

Bastrop County Complex Fire Recovery Plan

September 26, 2011

**Bastrop County
Office of Emergency Management**



To the Citizens of Bastrop County,

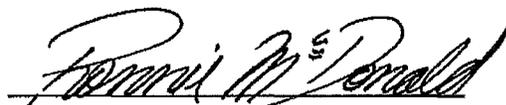
This document, *Bastrop County Recovery Plan*, is a plan to assist Bastrop County as it moves past the immediate impact of the Bastrop County fires of September 2011 toward physical and economic recovery. This document is only a guide. The recovery process will take months, perhaps years, to accomplish, and will require effort and understanding from all Bastrop County citizens.

This document is a preliminary list of tasks and accomplishments necessary to reach Bastrop County's goal of community rebuilding. With multiple stakeholders in the process, communication and cooperation among the groups named as resources in the plan is crucial. Consistency in our message, *that Bastrop County is taking all the steps necessary for a successful recovery*, is also imperative.

This plan includes short-term objectives that should be addressed immediately and intermediate objectives for the rest of 2011. The completion of these objectives will provide a foundation for long-term recovery.

We need you and your support to bring our county back. We can do it, together, and this plan will guide us into recovery.

Sincerely,



County Judge Signature



EMC Signature

Hon. Judge Ronnie McDonald, Director

804 Pecan Street
Bastrop, Texas 78602

Mike Fisher, Coordinator

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Implementation and Review Process

The *Bastrop County Complex Fire Recovery Plan* includes short-term objectives that should be addressed immediately and intermediate objectives for the rest of 2011. These objectives have been developed in consultation with the group supervisors for each area of the plan so that they reflect the needs and desires of Bastrop County.

This plan needs to be monitored and updated on a weekly basis and reviewed for completeness on a monthly basis. As this review and update is continued, the completed document will give a picture of the success of rebuilding efforts in Bastrop County.

Implementation of this plan will begin with weekly meetings of the Bastrop County Complex Fire Recovery Task Force, composed of county staff overseeing each of the major components of this plan (including public information), beginning the last week of September. At these meetings, each group will review accomplishments, current objectives, resources committed, future actions, and unmet needs. As objectives are met and needs answered, these meetings will become less frequent. *(See Appendix A and B for sample agenda and report format)*

An important component of implementing the recovery plan is providing information about accomplishments. In addition to informing elected officials and staff, the county may choose to celebrate significant accomplishments and milestones with press releases or other media events as visible signs of Bastrop County's successful recovery.

Debris Management Group

Group Supervisor: Ronnie Moore

Contact: 512-779-9926

Coordinating Groups:

Debris Management

Environmental Habitat Conservation

Financial Management

Public Information

Short Term Objectives: Debris Management Group

| Task | Deliverables | Resource | Responsible Party | Target Date for Completion | Completion |
|--|--|------------------------|---|----------------------------|------------|
| Establish Debris Management Center office for SAIC | Development Services Building, 806 Waters | SAIC | Ronnie Moore, County Engineer | TBD | |
| Obtain sites for debris management for contractor and public use (land leases and permit approval) | | TCEQ USFW | Ronnie Moore, County Engineer | TBD | |
| Site preparation prior to contractor mobilization | Open debris management sites. | Bastrop County. | Ronnie Moore, County Engineer | TBD | |
| Submit request for Private Property Debris Removal (PPDR) Program | | FEMA | Ronnie Moore, County Engineer Mike Fisher, EMC SAIC | TBD | |
| Establish mobile field office for Debris Monitoring | | SAIC Bastrop County | SAIC Ronnie Moore, County Engineer | TBD | |
| Begin a public information program for debris operations | Regular updates on debris clearance operations | PIO | Ronnie Moore, County Engineer | TBD | |

Intermediate Objectives: Debris Management Group

| Task | Deliverables | Resource | Responsible Party | Target Date | Completion |
|---|---|---|----------------------------------|-------------|------------|
| Formalize County-wide Debris Operations Task Team | Operational Plan including Health and Safety Plan | Bastrop County SAIC Debris Hauling Contractors TxDOT | Ronnie Moore, County Engineer | TBD | |
| Initiate county ROW tree removal program | | Bastrop County SAIC TDEM FEMA | Ronnie Moore, County Engineer | TBD | |
| Continued administration of Health and Safety Plan | Hold regular Health and Safety Meeting | Bastrop County SAIC Debris Hauling Contractors TxDOT | Ronnie Moore, County Engineer | | |
| Continue public information program for all debris issues | Provide regular updates on debris clearance | PIO | Ronnie Moore, County Engineer | | |

