

Village of Volente

AMENDING ORDINANCE NO. 2015-O-01

AN ORDINANCE UNDER TITLE IV PUBLIC HEALTH AND SAFETY CHAPTER 43 EMERGENCY MANAGEMENT AMENDING ORDINANCE NUMBER 2005-O-49 ADDING THE FORMATION OF AN EMERGENCY MANAGEMENT PROGRAM WITHIN THE VILLAGE OF VOLENTE; TO DEVELOP AN EMERGENCY MANAGEMENT PROGRAM TO PROVIDE AN EFFECTIVE MANGAGEMENT OF SITUATIONS INVOLVING NATURAL DISASTERS, MAN-MADE DISASTERS OR TERRORISM AND; PROVIDING FOR DEFINITIONS; PROHIBITIONS; ENFORCEMENT, FINES AND CRIMINAL PENALTIES; SEVERABILITY; PUBLIC NOTICE; OPEN MEETINGS; AND, EFFECTIVE DATE.

WHEREAS, the Village of Volente finds that vulnerability to many potential hazards by the residents of the Village of Volente and;

WHEREAS, the Village of Volente further finds that the goal of emergency management can best be achieved through a defined plan for the accomplishment of the significant responsibilities associated with prevention, preparedness, response, recovery, and mitigation of all major hazards situations; and,

WHEREAS, that the adoption of the Emergency Management Plan as set forth in this Ordinance will help protect its citizens from hazards to the public health and welfare, safety, and quality of life; and,

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF VOLENTE, TEXAS:

Section One: The Village of Volente adds Title IV Public Health and Safety Chapter 43 Emergency Management to its Code of Ordinances by adopting the following Emergency Management Plan within its corporate boundaries.

Section Two: Legislative Findings.

The recitals above made in the Preamble are hereby deemed to be the Factual and Legislative Findings of the Village Council, and are hereby incorporated within this Ordinance.

Section Three: Purpose and Scope:

This Ordinance is adopted to develop a defined plan for the accomplishment of the significant responsibilities associated with prevention, preparedness, response, recovery, and mitigation of all major hazards situations within the corporate limits of the Village of Volente to promote the health, safety, welfare, convenience and enjoyment of the citizens of the Village of Volente.

Section Four: Emergency Management

DIVISION 1. GENERALLY

Sec. 43.01 National Incident Management System (NIMS) adopted

The National Incident Management System dated March 1, 2004, was adopted by the Village (Ordinance No. 2005-O-49 09/20/2005), and the city administrator along with the Public Safety Committee is hereby authorized to develop a strategy for full compliance by _____.

DIVISION 2. EMERGENCY MANAGEMENT PROGRAM

Sec. 43.02 Organization

- (a) There exists the office of emergency management director of the city, which shall be held by the mayor in accordance with state law.
- (b) An emergency management coordinator or coordinators may be appointed at the pleasure of the director.
- (c) The director shall be responsible for a program of comprehensive emergency management within the city and for carrying out the duties and responsibilities set forth in this division. He/she may delegate authority for execution of these duties to the coordinator(s), but ultimate responsibility for such execution shall remain with the director.
- (d) The operational emergency management organization of the city shall consist of the officers and employees of the city so designated by the director in the emergency management plan, as well as organized volunteer groups. The functions and duties of this organization shall be distributed among such officers and employees in accordance with the terms of the emergency management plan and the inter-local agreement with Travis County.

Section. 43.03 Duties of emergency management director

The duties and responsibilities of the emergency management director shall include the following:

- (1) Conduct an ongoing survey of actual or potential hazards which threaten life and property within the city and an ongoing program of identifying and requiring or recommending the implementation of measures which would tend to prevent the occurrence or reduce the impact of such hazards if a disaster did occur.

- (2) Supervision of the development and approval of an emergency management plan for the city, and shall recommend for adoption by the city council all mutual aid arrangements deemed necessary for implementation of such plan.
- (3) Authority to declare a local state of disaster. The declaration may not be continued or renewed for a period in excess of seven (7) days except by or with the consent of the city council. Any order or proclamation declaring, continuing, or terminating a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the city administrator and city secretary.
- (4) Issuance of necessary proclamations, regulations, or directives which are necessary for carrying out the purposes of this division. Such proclamation, regulation, or directive shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and, unless circumstances attendant on the disaster prevent or impede, promptly filing with the city administrator and city secretary.
- (5) Direction and control of operations of the city emergency management organization, as well as the training of emergency management personnel.
- (6) Determination of all questions of authority and responsibility that may arise within the emergency management organization of the city.
- (7) Maintenance of liaison with other municipal, county, district, state, regional or federal emergency management organizations.
- (8) Marshaling of all necessary personnel, equipment, or supplies from any department of the city to aid in the carrying out of the provisions of the emergency management plan.
- (9) Supervision of drafting and execution of mutual aid agreements, in cooperation with the representatives of the state and other local political subdivisions of the state, and the drafting and execution, if deemed desirable, of an agreement with the county in which the city is located, and with other municipalities within the county, for the countywide coordination of emergency management efforts.
- (10) Supervision of, and final authorization for, the procurement of all necessary supplies and equipment, including acceptance of private contributions which may be offered for the purpose of improving emergency management within the city.
- (11) Authorizing of agreements, after approval by the city attorney, for use of private property for public shelter and other purposes.
- (12) Survey of the availability of existing personnel, equipment, supplies, and services which could be used during a disaster, as, provided for herein.

