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EMERGENCY MANAGEMENT PLAN

FOR

MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W - TAB 2

COMMUNICATIONS

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W – TAB 2
COMMUNICATIONS

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EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W – TAB 2
COMMUNICATIONS

I. Purpose

This Tab identifies the systems and their uses for emergency communications in response to an emergency at the South Texas Project Electric Generating Station (STPEGS).

A. Situations

The Emergency Operations Center (EOC) is located in the Matagorda County Sheriff's Office. The Sheriff's Office, in particular, the Sheriff's Office Dispatch, is staffed 24 hours a day. Equipment is available to provide communications for emergency operations.

B. Assumptions

Adequate communications are vital for effective and efficient warning, response and recovery operations. Additional communications equipment required for emergency operations will be made available from citizens, business, and/or other government agencies.

II. Authority

This Communications Tab to Annex W is promulgated under the authorities identified in the Basic Plan and Annex W.

III. Systems and Equipment

Figure 1, Emergency Communications Diagram lists the Matagorda County Emergency Operations Center (EOC) mechanism for communication with various facilities and organizations.

A. Telephone

1. Telephone service is provided to the Matagorda County Emergency Operations Center (EOC) by AT&T. Services include local, long distance, and a direct line to the South Texas Project Electric Generating Station (STPEGS).

2. Telephone service is provided to the South Texas Project Electric Generating Station (STPEGS) by Verizon. Services include local, long distance, and a direct line to the Matagorda County Emergency Operations Center (EOC).

3. Dedicated (ringdown) telephone line service interconnects the Matagorda County Sheriff's Office Dispatcher, the Matagorda County Emergency Operations Center (EOC), the South Texas Project Electric Generating Station (STPEGS) Control Room, Technical Support Centers (TSC), Emergency Operations Facility (EOF), and the DPS District Disaster Sub 2C Headquarters at Pierce.

4. Telecopiers and FAX machines are provided at the Matagorda County Sheriff's Office and the Matagorda County Emergency Operations Center for receipt and transmission of alert and notification messages.

5. The Matagorda County Sheriff's radio frequency is available as a backup communication pathway between the County and the South Texas Project Electric Generating Station (STPEGS).

6. A UHF radio system used by the County Commissioners serves as a back-up communications link between the Matagorda County EOC and the Precinct Barns.

B. Radio

Radio locations, types and instructions on frequency are maintained at the Matagorda County Sheriff's Office.

1. Radio communications available to the County are:

Law Enforcement radio (VHF 7X)
U.S. Coast Guard radio
Fire Department radio (VHF/7X)
Emergency medical/ambulance radio (VHF/7X)
Industrial radio by request
Volunteer radio systems such as amateur (ARES)
Citizen band
Marine radio
UHF
Cell phone
LCRA

2. Radio repair and maintenance capability is available in Matagorda County.

C. Law Enforcement Teletype Service

1. The Texas Law Enforcement Telecommunications System (TLETS) is available at the Matagorda County Emergency Operations Center (EOC) (Matagorda County Sheriff's Office) and at the Bay City Police Department. The system is a leased line teletype system managed by the Texas Department of Public Safety in Austin. The system provides a capability to communicate with the state, adjacent counties, cities, and other states.

D. Emergency Alert System

The Emergency Alert System (EAS) is a volunteer emergency communication system provided by the area broadcasters. The primary Emergency Alert System (EAS) source for emergency communications to the public during an emergency at the South Texas Project Electric Generating Station (STPEGS) is the National Weather Service located in Dickinson and KKHA-FM, 92.5 in Bay City.

E. Other/Volunteer

1. The Matagorda County Amateur Radio Club operates a highband radio repeater in Bay City. The Club has agreed to provide emergency communications support to the Matagorda County Office of Emergency Management, Matagorda County, Bay City, and Palacios upon request. The club capabilities include voice and data communications. Matagorda County owns HAM radio equipment that is housed at the Sheriff's office.

2. Marine radio communications are available from several docks and the U. S. Coast Guard.

IV. Concept of Operations

Responsibility for coordination of the emergency communications and emergency communications facilities rests with the Matagorda County Sheriff. The Emergency Management Director is the overall authority for the Emergency Operations Center (EOC) and its emergency communications center.

A. Intra-county Communications Telephone services interconnect the county and cities with other offices in the county including the Matagorda County Emergency Operations Center.

1. Radio communications with field personnel is a daily service in the following departments:

   a) Matagorda County Sheriff's Office

   b) Matagorda County Commissioners

   c) Hospitals and Ambulances

   d) Volunteer Fire Departments

2. The commercial telephone system is the primary communication system between the Matagorda County EOC and STP Emergency Operations Facility (EOF). Additional communication links with the EOF include a Ringdown line and satellite telephone.

B. County-County Communications

1. Telephone services interconnect the Matagorda County Emergency Operations Center (EOC) with the Emergency Operations Centers of adjacent counties as needed.

2. Radio communications with adjacent counties is provided by the Law Enforcement intercity radio communications channels.

C. County-State-Federal Communications

1. Telephone services interconnect the Matagorda County Emergency Operations Center (EOC) with the DPS Disaster District Sub 2C and the State Emergency Operations Center.

2. Radio communications between the Matagorda County Emergency Operations Center (EOC) and the Disaster District Sub 2C Emergency Operations Center (EOC) are provided by the Law Enforcement intercity radio channels. Law Enforcement vehicles are equipped with these radio channels and may serve as a backup to the dispatch radio station if necessary. In addition, a satellite telephone provides an emergency communications capability between the Matagorda County and DPS Pierce.

3. During a nuclear power plant incident including a Hostile Action Based incident, any Federal communications will be made via telephone and radio. For contact telephone numbers, refer to the Emergency Communications Directory.

4. Radiological Monitor/Field Team Communications.

5. The Department of State Health Services (DSHS) radio system is the primary communication system with the field teams.

6. Cell phones serve as a backup communications pathway with the offsite field teams.

D. Reception Center Communications

1. Telephone communications are available at the Reception Centers to support facility operations. In addition to the schools telephone system, four independent lines have been installed to enhance the Reception Center's emergency response capabilities. The telephone system is the primary communication system between the Matagorda County EOC, Matagorda County Office of Emergency Management and Matagorda County Environmental Health Department. Telephone communications will be used to call out staff and to activate the center.

2. Fax machines have been installed in the reception centers for receipt and transmission of hard copy information primarily between the Reception Centers and County EOC.

3. Upon request, the Matagorda County Amateur Radio Club will provide the Reception Centers with an additional communication capability.

F. Congregate Care Facility Communications

1. Congregate Care Facilities utilize existing host facility telephone capabilities for communications with Matagorda County Office of Emergency Management officials and individual or personal calls.

G. Emergency Medical/Ambulance

1. The telephone will be used to request assistance and to inform the hospital of an incoming injured person, radiologically contaminated or not.

2. The telephone will be used to request an emergency ambulance if needed, by calling the Matagorda Emergency Medical Services (EMS) direct or the Matagorda County Sheriff's Office and requesting an ambulance.

3. Radio communication is available between the ambulance and the hospitals and between the ambulance and the Sheriff's Office.

4. Matagorda EMS also utilizes cell phones as an additional communications capability.

H. Fire and Rescue

1. The volunteer fire departments are available by telephone. The "fire phone" emergency telephone number is answerable from several locations to ensure that someone is always present to receive the call and dispatch the appropriate equipment.

2. The volunteer fire departments' personnel are in communication with the Sheriff's Office dispatcher and their respective fire departments. Fire department assistance to the South Texas Project Electric Generating Station (STPEGS) may be requested from Bay City and/or Palacios.

I. System Testing

Emergency communications facilities will be tested monthly. Daily use may be used to document the monthly tests. Those facilities which are not operational during a test shall be scheduled for repair or replacement as necessary. The testing is documented according to the communications system testing procedure.

J. Maintenance

Maintenance of the communications facilities is the responsibility of the respective owner. The Emergency Management Coordinator is responsible for coordination to encourage prompt repair and to document the repairs according to procedure.

K. Restoration Policy

Restoration priority for the communications systems is established as follows:
- Emergency Operations Center
- Law Enforcement/Police
- Hospital(s)
- Emergency Medical Services
- Fire Departments and other potential life saving activities
- Other emergency facilities
- Other facilities

L. Phases of Management

1. Mitigation

   a. An adequate communications system has been developed. The system is periodically reviewed and plans for improvement are formulated as necessary.

2. Preparedness

   a. Equipment is kept under a schedule of testing, maintenance, and repair.

   b. Replacement parts are kept at the Emergency Operations Center (EOC) and arrangements are provided for additional repair facilities.

   c. Personnel are trained on the appropriate equipment as necessary.

3. Response

   a. When emergency operations are initiated, the Communications Officer, with coordination through the Emergency Management Coordinator, will determine which communications personnel will be required. Staff requirements may vary according to the emergency.

   b. Arrangements will be made to ensure emergency equipment repair on a 24-hour basis.

   c. Warning procedures will be initiated.

4. Recovery

   a. All activities in the emergency phase will continue until such time as emergency communications are no longer required.

M. Records

Matagorda County Emergency Management Basic Plan Annex W procedures will be used to log, maintain, and handle messages and records.

N. Applicable Procedure

The following procedures are applicable to this Tab, Communications, and shall be implemented in the event of a declared emergency at the South Texas Project Electric Generating Station (STPEGS):

Procedure 10, Emergency Management Director
Procedure 11, Emergency Management Coordinator
Procedure 20, Sheriff's Office Dispatcher
Procedure 21, Communications Officer
Procedure 24, Matagorda County Sheriff

V. Direction and Control

Routine communications will be handled by standard operating procedures. During emergency situations which require Emergency Operations Center (EOC) activation, the Communications Officer will be responsible for coordination of communications activities. He/she will be responsible for ensuring communications have been established with appropriate officials, organizations, field teams, and other emergency response personnel.

VI. Continuity of Government

Each department/agency has developed lines of succession in the respective policies and procedures. The lines of succession of the senior elected officials are reflected in the Basic Plan.

VII. Review and Update

This tab, as a part of Annex W, will be reviewed annually, and updated if necessary, as the result of use, audits, and drill and exercise critiques.

ANNEX W – TAB 2
COMMUNICATIONS

EMERGENCY COMMUNICATIONS DIAGRAM
FIGURE 1

The Matagorda County Emergency Operations Center (EOC) mechanisms for communication with various facilities and organizations is listed below.

Matagorda County EOC Communications	Telephone	Two-Way Radio	Dedicated Telephone	Facsimile	TLETS	Satellite Telephone
STPEGS	X	X	X	X	~	X
DPS, Pierce	X	X	X	X	X	X
Sheriff/Police	X	X	X	X	X	X
Fire Departments	X	X	~	~	~	
County Commissioners	X	X	~	~	~	
City Government	X	~	~	X	X	
FAA/Airports	X	~	~	~	~	
Amateur Radio	X	X	~	~	~	
Private Utilities	X	~	~	~	~	
National Weather Service	X	~	~	X	~	X
Marine	X	~	~	~	~	
Hospitals	X	~	~	X	~	X
Joint Information Center	X	X	~	X	~	
Commercial Broadcast (Radio/TV)	X	~	~	X	~	
Reception Centers	X	~	~	X	~	
Congregate Care Facilities	X	~	~	~	~	

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EMERGENCY MANAGEMENT PLAN

FOR

MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W - TAB 3

EVACUATION

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W – TAB 3
EVACUATION

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EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W – TAB 3
EVACUATION

I. Purpose

The purpose of this Tab to Annex W is to provide a planning basis for evacuation of the Plume Exposure Pathway Emergency Planning Zone (EPZ), approximately 10 miles radius, around the South Texas Project Electric Generating Station (STPEGS).

This Tab also identifies the special facilities within the Emergency Planning Zone (EPZ) and provides for respective emergency evacuation when recommended by the County Judge (Emergency Management Director) or the designated alternate.

A. Situations

There are several emergency situations that might require an evacuation of part or all of the 10 Mile Plume Exposure Pathway Emergency Planning Zone (EPZ).

B. Assumptions

It is assumed that the public will receive and understand official information related to an evacuation. Most of the public will act in their own interest and evacuate when advised to do so by local government authorities. Some individuals may, however, refuse to evacuate.

While most emergency events are slow moving, providing ample response time, the worse case assumption is that there will be little or no warning of the need to evacuate.

The decision to evacuate could occur day or night. There may be little control over the start time for evacuations.

There may not be time to obtain manpower support from outside sources.

Many evacuees may seek shelter with relatives or friends rather than use designated reception centers and congregate care facilities.

Most evacuees will use private transportation means; however, transportation may need to be provided for some evacuees.

Twenty percent of total population will report to the reception center(s) to be accounted for, monitored, and decontaminated (if necessary).

The South Texas Project Electric Generating Station (STPEGS) onsite personnel may require assistance with evacuation transportation.

ANNEX W – TAB 3
EVACUATION

II. Authorities

This Tab is promulgated under the authorities identified in the Basic Plan and Annex W.

III. Concept of Operations

A. Notification Receipt

1. The Matagorda County Sheriff's Office or the Emergency Operations Center (EOC), if activated, is responsible for the receipt of recommendations to evacuate from the State and/or the Emergency Director of the South Texas Project Electric Generating Station (STPEGS).

2. The recommendation(s) may be received by facsimile, telephone, radio, Texas Law Enforcement Telecommunication System (TLETS), or courier.

3. A recommendation to evacuate shall be logged. The log shall indicate

   a) The date and time of receipt,

   b) The name of the recommending party,

   c) The name of the person communicating the recommendation, and

   d) The initials of the receiving Sheriff's Office Dispatcher or EOC Official.

B. Notification Dissemination

> NOTE
>
> During a Hostile Action Based (HAB) incident, consider areas where hostile activity has occurred when determining which protective actions to implement.

1. Evacuation Recommendation

The recommendation to evacuate is received from the South Texas Project Electric Generating Station (STPEGS). The County Judge (Emergency Management Director) or the Emergency Commissioner shall make a decision whether or not to evacuate. Once the decision has been made, the public will be notified in a timely manner (approximately 15 minutes) via the prompt notification system.

2. Public Evacuation Recommended

The County Judge (Emergency Management Director) or the designated alternate is responsible to determine if an evacuation will be recommended to the public.

The Emergency Management Coordinator and/or Communications Officer shall implement Procedure 22, "Warning and Evacuation/Traffic and Access Control."

Special facilities, identified in Figure 4, will be contacted and advised. These facilities have established evacuation plans and will instruct their personnel to report to a reception center. The Transportation Officer will notify the affected schools.

When an evacuation is recommended by the County Judge (Emergency Management Director), the following activities will be accomplished by the designated person listed below:

a)	Disseminate the recommendation to the Emergency Operations Center (EOC) staff.	Emergency Management Director
b)	Telephone or prepare an announcement/notice for transmission to the Mayors and Law Enforcement personnel of Bay City and Palacios.	Emergency Management Coordinator
c)	Prepare a public announcement for broadcast over the Emergency Alert System (EAS) source to the public.	Public Information Team
d)	Approve, sign and date the EAS message.	Emergency Management Director

NOTE

Steps e and f should occur in a timely manner (approximately 15 minutes) of the decision to recommend protective actions.

e)	Activate the sirens.	Sheriff's Office Dispatcher or Communications Officer

f)	Provide an approved announcement to the Emergency Alert System (EAS) source and request immediate activation of the Emergency Alert System (EAS) and broadcast of the evacuation announcement and instructions.	Public Information Officer/Writer Emergency Management Coordinator Administrative Assistant
g)	Request assistance from the State by contacting the Disaster District Sub 2C, DPS, Pierce, by telephone, facsimile, Texas Law Enforcement Telecommunications System (TLETS), or in writing, if necessary.	Emergency Management Director/Coordinator
h)	If not previously performed, notify the Matagorda County Reception Center Director and Radiological Officer to request that a Reception Center(s) and Congregate Care Facility (See Figures 5 and 6), if required, be staffed and activated. The Transportation Officer is to activate the bus systems to provide transportation, if requested.	Emergency Management Coordinator Matagorda County Reception Center Director Radiological Officer Transportation Officer
i)	Contact persons identified as functional needs populations, such as mobility impaired, and make necessary arrangements to assist.	Matagorda County Office of Emergency Management Transportation Officer
j)	Matagorda County Office of Emergency Management, Environmental Health and Matagorda County emergency management personnel shall relocate critical personnel, supplies, and equipment to the Reception Center.	

3. South Texas Project Electric Generating Station (STPEGS) Onsite Personnel Evacuation Request.

If a request from the Emergency Director of the South Texas Project Electric Generating Station (STPEGS) is received to assist with the South Texas Project Electric Generating Station (STPEGS) personnel evacuation, then the Emergency Management Coordinator and Sheriff shall implement Procedure 22, "Warning and Evacuation/Traffic and Access Control" with coordination from all Emergency Operations Center (EOC) positions affected by an evacuation action.

Since the Emergency Management Plan establishes the County as the lead governmental entity for emergencies, the County resources are committed to aid as necessary in any evacuation of personnel from the South Texas Project Electric Generating Station (STPEGS). In the event that evacuation is deemed necessary, the Matagorda County Office of Emergency Management will coordinate and control the mobilization of those forces that are necessary for the transportation and traffic control of evacuees in the same manner as that which is used for the general public.

Matagorda County will take responsibility for providing monitoring and decontamination for personnel evacuated. However, the South Texas Project Electric Generating Station (STPEGS) will provide personnel, as required, to support these activities. Aid may be requested from the Matagorda County Emergency Operations Center (EOC) in the form of supplementary transportation, housing, or food as necessary. County forces will be utilized in conjunction with those of the State and other agencies to provide all possible services.

C. Traffic Control — Matagorda County Sheriff
Communications Officer

1. The Matagorda County Sheriff working in conjunction with the Communications Officer shall designate traffic control points on the roads leading out of the area and assign Officers or designees to control the traffic flow into and out of the evacuation area.

2. The Matagorda County Sheriff and/or Communications Officer, assisted by the Department of Public Safety (DPS), and the Texas Department of Highways and Public Transportation, shall review the routes and potential traffic loads.

3. The primary evacuation routes are:

FM 521 east and west

FM 2668 north

FM 1468 north

FM 1095 north

FM 2853 north and south

Texas 35 east and west

Texas 60 north

4. Figure 3 is a map of the Plume Exposure Pathway Emergency Planning Zone (EPZ), showing the evacuation routes and traffic control points.

Traffic Control Points may be located at, but are not limited to, the following locations:

Designator	Location
CP 1	Intersection of FM 521 and FM 2668
CP 2	Intersection of FM 521 and FM 1468
CP 3	Intersection of FM 521 and CR 392
CP 4	Intersection of FM 521 and FM 1095
CP 5	Intersection of FM 1468 and CR 358
CP 6	Intersection of CR 242/244 and SH 60
CP 7	Intersection of FM 1468 and CR 411
CP 8	Intersection of FM 1095 and CR 380/381
CP 9	Intersection of FM 1095 and CR 391
CP 10	Intersection of FM 2668 and FM 3057
CP 11	Intersection of FM 1095 and CR 354
CP 12	Intersection of FM 521 and SH 60
CP 13	Intersection of FM 2078 and SH 60 in Wadsworth
CP 14	Intersection of FM 1095 at El Maton/ CR 411/432
CP 15	Intersection of FM 521 and FM 2853
CP 16	Intersection of FM 2668 and SH 60
CP 17	Intersection of FM 1468 and SH 35
CP 18	Intersection of FM 1095 and SH 35

CP 19	Intersection of FM 521 and SH 35
CP 20	Intersection of FM 2853 and CR 323
CP 21	Intersection of FM 521 and CR 364 at the Tres Palacios River
CP 22	Intracoastal Waterway 3 miles east of Matagorda Locks at the cut into East Bay
CP 23	FM 2031 at the bridge
CP 24	Colorado River at the intersection with the Intracoastal Waterway
CP 25	Intracoastal Waterway at the McNabb Island Cut
CP 26	Intracoastal Waterway at the Crab Lake Cut
CP 27	Entrance to the Intracoastal Waterway at Tres Palacios Bay (East)
CP 28	Tres Palacios River and Tres Palacios Bay at Collegeport
CP 29	Riverside Park

5. An Evacuation Time Estimate Study has been performed for the Plume Exposure Pathway Emergency Planning Zone (EPZ), by KLD Associates, Inc. The information has been used to develop the Evacuation Zones shown in Figure 2. The zones in Figure 2 are based upon natural boundaries and roads. These zones can be evacuated individually or in any combination if evacuation becomes necessary. The complete study is on file at the Matagorda County Emergency Management Office and is available for review if desired. Figure 3 provides a map showing permanent resident population distribution, by zone, for a ten mile radius of the South Texas Project Electric Generating Station (STPEGS). This data is based on the 2000 Census.

