

# Waterwood Improvement Association

## **Waterwood Disaster Preparedness and Emergency Response Plan**

Waterwood Improvement Association

Prepared by the

Liaison to County and State Government Committee

**Version 1.1**

July 15, 2009

## Table of Contents

|  |           |
|--|-----------|
| <b>RECORD OF DOCUMENT CHANGES.....</b>   | <b>4</b>  |
| <b>PLAN DISTRIBUTION.....</b>  | <b>5</b>  |
| <b>STATEMENT OF PURPOSE .....</b>  | <b>5</b>  |
| <b>EXECUTIVE REVIEW AND ACTIONS FOR WATERWOOD IMPROVEMENT ASSOCIATION (WIA).....</b> | <b>6</b>  |
| General .....  | 6         |
| Budget Requests (2009) for WIA Board Action.....                                     | 7         |
| Other Requests (2009) for WIA Board Action .....                                     | 7         |
| <b>PROCESS AND PROCEDURES.....</b>   | <b>7</b>  |
| Disaster Preparedness Procedure .....  | 7         |
| Emergency Response Procedure .....   | 9         |
| <b>ANNUAL PREPAREDNESS TEST .....</b>  | <b>11</b> |
| <b>ASSOCIATED DOCUMENTS .....</b>  | <b>11</b> |
| <b>ATTACHMENTS .....</b>   | <b>11</b> |
| <b>Attachment 1: History of Budget Requests for WIA Board Action .....</b>           | <b>11</b> |
| 1. 2009 .....  | 11        |
| <b>Attachment 2: History of Other Requests for WIA Board Action .....</b>            | <b>12</b> |
| 1. 2009 .....  | 12        |
| <b>Attachment 3: Annual Preparedness Test.....</b>                                   | <b>13</b> |
| 1. 2009 - .....  | 13        |
| <b>Attachment 4: Emergency Response Form.....</b>                                    | <b>14</b> |

Waterwood Improvement Association

**Attachment 5: Completed Emergency Response Forms.....17**

- 1. MUD 17
- 2. Waterwood Security 17
- 3. Waterwood Fire 17

**Attachment 6: Contact and Notification Lists .....18**

**Attachment 7: Disaster Preparedness Planning Process .....19**

**Attachment 8: Emergency Response Process .....20**

**Attachment 9: Special Needs Form .....21**

**Attachment 10: VOLO Telephone Form .....22**



# Waterwood Improvement Association

## PLAN DISTRIBUTION

1. County Judge, San Jacinto County
2. Emergency Management Coordinator, San Jacinto County
3. Commissioner, Pct. 4, San Jacinto County
4. Emergency Services District, San Jacinto County
5. J.P. Precinct 4, San Jacinto County
6. Sheriff, San Jacinto County
7. Constable, Pct. 4, San Jacinto County
8. Municipal Utility District, Waterwood
9. Volunteer Fire Department (VFD) Chief, Waterwood
10. Security, Waterwood – Waterwood Improvement Association (WIA) Executive Director
11. 980 N. VFD
12. Executive Director – WIA
13. Board Members – WIA
14. First Responders

## STATEMENT OF PURPOSE

1. The purpose of the Disaster Preparedness and Emergency Response Plan is to describe:
  - a. Waterwood Improvement Association Emergency Preparedness process and procedures
  - b. Coordination of preparedness planning and emergency responses of WIA with different San Jacinto County agencies
  - c. Annual planning and testing
  - d. Budgetary process for Disaster Preparedness
  - e. Change process to the published WIA plan

# Waterwood Improvement Association

## EXECUTIVE REVIEW AND ACTIONS FOR WATERWOOD IMPROVEMENT ASSOCIATION (WIA)

### General

The President of the WIA Board asked the WIA Liaison to County and State Government Committee to prepare and adopt a Disaster Preparedness and Emergency Response plan for WIA.