(13) Other requirements as specified in the Texas Disaster Act of 1975, Vernon's Codes Annotated, Government Code chapter 418.

Sec. 43.04 Emergency Management Plan

A comprehensive emergency management plan shall be developed and maintained in a current state. The plan shall set forth the form of the organization; establish and designate divisions and functions; assign responsibilities, tasks, duties and powers; and designate officers and employees to carry out the provisions of this division as provided by state law. The plan shall follow the standards and criteria established by the state division of emergency management. Insofar as possible, the form of organization, titles, and terminology shall conform to the recommendations of the state division of emergency management. When approved, it shall be the duty of all departments and agencies to perform the functions assigned by the plan and to maintain their portions of the plan in a current state of readiness at all times. The emergency management plan shall be considered supplementary to this division and have the effect of law during the time of a disaster.

Sec. 43.05 Inter-jurisdictional Program

The mayor is hereby authorized to join with the county judge and the mayors of other cities in the county in the formation of an inter jurisdictional emergency management program for the county, and shall have the authority to cooperate in the preparation of an inter jurisdictional emergency management plan and in the appointment of a joint emergency management coordinator, as well as all powers necessary to participate in a countywide program of emergency management insofar as said program may affect the city.

Sec. 43.06 Override

At all times when the orders, rules, and regulations made and promulgated pursuant to this division shall be in effect, they shall supersede and override all existing ordinances, orders, rules and regulations insofar as the latter may be inconsistent therewith.

Sec. 43.07 Liability

This division is an exercise by the city of its governmental functions for the protection of the public peace, health, and safety, and neither the city, the agents and representatives of the city, nor any individual, receiver, firm, partnership, corporation, association, or trustee, nor any of the agents thereof, in good faith carrying out, complying with or attempting to comply with any order, rule, or regulation promulgated pursuant to the provisions of this division shall be liable for any damages sustained to persons as the result of said activity. Any person owning or controlling real estate or other premises who voluntarily and without compensation grants to the city a license or privilege or otherwise permits the city to inspect, designate, and use the whole or any part or parts of such real estate or premises for the purpose of sheltering persons during an actual, impending, or practice enemy attack or natural or man-made disaster shall, together with his successors in interest, if any, not be civilly liable for the death of, or injury to, any person on

or about such real estate or premises under such license, privilege or other permission, or for loss of or damage to the property of such person.

Sec. 43.08 Commitment of funds

No person shall have the right to expend any public funds of the city in carrying out any emergency management activity authorized by this division without prior approval by the city council, nor shall any person have any right to bind the city by contract, agreement, or otherwise without prior and specific approval of the city council unless during a declared disaster. During a declared disaster, the mayor may expend and/or commit public funds of the city when deemed prudent and necessary for the protection of health, life, or property.

Sec. 43.09 Offenses; penalty

(a) It shall be unlawful for any person willfully to obstruct, hinder, or delay any member of the emergency management organization in the enforcement of any rule or regulation issued pursuant to this division.

(b) It shall likewise be unlawful for any person to wear, carry, or display any emblem, insignia, or any other means of identification as a member of the emergency management organization of the city, unless authority to do so has been granted to such person by the proper officials.

(c) Any unauthorized person who shall operate a siren or other device so as to simulate a warning signal, or the termination of a warning, shall be deemed guilty of a violation of this division and shall be subject to the penalties imposed by this division.

(d) Convictions for violations of the provisions of this division shall be punishable by fine in accordance with the general penalty provision of not less than \$100.00 nor more than \$1,000.00 and each day of violation constitutes a separate violation. .

Section Five: Severability

If any provision of this ordinance is held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the ordinance shall not be invalidated.

Section Six: Effective Date

This Ordinance shall take effect after any required posting and publication of this Ordinance.