6. The Matagorda County Sheriff and/or Communications Officer, with assistance from the Texas Department of Public Safety (DPS) and the Texas Department of Highways and Public Transportation, shall review the evacuation routes, primary and alternates, and take appropriate action to ensure passability even during inclement weather, flooding and vehicle accidents.

7. Matagorda County Sheriff and the Communications Officer, with recommendations from the Emergency Director of the South Texas Project Electric Generating Station (STPEGS), shall establish pick-up, delivery locations, and evacuation routes for the South Texas Project Electric Generating Station (STPEGS) onsite personnel being evacuated.

D. Special Facilities

Special Facilities are establishments or operations that are located within the 10 mile radius of the South Texas Project Electric Generating Station (STPEGS) and require special consideration during evacuation (e.g. schools, industry, etc.). These will be contacted by the Emergency Management Coordinator or Communications Officer if protective action recommendations are issued.

Due to 2010 Census and resulting 2012 Evacuation Time Estimate Study, all numbers have been adjusted.

Facilities within approximately 10 miles of the South Texas Project Electric Generating Station (STPEGS) are specified on Figure 4 and include:

Facility	Population
Airports	
20 Agricultural Landing Strips	Intermittent
Industry	
Port of Bay City	10
El Paso Field Services – Oyster Creek	3
Chemical Plant 1	456
Chemical Plant 2	270
Seahawk, Matagorda Gas Plant	10
South Texas Project Electric Generating Station	1200
U.S. Army Corp of Engineers	12

Facility	Population
Law Enforcement	
None	
Recreational	
Bay-Cel Club	Transient (50)
Riverside Park/Rio Colorado Golf Course	Transient (200)
Matagorda Harbor & RV Park	Transient (65)
Fishermans Motel	Transient
Light RV Parks	Transient
FM 521 River Park	Transient
Carl Park	Transient
Lyondellbasell Park	Transient
Schools	
Matagorda School	110
Tidehaven Junior / High School	543
Total	2,929
Volunteer Fire Departments	
Bay City VFD	
Blessing VFD	
Markham VFD	
Matagorda VFD	
Midfield VFD	
Palacios VFD	
Sargent VFD	
Wadsworth VFD	
Selkirk VFD	
Tres Palacios Oaks VFD	

1. Includes resident, possible transient, industrial, recreational and special facilities population.
2. The Volunteer Fire Departments are only staffed in preparation for firefighting.
3. Schools inside the 10-Mile EPZ perform an early dismissal of students at an Alert. At a Site Area Emergency, if this process has not occurred, the evacuation of students will take place. The average estimated evacuation time of these schools is one hour.

E. Reception Center

1. Evacuees and Emergency Workers shall be routed to a Reception Center at MRMC Wellness & Rehabilitation, Bay City, or Palacios High School, Palacios. (See Figures 5 and 6)

2. The determination of the Reception Center to which evacuees and Emergency Workers are to be routed is based upon the factors including intensity and direction of travel of the radioactive plume, and prevailing weather conditions. The Emergency Management Director/Coordinator, assisted by the Department of State Health Services (DSHS) and the South Texas Project Electric Generating Station (STPEGS) shall determine which evacuation routes are to be used and to which Reception Center the evacuees and Emergency Workers should report.

3. The evacuees will be registered and advised where Mass Care is available while at the Reception Center. If Mass Care is necessary, the Matagorda County Reception Center personnel shall assign the evacuees to an appropriate Congregate Care Shelters. Radiological monitoring of the evacuees will be performed as evacuees arrive at the Reception Center.

4. Emergency Workers reporting to the same Reception Centers as Evacuees will be given priority and processed through a separate "emergency worker" line where they will be monitored and decontaminated as needed.

5. There will be sufficient equipment and monitoring personnel available to enable monitoring, within 12 hours, of approximately 20% of residents and transients evacuated from the Emergency Planning Zone (EPZ), and Emergency Workers. If no radiological contamination is detected or if contamination is within acceptable limits (below 300 CPM) as approved by the Department of State Health Services (DSHS), the evacuee shall be allowed to enter the Reception Center and be registered, and Emergency Workers will be released from incident duty or assigned to another incident location as needed.

6. If it is determined that Emergency Workers needed to support decontamination may exceed the Reception Center's ability to monitor 20% of the population within 12 hours, a separate facility will be activated to support Emergency Worker decontamination efforts. This facility may be the second pre-designated Reception Center location, or if that location is found unfeasible, a facility may be established by request of State and/or Federal resources.

7. Individuals with radiological contamination shall be referred to the decontamination area for decontamination and additional monitoring prior to acceptance into the Reception

Center. As a minimum, decontamination will be performed in accordance with State regulations on acceptable levels of contamination.

F. Evacuation Areas

1. The Plume Exposure Pathway Emergency Planning Zone (EPZ) is divided on natural and geographic boundaries, rivers, and roads into Protective Response Zones.

2. These zones are identified by a numbering system:

Zone 1: An area generally north and northeast of the South Texas Project Electric Generating Station and FM 521, running in an arc around the northern portion of the Station.

(Note: No resident population in this area)

Zone 2: An area generally northeast of the South Texas Project Electric Generating Station within these boundaries: East of FM 1468, south of FM 3057, west of FM 2668, and north of FM 521 east, and which includes OXEA/Celanese.

Zone 3: An area generally southeast of the South Texas Project Electric Generating Station within these boundaries: East of the Colorado River and Kelly Lake, south of FM 521, west of SH 60, north of the protection levee at Matagorda, and includes Selkirk Island, Exotic Isle, and Lyondellbasell.

Zone 4: An area generally west of the South Texas Project Electric Generating Station within these boundaries: East of FM 1095, south of FM 521, west of CR 392, north of CR 391, and which includes Tin Top and Citrus Grove Community.

Zone 5: An area generally northwest of the South Texas Project Electric Generating Station within these boundaries: East of the Tres Palacios River, south of Wilson Creek, west of FM 1468, and north of FM 521.

Zone 6: An area generally northeast of the South Texas Project Electric Generating Station within these boundaries: East of the Colorado River and Celanese, south and west of Live Oak Creek, west of CR 262, north of FM 521, FM 3057, and includes Riverside Park, Hales Acres, and Meadowbrook Estates.

Zone 7: An area generally east and southeast of the South Texas Project Electric Generating Station within these boundaries: East of SH 60, west of CR 262, and CR 248, south of CR 237 and south of the Protection Levy of Matagorda, north of St. Mary's Bayou which includes the town of Matagorda and the Intracoastal Waterway east of the Colorado River.

Zone 8: An area generally south of the South Texas Project Electric Generating Station within these boundaries: East of Mad Island Slough, south of the South Texas Project Electric Generating Station south property boundary, west of the Colorado River, and north of West Matagorda Bay.

Zone 9: An area generally southwest of the South Texas Project Electric Generating Station within these boundaries: East of SH 35, south of FM 521, west of FM 1095, and Mad Island Slough, and which includes Collegeport and the northern portion of Tres Palacios Bay.

Zone 10: An area generally northwest of the South Texas Project Electric Generating Station within these boundaries: East and south of SH 35, west of the northern portion of FM 1095 and the Tres Palacios River, north of FM 521, and which includes Tidewater Oaks, and Tres Palacios Oaks.

Zone 11: An area generally north of the South Texas Project Electric Generating Station within these boundaries: East of the northern portion of FM 1095, south of SH 35, west of the northern portion of the Colorado River, north of Wilson Creek, and which includes El Maton and Buckeye.

3. Matagorda County Emergency Management Plan Procedure 22, "Warning and Evacuation/Traffic and Access Control" will be followed, which details how an evacuation is performed. This will include provisions for authorizing and tracking people reentering the area.

H. A study has been conducted providing evacuation time estimates from all areas of the Plume Exposure Pathway Emergency Planning Zone. Based on this study a conservative estimate of four (4) hours is made to evacuate the entire Plume Exposure Pathway Emergency Planning Zone (EPZ) under inclement weather conditions.

ANNEX W – TAB 3
EVACUATION

I. Phases of Management

1. Mitigation

Identify areas potentially in need of evacuation (i.e., areas near radioactive material releases, etc.). Develop a public information program to increase citizen awareness of reasons for possible evacuation, routes to travel, availability of transportation, reception locations, appropriate food, clothing and other essential items to pack when evacuating, etc.

2. Preparedness

Identify population groups who may require special assistance during evacuation (senior citizens, disabled individuals, schools, etc.), designated as functional needs population. Plan evacuation routes, taking into account traffic capacities and likely road conditions. The Matagorda County/STP Emergency Information pamphlet addresses Functional Needs assistance requests. In addition, there is a website and telephone information line 211 available where residents living in the 10 mile EPZ can register on line and indicate whether or not they will need assistance during an evacuation. Educate the public about evacuation procedures. Coordinate with Reception Centers.

3. Response

Advise citizens to evacuate when necessary. Arrange to evacuate functional needs population needing assistance. Arrange to assist in evacuation of South Texas Project Electric Generating Station (STPEGS) personnel, if requested. Provide traffic and access control as needed. Activate Reception Centers and/or Congregate Care Facilities or contact emergency management officials in Reception Centers, as appropriate. Provide monitoring of evacuees and decontamination as needed. Keep public informed about emergency conditions and other vital information. Arrange for continued operation or rapid restart of essential services in hazard area.

4. Recovery

Initiate return via routes designated by the Emergency Management Director, when and where possible. Provide traffic control for return. Conduct public information activities. Establish a Disaster Assistance Center, if appropriate. Recovery and return will be performed in accordance with guidance provided by the State.

J. Applicable Procedures

The following procedures are applicable to this Tab and shall be implemented in the event of a declared emergency at the South Texas Project Electric Generating Station.

Procedure 10	-	Emergency Management Director
Procedure 11	-	Emergency Management Coordinator
Procedure 13	-	Emergency Operations Center Concept of Operations and Activation
Procedure 14	-	Protective Action Guides
Procedure 20	-	Sheriff's Office Dispatcher
Procedure 21	-	Communications Officer
Procedure 22	-	Warning and Evacuation/Traffic and Access Control
Procedure 23	-	Activation of the Public Warning System
Procedure 24	-	Matagorda County Sheriff
Procedure 30	-	Fire Services Coordinator
Procedure 41	-	Radiological Officer
Procedure 50	-	Transportation Officer
Procedure 60	-	Public Information Officer
Procedure 62	-	KKHA Radio Operations
Procedure 63	-	Emergency Alert Messages and News Advisories
Procedure 65	-	National Weather Service
Procedure 70	-	Matagorda County Reception Center Coordinator
Procedure 71	-	Reception Center Operations
Procedure 72	-	Reception Center Operations (Environmental Health Department)

IV. Continuity of Government

Lines of succession are established in the respective departmental policies.

V. Administration and Support

A. Forced Evacuation

Mandatory evacuation authority does exist in the State of Texas; including the ability to control ingress and egress to and from a disaster area and the movement of persons and the occupancy of premises in the area after a disaster occurs.

B. Support

Refer to Annex W - Tab 8 Transportation, and Procedure 50, "Transportation Officer" for reference to facility and passenger transportation assets.

VI. Implementation

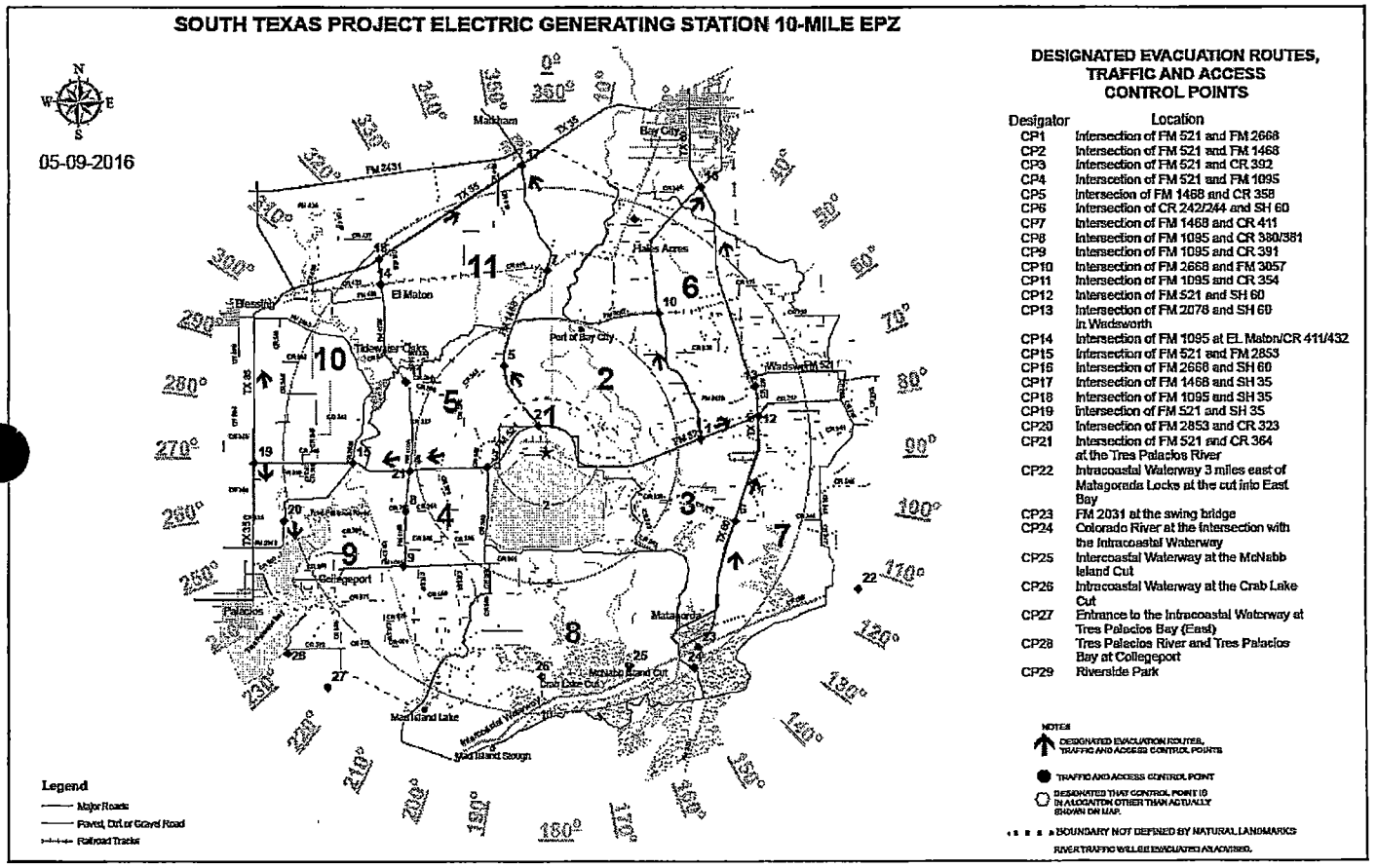
This Tab is implemented when a protective action to evacuate is made by the County Judge (Emergency Management Director) based on information received from the State or the South Texas Project Electric Generating Station (STPEGS), or at such other times as a recommendation to evacuate is issued by the Emergency Management Director.

VII. Review

This tab, as a part of Annex W, will be reviewed annually, and updated if necessary, as the result of use, audits, and drill and exercise critiques.

ANNEX W – TAB 3
EVACUATION

EVACUATION ROUTES AND TRAFFIC CONTROL POINTS
Figure 1
(Typical)



NOTE: Actual full size map is maintained in the Emergency Operations Center.

ZONE POPULATIONS AND EVACUATION TIMES
Figure 2

	Population	Estimated Evacuation Time in Minutes[2]
Zone 1	0[1]	120
Zone 2	49	165
Zone 3	356[1]	170
Zone 4	74[1]	150
Zone 5[3]	102[1]	150
Zone 6[3]	707[1]	180
Zone 7[3]	624[1]	185
Zone 8[3]	0[1]	165
Zone 9	224[1]	165
Zone 10	823[1]	165
Zone 11	173[1]	165

- Based on the 2010 Census and the resulting 2012 Evacuation Time Estimate Study, all numbers have been slightly adjusted.

1. These values were derived from the population distributed over sectors in the five and ten mile radius, based on the 2010 census.
2. These values assume summer weekend adverse weather (worst case) times from Evacuation time Estimate Study completed by KLD Associates, Inc. in 2012.
3. These estimates take into consideration the zones closest to the plant are evacuated at the same time as the corresponding outlying zone.
4. Based on the 2010 Census, the population within the 10-mile Emergency Planning Zone has increased very slightly since the 2000 Census; therefore, the 2011 Evacuation Time Estimate Study is still valid.

