordinate resource needs to assist local governments in conducting operations during catastrophic incidents. • Review and implement prioritized fuel distribution procedures during an emergency. Maintain procedures to reimburse local governments and other support entities for evacuation-related fuel costs. • Compile and publish, at least daily, a Situation Report during active disaster operations. • Deactivate temporary warehouse facilities, RSA and PODs when an emergency or incident has been controlled.

↗ For more information on the emergency management function, refer to the **State Public Information Annex (I)**.

The Salvation Army (TSA)

Phase	TSA Responsibilities
Preparedness	▪ Provide education and training to all officers, staff and volunteers tailored to The Salvation Army's mobile feeding response ▪ Interact and collaborate with state and local emergency management to ensure that The Salvation Army disaster workers know how they integrate into the state and local response plans.
Response	▪ Mobile Feeding Units provide food and hydration services to survivors, volunteers and first responders.

Civil Air Patrol (CAP)

Phase	CAP Responsibilities
Response/Recover	▪ Within capabilities, and as requested, provide aviation support to operations. ▪ As requested provide post-incident aerial imagery.

Texas A&M AgriLife Extension Service (AgriLife)

Phase	AgriLife Task
Preparedness	▪ Facilitate and manage the Unified Command Landowner Liaison Program. ▪ Coordinate emergency livestock feeding program. ▪ Within capabilities and as requested provide public information and extension. ▪ Provide public information and extension information, when requested and within capabilities. ▪ Coordinate pre-identification of LSP locations with local jurisdiction officials.
Response	▪ Support TAHC AROCC operations. ▪ Coordinate emergency livestock feeding operations. ▪ Coordinate Livestock Supply Point (LSP) operations. ▪ Support animal agriculture damage assessment operations.
Recovery	▪ Support animal agriculture damage assessment operations.

Texas A&M Forest Service (TFS)

Phase	TFS Responsibilities

Phase	TFS Responsibilities
Preparedness	▪ Identify and coordinate staffing requirements appropriate to the emergency situation. ▪ Serve as a member of the TIFMAS stakeholder committee. ▪ Develop, maintain, and distribute this annex, and associated SOP/SOG. ▪ Assist the primary agency in locating, establishing, equipping and operating state-managed logistics sites. ▪
Response	▪ Assist in managing and operating state-managed logistics sites if the primary agency is unable to do so. ▪ Assist in managing and operating the county-managed logistics sites it the county is unable to do so. ▪ Provide management of RSA, CSA and POD operations. ▪ Process requests for state resource support assistance with support agencies and coordinate possible mission assignments with the designated direction and control authority. ▪ Collect information from support agencies and provide reports concerning emergency support operations in accordance with applicable procedures. ▪ Within capabilities, provide personnel and equipment to assist local governments. ▪ Provide NIMS/ICS-experienced personnel and incident management teams as requested, to assist in accomplishment of emergency state direction and control activities. ↗ ▪ Within capabilities, provide assistance to other states under provisions of existing interstate mutual assistance compacts and cooperative agreements. ▪ Coordinate activities necessitated by the implementation and demobilization of logistical resources received under provisions of current mutual assistance plans and compacts. ▪ Staff and operate field command centers as needed and as appropriate. ▪ Track associated incident costs. ▪ Facilitate and manage the Unified Command Landowner Liaison Program.
Recovery	▪ Compile and submit cost data for state and federal reimbursement.

↗ For more information on the emergency management function, refer to the **State Direction and Control Annex (N)**.