As a primary step, the committee sponsored a Stakeholder Disaster Preparedness planning meeting at the WIA office on March 21, 2009. The purpose of the meeting was to:

1. Determine each stakeholder's role (WIA and San Jacinto County)
2. Collect existing documents from each stakeholder
3. Formulate a WIA Disaster Preparedness and Planning Process from the meeting

The Liaison to County and State Government Committee found that San Jacinto County Disaster Preparedness and Emergency Response procedures were well prepared. The County has comprehensive plans ready, with people and resources to execute the plans. In addition, the County continually improves its plans by reviewing its performance carefully after each major emergency incident. The WIA Disaster Preparedness Plan leverages the existing resources of the County. This means WIA must coordinate actively with the County. For WIA, this results in less risk and expenditure for WIA. The Executive Director of WIA has agreed to expand his role in disaster preparedness and response. This additional administrative activity will help the planning and execution of response plans for WIA volunteer fire department, WIA security and the Waterwood Municipal Utility District. The Executive Director's role is key to execute this plan so that emergency responders have the necessary equipment and resources to perform their tasks.

Other County agencies such as Trinity River Authority and the Forest Service have their own emergency plans and planning procedures. WIA can access their planning services by contacting the personnel listed in the emergency contact list; or in an emergency through 911 Dispatch, the San Jacinto County Judge or Precinct 4 Commissioner.

**The Precinct 4 Commissioner said that WIA should focus planning and preparedness for the first 72 hours. He said the county phone system has a high risk of not operating in the initial emergency/disaster period. If any of the County's services are degraded, they should be up within three days.**

# Waterwood Improvement Association

## Budget Requests (2009) for WIA Board Action

The budget for 2009 lists equipment and services that will help WIA respond adequately in the first 72 hours.

The 2009 budget request for WIA Board action is:

| <b>2009 Budget Requests for Board Action</b> |                              |         |
|--|------------------------------|---------|
|  |                              | \$      |
| Fuel Tank and Gas                            | Previously Approved by Board | \$0     |
| Gas Generator for WIA Office                 | Approved 6/15/09             | \$2,000 |
| Security Overtime (if needed)                | Approved 6/15/09             | \$1,000 |
| VOLO Communication System (Annual)           | Approved 6/15/09             | \$3,500 |
|  | Total                        | \$6,500 |

Attachment 1 details all the history of budget requests for Board action that resulted from Disaster Preparedness Planning sessions.

## Other Requests (2009) for WIA Board Action

The 2009 WIA Board actions are summarized in the following paragraphs :

Motion: The WIA Board requests the WIA Executive Director prepare a procedure to maintain lists of residents who require special medical treatment and medicines. This list will be used by first responders and the County.

The County has procedures and resources to help special need people. In an emergency, County policy is to provide special need people top priority resources.

Attachment 2 details all the history of requests for Board action that resulted from Disaster Preparedness Planning sessions.

## PROCESS AND PROCEDURES

### Disaster Preparedness Procedure

#### A. Overview

1. The WIA Disaster Preparedness Planning Process and Procedure describes the process for WIA to develop and maintain the disaster preparedness and emergency response plan so that WIA is prepared and can respond to disasters that are likely to occur in Waterwood. The Executive Director, President/or the WIA Board will request a review of the Preparedness plan when:
  - a) the annual review is due which should be no later than March. This will allow the WIA Board Government Liason Committee to develop

# Waterwood Improvement Association

a budget that can be funded and implemented before the summer/hurricane season.

- b) a governmental or regulatory agency requires changes that will affect the plan
- c) after an emergency response activity occurs (test or actual event). This review of the test or emergency event may require changes in the WIA plan.