5. ETA in Minutes

   a. 1-Mile.....1 hour

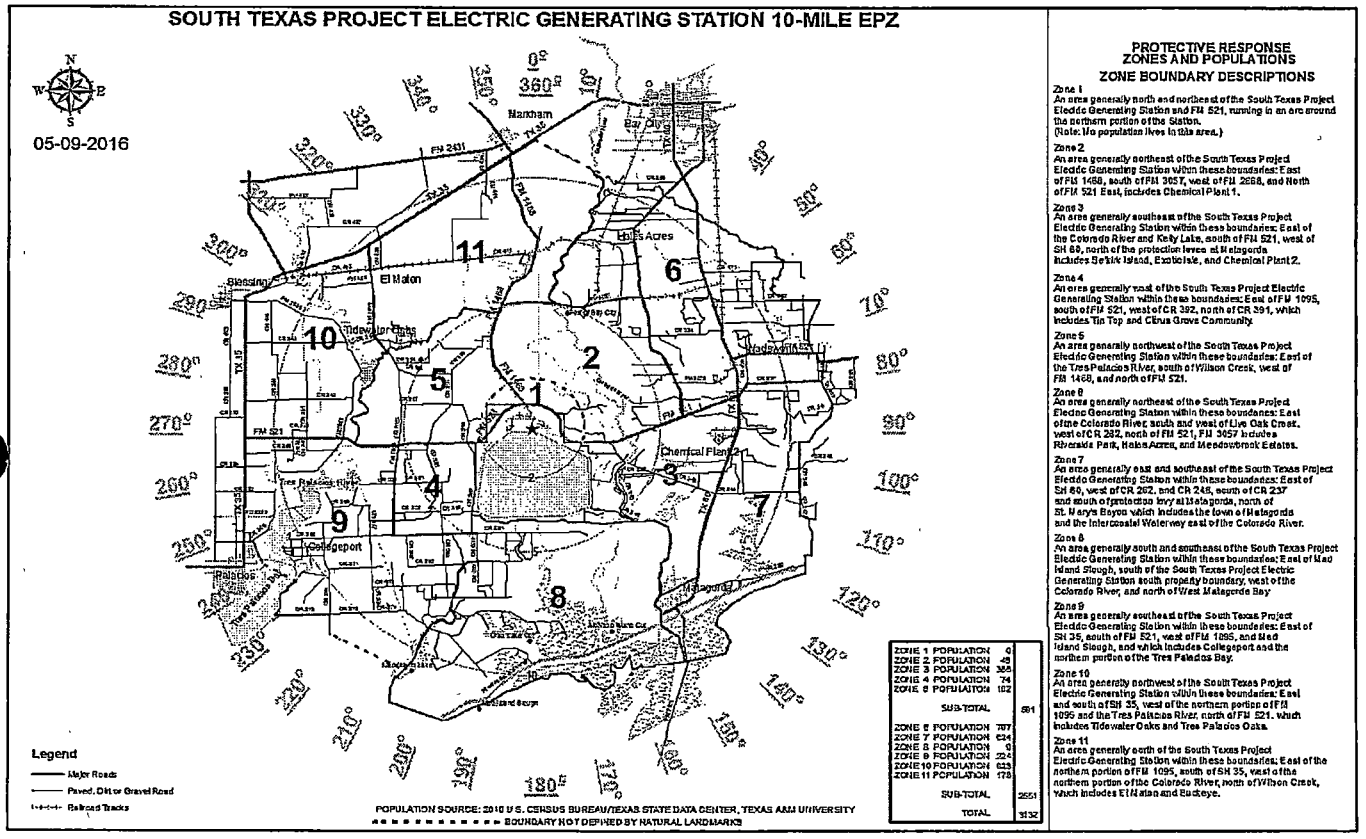
   b. 2-Mile.....1 hour 20 minutes – 1 hour 40 minutes

   c. 10-Mile EPZ.....2 hours 35 minutes

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W – TAB 3
EVACUATION

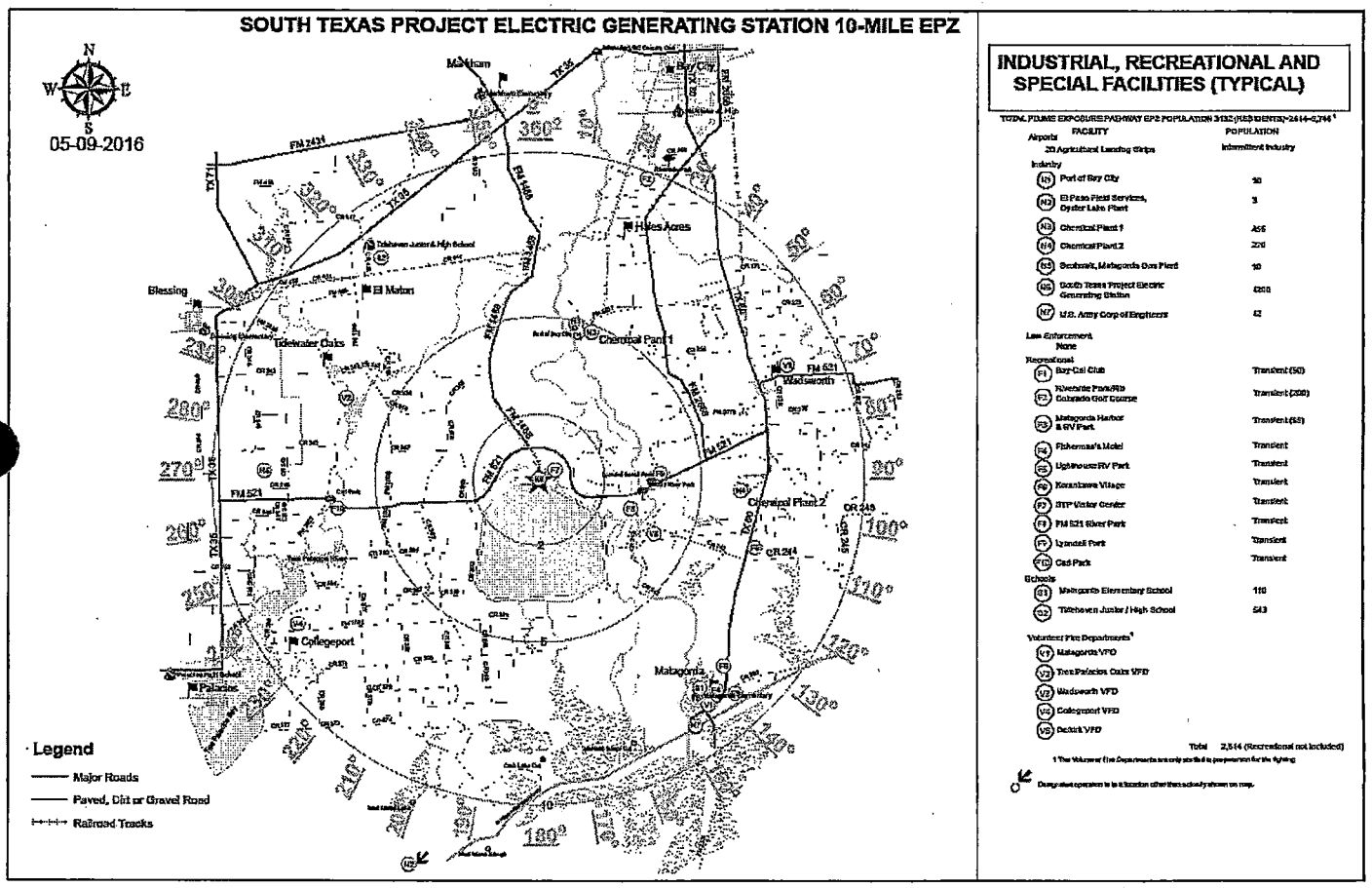
PROTECTED RESPONSE ZONES AND POPULATIONS
Figure 3
(Typical)



NOTE: Actual full size map is maintained on file in the Emergency Operations Center.

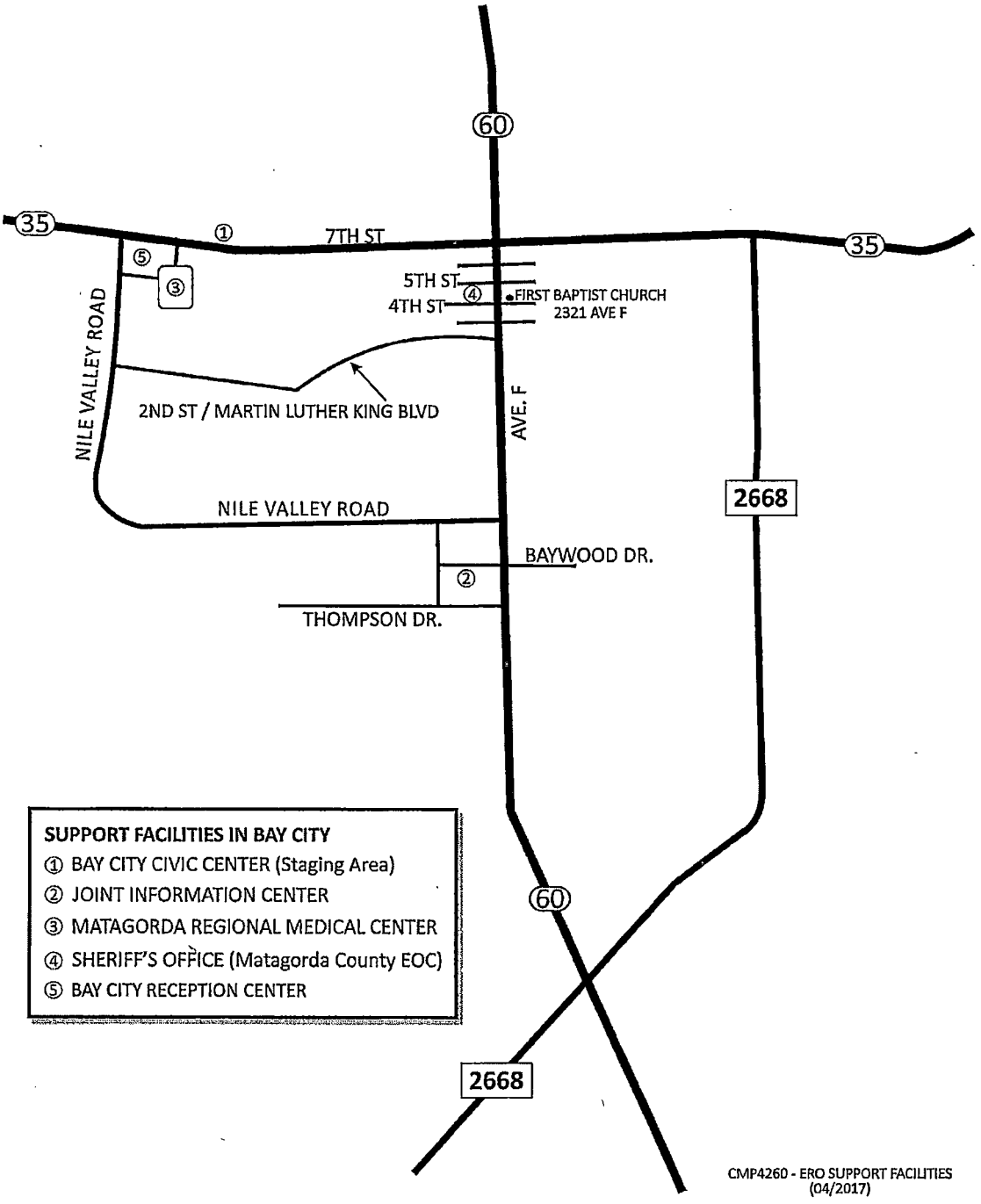
ANNEX W – TAB 3
EVACUATION

INDUSTRIAL, RECREATIONAL AND SPECIAL FACILITIES
Figure 4
(Typical)



NOTE: Actual full size map is maintained on file in the Emergency Operations Center.

SUPPORT FACILITIES IN BAY CITY
Figure 5



CMP4260 - ERO SUPPORT FACILITIES
(04/2017)

SUPPORT FACILITIES IN PALACIOS
Figure 6

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EMERGENCY MANAGEMENT PLAN

FOR

MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W - TAB 4

PROTECTIVE ACTION GUIDES

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W – TAB 4
PROTECTIVE ACTION GUIDES

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EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W – TAB 4
PROTECTIVE ACTION GUIDES

I. Purpose

This Tab to Annex W identifies the emergency protective actions and the responsibilities for implementation of the protective actions in response to an emergency at the South Texas Project Electric Generating Station (STPEGS).

This Tab is applicable to the Plume Exposure Pathway Emergency Planning Zone (EPZ) around the South Texas Project Electric Generating Station (STPEGS).

A. Situations

The transportation of radioactive materials and serving as the host County for the South Texas Project Electric Generating Station (STPEGS) Fixed Nuclear Facility makes Matagorda County (MC) susceptible to accidents involving radioactive materials.

B. Assumptions

Proper development and execution of a radiological protection program will significantly reduce the number of casualties which could otherwise result from a radiological incident.

Adequate facilities will be available to collect and disseminate the necessary information.

The organized effort through warning, detection, preventions and remedial measures will reduce the effects of radiation.

Sheltering from radioactive material releases or evacuation may be required.

II. Authority

This Tab is promulgated under the authorities identified in the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios, and those identified in Annex W to that Plan.

III. Concept of Operations

A. State Assistance

The State of Texas, Department of State Health Services (DSHS) has the responsibility for assessing the potential hazards to the public during a radiological emergency at the South Texas Project Electric Generating Station (STPEGS). This responsibility is identified in the State of Texas Radiological Emergency Management Plan.

The South Texas Project Electric Generating Station (STPEGS) and the State have the responsibility for recommending protective actions for the public to the local officials. These protective actions are based upon the Environmental Protection Agency (EPA) Manual of Protective Action Guides (PAGs) and Protective Actions for Nuclear Incidents and the conditions at hand.

B. Matagorda County Actions

1. The County Judge (Emergency Management Director), or the designated alternate, hall receive recommendations from the State to protect the public during an emergency at the South Texas Project Electric Generating Station (STPEGS). These protective actions may include, but are not limited to:

   a) Evacuation
   b) In-place shelter
   c) Congregate care
   d) Respiratory protection (e.g., covering the mouth with a handkerchief)

2. The County Judge (Emergency Management Director) will determine if the recommended protective actions are appropriate to the time and situation. If the County Judge agrees with the recommended protective action, a message will be developed and transmitted to the general public over the Emergency Alert System (EAS) station(s) in Bay City. The appropriate Mayor(s) will be notified if city resources may be needed to support an evacuation. Neither of the two incorporated cities is in the Emergency Planning Zone (EPZ).

   The instructions to the public provided over the EAS station will inform the public what they should do to protect themselves and their families and when to take protective actions.

3. One of the possible recommendations is to evacuate the affected area. The people instructed to evacuate will also be instructed to report to the Reception Center in Bay City or Palacios, depending on the weather and radiological conditions.

   The MC Office of Emergency Management and the Matagorda County Environmental Health Department have agreed to staff and operate the Reception Center(s). In addition, the American Red Cross will staff and operate the Congregate Care facilities, if required. The same locations for the Reception Centers and Congregate Care facilities may be used for radiological and weather related emergencies.

C. Phases of Management

1. Mitigation

Select and train a Radiological Officer and monitoring and decontaminate staff.

2. Preparedness

Educate the public about the radiological hazards and protective actions.

3. Response

Inform public about radiation hazard.

4. Recovery

Keep public informed about radiation safety. Assess further protective actions as situation warrants.

IV. Administration and Support

A. Plan Testing

The radiological protection system developed under this tab will be rehearsed biennially. Changes are to be made accordingly.

B. Maintenance of Equipment

All radiological monitoring devices provided by the Department of State Health Services (DSHS) are calibrated and maintained by the department.

All radiological monitoring devices provided by the STPEGS are calibrated and maintained by the utility.

C. Training

Training is provided through a combination of Federal, State and local efforts.

D. Applicable Procedures

The following procedures are applicable to this Tab, Protective Action Guides, and shall be implemented in the event of a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

Procedure 10,	Emergency Management Director
Procedure 11,	Emergency Management Coordinator
Procedure 14,	Protective Action Guides
Procedure 20,	Sheriff's Office Dispatcher
Procedure 21,	Communications Officer
Procedure 22,	Warning and Evacuation and Traffic and Access Control
Procedure 23,	Activation of the Public Warning System
Procedure 24,	Matagorda County Sheriff
Procedure 41,	Radiological Officer
Procedure 60,	Public Information Officer
Procedure 62,	KKHA, Radio Operations
Procedure 63,	Emergency Alert System Messages and News Advisories
Procedure 65,	National Weather Service
Procedure 70,	Matagorda County Reception Center Coordinator
Procedure 71,	Reception Center Operations
Procedure 72,	Reception Center Operations (Environmental Health Department)

V. Continuity of Government

The respective departments, agencies and bureaus have developed lines of succession in their policies and procedures. Those lines of succession apply to this tab when required.

VI. Revision and Update

This tab, as a part of Annex W, will be reviewed annually, and updated if necessary as the result of use, audits, and drill and exercise critiques.

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EMERGENCY MANAGEMENT PLAN

FOR

MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W - TAB 5

PUBLIC INFORMATION

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W – TAB 5
PUBLIC INFORMATION

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EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W – TAB 5
PUBLIC INFORMATION

I. PURPOSE

A. The purpose of this Tab to Annex W is to provide guidance to the Matagorda County Officials when issuing emergency information or notifications to the public.

B. This Tab provides guidance to the Matagorda County Officials in developing a public information program to implement the guidance in NUREG 0654, Rev. 1.

C. Situation

During periods of emergency, the public needs, and generally desires, detailed information regarding protective actions to be taken for minimizing loss of life and property. There are times, however, when emergencies occur without warning and the public information system cannot respond rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public is made aware of potential hazards and the protective measures that should be employed.

D. Assumption

An effective program combining both education and emergency information will significantly reduce emergency related casualties and property damage. It is recognized, however, that people are generally unconcerned about hazards until affected, despite educational programs. Thus, special emphasis must be placed on the effectiveness of the emergency information program.

II. AUTHORITY

This Tab is promulgated under the authorities identified in the Basic Plan and Annex W.

III. CONCEPT OF OPERATIONS

A. Emergency Notifications

1. Emergency notifications are broadcast over the National Weather Service (NWS) and local EAS radio services. NWS and KKHA-FM are the Emergency Alert Systems (EAS) sources for Matagorda County. The Public Information Officer Writer and staff are responsible for drafting emergency information texts. Provisions are included for functional needs populations, (e.g., hearing impaired).

A telephone number is provided in the Matagorda County/STP Emergency Information pamphlet for information relating to missing persons, continued emergency services, restricted areas, etc. This telephone number will also be repeated in subsequent media releases.

Sample EAS messages are located in Procedure 63, "Emergency Alert System Messages and News Advisories" for releasing protective measures information to the public and may be used when a protective action recommendation is necessary.

2. Protective actions for the public are broadcast over the EAS local sources, National Weather Service and KKHA-FM. The protective actions are results of recommendations of the Emergency Management Director based on information from the State or the South Texas Project Electric Generating Station (STPEGS), and are issued by authority of the County Judge or Emergency Commissioner.

   A sample script for information for the public under evacuation conditions and one that may be used anytime an evacuation is recommended is given in Procedure 63, "Emergency Alert System Messages and News Advisories."

   A sample script for information for the public under in-place shelter conditions is given in Procedure 63, "Emergency Alert System Messages and News Advisories."

B. Media Release Coordination

1. The Public Information Officer (PIO), designated by the Emergency Management Director shall participate in development and presentation of media briefings at the Joint Information Center (JIC) during actual events and drills/exercises. The Public Information Officer (PIO) shall serve as spokesperson for the County and the cities of Bay City and Palacios. The Public Information Officer staff (PIO) shall coordinate information and media releases with the County and appropriate government agencies and obtain approval of written news advisories and EAS messages from the Emergency Management Director prior to release. The Public Information Officer (PIO) will be located at the Joint Information Center (JIC) upon its activation.

2. The Public Information Officer (PIO) shall be the spokesperson for the County and Incorporated Cities.

3. Copies of media information shall be distributed within the Emergency Operations Center (EOC) for information and rumor control.

4. All written information releases to the public shall be approved by the County Judge (Emergency Management Director) or the Emergency Management Coordinator.

5. Points of contact for print and broadcast media are maintained by the Emergency Management Coordinator or the Public Information Officer (PIO). These points of

contact will be used for release of information to the general public during an emergency situation.

C. Public Inquiry / Rumor Control

1. The Public Information Officer (PIO), or designee, shall monitor news broadcasts, periodicals, and newspapers to control and correct rumors.

   a) Initially, the Matagorda County staff takes calls from the public and media.

   b) Once the JIC Public Inquiry/Media Monitoring is staffed, they are available to assume calls and respond accordingly. Matagorda County staff is available in the JIC to support these calls as needed.

2. Identified or suspected rumors shall be shared with the State, the South Texas Project Electric Generating Station (STPEGS), Federal Emergency Management Agency (FEMA), and other emergency response public information personnel in the Joint Information Center (JIC). Sharing of the suspected rumors will implement a coordinated effort to combat rumors and to correct the rumors, where appropriate.

D. Phases of Management

1. Mitigation

   Conduct hazard awareness programs.
   Coordinate with media.

2. Preparedness

   Conduct public education programs.
   Prepare emergency information for release during emergencies.
   Distribute Matagorda County/STP Emergency Information pamphlet to residents within the 10-mile EPZ.
   Ingestion Exposure Pathway information is located in the Matagorda County/STP Emergency Information pamphlet which is distributed to residents within 10-mile EPZ annually.
   The State will prepare and provide Ingestion Pathway material to residents within a 50-mile radius of the plant.