Texas Animal Health Commission (TAHC)

Phase	TAHC Responsibilities
Preparedness	▪ Provide animal-specific training and technical advice to local jurisdictions, first responder, public safety agencies, and animal industry partners. ▪ Provide carcass removal awareness information to local jurisdictions. ▪ Coordinate animal disease surveillance and identification operations.
Response	▪ Support operations of the TAHC Animal Response Operations Coordination Center (AROCC). ▪ Support household pet and service and assistive animal and livestock shelter operations. ▪ Coordinate or support EMAC, private, contract, federal and non-governmental veterinary and animal care resources. ▪ Coordinate operations of Veterinary Response Teams. ▪ Coordinate operations of TAHC emergency response teams and Mission Ready Packages. ▪ Within capabilities, coordinate and facilitate animal search and rescue operations. ▪ Coordinate animal disease surveillance and identification operations. ▪ Coordinate carcass removal operations with local jurisdictions. ▪ Coordinate logistics response activities with the USDA and animal industry entities. ▪ Coordinate the Unified Command Landowner Liaison Program.
Recovery	▪ Support reunification of pets and livestock with their owners, to the extent possible. ▪ Coordinate carcass removal operations with local jurisdictions. ▪ Coordinate animal disease surveillance and identification operations. ▪ Coordinate the Unified Command Landowner Liaison Program.

Texas Department of Agriculture (TDA)

Phase	TDA Responsibilities
Response	▪ Provide and/or coordinate USDA Commodity Supplemental Food Program (CSFP) to assist local governments and voluntary agencies in emergency mass feeding operations, upon federal authorization, ▪ Coordinate with other agencies and stakeholders to support animal agriculture response operations to preserve public safety.

Phase		
	▪	Provide leadership and coordination of animal agriculture-related donations management. ↗
Recovery	▪	Coordinate and conduct rural infrastructure damage assessments in affected jurisdictions, upon request.
	▪	Coordinate and conduct animal agriculture damage assessments in affected jurisdictions, upon request.

Texas Department of Criminal Justice (TDCJ)

Phase	TDCJ Responsibilities
Preparedness	▪ Provide TDCJ representatives to staff the Logistics Section of the State Emergency Management Council ▪ Maintain TDCJ resource and asset lists. ▪ Within capabilities, and as requested, provide logistical support to include transportation assistance in support of preparedness activities.
Response	▪ Within capabilities, and as requested, provide trained offender hand crews to perform debris removal operations. ▪ Within capabilities, and as requested, provide logistical support to include transportation assistance in support of operations. ▪ Identify facilities for possible use as vehicle staging, fueling, and maintenance areas.
Recovery	▪ Within capabilities, and as requested, provide logistical support to include transportation assistance in support of recovery activities.

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

Phase	DPS – THP Responsibilities
Preparedness	▪ DDC Chairs maintain awareness regarding the availability of supplies, materials and capabilities that could be used in a disaster situation. ▪ Develop and maintain comprehensive statewide traffic-management plans to support large-scale inter-jurisdictional evacuations. ▪ Assist in planning to accommodate increased volume at border checkpoints during evacuations. ▪ Develop, maintain and distribute appropriate evacuation guidance and SOGs.

↗ For more information on the emergency management function, refer to the **State Volunteer and Donation Management Annex (T)**.

Phase	DPS – THP Responsibilities
Response	- Provide personnel to secure incident sites. - Communicate site-specific information to responders and involved agencies. - Coordinate with local jurisdictions to ensure proper state incident notification. - Assist in the dissemination of information on actions to be taken for the protection of public health and property. - Provide uniformed law enforcement personnel and equipment. - Provide communications resources and support. - Assume responsibility for command, control and communications, as well as other operational tasks during evacuations, and other disaster response operations. - Provide a representative to local MACCs or multi-jurisdictional EOCs. - Collect information from support agencies and provide SITREPs. - Identify and coordinate resources to fill evacuation staffing requirements. - Provide for the safe and expeditious flow of traffic out of threatened areas and through adjacent jurisdictions. - Assume traffic-management authority over designated evacuation routes during multi-jurisdictional evacuations. - Monitor the status of all evacuations and report the status of movements and problems affecting expedited traffic flow. - Take immediate actions as needed to ensure continued, expeditious traffic movements out of areas of risk, to include emergency rerouting of evacuating vehicles. - Provide operational status reports on the evacuation traffic flow to the SOC. - Work with DHS and US Border Patrol to coordinate the flow of traffic through checkpoints on major evacuation routes. - DDC Chairs work with jurisdictions in the disaster district to ensure all evacuation, transport and sheltering operations are being carried out efficiently and effectively.
Recovery	- Driver's License Division (DLD) provides driver license and identification card assistance to card holders evacuated to shelter facilities. - Utilizing mobile equipment, process and issue a temporary DPS driver license or identification card to evacuees meeting requirements, who lost their driver license or identification card, or who are in need of other driver license assistance. - Within capabilities, provide a liaison to coordinate with the SOC when mobile Driver License and ID card support