Section Seven: Public Notice and Meeting

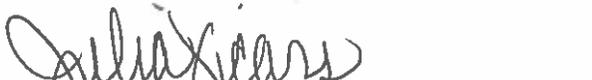
It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act.

PASSED AND APPROVED this 20 day of January, 2015 by a vote of 5 to 0.



Ken Beck, Mayor
Village of Volente

ATTEST:



Julia Vicars, City Secretary

**EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015**

(Approved by Council 1/19/16)



EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

Table of Contents

I. Overview	3
A. Purpose.....	3
B. Scope	3
C. Regulatory Requirements.....	3
D. Village of Volente Profile	3
II. Village of Volente Hazards	5
A. Wildfire	5
B. Severe Storms	6
C. Flood	7
D. Other Hazards.....	7
III. Emergency Response Organization.....	8
A. The Emergency Operations Center.....	8
B. Emergency Responders.....	8
IV. Notification and Mobilization.....	11
A. Notification to Management Advisory Team.....	11
B. Notification of outside responders	12
C. Notification of Volente Residents	12
V. Protective Actions	12
A. Protective Action Decision.....	12
VI. Emergency Response Operations.....	122
A. Evacuation	122
B. Shelter in Place	133
VII. Emergency Management	143
A. Volente Director of The Emergency Management Advisory Team (VDEMAT).....	15
B. Communications Officers (VCOMO)	19
C. Administrative Support Staff.....	22
D. Volente Scene Control Officer (VSCO)	223
E. Volente Incident Assessment (VIA) Team Members.....	255
VIII. Appendix.....	277
A. Evacuation Map	277

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

I. Overview

A. Purpose

The purpose of this document is to establish an emergency response plan for the Village of Volente, Texas (hereinafter called Volente) for three specific hazards, wildfire, severe storms including tornadoes, and flood. Each of these hazards involves a “community” response including evacuation or sheltering in place.

B. Scope

The scope of the emergency response plan for the Village of Volente is to establish a prepared response to the hazards of wildfire, flood, and severe windstorm, ice storms in Volente. The plan does NOT include response to localized emergencies normally handled by fire, police, or other available emergency response personnel and not requiring action by a broad section of residents.

C. Regulatory Requirements

There are no regulatory requirements in existence for the format or content of this document, however, the document will be reviewed by the Travis County Emergency Management Agency and the Volente Fire Department prior to approval by the Village Council. Any comments from those agencies will be incorporated, or provided to the Village Council for consideration prior to approval.

D. Village of Volente Profile

Volente is located in Travis County approximately 12 miles west of Austin on the north eastern shore of Lake Travis. The community of Volente was initially developed in the 1930 & 40s with further development in the 60’s and 70’s with over 15 miles of paved road. The Village of Volente covers approximately 1,280 acres of which about 115 acres are occupied by privately owned businesses. The majority of the privately owned acreage consists of four marinas, beach club, boat repair, and

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

two office complexes. The Village of Volente was incorporated in 2003. The Village of Volente encompasses 2 square miles with two major roadways, Lime Creek Rd and FM 2769. These two roadways leave only two points of ingress and egress to the Village of Volente. Lake Travis lies to the north and east of the Village. The northern side of Volente adjoins Barton Creek Preserve property where there is no access by road. Lime Creek Road forms the northern ingress and egress of Volente and eventually intersects with Anderson Mill Rd. outside the corporate boundaries of Volente. FM 2769 forms the southern ingress and egress of Volente and eventually intersects with both Anderson Mill Rd and Bullock Hollow Rd outside of the corporate boundaries of Volente. Volente is primarily accessed FM 2769. Anderson Mill Road provides access to both FM 620 and FM 1431. Bullock Hollow provides access to FM 620 and FM 2222. Ingress or egress to Volente can be made only from FM 2769 or Lime Creek Rd or by water from Lake Travis.

1. The Village of Volente is primarily a residential community consisting of 336 single family homes, 3 multiple family units and twelve commercial lots occupied by marinas, two restaurants, a water amusement park, office building, boat repair facility, construction yard, boat dry dock storage, RV rental park and a large parking lot and storage area. Most of the commercial enterprises are located in the center section of the Village as well as City Hall at the intersection of Lime Creek Rd. and FM 2769. There is a north and south entrance into this section of the Village each well marked.
2. The northern section of the Village, can be accessed from Lime Creek Rd. There are 227 single family lots, and two marinas, one office building, and a large parking lot in this section of the Village. The portion which borders Lake Travis entertains both marinas and single family units used frequently by summer renters, both short and long term.
3. The southern section of the Village, can be accessed from FM 2769. There are 398 single family lots, and two marinas, two governmental office buildings, two restaurants, construction lot, marina repair business, water amusement

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

park, dry dock boat storage and the Volente Fire Station in this section of the Village. The portion which borders Lake Travis entertains both marinas and single family units used frequently by summer renters, both short and long term.