3. Response

   Release public information.

Coordinate rumor control.
Schedule news conferences.

4. Recovery

Provide public information.
Compile record of events.
Assess effectiveness of information and education programs.

E. Applicable Procedures

The following procedures are applicable to this Tab, Public Information, and shall be implemented in the event of a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

Procedure 10, Emergency Management Director
Procedure 60, Public Information Officer
Procedure 62, KKHA, Radio Operations
Procedure 63, Emergency Alert System Messages and News Advisories
Procedure 65, National Weather Service

IV. ADMINISTRATION AND SUPPORT

A media information program is maintained pursuant to the responsibilities described in Annex W Plan, Section V.D.

V. IMPLEMENTATION

This Tab is implemented when emergency public information or instructions are necessary, resulting from an emergency at the South Texas Project Electric Generating Station (STPEGS).

VI. REVIEW AND UPDATE

This tab, as a part of Annex W, will be reviewed annually, and updated if necessary, as the result of use, audits, and drill and exercise critiques.

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EMERGENCY MANAGEMENT PLAN

FOR

MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W - TAB 7

RECEPTION CENTERS AND CONGREGATE CARE FACILITIES

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W – TAB 7
RECEPTION CENTERS AND CONGREGATE CARE FACILITIES

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ANNEX W – TAB 7
RECEPTION CENTERS AND CONGREGATE CARE FACILITIES

I. Purpose

This tab to Annex W identifies the facilities as Reception Center(s) and Congregate Care Facilities, and the organization(s) which will activate and manage them.

A. Situations

Facilities may be needed in Matagorda County to house evacuees.

Congregate Care Facilities may be needed for support from the affects of hazards causing evacuations due to radiological emergencies.

B. Assumptions

The Matagorda County Office of Emergency Management and the Matagorda County Environmental Health Department will manage and coordinate Reception Center Operations. In addition, the ARC will staff and operate the Congregate Care Facilities.

The Matagorda County Office of Emergency Management will oversee the registration process, crisis counseling, resource management and referral services within the Center.

The County Environmental Health Department will perform radiological monitoring and decontamination activities, if required, within the Center.

Other professional/volunteer organizations which normally respond to emergency/disaster situations will do so.

Assistance from State and Federal agencies will be available.

Facilities planned for Reception Center and Congregate Care use will be available at the time of need.

Experience has shown that under localized emergency conditions, a high percentage of evacuees will seek lodging with relatives or friends rather than go to established facilities.

Essential public and private services in reception areas will be continued during a congregate care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.

If the threat of an evacuation has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order. Therefore, mass care operations may have to commence early in any emergency period.

II. Authority

This Tab to Annex W is promulgated under the authorities identified in the Basic Plan and Annex W.

III. Facilities

A. Reception Center(s)

1. The Reception Centers are jointly operated and managed by the Matagorda County Office of Emergency Management and the Matagorda County Environmental Health Department. The Matagorda County Office of Emergency Management has agreements with the school systems and churches to use facilities for Emergency Reception Centers and Congregate Care during emergencies.

2. Radiological monitoring and decontamination at the Reception Centers are the responsibility of the Matagorda County Radiological Officer.

3. The Reception Centers are designated as the registering and monitoring/decontamination points when an evacuation is recommended.

4. Figure 1 is a listing of the Reception Centers.

B. Congregate Care Facilities

1. Emergency Congregate Care Facilities are operated and managed by the Matagorda County Office of Emergency Management. The Matagorda County Office of Emergency Management maintains agreements with the school systems and churches to use the facilities as Congregate Care Facilities.

2. Security and crowd control at the Reception Centers and Congregate Care Facilities are the responsibility of the Sheriff's Department and the respective City Police Department. The Sheriff's Department is the coordinating agency for security and crowd control.

3. The Congregate Care Facilities are equipped to house and feed evacuees. A listing of the primary Congregate Care Centers is contained in Figure 2.

4. After being processed through the Reception Center, evacuees are encouraged to seek housing with friends and relatives outside of the evacuated area.

IV. Concept of Operations

The Matagorda County Emergency Management Coordinator has the responsibility for the planning associated with maintaining the overall Congregate Care and human services needs for the residents of Matagorda County.

ANNEX W – TAB 7
RECEPTION CENTERS AND CONGREGATE CARE FACILITIES

A. Reception Center Activation

The Reception Centers are activated by a notification from the Matagorda County officials to the Matagorda County Office of Emergency Management and the Radiological Officer.

Reception Centers may be opened at the Site Area Emergency classification to assist the South Texas Project Electric Generating Station with monitoring, decontamination, and/or registering of evacuated, nonessential station personnel. Reception Centers for the public are normally activated at the General Emergency classification. Preparations may begin earlier if conditions warrant.

In the event schools are unable to evacuate prior to an offsite release at STP, a Reception Center will be activated (if not already done so) and students will be transported there for monitoring and decontamination instead of being taken to their pre-designated host schools.

B. Reception Center Operation

1. Evacuees will be advised by the Emergency Alert System (EAS) to report to the Reception Center for registration and radiological monitoring.

2. Evacuee registration consists of, as a minimum:

   - Name
   - Residence address
   - Residence telephone number
   - Planned temporary residence during the evacuation
   - Telephone number at the temporary residence
   - Any medical or other special considerations

3. If a release has occurred, the evacuees and their transportation vehicle(s) will be monitored to determine if radiological contamination has occurred. If contamination is detected, the evacuees will be instructed how to decontaminate themselves and/or their vehicle(s). Additional monitoring will be accomplished after decontamination to ensure that radiological contamination is not transported out of the area. The Department of State Health Service (DSHS) in conjunction with the County Officials may decide to impound contaminated vehicles until after the emergency has been terminated.

4. Evacuees will be assigned to Congregate Care Facilities if they are not relocating to family, friends, or motels.

5. The Radiological Officer, Matagorda County, is responsible for monitoring and decontamination as needed for evacuees.

6. The Department of State Health Services (DSHS) is responsible to provide radiological technical support.

C. Congregate Care Facilities Activation and Operation

1. Congregate Care Facilities activation is the responsibility of the Matagorda County Judge (Emergency Management Director).

2. The Congregate Care Facilities are managed by the Matagorda County Office of Emergency Management.

3. Congregate Care Facilities provide lodging, feeding and other mass care amenities for evacuees including special populations (e.g., handicapped, etc).

4. The Matagorda County Sheriff is responsible for maintaining law and order at Congregate Care Facilities and Reception Centers.

5. County Hospital Administrator(s) are responsible for providing medical support to Reception Center/Congregate Care Facilities staff as needed.

D. Phases of Management

1. Mitigation

a) Identify volunteer groups.

b) Develop Reception Center/Congregate Care capability.

2. Preparedness

   a) Identify Congregate Care Facilities (temporary lodging and emergency feeding sites) and protective shelters.

   b) Obtain cooperation of facility owners for use as Congregate Care Facilities and protective shelters.

   c) Train facility/shelter managers.

   d) Maintain feeding supplies.

   e) Coordinate training and communication procedures.

   f) Coordinate responsibilities with other agencies and/or volunteer groups

   g) Identify special population groups requiring special assistance during an emergency (i.e., senior citizens, handicapped) and ensure assistance is provided.

3. Response

   a) Open and staff Reception Center/Congregate Care Facilities.

   b) Maintain communications between facilities and the Emergency Operations Center (EOC).

   c) Assist with registration of evacuees.

   d) Provide information for evacuees needing additional services.

4. Recovery

   a) Deactivate Reception Center/Congregate Care facilities as necessary.

   b) Inform public of extended care availability.

   c) Coordinate post emergency planning needs.

E. Applicable Procedure

The following procedures are applicable to Reception Centers and Congregate Care Facilities, and shall be implemented, as required, in the event of a declared emergency at the STPEGS.

Procedure 10, Emergency Management Director
Procedure 11, Emergency Management Coordinator
Procedure 24, Matagorda County Sheriff
Procedure 41, Radiological Officer
Procedure 70, Matagorda County Reception Center Coordinator
Procedure 71, Reception Center Operations
Procedure 72, Reception Center Operations (Environmental Health Department)

V. Implementation

This Tab is implemented when evacuation is recommended by Matagorda County officials and at other times when requested by Matagorda County officials. The Matagorda County Judge (Emergency Management Director) has the primary responsibility to request Reception Center and Congregate Care Facility activation.

VI. Administration and Support

A. Records

The Matagorda County Office of Emergency Management will maintain records of all expenses incurred by their mass care activities. The Emergency Management Director will ensure that adequate records of local government expenses are maintained.

B. Training

The Emergency Management Coordinator will ensure that Reception Center and Congregate Care Facility Manager and other appropriate training is made available to officials and volunteers who would participate in mass care activity. Training programs in Reception Center and Congregate Care Facility Systems and Management are available through the Texas Division of Emergency Management (TDEM). The American Red Cross offers training in Reception Center and Congregate Care Facility Management and Disaster Welfare Inquiry Operations. The Matagorda County Environmental Health Department offers training on the proper techniques to monitor vehicles/individuals and on evacuee decontamination operations.

C. Inquiries

The Matagorda County Office of Emergency Management will establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees. Welfare inquiry listings, along with registration listings, will be coordinated with the Emergency Operations Center (EOC) and Law Enforcement agencies for comparison with missing persons list.

D. Support

1. The status of the Reception Centers and Congregate Care Facilities will be determined by coordination with the EOC.

2. Use of public school and church facilities will be a prime consideration for use as emergency Congregate Care Facilities. Utilization of these will be coordinated with appropriate facility officials.

E. Communications

1. The primary communications link between the Reception Center and Congregate Care Facility and the Emergency Operations Center (EOC) will be telephone. If telephones cannot be used or are overloaded, Law Enforcement personnel or Ham Operators will provide radio assistance.

2. Congregate Care Facility managers should arrange for persons in their facility to monitor prescribed communication sources for guidance and announcements.

VII. Continuity of Government

Lines of succession are established in the Basic Plan and departmental policies. Those lines of succession apply to this Tab.

VIII. Review and Update

This tab, as a part of Annex W, will be reviewed annually, and updated if necessary, as the result of use, audits, and drill and exercise critiques.

ANNEX W – TAB 7
RECEPTION CENTERS AND CONGREGATE CARE FACILITIES

Figure 1
(Page 1 of 1)

LIST OF RECEPTION CENTERS

PRIMARY RECEPTION CENTER	-	MRMC Wellness and Habilitation 135 Medical Center Drive Bay City, Texas
ALTERNATE RECEPTION CENTER	-	Palacios High School Field House Hornet Drive Palacios, Texas

NOTE: Reception Center telephone/facsimile numbers are maintained in the Emergency Communications Directory.

Figure 2
(Page 1 of 2)

LIST OF CONGREGATE CARE FACILITIES

Matagorda County Shelters

(Example list)

BAY CITY, TEXAS

1. Bay City ISD
   520 7th Street
2. St. Mark's Episcopal Church
   2200 Ave. E.
3. Holy Cross School
   2001 Katy
4. Bay City Service Center
   Ave. M and Hwy 35

BLESSING, TEXAS

1. Blessing Elementary (Tidehaven ISD)
   Hwy 35 and Junction 616
2. American Legion, Cecil Lee Post 649
   FM 616 to Railroad Ave.
3. Blessing Community Bldg.
   Hwy 616

MARKHAM, TEXAS

1. Markham Elementary (Tidehaven ISD)
   6th and K
2. Markham Community Bldg.
   One block off FM 1468

Figure 2
(Page 2 of 2)

LIST OF CONGREGATE CARE FACILITIES

Matagorda County Shelters

(Example list)

MATAGORDA, TEXAS

1. Matagorda (ISD)
   717 Wightman

PLEDGER, TEXAS

1. Pledger Community Bldg.

PALACIOS AND COLLEGEPORT, TEXAS

1. Palacios High School
   HWY 35 & Hornet Drive
2. Christian Life Center
   Welch & 2nd St.

SARGENT, TEXAS

1. VFW Hall
   FM 457

VAN VLECK, TEXAS

1. Van Vleck ISD
   4th and I

The Matagorda County Office of Emergency Management maintains the letter of agreements, facility certifications, and telephone numbers on file.

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EMERGENCY MANAGEMENT PLAN

FOR

MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W - TAB 8

TRANSPORTATION

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W – TAB 8
TRANSPORTATION

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EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W – TAB 8
TRANSPORTATION

I. Purpose

The purpose of this Tab to Annex W is to identify the resources and their uses for transportation during an emergency at the South Texas Project Electric Generating Station (STPEGS).

A. Situations

It may be necessary to rapidly evacuate persons from the hazard area who do not have transportation.

The STPEGS may require assistance in evacuating site personnel if radiological conditions prevent access to private vehicles.

B. Assumptions

The primary transportation mode for most evacuating persons will be by private vehicles; however, transportation must be provided for some persons.

When the need arises, both public and privately-owned local transportation resources will be made available for the duration of the emergency.

II. Authority

This Tab is promulgated under the authorities identified in the Basic Plan and Annex W.

III. Concept of Operations

A. Schools

The Matagorda School and the Tidehaven Junior and High Schools are within the Plume Exposure Pathway Emergency Planning Zone (EPZ) of the South Texas Project Electric Generating Station (STPEGS). When schools are in session and an emergency is classified, the respective school's superintendent will be notified by the Transportation Officer.

The following actions will be taken by the school districts at Alert or higher level classification:

1. Early Dismissal – At an Alert level, children will be dismissed early from schools located inside the 10 mile radius of the plant. Early dismissal means that parents should pick up their children at their regular school.

2. School Evacuation – Site Area Emergency, or General Emergency level, schools will be evacuated. The children will be taken to one of the following host schools:

   - Matagorda School students will be taken to Linnie Roberts Elementary School in Bay City.
   - Tidehaven Junior High and High School students will be taken to their respective elementary schools in Blessing or Markham.

3. If school evacuation occurs, parents will be notified through Emergency Alert System Broadcasts (EAS). Children will remain under adult supervision at the host school until picked up by a parent.

4. If personal monitoring and/or decontamination of students is required, children will be taken to a Reception Center for monitoring and decontamination, then to the host school.

5. The Emergency Operations Center (EOC) may direct that schools are evacuated to other areas based on weather conditions.

6. Transportation resources from the Bay City, Matagorda, Palacios, Tidehaven and Van Vleck Independent School Districts (ISD) are available upon request from the affected school superintendent.

B. Residents and Transients

1. Residents and transient populations will be instructed to evacuate by car. The evacuation routes will be announced over the Emergency Alert System (EAS) as part of the notice to evacuate.

   These people will be requested to go to the Reception Center in either Bay City or Palacios depending on the emergency conditions.

2. Those residents who do not have transportation are identified annually by the Matagorda County Office of Emergency Management. A list is maintained by the Matagorda County Office of Emergency Management staff.

   The Matagorda County Office of Emergency Management will contact the individuals to determine their transportation requirements.

   The Transportation Officer will arrange transportation for these people.

C. Vehicle Decontamination

If a radioactive release has occurred, each vehicle arriving at the Reception Center(s) will be monitored for radiological contamination by the Matagorda County Radiological Officer's designee. Those vehicles found to be contaminated may be decontaminated before leaving the Reception Center area. The Department of State Health Services (DSHS) in conjunction with the County Officials may decide to impound contaminated vehicles until the emergency situation is terminated.

D. Phases of Management

1. Mitigation

Develop and maintain a current transportation resource list. Identify possible transportation needs which could result from various disasters.

2. Preparedness

Review plans for transporting persons lacking personal transportation.

Coordinate with schools, churches, and private industry on use of their assets for emergencies.

Coordinate with law enforcement on evacuation routes and assembly areas for picking up persons needing public transportation.

3. Response

Procure transportation as needed.

Respond to and coordinate all transportation requests.

Maintain records on use of private vehicles.

4. Recovery

Transport supplies and personnel as needed.

Revise plans as required.

E. Applicable Procedures

The following procedures are applicable to this Tab, Transportation, and shall be implemented in the event of a declared emergency at the STPEGS.

Procedure 10, Emergency Management Director
Procedure 11, Emergency Management Coordinator
Procedure 50, Transportation Officer
Procedure 70, Matagorda County Reception Center Coordinator

IV. Direction and Control

The Emergency Management Director and/or Emergency Management Coordinator will provide overall direction and control to the Transportation Officer who will be responsible for coordinating all transportation resources, both locally-owned and those provided through outside assistance.

V. Administration and Support

A. Communications

The Transportation Officer will use all available EOC communications networks to coordinate transportation requests.

B. Report and Records

Records will be maintained on the use of all privately-owned equipment, to include the date equipment was acquired, whether or not operating personnel were furnished with the equipment, the date equipment/personnel were returned to the owner and remarks on any damage or repair to the vehicle that occurred. These records will be used to determine possible reimbursement to the owner and will be kept until a final decision is made by the County Judge concerning the disposition of claims.

C. Support

Appropriate mutual aid agreements will be invoked as required. Implementation of agreements will be coordinated through the Emergency Operations Center (EOC). Requests for State or Federal assistance will be made to the Department of Public Safety (DPS), District Disaster Sub 2C, Pierce, Texas. All requests will be made by the County Judge (Emergency Management Director) or by other authorized officials.

VI. Continuity of Government

Lines of succession are established in the Basic Plan and Departmental policies. Those lines of succession apply to this Tab.

VII. Implementation

This Tab is implemented when transportation is necessary to support an evacuation.

VIII. Review and Update

This tab, as a part of Annex W, will be reviewed annually, and updated if necessary, as the result of use, audits, and drill and exercise critiques.

STI 34478136

EMERGENCY MANAGEMENT PLAN

FOR

MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W - TAB 9

EMERGENCY OPERATIONS CENTER

EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W – TAB 9
EMERGENCY OPERATIONS CENTER

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EMERGENCY MANAGEMENT PLAN
FOR
MATAGORDA COUNTY, BAY CITY, AND PALACIOS

ANNEX W – TAB 9
EMERGENCY OPERATIONS CENTER

I. Purpose

The purpose of this Tab is to provide a description of the process and procedures to be used by the Emergency Operations Center (EOC) staff during emergency operations.

II. Authority

This Tab is promulgated under the authorities identified in the Basic Plan and Annex W.

III. Situation and Assumptions

A. Situation

In order to provide the most effective response to an emergency, all efforts should be coordinated through a central location. The Matagorda County Emergency Operations Center (EOC) has been designated as the base for all emergency management activities.

B. Assumptions

The response activities presented are applicable to all emergency situations related to the South Texas Project Electric Generating Station (STPEGS) and will provide adequate direction for proper emergency management.

IV. Concept of Operations

A. General

The Emergency Operations Center (EOC) is the key to successful response operations. With decision-makers together at one location, manpower and resources can be utilized more effectively. Coordination of activities will ensure that all tasks are accomplished with little duplication of effort.

B. Phases of Management

1. Mitigation

a) Develop the Emergency Operations Center (EOC).

b) Provide adequate communications capabilities.

2. Preparedness

   a) Instruct officials on Emergency Operations Center (EOC) operations.

   b) Stock adequate food and water supplies.

   c) Stock adequate administrative supplies.

   d) Maintain a constant schedule of testing, maintenance, and repair of equipment to ensure an advanced state of readiness.

3. Response

   a) Activate the Emergency Operations Center (EOC) as necessary in accordance with Procedure 13, "Emergency Operations Center Concept of Operations and Activation."

   b) Initiate response activity.

   c) Coordinate all operations through the Emergency Operations Center (EOC).