## B. Review the Plan

1. The annual review should be no later than March. This will allow the Liaison Committee to develop a budget that can be funded and implemented before the summer/hurricane season.
2. The Executive Director and the Liaison Committee will determine which stakeholders should attend the review meeting. If required, the disaster preparedness plan will be edited. The minutes of the meeting and/or revised documents or suggestions should be published and distributed. The planning should include review of the emergency responses as described in the next section, titled Emergency Response Procedures.
3. If the plan has been revised or changed, the committee will get appropriate stakeholder approval. This includes budget or money requests. Often, changes have to be negotiated or revised several times before the necessary parties agree. The WIA Board will approve the plan changes.
4. After the plan has been approved, the Executive Director will implement the changes. The changes should be tested to ensure that the change will work during an emergency.
5. The revised plan will be published, and the document changes will be annotated on page 3 in this document. The approved changes and or new document (major changes) will be distributed to all stakeholders listed on the Plan Distribution list, page 4, in this document.
6. The Executive Director will file the plan electronically and in a hard copy manual. The plan should be readily available to the public at the WIA office.
7. See Attachment 7, WIA Disaster Preparedness Process for a visual representation of the process.

# Waterwood Improvement Association

## Emergency Response Procedure

### A. Overview

1. The Emergency Response Procedure describes the process by which WIA personnel and emergency responders will prepare for emergencies. This includes planning, budgeting and executing.

### B. Prepare the Emergency Reponse Form

1. Use the Emergency Response form in attachment 3 as a guide to prepare emergency response plans. First WIA responders are the WIA administrative offices, the WIA volunteer fire department, WIA security, Waterwood MUD, Windstream telephone company and other appropriate agencies. The emergency response form will be prepared or edited, by WIA first responders, at a minimum at each annual review. Most WIA functions have a counterpart on the County level. It is important that each responding entity coordinate their activities with the county and the WIA office. WIA responders should use the personnel and resources that the County provides. During an actual emergency, departments should coordinate with 911 and the Commissioner's office. The sheriff and the constable coordinate their activities with the San Jacinto County Judge and Precint 4 Commissioner. The Commissioner stated that the first 72 hours is the critical time interval WIA should prepare for. The County phone system and other communications have a high risk of failure during storms and other disasters.
2. Prepare and maintain a current contact and notification list. After each change, the current list will be made available to the WIA office. A notification flowchart is an effective way to list contacts so that responders can react with priorities set by each response agency. Incomplete or inaccurate contact lists seriously weaken response efforts.
3. Define the responsibilities of your key people. This will provide coordinating responders a quick reference for the best person to contact and will decrease delays.
4. List critical functions and support systems which have to be performed during an emergency. Include functions that must be performed as the result of regulatory, statutory or contractual obligations. Support systems include technology infrastructure such as phones and computers. The WIA office should provide hard copy and virtual access to administrative files to responders. Files can be placed on the website with proper security. The MUD office at Palmer's Real Estate office could be an alternate site in case of flooding etc. Responders not having admisitrative capabilities can seriously degrade response efforts.
5. Determine the time each critical function could be degraded before the interrupted service is a detriment to the health, safety of individuals. Include legal or contractual responsibilities. This will determine the maximum outage time. Once the maximum outage time is known, equipment and budget needs become clearer.

## Waterwood Improvement Association

6. As a best practice, responders should have regular preparedness and inspection schedules. These scheduled activities may trigger a Disaster Preparedness Planning review as described in the WIA Disaster Preparedness Planning Procedure. Review the results with the WIA Board Liaison and or the Executive Director of WIA.
7. Identify other departments' that you are dependent on to ensure your department's success. Departments do not operate independently. These operating dependencies could mean the difference whether the emergency response is successful or not. Other departments or agencies may have to purchase items that your department requires. For example, the County may be securing a FEMA grant for two-way radios that you need. Contact your WIA Board Liaison and or the Executive Director of WIA if you need more information.
8. Identify the minimum staff needed to respond to an emergency. Having less resources than you need degrades your emergency response.
9. Identify and secure vital records, manuals etc needed to respond and operate during extended emergency periods. The WIA Executive director can provide assistance. WIA will focus on communications and Internet access to help emergency responders.
10. Determine if you will need extra or special equipment to respond. These needs relate to special communication equipment, alternate sources of power or access to fuel. Equipment or services may be available through third parties and/or vendors. Obtain proposals and tentative contracts. Obtain necessary funding and approvals through WIA or other funding sources such as the County. File all approved third party/vendor contracts with the Executive Director of WIA.
11. Prepare a disaster preparedness and emergency response budget no later than the annual preparedness review. This will allow time for the WIA Board, Commissioner Precinct 4 and/or County Judge to approve and fund the requests in time for the storm, fire and hurricane season.
12. See Attachment 8, WIA Emergency Response Process for a visual representation of the Emergency Response planning process.