4. Growth in Volente is limited primarily to single family homes. Volente has approximately 625 single family lots. Approximately 336 of these are currently occupied. Additional homes in Volente are built at a rate of 6 units per year in good economic times to a low of one unit per year when the economy is down. There are currently no specific plans for additional commercial development in the Village. There are no plans to expand the geographic area of the Village.

5. Emergency Response is managed in Volente by a Volente Public Safety Committee and Mayor, Travis County Sheriff's Department, and the Texas Department of Public Safety (State Police). Fire and medical emergencies are handled by the Volente Fire Department, a paid fire department, located immediately at the Fire Station located at 15406 FM 2769, Volente Texas. The Travis County Emergency Management Agency provides coordination for community wide emergencies.

II. Village of Volente Hazards

A. Wildfire

The primary hazard in Volente is wildfire. Central Texas, including Volente, experiences drought conditions, sometimes severe, on a cyclical basis and is subject to medium to strong winds. The country side consists of scrub brush, live oak, mesquite, and primarily cedar. Cedar burns and spreads easily and is the primary growth in the hills which surround Volente on three sides. It is also prevalent within Volente particularly on undeveloped lots and areas that are not buildable. Housing construction in Volente is almost exclusively frame. Most roofs are composition shingled. Roads are of the narrow residential type and do not in themselves constitute firebreaks in any

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

significant wind conditions. Residential lots vary from less than an acre, to 5 acres or more, treed, and landscaped with various types of vegetation. Drought conditions can result in water restrictions which leave the vegetation in yards in a very dry condition. These conditions create an environment where a wind blown fire could envelope much or all of the community. Immediately to the north of Volente behind the residential homes lies the 9.7 square miles (28,000 acres) of the Balcones Canyonlands Preserve. The Preserve is left in its natural condition as a conservation area for endangered flora and fauna. Wild fire is an expected occurrence. The Preserve is patrolled, but fires, even when prohibited, do occur. Winds from the north or northeast would immediately threaten Volente were a wildfire to develop in the Preserve. A wildfire developing to the east of Volente between RR 620 and Anderson Mill Rd. would cause the greatest threat to Volente since it would potentially shut off the primary means of egress from the area. Wildfires have occurred immediately to the east of Volente in 2011 and on the border of the east/north/east side of Volente in 2010. Other than the 2010 wildfire which touched some lots, no wildfires have occurred within Volente in the past 25 years, but the risk remains real and of significant possibility in drought conditions and the consequences catastrophic with a threat to life and property.

B. Severe Storms

The second most probable hazard in Volente is severe storms including hail, ice storm, shear wind, or tornado. These conditions are not uncommon to Central Texas and present a threat to all Texas communities in this area. Volente has not been impacted directly by a tornado since it's incorporation but has suffered localized damage from hail and shear winds. Ice storms have present more of an ingress and egress problem for ice on the low water crossing, and hazardous road conditions for driving. While central Texas, including Volente, does not set in the "tornado alley" more common to areas in north central Texas the threat is real and continuing if at a somewhat lower probability for tornados. A direct strike by a high shear wind or

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

a tornado touchdown would have high consequence including potential loss of life and widespread property damage.

C. Flood

The final area of threat for Volente is flood. While the Volente area is subject to cyclical drought, it is also subject to isolated flash flooding. Texas is noted for severe rainstorms that deliver multiple inches of rain in a short period of time. These severe rains “run off” the hills toward Lake Travis. This causes flooding at low water crossings at the bottom of the basin. These crossings are located just outside the entrance to Volente on FM 2769, the low water bridge on Bullock Hollow, and the low water crossing on FM 2769 in front of Twin Creeks Hall. The flooding at these low water crossings can cut off access to properties in the west, north, and south central section of Volente to the intersection of Lime Creek Rd. Isolated flash flooding on certain spots along Lime Creek Rd. and FM 2769 also occur and tend to be of short duration. These can cause minor delays in ingress and egress. Concurrent with flooding issues caused by run-off to the lake, Lake Travis itself rises rapidly during these sustained severe storms. Historically Lake Travis has caused minor flooding to some homes on lakeside frontage of Volente, when major rain events occur. Flooding that covers the Marinas’ parking lots is not uncommon but results in little or no property damage in most cases. The probability of these events is high, but the consequence low given adequate communication. The threat of flood must also include the possible failure of one of the Highland Lakes LCRA Dams that supply Lake Travis. A failure of any of the upper Highland Lakes dams when these lakes are full could result in a release that might endanger lives and homes adjacent to or below these dams. Failure of one or more dams would result in an event of high consequence due to danger of loss of life and property damage. However, based on flood plain assessment, and historical experience, only houses are subject to flood damage due to run-off or lake rise. These houses are identified.