4. Recovery

   a) Continue response operations as needed.

   b) Begin recovery activities.

   c) Release unnecessary personnel and begin to deactivate the Emergency Operations Center (EOC).

C. Execution

1. The Emergency Management Director will assume responsibility for all emergency operations/actions and will provide overall direction and control.

2. The Emergency Operations Center (EOC) will be activated upon direction of the Emergency Management Director or designated alternate. The Emergency Management Coordinator is responsible for preparing the Emergency Operations Center (EOC) for activation.

3. The Emergency Management Director will determine the level of staffing required, based upon the situation, and will direct the Communications Officer or Sheriff's Office Dispatcher to alert the appropriate personnel, agencies, and organizations.

4. The Emergency Management Coordinator will serve as senior Emergency Operations Center (EOC) operations supervisor during its activation.

5. Emergency operations will be conducted by government forces, augmented as required by trained auxiliaries, volunteer groups, and forces supplied through mutual aid agreements. State and/or Federal support will be requested if the emergency situation so dictates.

6. Communications equipment in the Emergency Operations Center (EOC) will be used to receive information, disseminate instructions, and coordinate emergency operations.

7. The Emergency Management Director may send a representative to the South Texas Project Electric Generating Station (STPEGS) Emergency Operations Facility (EOF) in addition to the activation of the Emergency Operations Center (EOC). The representative will maintain close contact and coordination with the Emergency Operations Center (EOC).

8. Heads of agencies, departments, and organizations are responsible for emergency functions assigned to their activity as outlined in the Emergency Management Plan.

9. The Emergency Operations Center (EOC) will operate on a 24-hour basis during the emergency and the staff may be required to work 12-hour shifts.

10. The Emergency Management Coordinator will notify the State Disaster District upon activation of the Emergency Operations Center (EOC) due to an emergency at the South Texas Project Electric Generating Station (STPEGS).

V. Organization and Assignment of Responsibilities

The broad responsibilities of each Emergency Operations Center (EOC) assignee are outlined in the individual emergency response position procedures and position manuals.

VI. Direction and Control

During emergency operations, the Emergency Operations Center (EOC) staff is organized into four groups as shown below. The Emergency Management Coordinator will ensure the operational effectiveness of the Emergency Operations Center (EOC).

A. Direction and Control Group

This group consists of the Emergency Management Director, Emergency Management Coordinator, Mayors of Bay City and Palacios, Emergency Commissioner and the Matagorda County Sheriff. This group is responsible for all major decisions and the operation as a whole.

B. Operations Group

The Operations Group including the Communications Officer, Transportation Officer, Radiological Officer, Fire Services Coordinator, Hospital District Administrator, and their field personnel, and are responsible for conducting response activities.

C. Administrative Group

The Administrative Group includes all Emergency Operations Center (EOC) support staff such as administrative assistance, security services, legal services, etc.

D. Support Group

The Support Group includes the State Coordinating Officer, Radiological Assessment Advisor, Utility Liaison, Federal Emergency Management Agency (FEMA), DPS Pierce, Liaison, Division of Emergency Management, Coast Guard, etc.

E. Public Information Group

The Public Information Group is responsible for the collection, development, and dissemination of emergency information to the general public and the media. The Public Information Group is made up of Public Information Officers, Public Information Writers, Public Information Staff, Rumor Control, etc.

VII. Continuity of Government

During most large scale emergencies, the Emergency Operations Center (EOC) will become the center for all local government control. It will be from here that all major emergency-related decisions will be made.

Lines of succession for personnel have been established and are presented in the Basic Plan.

VIII. Administration and Support

A. Emergency Operations Centers

1. Primary Emergency Operations Center (EOC)

a) Location

The Matagorda County Emergency Operations Center (EOC) is located in the Sheriff's Office in Bay City, Texas.

b) Facilities

1) The Emergency Operations Center (EOC) consists of a working area of 1000 square feet, plus offices, communications room, kitchen, dining area, bunking, and shower facilities.

2) All communications equipment necessary for conducting emergency operations is located at the Sheriff's Office (See Annex W - Tab 2, Communication).

3) Emergency generator and a supply of fuel.

4) Sufficient food and water for the designated Emergency Operations Center (EOC) staff to remain in the Emergency Operations Center (EOC).

2. Alternate Emergency Operations Center (EOC)

Should the primary Emergency Operations Center (EOC) become unusable, emergency operations will continue at the County Courthouse, possibly with a reduced staff.

3. On-scene Incident Command Post (ICP)

Should the need arise, a Matagorda County Sheriff Deputy or other County representative designated by the Emergency Management Director may be dispatched to the South Texas Project Electric Generating Station (STPEGS) Emergency Operations Facility (EOF) and/or established Incident Command Post to coordinate activities with Federal and Utility response personnel.

B. Reports and Records

The use of reports will vary according to the type of emergency being handled.

1. Messages

All requests for assistance and all general messages will be handled using the County emergency response procedures.

2. Operational Situation Report

These reports are to be compiled daily and forwarded to the Department of Public Safety (DPS), the Disaster District, Pierce, Texas, in order to keep officials informed of the current status of operations.

3. Activity Log

A record of major events during Emergency Operations Center (EOC) operations will be compiled by a member of the administrative staff under the direction of the Emergency Management Coordinator.

C. Security

All persons entering the Emergency Operations Center (EOC) will be required to check in at the Security Desk located at the Emergency Operations Center (EOC) entrance. They will be issued a pass to be worn while in the Emergency Operations Center (EOC) and to be returned when leaving the premises.

D. Media

Media personnel will be provided a telephone at the Joint Information Center (JIC). Scheduled news conferences will be held at regular intervals.

E. Applicable Procedures

The following procedures are applicable to this Tab, Emergency Operation Center, and shall be implemented in the event of a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

Procedure 10,	Emergency Management Director
Procedure 11,	Emergency Management Coordinator
Procedure 12,	EOC Administrative Assistant
Procedure 13,	Emergency Operations Center Concept of Operation and Activation

IX. Implementation

This Tab is implemented when the Emergency Operations Center (EOC) is necessary to support an emergency declared at the South Texas Project Electric Generating Station (STPEGS).

X. Review and Update

This tab, as a part of Annex W, will be reviewed annually, and updated if necessary, as the result of use, audits, and drill and exercise critiques.

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MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES

EMERGENCY MANAGEMENT DIRECTOR

Procedure 10

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Effective Date: June 1, 2017

APPROVED:

County Judge

Emergency Management Coordinator

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

1.0 Purpose

1.1 This procedure specifies the actions to be completed by the Emergency Management Director in the Matagorda County Emergency Operations Center (EOC) during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response, specific to the Emergency Management Director.

2.0 Discussion

2.1 The County Judge is the designated Emergency Management Director during emergency operations. An Emergency Commissioner appointed by Commissioner's Court will be present in the EOC, in the Judge's absence, to verify decisions regarding non-incorporated areas of the County.

2.2 The Emergency Management Director is responsible for ensuring that initial and correct emergency response actions are taken when Matagorda County is notified of an emergency situation at the STPEGS. The response will depend on the severity of the incident based on the emergency classification declared.

2.3 In the event Matagorda County Dispatch office receives an **Accelerated Phone Call** based on a Hostile Action Based event, consider activating the Emergency Operations Center.

2.4 For the least severe classification of an **Unusual Event**, no response action by Matagorda County is expected unless support is requested by the STPEGS. Key County and City personnel will be notified by the Sheriff's Office Dispatcher.

2.5 For an **Alert**, the Emergency Management Director responds to the Matagorda County EOC, and ensures that key personnel are notified and available to respond to the EOC, if needed. Precautionary, limited staffing of the EOC by key personnel will be initiated. Further implementation of the Emergency Plan is at the discretion of the active Emergency Management Director.

2.6 For a **Site Area Emergency or General Emergency**, the EOC is to be activated, and all Emergency Response personnel informed to report to their assigned locations.

2.7 The conditions and actions that occur during a radiological emergency are commonly referred as being in three phases; early, intermediate, and late.

2.7.1 **Early phase**: The beginning of a nuclear incident when immediate decisions for effective use of protective actions are required, usually based on the status of the facility and the prognosis for worsening conditions. Protective actions based on the Protective Action Guidelines (PAG) may be preceded by precautionary actions during this period. Early phase actions include sheltering in place, evacuation, control of access, administration of KI, decontamination.

2.7.2 **Intermediate phase**: Period beginning after the source of release has been brought under control and reliable environmental measurements are available. May overlap early and late phase and may last from weeks to months.

2.7.3 **Late phase** (recovery): Period beginning when recovery action designed to reduce radiation levels in the environment to acceptable levels for unrestricted use are commenced. This is the period beginning after the source of release has been brought under control and environmental measurements are available for use as a basis for decisions on protective actions and extending until these protective actions are terminated. This phase may last from weeks to months.

2.8 **Recovery** consists of several activities necessary to return to normal operations. These include re-entry, restoration, return, relocation and as needed, temporary Buffer Zones. The implementation of these activities should be conducted in conjunction with the Department of State Health Services (DSHS) if radiological contamination exists in the environment. Procedure 22 to Appendix 7 of the State of Texas Radiological Emergency Management Procedures entitled "Recovery Operations" provides detailed guidance on conducting recovery operations.

NOTE

Temporary Buffer Zones may be needed outside portions of the restricted zone in which occupants will not be allowed to return until monitoring confirms the stability of deposited contamination.

2.8.1 **Re-entry** refers to temporary entry of individual(s) into a restricted zone under controlled conditions.

2.8.2 **Restoration** refers to the process of reducing exposure rates and concentrations in the environment to acceptable levels for unrestricted use.

2.8.3 **Return** refers to reoccupation of areas cleared for unrestricted residence or use by previously evacuated or relocated populations.

2.8.4 **Relocation** refers to an action, taken in the post-emergency phase, through which individuals not evacuated during the emergency phase are asked to vacate a contaminated area to avoid chronic radiation exposure from deposited radioactive material.

2.9 **Recovery** can be declared when certain conditions are met. These include:

2.9.1 Notification from STPEGS that they are prepared to declare Recovery.

2.9.2 The potential for uncontrolled releases of radioactive material to the environment no longer exist.

2.9.3 The plume has dissipated and all significant deposits, if any, have subsided.

2.9.4 Protective actions that have been initiated (i.e., evacuation) are completed and declaring a Recovery would not complicate the actions underway by the public.

2.9.5 The State and Federal agencies that were activated to support the emergency response concur with the decision to enter Recovery.

2.10 **Termination** can be declared when the following conditions, as applicable, are met:

2.10.1 All portions of the restricted zone have been surveyed, as necessary.

2.10.2 Work under the decontamination plan has been completed to a stage where continued effort does not appear to be cost effective.

2.10.3 Long-term exposures have been calculated for residences and places of employment where some significant potential for exposure continues to exist.

2.10.4 Occupancy or use limitations have been posted for all buildings and areas where continued restrictions are necessary.

2.10.5 Residents and workers have been afforded the opportunity to return to all areas for which restrictions have been lifted.

2.10.6 Relocation to permanent or long-term temporary facilities has been accomplished for those persons who could not be allowed to return following completion of work under the formal decontamination plan.

NOTE

Access control to restricted zones may be a continuing requirement, and environmental monitoring activities are likely to continue for many years following a major release of radioactive materials. Periodically, as a result of weathering and radioactive decay, additional portions of the restricted zone will be eligible for release to unrestricted use. As this occurs, portions of the recovery organization may be temporarily reactivated on an as needed basis.

2.11 Precautionary protective actions for the public should be evaluated throughout the event. Considerations should be given to weather conditions, the potential for the situation to become more serious, public perception of the event, and the needs of special populations.

2.12 State assistance procedures require requests for State or Federal assistance be made by the Chief Executive, or by another official specifically authorized to perform the function in the name of the Chief Executive. In Matagorda County, the Emergency Commissioner may transmit such requests if the County Judge is not available.

2.13 An Emergency Alert System **(EAS) Message** gives direction to the public on actions that should be taken during an emergency, or may only direct the public to stand by for further information. Regular programming should be suspended and the message broadcast to the public as soon as the message is received by the EAS source. The current EAS message should be broadcast at least every 15 minutes until a new message is received.

2.14 A **News Advisory** gives further information regarding the situation, or provides information that is not directly related to protective actions for the public. A news advisory may be transmitted to the public at the discretion of the Matagorda County EOC Officials.

2.15 **Functional Needs populations** are groups of individuals in need of assistance when protective actions are implemented.

2.16 Responsibilities of the Emergency Management Director include the following:

2.16.1 Direct operations of the local government and volunteer organizations.

2.16.2 Make emergency policy decisions and declare a state of emergency or disaster.

2.16.3 Approve and provide for emergency expenditures.

2.16.4 Request assistance from state, federal, and volunteer organizations and agencies.

2.16.5 Provide for and authorize the release of information and instructions to the public.

2.16.6 Determine protective actions to be taken by the public based on recommendations from the STPEGS Emergency Director and/or the Department of State Health Services (DSHS).

2.16.7 Approve radiological exposures for County emergency response personnel in excess of Department of State Health Services (DSHS) administrative limits, up to the Environmental Protection Agency (EPA) limits.

2.16.8 Approve the administration and use of Potassium Iodide (KI) for County Emergency Workers.

2.16.9 Assist the STPEGS by supporting the evacuation of onsite personnel.

2.16.10 Assist the state in controlling physical movement of food.

3.0 References

3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios

3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response

3.3 Emergency Management Plan, Annex W, Procedure 13, 'Emergency Operations Center Concept of Operations and Activation'

3.4 Emergency Management Plan, Annex W, Procedure 14, 'Protective Action Guides'

3.5 Emergency Management Plan, Annex W, Procedure 23, 'Activation of the Public Warning System'

3.6 Emergency Management Plan, Annex W, Procedure 42, 'Exposure Control for Emergency Workers'

3.7 Emergency Management Plan, Annex W, Procedure 63, 'Emergency Alert System Messages and News Advisories'

3.8 State of Texas Radiological Emergency Management Procedures, Procedure 22 to Appendix 7, "Recovery Operations"

3.9 Environmental Protection Agency, EPA/400-R-92-001 "Manual of Protective Action Guides and Protective Actions for Nuclear Incidents"

4.0 Equipment Required

4.1 None

5.0 Precautions and Limitations

5.1 None

6.0 Prerequisites

6.1 An emergency declaration issued by the STPEGS Emergency Director has been received.

7.0 Procedure

7.1 When notified of an **Unusual Event** at the STPEGS by the Sheriff's Office dispatcher, ensure you remain available for further contact by the dispatcher until the event is terminated.

7.1.1 If required to leave the area or if you may become unavailable to respond should the event escalate in severity, direct the dispatcher to contact the alternate Emergency Management Director.

7.2 When notified of an **Alert, Site Area Emergency, or General Emergency** at the STPEGS by the Sheriff's Office Dispatcher, report to the EOC and implement Attachment 1, "Emergency Management Director Checklist." Use this checklist as a guide to assist in directing emergency activities.

NOTE
When required by the checklist to make contacts with individuals or agencies outside of the EOC, refer to the Emergency Communications Directory.

8.0 Attachments

8.1 Attachment 1, Emergency Management Director Checklist

8.2 Attachment 2, Mayor's Checklist

8.3 Attachment 3, Hostile Action Based Checklist

8.4 Attachment 4, Instructions for Requesting Disaster Declaration

8.5 Attachment 5, Request for Emergency Declaration

8.6 Attachment 6, Declaration of Local Disaster (County)

8.7 Attachment 7, Nuclear Energy Liability Insurance

8.8 Attachment 8, Initial Emergency Operations Center (EOC) Briefing Sheet

8.9 Attachment 9, Acronyms List

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 1 of 18)

Name _____ Date _____

ACTION	TIME/LOG

I. ALERT

NOTE

If this emergency is due to a HOSTILE ACTION BASED (HAB) event at STPEGS it is IMPORTANT that resources, law enforcement, fire, and medical services are priority. An Incident Command Post and Offsite Staging Area should be established using Attachment 3 "Hostile Action Based Event Checklist" and Procedure 75 "STP Onsite Assistance Coordination".

1. Report to the EOC Security Post, sign in, and receive a badge. _____

2. Supervise the setup of the EOC, if Emergency Management Coordinator or Sheriff has not arrived. Utilize Procedure 13, "EOC Concept of Operations and Activation," Attachment 1, "EOC Activation Checklist." Resolve any problems encountered. _____

3. Review the Offsite Agency Notification Message Form(s) with the Emergency Management Coordinator. The form should be available at the EOC facsimile machine or from the Dispatcher's office.

4. Obtain a briefing of the current plant status from the Emergency Management Coordinator or the STPEGS Emergency Director. LOG

NOTE

If the event occurs during hours other than normal working hours, the Emergency Operations Facility (EOF) staff may not arrive for up to 75 minutes. The Offsite Agency Notification Message Form, item 3 identifies the facility i.e., Control Room (CR), Technical Support Center (TSC) or Emergency Operations Facility (EOF) where the Emergency Director can be located. If necessary, contact the Emergency Director at the indicated facility for clarification of plant conditions.

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
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ACTION	TIME/LOG

5. Initiate and maintain an Emergency Action Log

   a. Track telephone calls, key information obtained, actions taken, and other information needed to document the response actions taken.

   b. Maintain the log until termination of the emergency.

6. Verify with the Emergency Management Coordinator and Communications Officer that all required notifications have been completed. Verify the following key personnel are available to respond to the EOC.

   - Emergency Management Director _____
   - Emergency Management Coordinator _____
   - Sheriff _____
   - Communications Officer _____
   - Transportation Officer _____
   - Public Information Officer _____
   - Radiological Officer _____
   - Reception Center Coordinator _____
   - Security Officer _____

7. If conditions warrant (i.e., STPEGS reports plant conditions are degrading or a position of monitoring and preparing is needed to allay public concern), consideration should be given to fully activating the EOC. If activation becomes necessary, it should be accomplished in accordance with Steps 5 through 9 of Section II, Site Area Emergency, of this checklist. N/A

8. Notify or ensure notification of Department and Agency Heads, in your chain of command, of the Alert. _____

Matagorda County	Bay City	Palacios
Commissioners	Councilmen/women	City Manager
County Auditor	City Attorney	Councilmen/women
Fire Departments (rural)	Chief of Police	City Attorney
County Attorney	City Treasurer	Chief of Police
Treasurer	Public Works Director	City Treasurer
Tax Assessor/Collector	Fire Department	Public Works Director

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
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ACTION		TIME/LOG
9.	Determine if any additional organizations or personnel should be notified and/or activated and instruct the Emergency Management Coordinator to ensure notifications are complete.	LOG
10.	Upon the arrival of key staff, coordinate the following activities:	____
	a. Provide the initial briefing on the status of the emergency using Attachment 7, Initial Emergency Operations Center (EOC) Briefing Sheet.	
	b. Instruct the EOC staff to implement their procedures and to be prepared to provide a briefing on available resources (i.e., personnel, equipment, etc.) to support the emergency response.	
11.	Ensure the Emergency Management Coordinator contacts DPS, Pierce and provides a briefing of the status of the County response actions.	___
12.	Upon activation of the Joint Information Center, ensure the Public Information Officer is dispatched to the facility.	

NOTE

During a Hostile Action Based (HAB) incident, consider areas where hostile activity has occurred when determining which protective actions to implement.