# Waterwood Improvement Association

## ANNUAL PREPAREDNESS TEST

Attachment 2 details a history of minutes, proposals and action requests that result from Disaster Preparedness Planning tests and drill conferences.

The 2009 Annual Preparedness Test conference drill minutes (June 15, 2009) are as follows:

Participants reviewed the Waterwood Disaster Preparedness and Emergency Response Plan and discussed emergency responses for tornadoes, hurricanes and forest fires. After hurricane cleanup, we may need to close a gap between San Jacinto County cleanup and what the Street Brothers did for WIA last year. The County may only pick up debris from the curb. The Street Brothers took debris from private property out to curb. The Executive Director of WIA will investigate and talk to Street Brothers about the possible gap in services. If there are monies involved the WIA Board will need to approve potential expenditures at the July WIA Board Meeting.

First Responders and the WIA office will coordinate medical special needs lists to make these emergency lists as complete as possible.

The VFD chief expressed concern about volunteer firemen during the day hours as most the volunteer firemen work and would be limited in responding to certain disasters and fires during daytime.

## ASSOCIATED DOCUMENTS

San Jacinto County Emergency Management Plan.

This plan is available in the WIA administrative office and the San Jacinto County Judge's Office in Coldspring, Texas. The San Jacinto County Emergency Management Coordinator has administrative responsibility for this document.

## ATTACHMENTS

Attachment 1: History of Budget Requests for WIA Board Action

### 1. 2009

The budget for 2009 lists equipment and services that will help WIA respond adequately in the first 72 hours.

The 2009 budget request for WIA Board action is:

| <b>2009 Budget Requests for Board Action</b> |                              |         |
|--|------------------------------|---------|
|  |                              | \$      |
| Fuel Tank and Gas                            | Previously Approved by Board | \$0     |
| Gas Generator for WIA Office                 | Approved 6/15/09             | \$2,000 |
| Security Overtime (if needed)                | Approved 6/15/09             | \$1,000 |
| VOLO Communication System (Annual)           | Approved 6/15/09             | \$3,500 |
|  | Total                        | \$6,500 |

# Waterwood Improvement Association

## Attachment 2: History of Other Requests for WIA Board Action

### 1. 2009

Motion: The WIA Board requests the WIA Executive Director to prepare a procedure and maintain lists of residents who require special medical treatment and medicines. This list will be used by first responders. Approved June 15, 2009

# Waterwood Improvement Association

## Attachment 3: Annual Preparedness Test

### 1. 2009 –

WIA Conference Room 2:00 PM to 4:00 PM – June 15<sup>th</sup>, 2009

Attending: Al Goldsmith – Resident, Baldomar Garcia –Waterwood Security, Joe Moore – Executive Director, WIA, Donnie Marshall – WIA Board Member, Barry Stanley – WIA Board Member , Joe Meyers – Chief Waterwood VFD, Wanda Langly – First Responders.

#### Minutes:

Participants reviewed the Waterwood Disaster Preparedness and Emergency Response Plan and discussed emergency responses for tornadoes, hurricanes and forest fires. After hurricane cleanup, we may need to close a gap between San Jacinto County cleanup and what the Street Brothers did for WIA last year. The County may only pick up debris from the curb. The Street Brothers took debris from private property out to curb. The Executive Director of WIA will investigate and talk to Street Brothers about the possible gap in services. If there are monies involved the WIA Board will need to approve potential expenditures at the July WIA Board Meeting.

First Responders and the WIA office will coordinate medical special needs lists to make these emergency lists as complete as possible.

The VFD chief expressed concern about volunteer firemen during the day hours as most the volunteer firemen work and would be limited in responding to certain disasters and fires during daytime.