Long-Term Objectives: Debris Management Group

| Task | Deliverables | Resource | Responsible Party | Target Date | Completion |
|--|---|--|-------------------------------|-----------------------------------|------------|
| Evaluate debris removal priorities | | Bastrop County SAIC | Ronnie Moore, County Engineer | TBD | |
| Close and remediate Debris Management Sites (DMS) | Bring site back to permitted levels | Bastrop County Debris Hauling Contractors SAIC | Ronnie Moore, County Engineer | TBD | |
| Reconcile debris hauler documentation and invoices | Audit ready documentation for reimbursement | SAIC Debris Hauling Contractors Bastrop County | Ronny Moore, County Engineer | Ongoing through project close out | |

Environmental/Habitat Conservation Group

Group Supervisor: Roxanne Hernandez

Contact: 512-718-2286

Coordinating Groups:

Debris Management

Road and Bridge

Financial Management

Public Information

Short Term Objectives: Environmental/Habitat Conservation Group

| Task | Deliverables | Resource | Responsible Party | Target Date for Completion | Completion |
|---|--------------|---|--|----------------------------|------------|
| Seek USFWS approval of temporary debris management (TDM) sites | | FEMA, USFWS, Bastrop County | FEMA | 9/21/11 | 09/23/11 |
| Conduct a stakeholders meeting facilitated by the Bastrop County EMC | | LCRA, TFS, USFWS, NRCS, TDEM, FEMA, USACE, Bastrop County | Mike Fisher, EMC | 9/21/11 | 09/21/11 |
| Create a Natural and Cultural Resources Assessment and Actions Team to address private property access with coordination and permission from landowners | | LCRA, TPWD, TFS, USFWS, TSU, TAMU, TCEQ, NRCS, THC, PIO, Bastrop County | Roxanne Hernandez, LPHCP Administrator | 9/28/11 | |
| Develop public information package for land planning and mitigation | | LCRA, TPWD, TFS, USFWS, TSU, TAMU, TCEQ, NRCS, THC, PIO, Bastrop County | Roxanne Hernandez, LPHCP Administrator | 9/29/11 | |

Intermediate Objectives: Environmental/Habitat Conservation Group

| Task | Deliverables | Resource | Responsible Party | Target Date | Completion |
|---|--------------|--|---|-------------|------------|
| Develop an assessment procedure | | LPHCP | Roxanne Hernandez, LPHCP Administrator | 9/30/11 | |
| Conduct natural and cultural resources assessments | | Natural and Cultural Resources Assessment and Actions Team | Roxanne Hernandez, LPHCP Administrator | 10/14/11 | |
| Develop mitigative actions based on assessments | | Natural and Cultural Resources Assessment and Actions Team | Roxanne Hernandez, LPHCP Administrator | 10/21/11 | |
| Implement mitigation actions a Landowner consent b Daily operations-contact from landowners | | Natural and Cultural Resources Assessment and Actions Team | Roxanne Hernandez, LPHCP Administrator | ongoing | |
| Determine grant availability and other financial aid programs for private landowners | | Grant Coordinator CAPCOG Resource Partners | Roxanne Hernandez, LPHCP Administrator | 10/7/11 | |
| Continue Public Information effort for mitigation actions and resources available accomplish work to private landowners | | PIO Resource Partners | Roxanne Hernandez, LPHCP Administrator | 10/28/11 | |

Financial Management Group

Group Supervisor: Melissa Kincaid

Contact: 512-321-8401

Coordinating Groups:

Donations/Volunteer

Environmental/Habitat Management

Road and Bridge

Animal Support

Public Information

Short Term Objectives: Financial Management

| Task | Deliverables | Resource | Responsible Party | Target Date for Completion | Completion |
|---|--|---|---|----------------------------|------------|
| Create checklist for reimbursement packet for departments and agencies | Document for September 22 meeting | FEMA Williamson County | Melissa Kincaid, County Auditor's Office | 9/22/11 | |
| Kick off Meeting with County Staff (1:30) and other agencies (2:30) | | Bastrop County City of Bastrop City of Smithville WCID ESD School districts Bluebonnet Electric LCRA Aqua Water BCMA | Laurie Ingram, County Treasurer | 9/22/11 | |
| Register vendors and create lists of local vendors for debris removal | Vendor registration form Lists for public information | City of Bastrop City of Smithville PIO | Karla Stovall, City of Bastrop CFO City of Smithville | Ongoing | |
| Create list of recycling vendors/locations | List for public information | | Mallissia Jackson | Ongoing | |
| Review and recommend debris removal contracts pending PA | Issue contracts | FEMA Bastrop County | Mallissia Jackson, Purchasing Agent | 9/30/11 | |
| Meet individually with departments and groups to review the reimbursement process | | Bastrop County Other agencies | Jennifer Pacheco and Melissa Kincaid, County Auditor's Office | As needed | |

Intermediate Objectives: Financial Management

| Task | Deliverables | Resource | Responsible Party | Target Date | Completion |
|--|------------------------------|----------------|--|-----------------------------------|------------|
| Train county Departments on reimbursement procedures for FMAG and possibly PA | Reimbursement packages | Bastrop County | Melissa Kincaid, County Auditor's Office | 100% Fire Completion | |
| Meetings with individual departments and agencies on packet creation | Final Reimbursement packages | Bastrop County | Melissa Kincaid, County Auditor's Office | Ongoing | |
| PA Kickoff Meeting (if PA approved) | | FEMA | Laurie Ingram, County Treasurer | | |
| Continue to track expenses and documentation until final assistance is approved and received | | | Melissa Kincaid, County Auditor's Office | Grants and/or Assistance Received | |

Donations / Volunteer Management Group

Group Supervisor: Megan Helton and Sheila Lowe

Contact: 202-340-7700

Coordinating Groups:

Financial Management

Public Information

Short Term Objectives: Donations

| Task | Deliverables | Resources Needed | Responsible Party | Target Date for Completion | Completion |
|--|--------------------------------------|------------------|-------------------|----------------------------|------------|
| Continue to inventory donations at Smithville | Quantity and types of donated goods. | AmeriCorps | AmeriCorps | 9/23/11 | |
| Collaborate with Smithville on PODs. | | AmeriCorps | AmeriCorps | 10/1/11 | |
| Clarify whether volunteer hours at distribution centers can be applied to 25% match. | | Bastrop County | Bastrop County | 10/1/11 | |
| Invite local organizations: Faith based, civic, NGO, ect... for joint meeting | | | | | |

Short Term Objectives: Donations (Smithville)

| Task | Deliverables | Resources Needed | Responsible Party | Target Date for Completion | Completion |
|---|-----------------------------|---|-------------------|----------------------------|------------|
| Empty Riverbend Park warehouse | Transfer of relief products | ADRN | Rick Haney | 9/21/11 | |
| Return all borrowed items from Riverbend Park warehouse | | Volunteers from churches outside the county | Sheila Tamble | 9/22/11 | |
| Empty warehouse at Marhil | Transfer of relief products | ADRN | Sheila Tamble | 9/21/11 | |
| Donate supplies to Towers Nursing Home | | Seton Medical Center | Sheila Tamble | 9/23/11 | |
| Contact emergency services to pick up donations from Marhil and 210 Main warehouses | | City of Smithville Smithville PD Smithville VFD | Brenda Page | 9/25/11 | |
| Donate all baby products to "Any Baby Can" organization | | Smithville PD | Sheila Tamble | 9/26/11 | |
| Deliver cleaning supplies from Marhil and 210 Main warehouses | | Sheila Tamble | Sheila Tamble | 9/27/11 | |
| Cease distribution from 210 Main warehouse | | | Sheila Tamble | 9/24/11 | |
| Clean 210 Main and return to owner | | Volunteers Americorps Outreach Program | Sheila Tamble | 9/28/11 | |
| Return all borrowed items from Marhil and 210 Main warehouses | | | Sheila Tamble | 10/1/11 | |
| Remove dumpsters and shut off electricity at all warehouses | | Allied Waste City of Smithville | Jack Page | 10/3/11 | |

