

SAN LEON MUNICIPAL UTILITY DISTRICT  
443 24<sup>TH</sup> STREET  
SAN LEON, TEXAS 77539

Emergency Procedure for the Water System  
Before the Storm

**Purpose:**

This plan seeks to pressure a potable Water Supply both during a Hurricane and after a Storm passes. In the event of a catastrophic Hurricane that may strike the Galveston San Leon area, the M.U.D. will secure the Water System by following the procedure below.

Step 1

1. Make sure that all Water Tanks have been topped off (completely full).
2. Make sure the Water Well is operational (in case it is needed after the storm).
3. Check all Generators and assure that Diesel tanks are full.

Step 2

If and when the order for mandatory evacuation is given then;  
Complete 4, 5, and 6

4. Isolate Tank Two (2) from the system (far back tank) (close all valves)
5. Isolate pumps 1 and 2 from the system (close valves and turn off power)
6. Make sure the Water Well is operational (in case it is needed after the storm)

By following items 1-6, the system will be in a minimal operational mode. During a storm, the use of Ground Storage Tank One and the Generator will keep the system in service. Pumps 3 and 4 will remain on to keep the system pressurized for as long as water is available in the ground storage.

### Step 3

1. Make sure that all of the vehicles and equipment is stored in a safe location.
2. Make sure that essential records are backed up at a safe location and secure the District's office. Take the computers to a secured location.

## EMERGENCY MANAGEMENT PLAN

### I. Purpose

The purpose of this plan is to provide service plans for emergencies when extra measures must be taken to protect life and property.

### II. Situations and Assumptions

#### A. Situations

San Leon Municipal Utility District is subject to a number of disaster circumstances that could occur locally and would create a need for emergency services.

#### B. Assumptions

1. All District equipment and personnel will be available to cope with any anticipated disaster until evacuation is necessary.
2. Without assistance, the District department does not have sufficient resources to cope with a disaster.
3. Local contractors and industry have resources to assist District recovery efforts.
4. Assistance may be available from outside the jurisdiction through mutual aid and other existing agreements.
5. Repair and restoration of essential services and vital facilities is possible and such that the District can reasonably be able to accomplish this task.

6. The District will be able to accomplish debris clearance with assistance in an emergency.

### III. Concept of Operations

#### A. General

Overall responsibility for providing services during emergencies rests with the District Managers. Authority to implement this Plan has been delegated by him/her. The District Managers will manage his/her resources and equipment and coordinate District activities with all other area agents.

#### B. Phases of Management

##### 1. Litigation

- a. Train personnel in emergency procedures.
- b. Work with legislative body to ensure that ordinances are created to protect District systems.
- c. Identify vulnerabilities in the District.
- d. Initiate local private contractors who can provide support during emergencies. Acquaint them with emergency plans and procedures.
- e. Participate in design and execution of emergency preparedness exercises.
- f. Provide input into after-action reviews to improve preparedness, response, and recovery capabilities.
- g. Work with Galveston County to ensure that new constructions do not increase hazard of vulnerability threat.
- h. Work with appropriate legislative body to improve building codes.



2. Preparedness

- a. Ensure that infrastructure (storm sewers, water distribution system, sewer treatment, etc.) is in good repair.
- b. Ensure that debris removal equipment is in good repair.
- c. Check with Galveston County Sheriff's office and Department of Public Safety to see that adequate barrier and road block materials and equipment are available.
- d. Review and update all public work maps of jurisdiction. Notify the Galveston County Emergency Management Coordinator of availability of updated maps for use.
- e. Review emergency staffing plans.
- f. Protect all equipment against damage.
- g. Assist in formation of damage survey teams.
- h. Place standby equipment in operational readiness.
- i. Coordinate communications procedures with Galveston County Emergency Management.
- j. Review contingency plans and coordinate task assignments with other agencies and volunteer groups.
- k. Develop procedures to support accomplishment of tasks outlined in this Plan.

3. Response

- a. Ensure safety of all District personnel.
- b. Survey disaster areas and evaluate damage.

- c. Develop and make recommendations to alleviate problems.
- d. Maintain contact with Galveston County Emergency Management.
- e. Repair emergency facilities and equipment, as necessary.
- f. Assess damage.
- g. Clear roads; make emergency repairs to water and sewer systems.
- h. Call out private contractors and other assistant as necessary.
- i. Assist in search and rescue, is possible.
- j. Construct levees and dike, as necessary.