# Waterwood Improvement Association

Attachment 4: Emergency Response Form

## Questionnaire for WIA Emergency Preparedness Plan:

**Name**

**Title**

**Address**

**Phone**

**Job Function**

WIA Objective:

The President of the Waterwood Improvement Association (WIA) has asked the Liaison to County and State Government Committee to prepare a Disaster Preparedness Plan, including Emergency Response procedures.

The purpose of this questionnaire is to:

- f. Determine each stakeholders role
- g. Determine Waterwood's role for its residents
- h. Determine how Waterwood resources can help the County
- i. Collect existing documents from each stakeholder
- j. Share Emergency Contact lists

The Committee:

1. Will assemble the existing documents from various stakeholders
2. Create new documents where necessary
3. Publish a draft plan for Waterwood
4. Distribute the plan to you for review
5. Test the plan in June
6. Based on the test results, modify the plan
7. Make our findings available to you
8. Publish a Waterwood plan in July.

# Waterwood Improvement Association

## QUESTIONNAIRE

**Please focus on hurricane, tornado and forest fire responses.**

1. Provide an emergency notification flowchart to include full names, titles, home phones, cell phone numbers and emails.
  - a) Attach the contact list
2. Determine Responsibilities
  - a) Who has responsibility for Notification
  - b) Who has responsibility for Evacuation
  - c) Who has responsibility for Termination and Follow-Up
3. Identify the critical functions performed by your area. Also include those that are due to regulatory, statutory or contractual obligations.
4. Describe support systems you require for support. Support includes computers, internet access as well as other equipment like telephones, fax machines, sorting machines, postage meters, copiers, etc.
5. Describe the maximum amount of time you can operate without electricity, gas etc. Include your critical support systems
6. Describe preparedness and inspection schedules to support Emergency Responses
  - a) Attach any emergency response or other procedures you have pertaining to Disasters
7. Define what other departments must do or have specific equipment, supplies keep you operating?  
Name the departments  
Examples - gas, generators warning horn.
8. What is the minimum staff required to respond to emergencies and keep on operating
9. Identify Vital Records and Manuals needed to operate
10. Identify extra and/or special equipment you will need
11. Identify all third party and/or vendor requirements you require. Obtain proposals or tentative agreements if applicable. Attach a copy of the documents if applicable.
12. Develop a budget if you need additional funds to respond to a disaster or emergency response.

# Waterwood Improvement Association

Please contact the following people for questions or assistance. We do not intend this questionnaire to be a burden to prepare, however the information is important for us to support you... We will be available to sit down with you, if you so desire, to facilitate completing this form.

Committee:

Mike Bercu,  
[mike.bercu@chrsolutions.com](mailto:mike.bercu@chrsolutions.com) , (713) 906-7507

Barry Stanley (936) 891-7768 (HM)  
bstan@windstream.net (936) 891-7761 (OFC)

Donnie Marshall (*Linda*) (936) 891-1026 (HM)  
nomax@windstream.net

Executive Director of WIA  
Joe Moore (936) 295-0848 (HM)  
Executive Director (936) 891-7710 (OFC)  
wia@waterwoodwia.com (866) 891-7711 (TOLL FREE)  
62 Waterwood (936) 891-7721 (FAX)  
Huntsville, Texas 77320 (936) 661-3841 (CELL)

Thank you for your assistance in helping us prepare for this coming storm season.

Jack B. Zimmermann  
President  
Waterwood Improvement Association

# Waterwood Improvement Association

Attachment 5: Completed Emergency Response Forms

(Placeholder)

- 1. MUD**
- 2. Waterwood Security**
- 3. Waterwood Fire**

# Waterwood Improvement Association

Attachment 6: Contact and Notification Lists

(Placeholder)

# Waterwood Improvement Association

Attachment 7: Disaster Preparedness Planning Process  
(Placeholder)

# Waterwood Improvement Association

Attachment 8: Emergency Response Process  
(Placeholder)

# Waterwood Improvement Association

Attachment 9: Special Needs Form  
(Placeholder)

# Waterwood Improvement Association

Attachment 10: VOLO Telephone Form

(Placeholder)