13.	Discuss with the Transportation Officer and Emergency Management Coordinator whether special actions for the Tidehaven or Matagorda Independent School Districts should be taken such as:	LOG

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST

Attachment 1
(Page 4 of 18)

ACTION			TIME/LOG
	a.	If school is in session: • Positioning school buses at the schools in case an evacuation is needed. (Transportation Officer responsibility) • Recommending early dismissal of schools. Notify affected School Superintendents. (Transportation Officer responsibility) • Recommending a precautionary evacuation of the schools to a designated location.	_____
	b.	If school is not in session: • Canceling classes for the day. • Canceling after hours extra curricular activities (e.g., clubs, sporting events, etc.).	_____
	c.	If Hostile Action Based threat occurs: • Consider if evacuation routes are safe to travel • Recommend lock-down / shelter-in-place of students if it is deemed safer than evacuation.	_____
	d.	Issuing news advisories concerning the status of the schools and the actions that have been taken relating to school children. (PIO staff responsibility)	_____
14.		Coordinate with the Public Information Officer (PIO) or Public Information Writer to issue a news advisory.	_____
15.		Ensure Emergency Management Coordinator maintains periodic contact with DPS, Pierce Lieutenant and the STPEGS Support Organization Director.	LOG

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 5 of 18)

ACTION	TIME/LOG
16. Ensure staffing is available for 24 hour coverage by directing the EOC Administrative Assistant to establish a roster of positions with the names of primary and alternates listed.	_____

> **NOTE**
> If it appears the event will be of a long duration, establish a time when the second shift should take over EOC operations and inform these individuals to get some rest before their shift begins.

17. If the emergency is of a long duration, perform shift turnovers in accordance with Section IV. Shift Turnover of this checklist.	N/A
18. If the emergency is terminated by STPEGS, proceed to Section VI. Termination, of this procedure.	LOG
19. Maintain the Alert classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist.	LOG

ACTION **TIME/LOG**

II. SITE AREA EMERGENCY

NOTE

If this emergency is due to a HOSTILE ACTION BASED (HAB) event at STPEGS it is IMPORTANT that resources, law enforcement, fire, and medical services are priority. An Incident Command Post and Offsite Staging Area should be established.

1. If the emergency escalates, formally announce the new classification to the EOC staff. _____

   a. Direct EOC staff to proceed to the appropriate checklist in their procedure.

   b. Remind personnel, when time permits, to go back and complete applicable steps in Section I. Alert of this procedure.

   c. Ensure status boards are promptly updated with current, concise and accurate emergency status.

2. Review the Offsite Agency Notification Message Form with the Emergency Management Coordinator. _____

NOTE

If the event occurs during hours other than normal working hours, the Emergency Operations Facility (EOF) staff may not arrive for up to 75 minutes. The Offsite Agency Notification Message Form, item 3 identifies the facility i.e., Control Room (CR), Technical Support Center (TSC) or Emergency Operations Facility (EOF) where the Emergency Director can be located. If necessary, contact the Emergency Director at the indicated facility for clarification of plant conditions.

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
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ACTION	TIME/LOG

3. When notified the STPEGS Emergency Operations Facility (EOF) is activated, contact the STPEGS Emergency Director in the EOF, review the status of the situation, and as appropriate, ask for the Supplemental Notification Form to be issued to the County whenever conditions change for the remainder of the emergency.

4. If not already accomplished at the Alert, verify with the Emergency Management Coordinator the EOC is ready for activation when the following three conditions are met:

   a. The EOC equipment is operational or a functional method has been devised to overcome equipment problems.

   b. Minimum staffing has been satisfied per Annex W Procedure 13, "Emergency Operations Center (EOC) Concept of Operations and Activation." Minimum staffing includes:

      - Emergency Management Director
      - Emergency Management Coordinator
      - Sheriff
      - Public Information Officer
      - Communications Officer
      - Radiological Officer
      - Transportation Officer
      - Reception Center Coordinator
      - Security Officer

> **NOTE**
>
> If the Mayor(s) of Bay City and Palacios are present in the EOC, ensure they implement Attachment 2, Mayor's Checklist.

5. Announce to the EOC staff the EOC is fully activated at this time and you (say your name) are the Emergency Management Director. _____

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST

Attachment 1
(Page 8 of 18)

ACTION		TIME/LOG
6.	Ensure the Emergency Management Coordinator notifies the STPEGS Support Organization Director (ask for name) in the EOF that the Matagorda County EOC is fully activated.	_____
7.	Ensure the Emergency Management Coordinator notifies DPS, Pierce, that the Matagorda County EOC is fully activated.	_____
8.	Direct the issuance of EAS messages in conjunction with the Emergency Management Coordinator and Sheriff.	_____
9.	If a request from the STPEGS is received for support of evacuated STPEGS site employees, direct the Reception Center Coordinator to activate the Reception Center(s).	_____
10.	In the event schools are unable to evacuate prior an offsite release at STP, a Reception Center will be activated (if not already done so) and students will be transported there for monitoring and decontamination instead of being taken to their pre-designated host schools.	_____
11.	Request the Emergency Management Coordinator to initiate and send an 'Initial Disaster Report' to the Disaster District office at DPS in Pierce, Texas.	_____
12.	Request Mayors and Precinct Commissioners to organize an inventory of supplies, equipment, and personnel that can be made available.	_____
13.	Request activation of off-duty City/County personnel who are needed to support the emergency response through the Mayors and Precinct Commissioners.	_____

NOTE

Ensure EOC staff does not wait for the briefing, is new information requires an immediate response.

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 9 of 18)

ACTION	TIME/LOG
14. Establish hourly (approximately) status briefings to be conducted in the EOC. Coordinate briefings with the STPEGS Emergency Director to avoid conflicts	LOG

a. Inform EOC personnel 5 minutes before each briefing to prepare key information. The following positions will be expected to provide a briefing:

- Emergency Management Coordinator
- Commissioner (if present)
- Mayors (if present)
- Sheriff
- Transportation Officer
- Radiological Officer
- Reception Center Coordinator
- Public Information Officer
- STPEGS Representative (if present)
- Federal Agency Representative (if present)
- DSHS Representative (if present)

b. Limit briefings to 10 minutes (i.e., 1-2 minutes per person). Should issues require discussion or evaluation be introduced, arrange a separate meeting with individuals affected.

15. Ensure Emergency Management Coordinator maintains periodic contact with DPS, Pierce and the STPEGS Support Organization Director.

16. Periodically review activities of the EOC staff, and determine if additional support is needed from outside resources.

a. Direct the Emergency Management Coordinator to request support from the appropriate organizations.

b. Assign an EOC Liaison to coordinate requested support.

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
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ACTION	TIME/LOG

c. Additional support resources may include, but are not limited to:
- Peripheral Counties through DPS, Pierce
- Local DPS Troopers
- Local Game Wardens
- Additional communications personnel such as HAM Radio Operators
- All State Agencies through DPS, Pierce as listed in Attachment 18 to the Basic Plan
- Federal Agencies through DPS, Pierce

17. Ensure contact is maintained with the County Public Information Officer (PIO) in the Joint Information Center and keep this person informed of EOC activities. — LOG

18. If the emergency is terminated by STPEGS, proceed to Section VI. Termination, of this procedure. — LOG

19. Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate sections of this checklist. — LOG

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 11 of 18)

ACTION **TIME/LOG**

III. GENERAL EMERGENCY

CAUTION

STPEGS shall provide recommended public protective actions at a General Emergency. Once they are received, postpone completion of the steps on the 'Site Area Emergency' checklist and complete the next four steps without delay.

1. If the emergency escalates, formally announce the new classification to the EOC staff.

   a. Direct EOC staff to proceed to the General Emergency checklist in their procedures. _____

   b. Remind personnel, when time permits, to go back and complete applicable steps in Section II. SITE AREA EMERGENCY of this procedure. _____

   c. Ensure status boards are promptly updated with accurate, concise and current emergency status. _____

NOTE

The Offsite Agency Notification Message Form, item 3, identifies the facility, i.e., the Control Room (CR), Technical Support Center (TSC), or Emergency Operations Facility (EOF), where the STPEGS Emergency Director can be located. If necessary, contact the Emergency Director at the indicated facility for clarification of plant conditions or recommended protective actions.

2. Review the Offsite Agency Notification Message Form with the Emergency Management Coordinator. _____

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 12 of 18)

ACTION	TIME/LOG

NOTE

Per SAFER (Strategic Alliance for FLEX [Diverse and Flexible Coping Strategies] Emergency Response), if the event is a STP major nuclear accident, STP may require accessibility to a pre-planned secured Staging Area (Matagorda County Fairgrounds or Wharton County Youth Fairgrounds) for delivery of emergency response equipment from one of the Regional Response Centers (RRCs) via ground and/or air. Ensure roads accessing the requested staging area are cleared of any debris and coordinate this activity with Disaster District 16 (DD16) Department Public Safety (DPS) office in Pierce, TX. Any additional State required assets (i.e., supplies, equipment, manpower, etc.) will also be requested via (DD16, DPS Pierce). Validate Law Enforcement Officers have been dispatched to the requested Staging Area location.

3. Based on the Protective Action Recommendations issued as part of the Offsite Agency Notification Message Form from STPEGS, implement Annex W, Procedure 14, 'Protective Action Guides.' _____

4. Upon approving the Protection Action Recommendation (PAR), direct the issuance of an EAS message in conjunction with the Emergency Management Coordinator and Sheriff. _____

5. If not already accomplished, direct the Matagorda County Reception Center Coordinator to activate the Reception Center(s). _____

6. In the event schools are unable to evacuate prior to an offsite release at STP, a Reception Center will be activated (if not already done so) and students will be transported there for monitoring and decontamination instead of being taken to their pre-designated host schools. _____

7. Direct the Sheriff to develop and implement Traffic and Access Control Points for the affected areas. _____

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 13 of 18)

ACTION	TIME/LOG

> NOTE
>
> Whenever public protective actions change, ensure the Sheriff assesses the need to modify the established traffic and access control points and if necessary, implements changes. In addition, if STPEGS provides a recommendation of a PAR beyond 10-miles, refer to Procedure 14, Protection Actions Guides for additional procedure guidance.

8. Provide approval for County Emergency Workers to exceed radiation exposure administrative limits if extraordinary measures are needed to protect the public or perform lifesaving actions.

9. Provide approval for County Emergency Workers who will be entering the 10 mile EPZ to take Potassium Iodide (KI) if recommended by the Department of State Health Services (DSHS) or STPEGS. — LOG

10. Ensure hourly (approximately) status briefings are conducted in the EOC. Coordinate county briefings with STPEGS Emergency Director to avoid conflicts. — LOG

    a. Inform EOC personnel 5 minutes before each briefing to prepare key information. The following positions will be expected to provide a briefing:

    - Emergency Management Coordinator
    - Mayors (if present)
    - Sheriff
    - Communications Officer
    - Transportation Officer
    - Radiological Officer
    - Reception Center Coordinator
    - Public Information Officer/Writer
    - STPEGS Representative (if present)
    - Federal Agency Representative (if present)
    - DSHS Representative (if present)

    b. Limit the briefings to 10 minutes (i.e., 1-2 minutes per person)

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 14 of 18)

ACTION		TIME/LOG
11.	Request a Presidential Disaster Declaration, if necessary, by letter to the Governor. Refer to Attachment 3, Instructions for Requesting Disaster Declaration.	
12.	Declare a local disaster using Attachment 5, Declaration of Local Disaster, if necessary.	_____
13.	Maintain periodic contact with DPS, Pierce and the STPEGS Emergency Director in the EOF. Provide a status of County activities underway. Request support, as needed.	LOG
14.	Ensure an 'Operational Situation Report' is sent at the end of each day to the Disaster District office at DPS Pierce, Texas. The report will be initiated by the Emergency Management Coordinator.	_____
15.	Continually reassess data and information available on the current situation and the prognosis for future developments to determine if protective actions should be expanded or changed.	_____
16.	Review activities of the EOC staff, and determine if additional support is needed from federal or state organizations. Direct the Communications Officer to request support of the appropriate organizations. Assign an EOC coordinator to coordinate requested support.	LOG
17.	Assist with the setup of the Federal Response Center at the Bay City Civic Center by coordinating activities through the Bay City Mayor, DSHS and federal liaison, if available.	LOG
18.	Ensure contact is maintained with the County Public Information Officer (PIO) in the Joint Information Center (JIC) and keep this person informed of protective actions determined necessary for the public and of EOC activities (e.g., Reception Centers, status of schools, etc.).	
19.	Once the emergency has been terminated, initiate County recovery activities using Section V. Recovery/Re-Entry/Return, of this checklist.	LOG

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 15 of 18)

ACTION	TIME/LOG
IV. SHIFT TURNOVER	
1. Provide a briefing of events to the relief person and include the following: a. Review completed checklist b. Review log c. Review status boards	_____
2. Inform the EOC staff of the transfer of responsibilities to the oncoming shift replacement.	_____
3. Update Staffing Board.	_____
4. Agree to your return time.	_____
5. Document names, date, and time of turnover.	LOG

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 16 of 18)

ACTION	TIME/LOG

V. RECOVERY/RE-ENTRY/RETURN

1. Announce to the EOC staff that Recovery has been declared. _____

2. Declare a local disaster using Attachment 5, Declaration of Local Disaster (County) if necessary, and if not already completed. _____

3. Direct the EOC Staff to develop a list of activities and tasks which should be completed as part of the recovery effort using their 'Recovery Activities Lists. Consideration should be given to restoration of services and facilities (i.e., schools, industry, etc.). _____

4. Activate the Damage Assessment Team to gather information and prepare reports to be sent to the necessary State and Federal agencies. (Refer to Damage Assessment Team list kept on file in the Dispatchers' Office). _____

5. Coordinate with the Department of State Health Services (DSHS) to determine areas where re-entry can be allowed and stay times to confirm acceptable return levels for any areas evacuated, to determine the areas in which return can be permitted, and to assess the need for relocation of population, including, special facilities, transportation, and clothing needs of those affected by evacuation. LOG

6. Ensure Emergency Management Coordinator is implementing Recovery/Re-Entry Return per procedure. _____

7. Keep the public informed of the situation and the status of activities underway through periodic news advisories. LOG

8. Provide a Disaster Situation Outline/Situation Report (kept on file in the EOC) to the Governor of Texas as soon as possible. _____

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 17 of 18)

ACTION		TIME/LOG
9.	Work with American Nuclear Insurers (ANI) in seeking direct reimbursement for costs incurred during evacuation by the County in providing emergency food, shelter, transportation, or police services. Refer to Attachment 6, Nuclear Energy Liability Insurance.	LOG
10.	Deactivate positions no longer required.	_____
11.	Terminate County recovery activities when recommended by the Department of State Health Services (DSHS) and the Emergency Management Coordinator, and implement steps 4, 5, and 6 of section VI. Termination, of this checklist.	LOG

EMERGENCY MANAGEMENT DIRECTOR CHECKLIST
Attachment 1
(Page 18 of 18)

ACTION	TIME/LOG

VI. TERMINATION

1. Announce termination of the emergency condition to the EOC staff. _____
2. Issue a news advisory that the emergency has been terminated. _____
3. Provide a list of supplies or forms that need replenishing to the EOC Administrative Assistant. _____
4. Assign a committee and a chairperson to develop a report of the actions taken by Matagorda County in response to the incident. _____
5. Direct the Sheriff and Emergency Management Coordinator to deactivate the EOC in accordance with Annex W, Procedure 13, 'EOC Concept of Operations and Activation.' _____
6. Direct the Matagorda County Reception Center Coordinator to deactivate the Reception Centers. _____
7. Direct the Sheriff to notify County Emergency Workers in the field. _____
8. Collect and organize, in chronological order, all documents, checklists, and logs. _____
   a. Ensure checklists and logs are signed.
   b. Submit documents to the Administrative Assistant.
9. Dismiss the EOC staff. N/A

MAYOR'S CHECKLIST
Attachment 2
(Page 1 of 3)

Name _____ Date _____

ACTION	TIME/LOG

This checklist is to be implemented at the **Alert, Site Area Emergency or General Emergency Classification** by the Mayors of Bay City and Palacios to ensure City resources are available to support the emergency response effort, including a Hostile Action Based Event. As the Emergency Classification level changes, update the appropriate steps.

1. Ensure key department heads are contacted and provided a briefing on the status of the emergency. LOG

BAY CITY	PALACIOS
City Councilmen/women	City Manager
City Attorney	City Councilmen/women
Chief of Police	City Attorney
Fire Chief	Chief of Police
City Treasurer	Fire Chief
Public Works Director	City Treasurer
	Public Works Director

2. Instruct department heads to assess available resources to support the emergency response. LOG

   a. Inventory equipment/supplies (i.e., cones, barricades, fire trucks, flashlights, etc.).
   b. Inspect all vehicles and equipment, including reserve fuel supply.
   c. Assess available staff/volunteers who may be needed to support the emergency response.
   d. Report back any shortages or unmet needs.
   e. Request telephone number(s) for call back purposes.

ACTION	TIME/LOG

3. Ensure Department heads contact staff/volunteers and place them on standby. _____

4. Notify (or coordinate with) the Fire Chief to review the following activities: _____

   a. Ensure the Fire Department has sufficient volunteers to perform route alerting if required.

   b. Prioritize vehicles equipped with PA systems to perform route alerting.

   c. If route alerting is requested, assemble volunteers at the Fire Station and review route alerting procedures.

   d. If requested, dispatch a pumper truck and department personnel to the Bay City and/or Palacios Reception Center(s) to assist with decontamination of evacuee vehicles.

   e. Ensure the Fire Department has volunteers to assist the Police Department with local traffic and access control points, as required.

   f. Ensure assigned personnel receive a radiological briefing and appropriate supplies, if entering the 10 mile EPZ.

5. Notify the Precinct Commissioner or the Public Works Director to review the following:

   a. Key roads and highways to determine if any potential or actual impediments exist.

   b. Available staff and equipment to assist with the setup (i.e., cones, barricades, etc.) of the Bay City and/or Palacios Reception Centers.

   c. Provide periodic updates to the cities of Bay City and Palacios.

MAYORS CHECKLIST
Attachment 2
(Page 3 of 3)

ACTION	TIME/LOG

6. Notify (or coordinate with) the Police Chief to review the following activities: _____

   a. Available personnel to provide second shift staffing of Traffic and/or Access Control Points.

   b. Available personnel to assist with security at the Bay City and Palacios Reception Centers. _____

   c. Available personnel to assist with Route Alerting if required.

   d. Available personnel to assist with Joint Information Center security.

   e. Ensure personnel receive a radiological briefing and appropriate supplies, if entering the 10 mile EPZ.

7. Provide periodic emergency status updates to key staff.

8. Reserve hotel/motel space for federal and state officials assisting with the emergency response, if so requested.

9. Ensure City Treasurer maintains a record of all city expenditures associated with the emergency response effort.

10. In Bay City, ensure the Civic Center is available to accommodate State and Federal resources (i.e., personnel and equipment).

11. If requested by STPEGS, ensure the Bay City Service Center is available to support utility, State, and Federal personnel.

12. Consider using the auto dialers (Bay City, Palacios) to provide periodic updates of the emergency.

13. On an hourly basis, contact and brief key department heads.

HOSTILE ACTION BASED CHECKLIST

Attachment 3
(Page 1 of 2)

Name _____ Date _____

ACTION	TIME/LOG

I. HOSTILE ACTION BASED EVENT

1. Upon notification of an accelerated call for a Hostile Action Based (HAB) event at STP, instruct the Dispatch Office to activate the EOC via the auto dialer system. _____

2. If the EOC is not activated and STP has declared a Site Area Emergency (SAE), instruct the Dispatch Office to issue the default SAE EAS Message, activate the sirens, and fax the EAS Message to the National Weather Service. _____

> **NOTE**
>
> Procedure 75 "STP Onsite Assistance Coordination" should be implemented for a HAB or natural disaster event.