D. Other Hazards

While the threat of explosion of propane gas tanks, overturn and release of gas by propane delivery vehicles, or traffic

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

accidents on Lime Creek Road or FM 2769 by vehicles carrying hazardous materials exists, the probability of occurrence is low, the impact localized, and the response handled by the fire department, or law enforcement from the county or state without wide community impact. Events such as these will NOT be included in the emergency response plan unless they escalate to one of the three named hazards.

III. Emergency Response Organization

A. The Emergency Operations Center

The Emergency Operations Center for Volente will be located in the conference room of the Volente Fire Department Station, at 15406 FM 2769.

B. Emergency Responders and Volunteers

1. Law Enforcement

Adequate law enforcement resources are available. These multiple resources have experience with coordinating and establishing Command and Control through the State and County Emergency Operations Centers. Response time for law enforcement responders for traffic control in the event of wildfire threatening Volente are problematic and present a threat to orderly evacuation. There is little doubt that evacuation of Volente would begin prior to law enforcement resources arriving to help at critical intersections. These roadways include the northern and southern ingress and egress of Volente, Lime Creek Rd., and most of FM 2769. The Travis County Sheriff Officer that is on duty for Western Travis County, and the probability of other resources being immediately available is low. This issue presents the highest element of risk in this emergency response plan. Volente law enforcement and evacuation resources include:

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

- a) Mayor or his designee
- b) Volente Volunteer Public Safety Block Captains
- c) Travis County Sheriff Department
- d) Texas Department of Public Safety

2. Fire including Emergency Medical

Volente Fire Station located inside the incorporated limits of Volente will normally be the first responder for fire and emergency medical needs. This fire station has in-place agreements with county and local municipal resources for assistance as required. These resources are coordinated through the Travis County Emergency Management Agency. Adequate resources exist for fire and medical response and response time would be immediate.

3. Volente Emergency Response Management Advisory Team (VMAT)

- a) Volente Director of Emergency Response Management Advisory Team (VDMAT)

The elected Mayor of Volente will be the designated Director of Emergency Response unless the mayor formally names an alternate. The VDMAT will be responsible for initiating response actions of the VMAT in consultation with the Chief or the Chief's designee of the Volente Fire Department, and for directing the activities of the Volente Management Advisory Team. The DMAT will report to the EOC. The VDMAT will gather data from the Volente Scene Control Officer (VSCO), Volente communication (VCOM) officer(s), Law

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

Enforcement, Fire, and County Emergency Management and ensure every means possible is taken to ensure Volente and visitors are informed as events unfold. The VDMAT will direct the VSCO and his/her resources in the event of an evacuation.

b) Volente Scene Control Officer (VSCO)

The Volente Scene Control Officer (VSCO) is responsible for directing actions taken by Volente volunteers in the field, if any, and for observing and reporting on conditions in the field. The VSCO will report directly to the VDMAT in the EOC by cell phone or radio. The VSCO may assume the duties of VIAs, and both assess and communicate conditions to the VDMAT.

c) Volente Communications Officer (VCOMO)

The VDMAT will direct the communication officers to specific liaison functions: Fire, Police, Volente residents, Volente city officials or employees, Volente emergency response personnel, and media. A single communication officer may have multiple assignments. The Volente Management Advisory Team will include two (2) persons designated as communication officers. One communications officer will have the responsibility for preparing any written statements to be released as "official" statements from Volente. Only the VDMAT may approve final release. Note, based on community interest this group may be expanded to up to four (4) individuals.

d) Volente Incident Assessment Volunteers (VIA)

VIA volunteers designated by the Public Safety Committee will be the eyes and ears of the VSCO in the field. They will be stationed at critical points of egress and ingress from Volente in the case of evacuation or flood, and at points of professional

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

response activity in the event of damage by storm. They will report their observations to the VSCO, by cell phone or radio. Within Volente, but not at intersections with public roads, they may direct traffic in the event of flood or evacuation, if and as directed by the VSCO. Their primary duty will be notification of residents, head counts for evacuation and incident assessment. There will be a maximum of 10 VIA volunteers.