Short Term Objectives: Volunteers

| Task | Deliverables | Resource | Responsible Party | Target Date for Completion | Completion |
|---|--|---|--------------------|----------------------------|------------|
| Develop a transition strategy and process enabling local volunteers to manage VRC | Plan | AmeriCorps | Americorps | 11/1/11 | |
| Coordinate with Debris Management to develop a safety plan to train volunteers on debris removal and personal safety | Safety Plan | AmeriCorps Bastrop County Debris Management | Bastrop County | 10/1/11 | |
| 2-1-1 update regarding donations and locations | Updated PIO message | AmeriCorps | PIO | 10/1/11 | |
| Outreach to volunteer agencies and public | Establish relationships | AmeriCorps BCMA | Americorps BCMA | Ongoing | |
| Hold Long Term Recovery meeting with community organizations to establish decision to pursue the use of a Long Term Recovery Committee for Individual & Family Assistance | Coordinate meeting times, agenda and speakers | Central Texas VOAD TDEM FEMA | Central Texas VOAD | Prior to 09/27/11 | |
| 1 st Long Term Recovery meeting with community | Provide overview Long Term Recovery Committee (LTRC), develop timeline | Central Texas VOAD TDEM FEMA | Central Texas VOAD | 09/27/11 | |
| 2 nd Long Term Recovery meeting with community | Elect an LTRC Chair, identify sub-committees and elect a Secretary | Central Texas VOAD TDEM FEMA | Central Texas VOAD | 10/04/11 | |

Intermediate Objectives: Volunteers

| Task | Deliverables | Resource | Responsible Party | Target Date for Completion | Completion |
|--|--------------------------------|---|--------------------------------|----------------------------|------------|
| Develop a Bastrop LTRC Judiciary Management Plan | Draft of plan | Bastrop LTRC Central Texas VOAD, TDEM, FEMA | Bastrop LTRC | TBD | |
| Develop Bi-Laws & Mission Statement or decide to use Central Texas VOAD LTRC and develop mission statement | Decision and plan of action | Bastrop LTRC, Central Texas VOAD, TDEM, FEMA | Bastrop LTRC | TBD | |
| Elect Bastrop LTRC Sub-Committee Chairs | Elections | Bastrop LTRC, Central Texas VOAD, TDEM, FEMA | Bastrop LTRC | TBD | |
| Provide training for LTRC Functions such as case management, etc... | Training | Central Texas VOAD, TDEM, FEMA | Central Texas VOAD, TDEM, FEMA | TBD | |
| Identify any Community Individual and Family unmet Needs | Submit to Committee | Bastrop LTRC | Bastrop LTRC | TBD | |
| Begin & Sustain the Rebuilding of homes for un-insured, under-insured, disabled, elderly, and Single-head of household | Begin Construction/Re-building | Bastrop LTRC | Bastrop LTRC | TBD | |
| Continue to register agencies involved in relief effort | Agency registrations | AmeriCorps | Americorps | Ongoing | |
| Choose dates for volunteer days and create appropriate PR | Daily schedule | AmeriCorps | Americorps | 10/1/11 | |
| Establish clear communication between the VRC and Smithville with regard to needs | Communication | AmeriCorps | Americorps | 10/1/11 | |
| Plan food for both volunteers and AmeriCorps | Food plan | Americorps | Americorps | 10/1/11 | |
| Meet with state VAL about long term planning | Long-term plan | Americorps TDEM | Americorps TDEM | 9/23/11 | |

Short Term Objectives: Homeowner Assistance

| Task | Deliverables | Resource | Responsible Party | Target Date | Completion |
|--|---------------|-----------------|--------------------|-------------|------------|
| Report efforts to PIO | Reports | PIO | AmeriCorps | 10/1/11 | |
| Establish homeowner priority system and match with registered volunteer agencies | Priority list | VOAD/AmeriCorps | VOAD AmeriCorps | 10/1/11 | |
| Set up table for homeowner intakes at the DRC | Set up | AmeriCorps | AmeriCorps | 9/20/11 | 9/20/11 |

Intermediate Objectives: Homeowner Assistance

| Task | Deliverables | Resource | Responsible Party | Target Date | Completion |
|--|-------------------------|------------------|-----------------------|-------------|------------|
| Develop and capture metrics on volunteerism for county needs | Data | AmeriCorps | AmeriCorps | Ongoing | |
| Consolidate warehouse and POD operations | Phase-out | AmeriCorps | AmeriCorps | 9/23/11 | |
| Continue to communicate with PIO | Communication | All players | All Players | Ongoing | |
| Establish committee on long-term recovery | Long-term recovery plan | All stakeholders | Central Texas VOAD | 11/1/11 | |

Road and Bridge Group

Group Supervisor: Johnnie Schroeder

Contact: 512-8458-3413

Coordinating Groups:

Debris Management

Environmental/Habitat Conservation

Public Information

Financial Management

Short Term Objectives: Road and Bridge

| Task | Deliverables | Resources Needed | Responsible Party | Target Date for Completion | Completion |
|--|--|-----------------------------|-------------------|----------------------------|------------|
| Provide support for debris management locations | Upon approval of PA, identify specific support needs | Road and bridge maintenance | Bastrop County | Upon PA approval | |
| Continue to remove debris on roadway | | Road and bridge maintenance | Bastrop County | Ongoing | |
| Continue to remove animal carcasses | | Road and bridge maintenance | Bastrop County | Ongoing | |
| Damage assessments/improvements | | Road and bridge maintenance | Bastrop County | Ongoing | |
| Prioritization of repair schedule | | Road and bridge maintenance | Bastrop County | Upon PA approval | |
| Ongoing documentation to support 25% match | | Road and bridge maintenance | Bastrop County | Ongoing | |
| Weekly progress/work plan for public information | | Road and bridge maintenance | Bastrop County | Ongoing | |

Animal Support Group

Group Supervisor: Jr. Tucker

Contact: 512 653-8903

Coordinating Groups:

Debris Management

Environmental/Habitat Conservation

Public Information

Financial Management

Short Term Objectives: Large Animals

| Task | Deliverables | Resources Needed | Responsible Party | Target Date for Completion | Completion |
|--|--------------|--|------------------------------|----------------------------|------------|
| Continue to shelter animals at two locations | | Volunteers and County Staff | Jr. Tucker, Sheriff's Office | Unknown | |
| Continue to distribute donated animal feed and hay | | Rachel Bauer, Bastrop County Ag Extension | Jr. Tucker, Sheriff's Office | Ongoing | |
| Create list of animal owners and notify of impending impoundment | | County Staff | Jr. Tucker, Sheriff's Office | 9/21/11 | |
| File notice of impoundment at County Clerk's office for unclaimed animals | Notices | Follow Bastrop County SOP for impoundment | Jr. Tucker, Sheriff's Office | 9/23/11 | |
| Move unclaimed animals to the Bastrop Animal Shelter | | Follow Bastrop County SOP for impoundment | Jr. Tucker, Sheriff's Office | 9/26/11 | |
| Create a list of volunteers and time donated for both locations | | Turn in lists to EMC for financial package | Jr. Tucker, Sheriff's Office | 10/1/11 | |
| Create a list of donated facilities, equipment and supplies for both locations | | Turn in lists to EMC for financial package | Jr. Tucker, Sheriff's Office | 10/1/11 | |

Intermediate Objectives: Large Animals

| Task | Deliverables | Resources Needed | Responsible Party | Target Date for Completion | Completion |
|---|--------------|---|------------------------------|----------------------------|------------|
| Develop a plan to distribute the donated hay and feed | | Legal mechanism to distribute donations | County Attorney's office | 9/30/11 | |
| Create a list of volunteers and time donated , and turn into EMC for financial package | | Rachel Bauer and Jr. Tucker | Jr. Tucker, Sheriff's Office | 10/1/11 | |
| Create a list of donated equipment and supplies , and turn into EMC for financial package | | Rachel Bauer and Jr. Tucker | Jr. Tucker, Sheriff's Office | 10/1/11 | |

Short Term Objectives: Small Animals

| Task | Deliverables | Resources Needed | Responsible Party | Target Date for Completion | Completion |
|---|--|------------------|------------------------------------|----------------------------|------------|
| Suspend current policies concerning unclaimed animals at the Bastrop Shelter | | | County staff and elected officials | Ongoing | |
| Work with the Austin Humane Society and TAMU Veterinary School to gather information on their costs and contributions to the injured animal efforts | Turn in lists to EMC for financial package | | Erica Baker | 10/31/11 | |

Intermediate Objectives: Small Animals

| Task | Deliverables | Resources Needed | Responsible Party | Target Date for Completion | Completion |
|---|--------------|------------------|------------------------------------|----------------------------|------------|
| Review/reassess policies concerning unclaimed animals at the Bastrop Shelter | | | County staff and elected officials | Ongoing | |
| Work with the Austin Humane Society to gather information on their costs and contributions to the injured animal effort | | | Erica Baker | 10/1/11 | |
| Discuss long-term plans for care and housing of injured animals with the Austin Humane Society | | | Erica Baker | 10/1/11 | |