3. Upon arrival at the EOC, ensure an Incident Command Post (ICP) and an Offsite Staging Area (OSA) are staffed and activated. Ensure law enforcement, fire departments, Public Information Officer and Emergency Medical Services (if needed) are available to staff ICP and OSA. _____

4. Ensure these emergency workers receive a radiological briefing on emergency response conditions and receive dosimetry and needed supplies before instructing them to deploy to their assigned locations.

5. In conjunction with the Unified Command team, perform an assessment of the HAB event. _____

6. Ensure appropriate resources are obtained and dispatched. _____

HOSTILE ACTION BASED CHECKLIST
Attachment 3
(Page 2 of 2)

ACTION	TIME/LOG
7. If additional personnel, equipment and supplies are required for on scene response, and for Traffic and Access Control Points, Reception Center support, etc. ensure the Emergency Management Coordinator obtains the resources from DPS Pierce State of Texas Access Request (STAR) form or adjoining counties.	_____
8. Review and approve all information from the ICP to the Joint Information Center staff prior to information being released to the media.	_____
9. Conduct briefings with ICP and OSA staff prior to the EOC briefings.	_____

INSTRUCTIONS FOR REQUESTING DISASTER DECLARATION

Attachment 4
(Page 1 of 1)

Submission of a Disaster Situation Outline/Situation Report (kept on file in the EOC), along with a letter addressed to the Governor from the Emergency Management Director, constitutes the initial appeal for federal disaster financial assistance. The letter should include a brief description of the event, a statement that the calamity has overwhelmed the capacity of the County to independently recover, and a request that the Governor ask the President to declare the County eligible to receive federal disaster assistance under the provisions of Government Code, Chapter 418, as amended. The Disaster Situation Outline/Situation Report should be completed as fully as possible. In cases in which exact figures are unavailable, estimates are acceptable. If a category does not apply, leave blank or put N/A.

Completion of the form and the letter should be accomplished within 24 hours or as soon as possible during or after the emergency.

Fax a copy, then mail the form to the Coordinator, Division of Emergency Management, Department of Homeland Security, Texas' Division of Emergency Management, 5805 N. Lamar, Austin, TX 78773-0001.

This form and letter comprise the preliminary petition. It is understood the data is subject to revision and refinement on the basis of subsequent damage surveys.

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

REQUEST FOR EMERGENCY DECLARATION
Attachment 5
(Page 1 of 2)

The Honorable _____ Date: _____
Governor of Texas
c/o State Coordinator
Division of Emergency Management
P.O. Box 4087
Austin, Texas 78773-0001

Dear Governor _____:

The County/City of _____, Texas, is facing significant threats to life, health and property due to (provide description):

_____
_____
_____
_____
_____
_____
_____
_____

The potential impact of this threat is (provide estimate of impact):

_____
_____
_____
_____

I have determined that this incident is of such severity and magnitude that an effective response is beyond the capability of the city to control. Pursuant to §433.001 of the Texas Government Code, I am requesting you declare a state of emergency for Texas, and issue appropriate directives to deal with the emergency; including (what measures you want Governor to take):

_____
_____
_____
_____

REQUEST FOR EMERGENCY DECLARATION

Attachment 5
(Page 2 of 2)

Furthermore, I am asking successive proclamations be issued and remain in effect until the threat of loss of life, injury, or damage property is contained.

A timely response to this request would be appreciated.

_____
County Judge/Mayor*
(Signature)

** NOTE: The statue provides that either the chief elected or the governing body of a city or county may request the Governor issue an emergency declaration. If a governing body makes a request, this letter should be appropriately modified.*

EMERGENCY MANAGEMENT DIRECTOR
Procedure 10

DECLARATION OF LOCAL DISASTER (COUNTY)
Attachment 6
(Page 1 of 1)

WHEREAS, the County/City of _____ on the _____ day of _____, 20___ has suffered widespread or severe damage, injury, or loss of life or property (or there is imminent threat of same) resulting from _____ _____;

and

WHEREAS, the Judge of the County of Matagorda has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property;

NOW, THEREFORE, BE IT PROCLAIMED BY THE COUNTY JUDGE OF MATAGORDA COUNTY:

1. A local state of disaster is hereby declared for _____ pursuant to §418.108(a) of the Texas Government Code.

2. Pursuant to §418.018(b) of the Government Code, the state of disaster shall continue for a period of not more than seven days from the date of this declaration unless continued or renewed by the Commissioner's Court of _____.

3. Pursuant to §418.018(c) of the Government Code, this declaration of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the County Clerk.

4. Pursuant to §418.018(d) of the Government Code, this declaration of a local state of disaster activates the county emergency management plan.

5. This proclamation shall take effect immediately from and after its issuance.

ORDERED this the _____ day of _____, 20_____.

_____
County of Matagorda, Texas, County Judge

ATTEST:

_____
Matagorda, County Clerk

NUCLEAR ENERGY LIABILITY INSURANCE

Attachment 7
(Page 1 of 2)

The following is a synopsis of a document sent to Brokers and Risk Managers, representing power reactor insured, by John L. Quattrocchi, Vice President, Underwriting on December 14, 1992.

American Nuclear Insurers (ANI) provides new coverage to STP's Nuclear Liability Insurance Policies (Coverage D). The coverage was effective June 1, 1993, and will reimburse the State, or political subdivisions of the State (i.e., County Sheriff, DPS, School Districts, etc.), for the following expenses:

Reasonable additional costs necessarily incurred by the State or political subdivision to provide for the following in the event evacuation of the public from the 10 mile Emergency Planning Zone is recommended.

1. Emergency food
2. Shelter
3. Transportation
4. Police Services

ANI will pay for reasonable expenses up to 30 days immediately following an evacuation if the following occur:

1. The incident caused or posed an imminent danger of bodily injury or property damage from the nuclear energy hazard, during the police period.

2. If the evacuation is reasonable and necessary to protect the public and is initiated by the State or political subdivision official authorized by State law (i.e., County Judge) to initiate an evacuation.

The following are exclusions that ANI will not provide coverage for:

1. Any incident involving nuclear weapons.

2. Any incident due to war, civil war, insurrection, rebellion, resolution, etc.

3. Additional costs incurred for services rendered by a charitable organization.

4. Obligations covered by workers compensation, unemployment, or disability benefit laws.

NUCLEAR ENERGY LIABILITY INSURANCE

Attachment 7
(Page 2 of 2)

To file a claim for costs covered under Coverage D the agency must:

1. Complete a statement of all additional costs claimed for the evacuation to include:

   a. Why evacuation was recommended
   b. Who recommended evacuations
   c. When and where evacuation occurred

2. Relate each and every cost to the evacuation.

3. Send a Proof of Loss to ANI within 12 months of evacuation.

4. Provide for examination of all records and knowledgeable persons by ANI.

INITIAL EMERGENCY OPERATIONS CENTER (EOC) BRIEFING SHEET (TYPICAL)

Attachment 8

Upon EOC ACTIVATION, Announce the following:

- **The EOC is officially activated at _____AM/PM. I am County Judge _____ and am acting in my official capacity as Emergency Management Director.**
- **If this is a drill, say "This is a drill". Use prior to and at the conclusion of each telephone or radio transmission.**
- **The clock on the wall is the official time. Please reset your watches.**
- **If you have a pager or cell phone, please place in the silent mode ("on stun").**
- **There will be hourly briefings or when there is a major change in emergency status. When these are taking place, I ask everyone hold telephone calls and pay special attention. I also ask that when giving your briefings, do so clearly and loudly and if possible, stand up. End the briefing with "This concludes my briefing". All EOC staff shall respond "I understand".**
- **If additional support is needed or important information needs to be known, come to me immediately. Do not wait for the hourly briefing.**
- **The following positions will be expected to provide a briefing :**
  1) **Emergency Management Coordinator**
  2) **Matagorda County Sheriff**
  3) **Commissioners**
  4) **Mayors**
  5) **Transportation Officer**
  6) **Radiological Officer**
  7) **Reception Center Coordinator**
  8) **Hospital Representative**
  9) **Public Information Officer**
  10) **STPEGS Representative (If present)**
  11) **Coast Guard (If present)**
  12) **DSHS Representative (If present)**
- **DPS Pierce, Disaster District Office will be contacted hourly & Disaster Summary Outline prepared at the end of each day and faxed to the Division of Emergency Management.**

INITIAL EMERGENCY OPERATIONS CENTER (EOC) BRIEFING SHEET (TYPICAL)

Attachment 8
(Page 2 of 2)

- **Public Information Officer: Please begin work on the initial news release and be prepared to issue an Emergency Alert System (EAS) message if an SAE is declared. Should there be a need for an EAS message, do not issue one without my signature. I will not consider the EAS message official until I sign and put the time on the document. Stamp the approved message with the word "Drill," if it is in fact a drill.**
- **Transportation Officer: Establish and periodically maintain contact with the County School Superintendents and provide them with the emergency status. Should the event escalate to Site Area Emergency, be prepared to evacuate Tidehaven and Matagorda School, as well as contacting the Superintendents.**
- **Reception Center Coordinator: Determine readiness of the Reception Center or readiness to activate the facility should the South Texas Project personnel or the public require evacuations. In addition, ensure the appropriate mass care shelters (congregate care, respite care, multiply outside agencies) are available to support an evacuation.**
- **Mayors and Commissioner: Begin organizing supplies, equipment, and personnel that can be made available to support the event.**
- **Emergency Management Coordinator: Send initial disaster Summary Outline to DPS Pierce Disaster District Office. Ensure appropriate EOC positions are filled or replacements are assigned.**
- **Matagorda County Sheriff: Determine if there are any unusual circumstances (i.e. bridges out, road repair, wreck, bad weather, etc.) that may impede an evacuation.**
- **Should this event escalate, please go at once to the appropriate section of your procedure. As time permits, go back and complete all procedure steps.**
- **Keep the facility quiet, calm, and organized.**
- **Reference and continually follow procedures. Record time each step was completed on the Emergency Action Log. These may become public and legal documents.**
- **The first briefing will be in 30 minutes. I will announce hourly, 5 minutes prior to holding a briefing, to provide preparation time.**
- **If you need to leave the EOC for any length of time, check with security, and the Emergency Management Coordinator and ensure you brief your replacement.**
- **Contact your back-up and ensure they are prepared to relieve you. Event is estimated to last for _____ hours. Shift and relief should be prepared to come in at _____ (time).**

ACRONYMS LIST
Attachment 9

Acronym	Applies To
ACP	Access Control Point
DHS	Department of Homeland Security
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
DSHS	Department of State Health Services
EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPD	Electronic Personal Dosimeter
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
NRC	Nuclear Regulatory Commission
ORO	Offsite Response Organization
PAD	Protective Action Decision
PAG	Protective Action Guide
PAR	Protective Action Recommendation
PIO	Public Information Officer
SOC	State Operations Center
STPEGS	South Texas Project Electric Generating Station
TDEM	Texas Division of Emergency Management
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter

Matagorda County Annex W Procedure
Procedure 10
Emergency Operations Center
Emergency Management Director (Procedure 10, Rev 14)

Change Number	Reference Number	Change	Reason
1.	Global Change	Matagorda County Reception Center Care Director to Matagorda County Reception Center Coordinator	Name Change
2.	Global Change	McAllister Reception Center to Bay City Reception Center	Location and name change
3.			

MATAGORDA COUNTY
ANNEX W IMPLEMENTING PROCEDURES

MATAGORDA COUNTY RECEPTION CENTER COORDINATOR

Procedure 70

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Attachment 2 – Briefing Sheet P-70-11
Attachment 3 - Recovery Activities List P-70-15
Attachment 4 – Acronyms List P-70-16

Effective Date: June 1, 2017

APPROVED:

Matagorda County Reception Center Director

Emergency Management Coordinator

County Judge

MATAGORDA COUNTY RECEPTION CENTER COORDINATOR

Procedure 70

1.0 Purpose

1.1 This procedure specifies the actions to be completed by the Matagorda County Reception Center Coordinator in the Matagorda County Emergency Operations Center (EOC) during a declared emergency at the South Texas Project Electric Generating Station (STPEGS).

1.2 This procedure implements the requirements of the Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios and the Emergency Management Plan, Annex W, Fixed Nuclear Facility Response specific to the Matagorda County Reception Center Coordinator.

2.0 Discussion

2.1 The Matagorda County Reception Center Coordinator supports the Matagorda County EOC Emergency Management Coordinator by communicating with the Reception Center Director and Respite Facility Manager(s) to ensure their facility needs are adequately addressed and operations at these facilities are effectively maintained.

2.2 Matagorda County maintains agreements with Palacios ISD as well as the Matagorda County Hospital District for the use of their facilities for both Reception Center(s) and possible Respite Facility purposes. Matagorda County will also maintain letters of agreement with other organizations in the County and cities for Respite Facility purposes.

2.3 The Matagorda County Reception Center Director will activate the registration portion of the Reception Center and Respite Facilities at the direction of the Emergency Management Director.

2.4 The Matagorda County Reception Center Coordinator will coordinate the activities of other relief agencies such as the American Red Cross, Salvation Army, and other welfare organizations.

2.5 The Matagorda County Reception Center Coordinator is the primary interface between the Emergency Operations Center and the Reception Center Facilities with the assistance of the Radiological Officer.

2.6 **Recovery** refers to the process of reducing radiation exposure rates and concentrations of radioactive material in the environment to acceptable levels for return by the general public for unconditional occupancy or use after the emergency phase of a radiological emergency.

2.7 **Return** refers to reoccupation of areas cleared for unrestricted residence or use by previously evacuated or relocated populations.

2.8 **Re-entry** refers to temporary entry of individual(s) into a restricted zone under controlled conditions.

3.0 References

3.1 Emergency Management Basic Plan for Matagorda County, Bay City, and Palacios.

3.2 Emergency Management Plan, Annex W, Fixed Nuclear Facility Response.

3.3 Emergency Management Plan, Annex W, Procedure 71, 'Reception Center Operations.'

4.0 Equipment Required

4.1 None.

5.0 Precautions and Limitations

5.1 None.

6.0 Prerequisites

6.1 An emergency has been declared at STP and notification received from Matagorda County to mobilize.

7.0 Procedure

7.1 When notified of an **Alert, Site Area Emergency**, or **General Emergency** at STP by the Sheriffs Office Dispatcher, report to the Matagorda County EOC and implement Attachment 1, Matagorda County Reception Center Coordinator Checklist. Use this checklist as a guide to assist in performing position responsibilities.

> **NOTE**
>
> When required by the checklist to make contacts outside of the EOC, refer to the Emergency Communications Directory.

8.0 Attachments

8.1 Attachment 1, Matagorda County Reception Center Coordinator Checklist

8.2 Attachment 2, Briefing Sheet

8.3 Attachment 3, Recovery Activities List

8.4 Attachment 4, Acronyms List

MATAGORDA COUNTY RECEPTION CENTER COORDINATOR CHECKLIST

Attachment 1
(Page 1 of 7)

Name _____ Date _____

ACTION		TIME/LOG
1.0	**ALERT**	
1.1	Report to the EOC Security Post, sign in, and receive a badge.	_____
1.2	Report to the Emergency Management Coordinator for a briefing on the status of the emergency.	_____
1.3	Initiate and maintain an Emergency Action Log:	LOG
1.3.1	Log telephone calls, key information obtained, actions taken, and any other information needed to document the responses taken.	
1.3.2	Maintain the log until the termination of the emergency.	
1.4	Notify MRMC Wellness & Rehabilitation CEO and Palacios ISD School Superintendent of the potential need to activate the Reception Centers.	_____
1.5	Notify Matagorda County Reception Center personnel responsible for activating the Bay City and Palacios Reception Centers to stand by in the event they are needed to respond to the emergency.	_____
1.6	Activate the Functional Needs Program.	_____
1.7	Notify registered Functional Needs residents of the situation at STP:	_____
1.7.1	Determine required needs if evacuation becomes necessary.	
1.7.2	Ensure they understand NO action is required at this time and NO evacuation has been ordered.	
1.7.3	If evacuation is required, they will be notified a second time and transportation provided as necessary.	
1.8	Coordinate Functional Needs Facility with the hospital (medical needs).	_____
1.9	Maintain the ALERT classification activities until the emergency escalates or terminates then proceed with the appropriate steps of this checklist.	_____

MATAGORDA COUNTY RECEPTION CENTER COORDINATOR CHECKLIST
Attachment 1
(Page 2 of 7)

ACTION	TIME/LOG

2.0 SITE AREA EMERGENCY

2.1 Complete activities in Step 1.0, Alert of this checklist, if applicable and not already completed. _____

2.2 If evacuation of STP is instituted, perform the following:

2.2.1 Notify the Matagorda County Reception Center Director to begin staffing the Reception Center as per Procedure 71, 'Reception Center Operations'. Direct personnel to take supplies from the Matagorda County Office of Emergency Management to the Reception Center. LOG _____

2.2.2 IF requested by the Emergency Management Coordinator to open the Reception Center, coordinate activation of the reception center with the Mon/Decon Supervisor, Reception Center Supervisor, and Transportation Officer. LOG

> **NOTE**
>
> Some Reception Center supplies are stored in a trailer located at the Pct. 1 barn. The combination lock code is 0690.

2.2.3 Coordinate with the Mayor(s) of Bay City and/or Palacios to setup traffic control and security in and around the Reception Center. _____

2.3 Coordinate the following with the Radiological Officer and Matagorda County Hospital District: _____

2.3.1 Contact the local Emergency Medical Services Director to coordinate any additional medical support.

2.3.2 Coordinate with the Hospital District Administrator or designee regarding possible hospital support for medical emergencies at the Reception Center or later at the Respite Facility.

MATAGORDA COUNTY RECEPTION CENTER COORDINATOR CHECKLIST
Attachment 1
(Page 3 of 7)

ACTION		TIME/LOG
	2.3.3 Coordinate with the Hospital District Administrator or designee regarding support to the Reception Center for additional disaster behavioral health support.	
2.4	Coordinate with the Director of Emergency Services if the need exists to activate the Functional Needs Program.	
2.5	Coordinate with the Transportation Office to provide transportation for Functional Needs residents	
2.5	Inform EOC staff of the number of evacuees including those with Functional Needs.	
2.6	Ensure all previous notifications, news advisories, and EAS messages are forwarded to the activated Reception Center.	
2.7	Identify to the Reception Center Manager:	LOG
	2.7.1 Yourself as the Emergency Management Coordinator and the name of the individual acting as the Emergency Management Director at the EOC.	
	2.7.2 Event progression which may be occurring at STPEGS. Use the event board updated by the STPEGS EOC Liaison for this information.	
	2.7.3 Update previous information, as required.	
2.8	When requested by the Emergency Management Director to provide a status update at the hourly EOC briefing, provide the information in Attachment 2, Briefing Sheet plus any additional information of value to the EOC staff.	
2.9	If the emergency is of long duration, perform shift turnovers in accordance with step 4.0, Shift Turnover of this checklist.	
2.10	Maintain the Site Area Emergency classification activities until the emergency escalates or terminates, then proceed with the appropriate steps of this checklist.	