Phase	DPS – THP Responsibilities
	is activated. ↗

Texas Department of Public Safety (DPS) Procurement

Phase	DPS-Procurement Responsibilities
Preparedness	• Maintain internal standard operating procedures (SOP) and guidelines. • Participate in State Operations Center (SOC) planning meetings and exercises, as needed.
Response	• Assist with emergency operations resource procurement. • Support resource needs, as identified by the SOC. • Coordinate with Texas Procurement and Support Services (TPASS) to determine if existing state contracts are capable of meeting unmet needs for emergency operations. • When an unmet need is identified and no current state contracts exist, procure resources as needed to meet unmet needs. • Follow procurement procedures to procure resources as needed on an emergency basis during declared disasters. • Change or cancel procurement orders as needed for leased resources when those resources are ready for demobilization.
Recovery	• Ensure contract resource are canceled and returned to origin.

Texas Department of State Health Services (DSHS)

Phase	DSHS Responsibilities
Preparedness	• Lead statewide planning for the support, evacuation and sheltering of persons with significant medical needs and Functional Needs Support Services. • Identify regulatory statutes and rules that can be modified or waived in the event of a disaster declaration to assist in resource acquisition and deployment. • Ensure that jurisdictions without a local public health infrastructure have public health regional support, resources and collaborate with responding entities in their jurisdictions. • Provide public information and education related to preparedness and response activities and resources.

↗ For more information on the emergency management function, refer to the **State Evacuation and Population Protection Support Function Annex**.

		▪ Coordinate public health and medical services, contracts, equipment, supplies and personnel to meet health and medical needs. ↗
		▪ Develop and maintain credentialing system for Medical Professionals on NIMS and Non-NIMS Typed deployable teams.
		▪ Provide oversight in the provision of Emergency Medical Services (EMS) resources at evacuation route fueling stations.
		▪ Maintain lists of health & medical providers who have signed memoranda of agreement with DSHS.
		▪ Assist in developing and maintaining state emergency plans relating to persons with medical needs and Functional Needs Support Services.
		▪ Develop and maintain ESF-8 specific Mission Ready Packages.
		▪ Ensure all medical shelters are inspected, asset sources identified, and in accordance with (IAW) current regulations and laws maintained.
		▪ Develop and maintain medical resources and reporting systems.
Response		▪ Deploy staff and resources as necessary to supplement regional and local capabilities in medical, behavioral health and public health activities.
		▪ Coordinate or support EMAC, private, contract and federal medical, behavioral health and mortuary resources.
		▪ Coordinate utilization of transportation resources to include securing adequate medical transportation resources for the evacuation of state-operated medical facilities.
		▪ Coordinate with health and human service agencies and private health associations for the identification, transportation, treatment and sheltering requirements for evacuees requiring health care services during large-scale evacuation and shelter operations.
		▪ Use Emergency Tracking Network (ETN) information track medical evacuees.
		▪ Deploy and coordinate mass fatality resources.
Recovery		▪ Demobilize state medical assets.
		▪ Recommend demobilization of EMAC and/or federal medical assets.
		▪ Assist with repopulation of state-transported evacuees by coordinating medical transportation assets and providing assistance with case management services.
		▪ Conduct a post-event evaluation of the legal decisions made and identify gaps in law or rules that would have improved the state's response to the event.
		▪ Participate in After-Action Reports (AARs) of the effectiveness and efficiency of preparedness and response

↗ For more information on the emergency management function, refer to the **State Public Health and Medical Annex (H)**.

activities. Review after-action reports and evaluation methodology and approve appropriate changes to plans and procedures.
- Demobilize medical shelters and other ESF-8 resources.