IV. Notification and Mobilization

A. Notification to Management Advisory Team

The Mayor will rely on reports from the Fire Chief, or his designee, the Travis County Sheriff Office, Travis County Emergency Management, residents, and local media to determine when to activate the Emergency Response Plan. Notification to members of the Volente Management Advisory Team will take place by phone or text or radio. The Mayor, or his designee, who will be Volente Director of the Management Advisory Team will notify all Volente Emergency Management Team Members to report to their designated locations, The Mayor on arriving at the EOC will notify the fire chief and the Travis County EOC that the Volente Emergency Management Plan has been activated and that the Volente Management Advisory Team will be at the EOC. The Mayor will pre-designate an alternate person, and delegate the responsibility for notification in the event that the Mayor is not available. This delegation will be in writing with the concurrence of the Village Council. Normally, activation for wildfire will occur as soon as the potential threat is recognized. Activation for severe storm or tornado will normally occur only if damage within Volente is imminent, or has occurred. Activation for flood will normally occur as flooding is identified within Volente at low water crossings. However, notification and activation is the prerogative of the mayor and may be done at any point he/she deems it appropriate.

B. Notification of outside responders

Notification of outside responders will be managed by their normal protocols and will not be a responsibility of the VMAT.

C. Notification of Volente Residents

Residents will be notified through TV, Radio, reverse 911, VIA volunteers and a Volente electronic bulletin. Volente has no siren, autodial or other means of broad scale notification to its residents.

V. Protective Actions

A. Protective Action Decision

The two protective actions available to Volente residents are shelter in place or evacuation. If the fire department, sheriffs department, Department of Public Safety, or County or State Emergency Management Agencies determine and announce a protective action, that decision will automatically be accepted and supported by the Volente Management Advisory Team. If there is no direction from professional response organizations, the Volente Director of the Emergency Management Advisory Team will have the authority to recommend an independent protective action decision subject to the approval of county fire and law enforcement personnel. No protective action can be ordered without concurrence of county fire and police since their resources will be impacted.

VI. Emergency Response Operations

A. Evacuation

In the event of evacuation of Volente for any hazard, evacuation will occur as detailed in the Appendix to this document. The Evacuation Map will be provided to all Volente residents, and is included on the Volente Website. Volente residents are noted for their independence. The outlined evacuation routes are the “recommended” routes for evacuation and should become the primary routes of evacuation for the large majority of our citizens. Orderly evacuation in the event

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

of wildfire is critical to safety of Volente citizens and the Village Council and the Home Owners Associations will work to educate the citizens of Volente to respect the plan as developed. The Village of Volente does not have the resources to enforce these routes using traffic control personnel or fixed barriers such as saw horses. Some deviation should be expected to occur. Traffic Control by the State or County law enforcement at the two exits to Volente will be critical to success.

When a flood is imminent based on heavy rains or possible dam failure, and/or when flood conditions are identified at the low water crossings, residents of each of the ? homes which could be involved will be notified of the possibility of flood, the current situation as indicated by water at the low water crossings, and if possible the locations of isolated flash flooding on the roadways, and/or weather reports by professional weather personnel. We will encourage Home Owners subject to lake flooding to sign up for notifications from LCRA. The Volente Emergency Management Advisory Team, may recommend evacuation, but will not order evacuation unless that action is initiated by professional fire, law enforcement, or Travis County Emergency Management Personnel.

B. Shelter in Place

Volente homes, like almost all in Texas are slab built. Few, if any, have formal storm shelters. Most, if not all citizens of Volente, have determined the most secure location within their homes as storm shelters. Many homes have a floor below grade level because of the topography of Volente. These may provide a slightly higher than normal level of protection depending on construction. Volente residents have experience with shelter-in-place for severe storms and will react appropriately given warning.

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

VII. Emergency Management

The Operation Plan outlined in the remaining section of this plan outline the actions to be taken in the event of a declared emergency. Since Volente has limited resources the focus of the response effort will be to provide a clear means of communication to and from emergency responders, and to community members. Information becomes critical to decision makers when an emergency initiates. The primary function of the Volente Emergency Management Advisory Team is to provide clear and current information to responders and the community in an organized fashion.

Specific actions are outlined below for each identified position on the Volente Emergency Management Advisory Team.