MATAGORDA COUNTY RECEPTION CENTER COORDINATOR CHECKLIST
Attachment 1
(Page 4 of 7)

ACTION		TIME/LOG
3.0	**GENERAL EMERGENCY**	
3.1	Complete activities in Attachment 1, Matagorda County Reception Center Coordinator, Checklist, steps 1.0 Alert through 2.0 Site Area Emergency, if applicable and not already completed.	_____
3.2	If not already accomplished, activate the Reception Center using steps 2.2 through 2.7 in this checklist.	_____
3.3	Activate the Disaster Welfare Inquiry Office.	_____
3.4	Contact appropriate authority for facility selected to be used as Respite Facility and advise them evacuation may be recommended and to begin preparations for facility operations	LOG
3.5	Notify Reception Center Manager when evacuation of the effected zones has been completed, according to the Emergency Management Director or Emergency Management Coordinator.	_____
3.6	Inform EOC staff during the next briefing of the activated shelter	_____
3.6	Request the Reception Center Manager provide names of evacuees to the Disaster Welfare Inquiry Office.	_____
3.7	Provide periodic updates to the Reception Center using the Offsite Agency Notification Message Form and any information available from the status boards and from briefings.	LOG
3.8	When requested by the Emergency Management Director to provide a status update at the hourly EOC briefing, provide the information in Attachment 2, Briefing Sheet plus any additional information of value to the EOC staff.	LOG
3.9	Maintain the General Emergency classification activities until the emergency is terminated and recovery activities are implemented.	LOG

MATAGORDA COUNTY RECEPTION CENTER COORDINATOR CHECKLIST
Attachment 1
(Page 5 of 7)

ACTION		TIME/LOG
4.0	**SHIFT TURNOVER**	
4.1	Provide a briefing of events to the relief person and include the following:	_____
4.1.1	Review completed checklist.	
4.1.2	Review LOG.	
4.1.3	Information on status boards.	
4.1.4	Staff availability.	
4.1.5	Supplies and/or special needs.	
4.2	Inform the Emergency Management Coordinator of the transfer of responsibilities to the on-coming shift replacement.	_____
4.3	Update Staffing Board.	_____
4.4	Agree to your return time.	_____
4.5	Document names, date, and time of turnover.	LOG

MATAGORDA COUNTY RECEPTION CENTER COORDINATOR CHECKLIST
Attachment 1
(Page 6 of 7)

ACTION	TIME/LOG

5.0 RECOVERY/RE-ENTRY/RETURN

5.1 Inform the Reception Center and Respite Facilities, if still activated, of the Recovery Declaration. _____

5.1.1 Maintain public shelter operations until restricted areas are cleared by the Department of State Health Services for evacuees to return.

5.1.2 Notify Respite Facility Managers when restricted areas are opened for evacuees to return.

5.2 Develop a list of activities and tasks which should be completed as a part of the recovery effort using Attachment 3, Recovery Activities List. _____

5.2.1 Provide a copy of the Recovery Activities List to the Emergency Management Coordinator. _____

5.3 Assist in the development of recovery plans. _____

5.4 Ensure Reception Center is ready to support temporary emergency worker processing. _____

5.5 Update the Emergency Management Coordinator on: _____

5.5.1 The number of people requiring assistance.

5.5.2 Type of assistance required.

5.6 Maintain your log until termination of the event. _____

MATAGORDA COUNTY RECEPTION CENTER COORDINATOR CHECKLIST
Attachment 1
(Page 7 of 7)

ACTION	TIME/LOG
6.0 TERMINATION	
6.1 Inform the Reception Center and Respite Facilities, if still activated, of the termination of the emergency condition.	_____
6.2 Collect and organize in chronological order all documents, checklists and logs.	_____
6.2.1 Sign checklists and logs.	
6.3 Submit all documents to the EOC Administrative Assistant in the EOC.	_____

MATAGORDA COUNTY RECEPTION CENTER COORDINATOR

Procedure 70

BRIEFING SHEET
Attachment 2
(Page 1 of 4)
(ALERT CLASSIFICATION)

Date: _____ **Time:** _____ **Briefing #:** _____

County Emergency Director: _____

- **Matagorda County Reception Center Manager placed on alert by the Matagorda County Emergency Management Coordinator** _____
  Time: _____ **POC:** _____

- **Reception Center and shelter staff placed on alert by Reception Center Manager**
  _____
  Time: _____ **POC:** _____

- **Place Functional Needs staff on alert** _____
  Time: _____ **POC:** _____

Matagorda County Reception Center Coordinator reports to the Matagorda County Emergency Management Coordinator at the EOC for a Briefing on the situation at the South Texas Project Electric Generating Station.

Resources placed on standby (circle): Additional Staffing, Mobile Feeding, Emergency Medical Personnel, Disaster Behavioral Health Personnel, Cots _____, Blankets_____,
Other: _____
Time: _____ ***POC:*** _____

NOTE

Meal and snack requests are coordinated with the Matagorda County Reception Center Manager.

Coordinate with Transportation Officer on school releases (if applicable):

School Information:
School: _____ Action Taken: _____ Time: _____
School: _____ Action Taken: _____ Time: _____
School: _____ Action Taken: _____ Time: _____

_dditional Notes:

_____
_____
_____

This concludes my briefing – Do you understand?

MATAGORDA COUNTY RECEPTION CENTER COORDINATOR

Procedure 70

BRIEFING SHEET
Attachment 2
(Page 2 of 4)

(SITE AREA EMERGENCY CLASSIFICATION)

Reception Center Information

(When Requested by STP or County during Site Area Emergency)

Date: _____ **Time:** _____ **Briefing #:** _____

Coordinated with Radiological Officer to open Reception Center:

Time: _____
POC: _____ POC Contact Info: _____

Reception Center (Nuclear Incident Only):

School Name_____ Address _____
Time Activated: _____ Reception Center Mgr: _____
Staff on the Job: _____

(Individuals that go to shelters MUST process through the Reception Center)

Shelter/Facility Opened: _____
Time Opened: _____ Site Manager: _____

Shelter/Facility Opened: _____
Time Opened: _____ Site Manager: _____

Reception Center Statistics:

- Number of persons through Reception Center: _____
- Number of persons sent to general population shelters: _____
- Number of persons sent to Functional Needs facilities: _____
- Number of persons transferred to a medical facility: _____

Other Facilities:

- Number of persons sheltered in general populations facilities: _____
- Number of persons sheltered in Functional Needs facilities: _____
- Number and location of Feeding Sites: _____

Additional Notes:

_____

_____

This concludes my briefing – Do you understand?

MATAGORDA COUNTY RECEPTION CENTER COORDINATOR

Procedure 70

BRIEFING SHEET
Attachment 2
(Page 3 of 4)
(GENERAL EMERGENCY CLASSIFICATION)

Date: _____ **Time:** _____ **Briefing #:** _____

Matagorda County (MC) Emergency Director: _____

The following were notified of upgrade to General Emergency:

- MC Reception Center Director:
  POC: _____ Time: _____

- Coordinated with Radiological Officer to open Reception Center (if not opened):
  POC: _____ Time: _____

Reception Center (Nuclear Incident Only):

School Name_____ Address _____

Time Activated: _____ Reception Center Mgr: _____

Staff on the Job: _____

(Individuals going to shelters MUST process through the Reception Center)

Shelter/Facility Opened: _____

Time Opened: _____ Site Manager: _____

Time Closed: _____

Shelter/Facility Opened: _____

Time Opened: _____ Site Manager: _____

Time Closed: _____

Other Facilities:

- Number of persons sheltered in general populations facilities: _____
- Number of persons sheltered in Functional Needs facilities: _____
- Number and location of Feeding Sites:
  - Name: _____ Location: _____
  - Name: _____ Location: _____

BRIEFING SHEET
Attachment 2
(Page 4 of 4)
(GENERAL EMERGENCY CLASSIFICATION - CONT)

Date: _____ **Time:** _____ **Briefing #:** _____

Reception Center Statistics:

- **Number of persons processed through the Reception Center:** _____
- **Number of persons sent to general population shelters:** _____
- **Number of persons sent to Functional Needs facilities:** _____
- **Number transferred to medical facility:** _____

Other Facilities:

- **Number sheltered in general populations facilities:** _____
- **Number sheltered in Functional Needs facilities:** _____
- **Number and location of Feeding Sites:** _____ / _____

_____
_____
_____
_____
_____

Additional Notes:

_____
_____
_____
_____
_____
_____

RECOVERY ACTIVITIES LIST
Attachment 3
(Page ___ of ___)

_____ _____ _____

(Name) (EOC Position) (Date)

ITEM #	LOCATION	ACTION/DESCRIPTION	ASSIGNED TO	PRIORITY

ACRONYMS LIST
Attachment 4
(Page 1 of 1)

Acronym	Applies To
ACP	Access Control Point
DHS	Department of Homeland Security
DPS	Department of Public Safety
DRD	Direct-Reading Dosimeter
DSHS	Department of State Health Services
EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EPA	Environmental Protection Agency
EPD	Electronic Personal Dosimeter
EPZ	Emergency Planning Zone
FEMA	Federal Emergency Management Agency
ISD	Independent School District
JIC	Joint Information Center
KI	Potassium Iodide
MC	Matagorda County
NRC	Nuclear Regulatory Commission
NWS	National Weather Service
ORO	Offsite Response Organization
PAD	Protective Action Decision
PAG	Protective Action Guide
PIO	Public Information Officer PARProtective Action Recommendation
SOC	State Operations Center
STPEGS	South Texas Project Electric Generating Station
TDEM	Texas Division of Emergency Management
TCP	Traffic Control Point
TLD	Thermoluminescent Dosimeter

Matagorda County Annex W Procedure
Procedure 70
Emergency Operations Center
Matagorda County Reception Center Coordinator (Procedure 70, Rev 10)

Chg #	Reference Number	Change	Reason
1.	Global	**Replaced:** American Red Cross **With:** Matagorda County Reception Center Coordinator	Responsibility of Reception Center moved from ARC to the Matagorda County Emergency Management Office
2.	P-70-2, 2.1	**Replaced:** The American Red Cross provides support to Matagorda County by managing and coordinating the registration portion of the Reception Center as well as overseeing Respite Facility operations and re-entry registration. **With:** The Matagorda County Reception Center Coordinator supports the Matagorda County EOC Emergency Management Coordinator by communicating with the Reception Center Manager and Respite Facility Manager(s) to ensure their facility needs are adequately addressed and operations at these facilities are effectively maintained.	Responsibility of Reception Center moved from ARC to the Matagorda County Emergency Management Office
3.	P-70-2, 2.2	**Replaced:** school systems **With:** Palacios ISD as well as the Matagorda County Hospital District for	Moved Bay City Reception Center from BCISD facility to Matagorda County facility.
4.	P-70-2, 2.4 2.5 to 2.9 re-numbered to 2.4 – 2.8	**Deleted in its entirety:** American Red Cross provides for registering evacuees at the reception center and respite facility.	Responsibility of Reception Center moved from ARC to the Matagorda County Emergency Management Office. Responsibility addressed under 2.3.
5.	P-70-2, 2.4	**Prior to**: Salvation Army, **Added:** America Red Cross,	To ensure the American Red Cross is included as a contributing agency
6.	P-70-3, 7.1	**Replaced:** report to the EOC **With:** report to the Matagorda County EOC	To address which EOC
7.	P-70-4 1.4	**Replaced:** Bay City **With:** MRMC Wellness and Rehabilitation CEO	Moved Bay City Reception Center from BCISD facility to Matagorda County facility.
8.	P-70-4, 1.8	**Replaced:** Notify the Functional Needs shelter of the potential activation. **With:** Coordinate Functional Needs facility with the hospital (medical needs).	To address correct process in place
9.	P-70-5, 2.1	**Following:** Alert of this checklist, **Add:** if applicable and	STP might not declare an Alert before they declare an Site Area Emergency
10.	P-70-5, 2.2.1	**Replaced:** Environmental Health Director, Radiological Officer **With:** Mon/Decon Supervisor, Reception Center Supervisor,	Title Change

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11.	P-70-5, Attachment 1, Page 2 of 7, 2.2.2	**Replaced:** from the American Red Cross office of Emergency Services or designee to the Reception Center **With:** from the Matagorda County Office of Emergency Management to the Reception Center	Responsibility of Reception Center moved from ARC to the Matagorda County Emergency Management Office.
12.	P-70-5, 2.2.1 and 2.2.2	**Switch:** 2.2.1 with 2.2.2	Editorial
13.	P-70-5, Attachment 1, Page 2 of 7, Note Box	**Replaced:** stored in sheds located at the Reception Centers. The key to the sheds is kept at the Matagorda County Office of Emergency Management in Bay City. **With:** stored in a trailer located at the Pct. 1 barn. The combination lock code is 0690.	Sheds replaced with a dedicated fully enclosed trailer.
14.	P-70-5, Attachment 1, Page 2 of 7, 2.3.1	**Deleted:** above basic first aid.	To correctly denote action
15.	P-70-6, Attachment 1, Page 3 of 7, 2.3.3	**Replaced:** Coordinate with the Hospital Social Services Administrator regarding support of the Reception Center and Respite Facility for additional disaster mental health support. **With:** Coordinate with the Hospital District Administrator or designee regarding support to the Reception Center for additional disaster behavioral health support.	A delegable responsibility FEMA changed terminology from mental health to behavioral health
16.	P-70-6, Attachment 1, Page 3 of 7, 2.5	**Deleted:** that have Functional Needs such as monitors, handicapped needs or equipment, etc. **Added:** Including those with functional needs.	Functional Needs is all encompassing and doesn't need examples that can't misguide.
17.	P-70-6, Attachment 1, Page 3 of 7, 2.7 & 2.11	**Deleted:** 2.7 once the Reception Center is activated, make contact with the Reception Center Manager. **Deleted:** 2.11 Notify the Emergency Management Coordinator and Public Information Officer or Public Information Writer of the location of the Reception Center being used. Include the name of the Reception Center and Respite Facility manager(s).	These actions were necessary when the American Red Cross was over the Reception Center.
18.	P-70-6, Attachment 1, Page 3 of 7, 2.6	**Re-numbered to:** 2.5	Editorial
19.	P-70-6, 2.7.1	**Replaced:** Names of individuals acting as Emergency Management Director and Emergency Management Coordinator at the EOC	Responsibility of Reception Center moved from ARC to the Matagorda County Emergency Management Office resulting in title changes for actions.

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		With: Yourself as the Emergency Management Coordinator and the name of the individual acting as the Emergency Management Director at the EOC.	
20.	P-70-6, Attachment 1, Page 3 of 7, 2.8-2.13	**Re-numbered Section to:** 2.5 – 2.9 **Re-numbered:** Remaining pages	Editorial
21.	P-70-7, 3.1	**Following:** steps 1.0 Alert through 2.0 Site Area Emergency, **Add:** if applicable and	STP might not declare an Alert before they declare an Site Area Emergency
22.	P-70-7, Attachment 1, Page 4 of 7, 3.3, 3.3.1, 3.3.2, and 3.3.3	**Deleted:** 3.3 When the decision is made by the Emergency Management Director of the protective response zones to be evacuated, perform the following: 3.3.1 Alert the Reception Center Manager of the number of evacuees expected at the Reception Center. 3.3.2 Identify time evacuation was initiated. 3.3.3 Identify probable time of evacuee(s) arrival at center.	This is a responsibility of the Emergency Management Coordinator not the Reception Center Coordinator
23.	P-70-8, Attachment 1, Page 4 of 7, 3.5	**Deleted:** 3.5 Activate the appropriate Respite Facility based on the activated Reception Center.	The Coordinator does not activate the Respite Facility. That responsibility resides with an outside responding agency.
24.	P-70-9 to P-70-17	**Re-numbered Pages to:** 70-8 to 70-16	Editorial
25.	P-70-8, Attachment 1, Pages 4 & 5 of 7, 3.8 to 3.12	**Renumbered to:** 3.3-3.7 **Renumbered Pages from:** 70-10 to 70-19 To: 70-9 to 70-18	Editorial
26.	P-70-9, 5.1.2	**Replaced:** Notify Mass Care Officer **With:** Notify Respite Facility Managers	Title of Mass Care Officer has been replaced with Respite Facility Manager
27.	P-70-9, Attachment 1, Page 6 of 7, 5.5	**Deleted:** and the American Red Cross	The American Red Cross no longer has a presence in the Matagorda County Reception Center
28.	P-70-11, Attachment 2, Page 1 of 4, 1st Bullet	**Replaced:** Chapter Staff Ops **With:** Matagorda County Reception Center Director **Replaced:** Executive Director/Service's Dir **With:** Matagorda County Emergency Management Coordinator	These are titles within the American Red Cross structure. The American Red Cross no longer has a presence in the Matagorda County Reception Center.

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29.	P-70-11, Attachment 2, Page 1 of 4, 2nd Bullet	**Deleted in its entirety:** Regional Hdqtrs. Notified by Chapter Dir. Of Emergency Services at: Time:_____ POC:_____	These are titles within the American Red Cross structure. The American Red Cross no longer has a presence in the Matagorda County Reception Center.
30.	P-70-11, 3rd Bullet	**Replaced:** Functional needs staff placed on alert by EOC Liaison **With:** Place Functional Needs staff on alert	Editorial
31.	P-70-11, Attachment 2, Page 1 of 4, 3rd Bullet	**Replaced:** EOC Liaison **With:** Reception Center Director	Placing the Functional needs staff on alert is the responsibility of the Matagorda County Reception Center Director.
32.	P-70-11, Attachment 2, Page 1 of 4, Paragraph under Bullets	**Replaced:** EOC Liaison reported to County Emergency Management Director at EOC for Briefing on situation at the South Texas Project Nuclear Power Plant. Liaison then contacts the Matagorda County Reception Center Director to update and request support placed on standby as per the following. **With:** Matagorda County Reception Center Coordinator reports to the Matagorda County Emergency Management Coordinator at the EOC for a Briefing on the situation at the South Texas Project Electric Generating Station.	The EOC Liaison position no longer exists. It is now titled Reception Center Coordinator.
33.	P-70-11, Attachment 2, Page 1 of 4, Paragraph 2 under Bullets	**Replaced:** Resources placed on standby (circle): Additional Staffing, Emergency Response Vehicles for Mobile Feeding, Disaster Health Personnel, Disaster Mental Health Personnel, Government Liaison, Public Affairs Officer, Damage Assessment Officer, Cots _____, Blankets_____, Comfort Kits _____Other:_____ **With:** Resources placed on standby (circle): Additional Staffing, Mobile Feeding, Emergency Medical Personnel, Disaster Behavioral Health Personnel, Cots _____, Blankets_____, Other: _____ Time:_____ POC: _____	Resources properly identified.
34.	P-70-11, Attachment 2, Page 1 of 4, Above: *Coord with Trans Officer*	**Add:** NOTE box Meal and snack requests are coordinated with the Matagorda County Reception Center Director	To address required meals
35.	P-70-12, Attachment 2, Page 2 of 5	**Deleted in its entirety** **Re-numbered remaining pages**	Editorial

Chg #	Reference Number	Change	Reason
6.	P-70-12 Page 2 of 4	**Revised/Re-formatted** entire document creating a more of a generic format	Editorial
37.	P-70-13, Page 3 of 4	**Revised/Re-formatted** entire document creating a more of a generic format	Editorial
38.	P-70-13, 2nd Bullet	**Replaced:** Environmental Health Director **With:** Radiological Officer	Changed title name
39.	P-70-14	**Under *Reception Center Statistics:*** **Replaced:** Number of persons through the Reception Center **With:** Number of persons processed through the Reception Center	To correctly identify action.
40.	P-70-15, Page 4 of 4, Bullet 4	**Deleted:** Matagorda Regional Medical Center/Palacios Community Medical Center **Re-formatted document**	Need to know number of individuals transferred to any medical facility. Editorial
41.	P-70-15, Page 4 of 4, 3rd Bullet under *Other Facilities*	**Deleted:** Mobile	The mobile and fixed feeding sites do not need to be separated.
42.	P-70-15, Page 4 of 4, 4th Bullet under *Other Facilities*	**Deleted in its entirety** Number and location of Fixed Feeding Sites:	The mobile and fixed feeding sites do not need to be separated.
43.	P-70-16, Attachment 4	**Removed:** ARC American Red Cross **Added:** MC Matagorda County	Responsibility of Reception Center moved from ARC to the Matagorda County Emergency Management Office.