Texas Department of Transportation (TxDOT)

Phase	TxDOT Responsibilities
Mitigation	- Provide 24/7 on-demand flight operations to support state official business - Prioritize infrastructure projects that address obstructions on evacuation routes. - Conduct highway development planning to implement short- and long-term solutions to reduce congestion on evacuation highway routes.
Preparedness	- Conduct flight operations when other civilian entities are restricted from flight - Respond to all natural or national disasters as directed - Coordinate with THP for transportation and logistics operations. - Assist TDEM in establishing emergency fuel distribution priorities. - Maintain geospatial maps with operator, facility and location information on rail lines and facilities. - Provide training and problem solving exercises to SOC Team members. - Maintain updated emergency notification list. (i.e. DPS, local law enforcement, fire department, district hazardous material coordinator, TCEQ.) - Give safety briefing of accident areas with known or suspected toxic or hazardous materials.
Response	- Support the fuel operations function in the SOC as it coordinates the distribution of fuel prior to and during evacuation operations. - Partner with the Fuel Coordination Team from the Texas Oil & Gas Association (TXOGA) and other fuel industry representatives) to release public service announcements that encourage the filling of fuel tanks and promote fuel availability. - Perform emergency highway repairs to allow evacuation routes to remain open as long as weather conditions permit. - Assign locations for comfort stations along major evacuation routes and assist in their setup and operation. - Provide vehicles for transport of resources. - Communicate with the private rail industry, public rail passenger service operators, state agencies, and TxDOT Districts regarding rail infrastructure, equipment, operations, and facilities incidents and problems. - Keep TxDOT Executive Staff informed of developments with

Phase	TxDOT Responsibilities
	- respect to damaged infrastructure - Provide information on the availability of highways for evacuation operations. - Monitor traffic conditions via detectors, cameras and personnel observations. - Install temporary barricades, traffic cones and other traffic control devices to assist law enforcement in effective evacuation traffic management on state highway routes. - Respond to and resolve immediate traffic road-hazard problems along evacuation routes.

Texas Health and Human Services Commission (HHSC)

Phase	HHSC Responsibilities
Preparedness	Coordinate and conduct residential damage assessments and provide disaster assistance to impacted residents.
Response	- Provide water and ice to disaster survivors in the affected area. - Coordinate with Texas Department of Agriculture (TDA) on United States Department of Agriculture (USDA) commodity food distribution to assist local governments and voluntary agencies in emergency mass feeding operations. - Provide HHSC staff to assist in logistical inventory and control of water and ice resources. - Provide disaster-related information and referral to the public during all phases of the incident. - Provide a representative at the SOC to monitor the State of Texas Emergency Assistance Registry (STEAR) activity and provide reports as scheduled or requested. - Provide information and/or referrals to communities through 2-1-1 Area Information Centers regarding areas of damage and available resources.
Recovery	- Provide recovery-related Information and referral via 2-1-1 Texas. - Provide information to the SOC and the DSHS State Medical Operation Center's (SMOC) regarding availability of resources or needs. - Receive escalations from 2-1-1 Area Information Centers regarding regional needs.

Texas Military Department (TMD)

Phase	TMD Responsibilities
Preparedness	- Develop/maintain plan to meet response phase requirements, update and submit to TDEM. - Conduct necessary training and/or exercises to successfully