Public Information

Group Supervisor: Gayle Wilhelm, County Judges Office

Contact: 512-332-7201

Coordinating Groups:

Debris Management

Environmental/Habitat Conservation

Animal Support

Donation Management

Road and Bridge

Financial Management

Objectives: Public Information

| Task | Deliverables | Resources Needed | Responsible Party | Target Date for Completion | Completion |
|---|---|---|---|----------------------------|---|
| Continue to update all interested parties with relevant information | Update County website (www.co.bastrop.tx.us) | Agency information needing to be disseminated to residents and stakeholders | Various County agencies; County Public Information Officer (PIO) to do the updates | 9/5/11, ongoing updates | Completed by County PIO Gayle Wilhelm initially and currently ongoing |
| Continue updates to general public | Monitor and update Bastrop County Facebook pages: Bastrop County Emergency Services District No. 2 (updated by Bastrop Fire Department); Bastrop County Office of Emergency Management (updated by Bastrop County Office of Emergency Management); and, Distribution Center for Victims of Bastrop County Fires (unclear who is updating); Facebook pages need to be connected to Twitter | Knowledge of relevant information to post; Facebook pages monitored for consistency of information, writing and message | County PIO will take lead, with participation from: Bastrop Fire Department and Office of Emergency Management; County IT Department will connect Facebook pages to Twitter | 9/8/11; ongoing updates | Initial development and implementation of pages completed by each entity; ongoing updates |

[Bastrop County Complex Fire Recovery Plan]

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|---|--|--|---|---|--|
| <p>Continue to update all residents with relevant information</p> | <p>Utilize one line of text on utility bills (cable, water, gas, power, phone, etc) to refer customers to County's website for most up-to-date information</p> | <p>Access to bills from Aqua Water, Southwestern Bell, Time Warner, Bluebonnet, Center Point Energy</p> | <p>County PIO (coordinates with various utilities for implementation of this, including confirmation of bill print deadlines)</p> | <p>9/30/11; ongoing quarterly updated line of information</p> | |
| <p>Develop message for County's website to ask anyone requesting updates to be placed on email blast list for messages regarding recovery efforts to be disseminated periodically</p> | <p>Email blast to interested parties</p> | <p>Message placed on County website asking for email addresses; County IT Department prepare email list; County send out message</p> | <p>County PIO</p> | <p>9/30/11, for generation of list; ongoing updates</p> | |
| <p>Continue to update media</p> | <p>Establish new Gmail account (transfer information and contacts from bastropfirenews@gmail.com to bastroprecovery@gmail.com)</p> | <p>Access to Gmail account</p> | <p>County PIO</p> | <p>9/30/11; ongoing updates</p> | |

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| <p>Begin new branding for Bastrop County with proposed "Bastrop We Are Coming Back" or a slogan approved by Judge and Commissioners Court</p> | <p>Billboards in specific locations in Bastrop and surrounding counties</p> | <p>Chamber Presidents from three County Chambers secure donated billboard space</p> | <p>County PIO coordinates</p> | <p>9/30/11 (keep donated billboards for as long as possible)</p> | |
| <p>Continuing updates to residents and interested parties about Recovery Process</p> | <p>Development of Frequently Asked Question (FAQ) sheet, based on questions currently being asked by members of the community, such as, "is there a permit required to remove debris, where can I get FEMA help, etc. Much of this information is already on County website but the Top 20 questions (and answers) need to be put on one sheet of paper and disseminated via normal channels</p> | <p>List of Top 20 questions and answers compiled by County PIO and Office of Emergency Management</p> | <p>County PIO</p> | <p>September 30, 2011; ongoing updates</p> | |