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

A. Volente Director of The Emergency Management Advisory Team (VDMAT)

1. Determine if the Volente Emergency Management Advisory Team (VDMAT) should be activated based on local conditions.
2. Notify the Communications Officers, to convene at Emergency Operations Center (EOC), the conference room of the Volente Fire Department, immediately.
3. Activate the Volente Scene Control Officer and Volente Incident Assessment Team Members and assign them to locations as appropriate.
4. Report to the EOC.
5. Ensure you have cell phone.
6. Ensure you have key to supply cabinet and access code to Fire Department.
7. Notify the Fire Chief that the Volente Emergency Management Advisory Team is being activated.
8. Get contact names and numbers for fire, rescue, Travis County EOC, and, if possible, for police.
9. Receive briefing from Fire Chief or his designee on current conditions, activations, response actions.
10. Open the VMAT supply packet stored at the EOC.
11. Ensure all VMAT personnel log in.
12. Ensure all VMAT personnel have cell phones and create a list of cell phone numbers for each responder in the EOC and the field.
13. Notify the VSCO and Volente Incident Assessment Team Members of activation and assigned initial locations.

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

14. Establish points of contact for the Communications Officers
 - a) Fire Contact
 - b) Police contact, State Police, County Sheriff
 - c) Travis County EOC
 - d) Media, with pre-approved outlets and email addresses. These contacts would be used to ensure media is helping with notification to Volente residents.
15. Ensure one of the communication officers begin a log of events beginning with activation.
16. Brief VMAT team members when they arrive.
17. Ensure Communications Officers establish communication with points of contact.
18. Determine if VSCO and VIAs are at assigned points.
 - a) In the event of wildfire the VSCO should be assigned to the Volente Firehouse and from there under direction from the VDMAT and/or Fire Chief or his designee to a location as needed in Volente. One VIA should be assigned to the City Hall at the intersection of Lime Creek and Wharf Cove in Volente. The second VIA should be assigned to the intersection of Lime Creek Rd and West Drive. Any additional VIAs should be held in reserve at the Firehouse entrance and assigned as needed to trouble spots.
 - b) In the event of storm damage the VSCO should be assigned to a location near the area of maximum damage. VIAs should be assigned to areas of

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

lesser damage. The VSCO should make VIA assignments based on the situation.

- c) In the event of flood the VSCO should be assigned to areas of greatest impact, and VIAs to areas of secondary impact. The VSCO should assign VIAs based on circumstances.
 - d) In any situation VIAs initial assignments can be changed by the VSCO based on reports to the VEMAT and feedback to the VSCO, or by observations of the VSCO. If the traffic situation allows, VIAs can be assigned to roaming observations as long as the area to be covered is defined by the VSCO.
 - e) The VDMAT should be informed of any change to VIA locations.
19. Ensure you have cell numbers for VSCO, VIAs.
 20. Receive reports from VSCO on a continuing basis.
 21. Keep VSCO informed of key events from briefings by fire, police or other professional responders.
 22. Maintain log of calls made to and received from the VSCO. Report of times made and received is critical. Critical information received or provided should also be included in abbreviated fashion.
 23. Relocate VSCO as required by events.
 24. Recommend relocation of VIAs as required by events.
 25. Ensure VSCO is reminding VIAs of safety issues, and that they are not placed in danger. Terminate VSCO and VIAs if danger is imminent. Receive notification of event termination.
 26. Brief VEMAT team members periodically on input from VSCO.
 27. If significant information is provided, ensure VCOMO officers brief professional responder points of contact.

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

28. Ensure VMAT log is being kept up to date.
29. If VCOMO officers receive situation reports or significant information from points of contact, receive report.
30. Ensure information is passed to all team members.
31. If contact is made by media, ensure that all statements are approved by the Director. All contact by, and communication with media must be recorded. It is advisable only to release written statements developed by a Communication Officer.
32. Continue to receive and pass information from VSCO, VIAs, and Communications Officers throughout incident.
33. Ensure a log is maintained throughout incident.
34. Determine when VMAT should be terminated.
35. Notify members that VMAT is being terminated.
36. Ensure VSCO and VIA members are notified of termination.
37. Ensure log is recorded and saved.
38. Ensure all notes or written materials are saved.
39. Ensure unused materials are returned to the supply folder, that an inventory is done of supplies, and that a list of items to be replaced is developed.
40. Terminate event.
41. When logical assemble all members of the VMAT including VSCO and VIAs for after action review.
42. Note areas of concern.
43. Develop recommendations for improvement as required.