Phase	TMD Responsibilities
	execute response phase requirements.
	• Coordinate with relevant inter-agency partners to successfully execute response phase requirements.
	• Provide military support as requested by the SOC.
Response	• Assist in operating any state-managed logistics sites and/or PODs.
	• Provide aerial transportation capabilities.
	• Provide ground transportation capabilities.
	• Provide airfield logistic management capabilities.
	• Provide military support as requested by the SOC for operations with multi-function administrative personnel.
	• Support incident command with aerial situational awareness assets.
	• Support law enforcement static checkpoints with soldier and/or airmen teams.
	• Support law enforcement security operations during civil disturbance situations with escorts for first responder crews into and out of the incident area.
	• Support law enforcement security operations during civil disturbance situations with escorts for critical infrastructure teams into and out of the incident area.
	• Support Texas Task Force 1 (TX-TF1) search and rescue operations with ground SAR team(s).
	• Support TX-TF1 search and rescue operations with aerial (rotary and fixed wing) SAR capabilities. ↗

Texas Procurement and Support Service (TPASS)

Phase	TPASS Responsibilities
Preparedness	• Determine the most feasible and practical method for satisfying any resource task.
	• Serve as the State's backup procurement agency to obtain needed resources when other agencies and organizations are unable to respond and/or supply resources.
	• Collect resource-related statistical information from support agencies and provide reports in accordance with SOPs.
Response	• Procure unique resources for the State Rapid Response Task Forces when their embedded purchasers are unable to do so.
	• Coordinate contracts to equip and demobilize state-managed logistics sites.
	• Develop, maintain and distribute this Annex, SOPs, and the Resource Support Action Guide.

↗ For more information on the emergency management function, refer to the **State Search and Rescue Annex (R)**.

Phase	
Recovery	▪ Coordinate, as required, with other agencies for support, to equip and demobilize state-managed logistics sites.

Texas Workforce Commission (TWC)

Phase	TWC Responsibilities
Preparedness	▪ Assist Local Workforce Development Boards and their contracted service providers with recruiting, screening and hiring personnel needed to support disaster response and recovery operations.
Response	▪ Stand by and prepare for recovery
Recovery	▪ Provide Employment and Unemployment services to the affected area. ▪ Assist Local Workforce Development Boards and their contracted service providers with recruiting, screening and hiring personnel needed to support disaster recovery operations.

Appendix A: Resource Support Action Guide

This section lists resource support tasks for each response level.

Response Level IV – Normal Conditions

- Review, evaluate, and update operating procedures for accomplishing Logistics Management and Resource Support responsibilities addressed in the State Plan.
- Review and update contact/call lists to ensure ability to communicate with individuals and locations.
- Train personnel to ensure understanding of ESF assignments and mission requirements.
- Develop resource inventories, determine their availability for commitment and deployment, and review procedures for requesting required resources.
- Conduct drills and exercises to evaluate effectiveness of procedures and ability to accomplish ESF responsibilities.
- Update procedures based on exercise after-action reports to improve effectiveness or correct deficiencies.
- Maintain emergency equipment and facilities.
- Regularly test communications systems. ↗

Response Level III – Increased Readiness Conditions

- Alert key staff to include private sector contractors as well as ESF agencies. Review personnel and equipment availability. Staffing at some emergency facilities may be increased to provide additional situation monitoring.
- Review and update contact/call lists.
- Review contingency plans and procedures.
- Identify shortfalls concerning personnel, resources, and other capability affecting Resource Support ESF responsibilities.
- Review, evaluate, and update appropriate plans and procedures to ensure ability to meet anticipated challenges of specific hazard.
- Brief appropriate officials and agency representatives on anticipated risk situations, expected impacts, and contingency measures.
  Commence public information activities (as applicable).

Response Level II – Escalated Response Conditions

- Alert all personnel and ESF agencies and brief on situation.
- Implement notification procedures and ensure appropriate key personnel are provided with pertinent information concerning situation, tasks and/or deployment requirements.
- Determine warning requirements based on information from all available sources. ↗
- Provide situational and administrative reports as required.

↗ For more information on the emergency management function, refer to the **State Communications Annex (B)**.
↗ For more information on the emergency management function, refer to the **State Warning Support Function Annex**.

- Requests for emergency assistance may be initiated and mutual aid resources summoned.
- Brief appropriate official and agency representatives on the current situation and anticipated impacts.
- Emergency public information activities are expanded.
- Review procedures for reporting status of mission assignments with focus on resources committed, cost of activating contracts and expenditures.