4. Recovery

- a. Repair public works and buildings.
- b. Support decontamination work, as necessary.
- c. Coordinate private and volunteer repair Utilities.
- d. Participate in preparing after-action report and critiques. Make necessary changes and improvements in emergency management plan.
- e. Make recommendations to legislative body about changes in planning, zoning, and building code ordinances to mitigate impact of future disasters.

IV. Organization and Assignment of Responsibilities

- A. During emergencies public works activities will be managed by the District Managers through the existing personnel.

B. Task Assignments

1. District Managers

- a. Coordinate emergency activities.
- b. Train personnel in emergency procedures.
- c. Develop and initiate mutual aid agreements.
- d. Identify local contractors and industry contacts that provide backup support.
- e. Develop resource lists.
- f. Repair and restoration of essential services and vital facilities.
- g. Participate in development and execution of emergency preparedness exercises.

2. Field Supervisor (Manager)

- a. Maintain reasonable stock piles of emergency system repair materials.
- b. Secure emergency repairs of essential water and sewer systems when safe to do so.
- c. Debris removal from public rights-of-way, storm drains, and in or around those structures where public safety and/or health are endangered.
- d. Assist in decontamination.
- e. Place barricades when needed for public safety.
- f. Provide equipment as needed.
- g. Maintain contact with Galveston County Emergency Management.
- h. Support other groups with available resources.



V. Direction and Control

- A. The usual supervisors will exercise operational control of personnel, with the District Managers maintaining overall management of personnel and equipment. The District Managers will set priorities for resources and coordinate activities with the Galveston County Emergency Management.
- B. The District Managers will coordinate the call up and development of mutual aid and/or volunteer forces needed to accomplish the District's functions. Mutual aid forces will operate under their own supervision while volunteer forces will work under the supervision of the senior District official on site.

VI. Increased Readiness Actions

- A. Condition 4 – Beginning of Disaster Vulnerability Season
  - 1. Review personnel assignments.
  - 2. Conduct test and check readiness of equipment.
  - 3. Check readiness of facilities.
  - 4. Inspect and/or procure as needed equipment and supplies.
  - 5. Conduct tests and training as necessary.
- B. Condition 3 – Situation Exists That Could Develop Into A Hazardous Condition
  - 1. Alert key personnel.
  - 2. Correct all deficiencies in equipment, supplies and/or facilities; heavy equipment fuel, sand bags, generators, chainsaws, etc.
  - 3. Check securing of all facilities.
- C. Condition 2 – Definite Characteristics of Developing Into a Hazardous Condition
  - 1. Alert personnel of possible emergency duty.

2. Place off-duty personnel on standby.
3. Ensure safety of District personnel.

D. Condition 1 – Hazardous Conditions Imminent

1. Mobilize personnel on emergency basis.
2. Deploy equipment if necessary.
3. Be prepared to handle requests.
4. Maintain 24 hour operation.
5. Evacuate if necessary.
6. Issue identification documents for District personnel as needed.

VII. Continuity of Government

A. District

The District Managers will be succeeded by the Field Superintendent. In cases when a third person is necessary, the Sewer Plant Operator will fill the position.

B. Essential Records

Will be backed up at a safe location.

VIII. Administration and Support

A. Administration

1. The timely and efficient response of District forces will require extraordinary coordination between field forces and the District Managers. Priorities assigned by the District Managers will facilitate an orderly use of District forces.
2. The District Managers will develop procedures for the emergency hiring of private contractors and individuals



to assist in response and recovery, with the approval of the Board of Directors of the District.

B. Supply and Support

1. During periods of increased readiness, supplies are to be stock piled to the extent independent operations could be sustained for at least four days. A pre-planned list will be prepared with stock-level requirements.
2. Emergency requests are to be coordinated with the District Managers. Subject to approval of the Board of Directors, the District Managers is authorized to purchase equipment, supplies, and personnel services to support response and recovery efforts. Adequate records of all purchases will be maintained.

C. Transportation and Equipment

1. During periods of increased readiness, full fuel loads, extra fuel tanks and appropriate check-outs of essential transportation and heavy equipment will be accomplished.
2. Any request for additional heavy equipment will be relayed to the District Managers where outside support will be pursued.

D. Records

All records generated in an emergency will be collected and filed in an orderly manner so a chronology of events can be reviewed for future planning, settlement of claims, and lessons learned.