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

B. Volente Communications Officers (VCOMO)

1. Receive notification that the VMAT is being activated.
2. Report to the EOC, conference room of Volente Fire Department.
3. Ensure you have cell phone, radio and means of transportation.
4. If possible, ensure that you have laptop, Ipad, or other electronic communications device.
5. Log in.
6. Receive briefing from the VDMAT.
7. Receive assignment(s) from VDMAT.
8. Establish contact with assigned points of contact.
9. Establish who you are and that you will be POC for Volente community.
10. If available, provide situation update.
11. Establish means and frequency of contact. This will normally be by phone, radio if possible, but in some cases POC may be in the fire station and personal contact possible. In some cases, contact may be possible only by radio....in which case, advise Director that access to radio needs to be worked out if possible. Phone is the preferred means of communication. This step may take a little detective work, but is critical.
12. If assigned contact with the community, develop a message using the Volente Notes indicating the activation of the VMAT. **ALL MESSAGES MUST BE**

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

**APPROVED BY THE DIRECTOR PRIOR TO
RELEASE!**

- a) Message should indicate means of contact with the VMAT. Email is preferred. Provide email address. Ensure computer to monitor messages is up and running prior to release.
- b) If phone, this should be a dedicated phone used only for the purpose of receiving incoming calls. If possible, phone should be a back-up to email if it is used at all.
- c) If two means of communication with community are used, ensure someone is assigned as PRIMARY duty to monitor each one. Normally VCOMO assigned to community will monitor email which should be primary.

13 Monitor incoming messages and respond.

- d) Care must be taken to not over promise. If you are unsure of response contact Director prior to response.
- b. If critical situation, advise Director immediately

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

- c. Ensure all contacts are logged, or if email saved to the hard drive.
14. If assigned media, prepare a release stating activation of the Volente Emergency Management Team. Include location of EOC and an email **address**. **NO RELEASE TO THE MEDIA can be made without review and approval by the Director.**
- e) Receive approval by Director in writing for release. (or ensure that approval is noted on event log).
 - f) Identify media for release (TV and major radio stations). Release by email.
15. Release notice.
16. Monitor incoming email.
- a. Respond as appropriate, but not prior to review and approval by Director or his/her designee.
 - b. Prepare and release formal “all media” updates as directed.
 - c. If members of the media should appear at the EOC, direct them to the Director unless the Director delegates this responsibility.
 - d. Ensure all contacts are logged, including the media source, the person contacted if appropriate, the time, and specifically what information was provided.
 - e. Maintain copies of all formal releases on hard drive.

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

C. Administrative Support

1. Receive notice of activation from the VDMAT.
2. Report to the VDMAT at the EOC at the Volente Fire Department.
3. Provide administrative support as needed to the VDMAT.

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

D. Volente Scene Control Officer (VSCO)

1. Receive notice of activation from VDMAT.
2. Report to assigned location.
3. Ensure you have cell phone and radio.
4. Ensure you have cell phone numbers of VIAs.
5. Ensure you have vest.
6. Notify VDMAT of arrival at assigned location.
7. Notify VDMAT of VIAs arrival at assigned locations.
8. Receive briefing from VIAs.
9. Brief VDMAT on observations of VSCO and VIAs.
10. Brief VDMAT on observations.

At a minimum, once every thirty minutes

Whenever conditions change significantly

11. Receive briefing from VDMAT on conditions.
12. Inform VIAs on changes in conditions.
13. As needed reassign VIAs locations to ensure safety or provide better observations.
14. On a continuing basis, ensure VIAs are safe.
15. If danger threatens inform VDMAT that you are dismissing or relocating VIAs.
16. Dismiss or relocate VIAs as needed to ensure safety.
17. Receive notice of event termination, or termination of observations.

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

18. Notify VIAs of termination.
19. When logical, meet with VIAs for after action review, prior to VMAT review.
 - a) Identify opportunity for improvement, or things that worked.
 - b) Make recommendations as appropriate.
20. Meet with VMAT for scheduled debrief and present issues.

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

E. Volente Incident Assessment (VIA) Team Members

1. Receive notice of VMAT activation and assigned location from VSCO or VDMAT.
2. Report to assigned location.
3. Ensure you have cell phone and radio and that they are operational.
4. Ensure you have the cell phone number of VSCO, other VIAs
5. Ensure you have your vest
6. Notify VSCO you are on scene
7. Observe conditions and report to VSCO.
 - a) At minimum once every fifteen minutes.
 - b) Any time a significant change in conditions occurs.
 - c) At any point where you are reassigned and arrive at a new location
 - d) At any time you feel your position puts you in any type of danger
8. Receive reports on conditions from VSCO....normally on same call as report in.
9. As appropriate, recommend changes in location to provide better information to VSCO. NOTE: Do not change position without approval of VSCO.
10. If ordered to abandon position and terminate observations, report to VSCO when you are in a safe position.
11. Receive notice of event terminated.

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

12. Attend after action review with VSCO and VMAT as scheduled.

EMERGENCY RESPONSE PLAN
VILLAGE OF VOLENTE, TEXAS
2015

VIII. Appendix

A. *Evacuation Map*