Response Level I – Emergency Conditions

- Alert all personnel and ESF agencies and brief on situation.
- Response units are deployed and employed including private sector contractors.
- SOC and appropriate Disaster District EOCs fully staffed with continuous operations.
- Report status of mission assignments and committed resources to SOC for Situation Report.
- Gather and analyze situation information and submit status reports to SOC. Emergency public information fully staffed including representatives at Joint Information Center as required. ↗

↗ For more information on the emergency management function, refer to the **State Public Information Annex (I)**.

Authority

Strategic planning guidance and authorities governing the enactment and implementation of this annex are summarized below.

The following table presents specific sources, their relevance to this document, and hyperlinks to their online location.

Source	Relevance	Link
Texas Administrative Code Title 34, Subchapter A	Provides authority and mechanisms to clarify and strengthen key roles with outlined policy and procedures.	https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=34&pt=1&ch=1
Texas Government Code Chapter 418	Provides authority and mechanisms to clarify and strengthen key roles, as well as authorize and provide for cooperation and coordination of an emergency management system embodying all aspects of predisaster preparedness and postdisaster response.	http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.418.htm
Texas Government Code Section 418.050	Provides guidelines for reentry of areas previously evacuated because of a disaster or threat of disaster.	http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.418.htm#418.050
Texas Government Code Section 418.11	Describes the Texas Statewide Mutual Aid System.	http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.418.htm#418.018
Texas Government Code Section 418.190	Describes the agriculture and animal emergency response plan.	http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.418.htm
Texas Government Code §2155	Provides state agencies with rules or laws related to the delegated purchases.	https://www.lawserver.com/law/state/texas/tx-codes/texas_government_code_2155-132

Texas Administrative Code Title 10, Subtitle D	Provides authority description for the comptroller of general rules and procedures.	http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2155.htm
Texas Administrative Code Title 34, Part 1, Chapter 20	Describes the powers and duties for statewide procurement administrative support and offices for the State Council on Competitive Government.	http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=20&rl=1

Maintenance and Change
This section describes the process by which this document is maintained and updated.

Development
Section 418 of the Texas Government Code defines TDEM as the responsible agent for emergency planning and coordination in the state of Texas. As such TDEM is responsible for ensuring the appropriate development and distribution of this document and any changes thereto. In addition each Emergency Management Council agency is responsible for the development and maintenance of appropriate planning documents to address responsibilities assigned in this plan including standard operating guidelines.

Maintenance
TDEM authorizes and issues changes to this document until such time as it is superseded. This document and all attachments are living documents. Council member representatives are responsible for participating in plan reviews and are required to provide information concerning capability changes that impact their emergency management responsibilities.

TDEM coordinates the plan updating process and maintains the plan after receiving feedback and updates from partner agencies. According to Texas Government Code section 418.188 *Post Disaster Evaluation* state agencies, political subdivisions and interjurisdictional agencies are required to conduct an evaluation of their response to a disaster, identify areas of improvement, and issue a report of the evaluation to TDEM no later than 90 days after TDEM makes the request. That report may be translated into plan updates.

Training, Exercise and After Action Reports
The State of Texas Emergency Management Plan is exercised annually to provide practical, controlled and operational experience to those who have responsibilities. This requirement is applicable to the State Operations Center and each disaster district emergency operations center. Following the conclusion of any significant emergency, incident or exercise, lead agency representatives can conduct an after action report (AAR) of the group's activities during that emergency, incident or exercise. Support agencies can provide written or oral input and the lead agency representative can consolidate all inputs into a final written AAR.

Record of Changes

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

The table below shows changes made to the document following initial publishing.

Number	Date	Description	Initials

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This section provides a list of organizations and individuals who contributed to the development of this document.

This annex could not have been developed without the participation and collaboration of representatives from multiple organizations.

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This section provides a full list of the sources and references cited throughout this document.

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