| | | | | | |
|---|--|--|-------------------|---------------------------------|--|
| <p>Continuing updates among all involved corporate partners; ensure that agencies are distributing consistent information</p> | <p>Development and Implementation of Joint Information System (JIS) to coordinate and implement public information needs; JIS would conduct periodic conference calls to provide situational awareness of event/activities affecting recovery efforts; County PIO would facilitate, call and compile relevant information and report respective information to appropriate entities, media and general public; calls would precede with publication of agendas and mutually agreed upon schedule</p> | <p>County PIO is designated as lead, with participation from the public information representatives from the following agencies: City of Bastrop, Texas Forest Service, Bastrop Fire Department, Recovery effort Volunteers/Donations, Texas Commission on Environmental Quality; FEMA</p> | <p>County PIO</p> | <p>9/30/11; ongoing updates</p> | |
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| <p>Continuing updates to that segment of the population with no access to computers and those unable to utilize computers</p> | <p>Community-wide Bulletin Boards, with information posted in English and Spanish; success dependent on consistent monitoring and placement of relevant material</p> | <p>Information to be posted; permission to place boards in highly trafficked public places; 5 boards; relevant information; volunteers to translate information to Spanish; volunteers to do actual posting and monitoring</p> | <p>County PIO</p> | <p>9/30/11; ongoing updates</p> | |
| <p>Gather, collate and disseminate information to support recovery operation; reach out to affected citizens and stakeholders with up to date information</p> | <p>Information Boxes (similar to what realtors post in front of a house for sale)</p> | <p>50 donated boxes from local realtor(s)</p> | <p>County Public Information Officer (PIO) to update materials; coordinate volunteers to post and take fliers to the boxes as appropriate; Fire Dept assist with box locations</p> | <p>10/10/11 for boxes to go up; ongoing updates</p> | |
| <p>Continued updates to</p> | <p>Direct mail piece sent to each</p> | <p>Water bill</p> | <p>County PIO</p> | <p>10/14/11</p> | |

| | | | | | |
|--|--|--|--|--------------------------|--|
| residents of County regarding recovery efforts | resident and business from Judge and Commissioners. Letter would outline the initiatives being undertaken by the County during the Recovery Phase. | address list obtained from water provider; letter from Judge and Commissioners on County letterhead; envelopes addressed and stamped | | and quarterly thereafter | |
|--|--|--|--|--------------------------|--|

| | | | | | |
|--|---|---|---|---------------------------|--|
| Disseminate "success stories" from various residents and businesses showing resiliency of people of Bastrop County | Written stories submitted to local media for further coverage and publication | Residents, Businesses willing to talk about future plans to remain in the County; volunteers to write stories | Volunteers recruited by County PIO to write the stories; County PIO to review & disseminate | 10/14/11; ongoing updates | |
|--|---|---|---|---------------------------|--|

Emergency Management Coordination Group

Group Supervisor: Mike Fisher, EMC

Contact: 512-8458-3413

Coordinating Groups:

Debris Management

Environmental/Habitat Conservation

Public Information

Animal Support

Financial Management

Short Term Objectives: Emergency Management Coordination

| Task | Deliverables | Resources Needed | Responsible Party | Target Date for Completion | Completion |
|---|---|--|--------------------------|-----------------------------------|------------|
| Set meetings for all State and Federal Agencies | Communication/information sharing | All State and Federal agencies | Mike Fisher | 9/21/11 | |
| Meet with IMT to approve long term recovery plan | 10-30 day+ recovery plan | IMT | Mike Fisher | 9/21/11 | 09/23/11 |
| Meet with IMT to discuss close out | Close out review | IMT | Mike Fisher | 9/21/11 | 09/23/11 |
| Transfer from IMT to EOC normal daily operations | | Bastrop OEM staff, IMT | Mike Fisher OEM staff | 9/22/11 | 09/23/11 |
| Plan meeting date for all departments for the week of September 26 | County education regarding process and meeting schedule to keep up with tasks (ATTACHED AGENDA) | All County Group Supervisors Assigned to tasks | Mike Fisher | Set date as soon as possible | |
| Plan meeting date for all county employees to share information on recovery | Buy in and education for all county employees | All departments | Mike Fisher OEM staff | Set date as soon as possible | |
| Communicate with each department listed in the recovery plan to ensure the county is moving forward | Progress | OEM staff | Mike Fisher | Use dates listed in recovery plan | |
| Present recovery plan to Commissioners Court | Progress | Commissioners court/Mike Fisher | Mike Fisher | 9/26/11 | |
| Distribute copy of recovery plan to county departments in plan | Deliver approved plan | OEM staff | Mike Fisher | 9/27/11 | |
| Develop a procedure for intake of FMAG documentation | | Mike Fisher OEM staff | Mike Fisher, EMC | 9/30/11 | |

Intermediate Objectives: Emergency Management Coordination

| Task | Deliverables | Resources Needed | Responsible Party | Target Date for Completion | Completion |
|---|--|--|--------------------|----------------------------|------------|
| Meet with each department to conduct an after action review of incident | List of positive items to keep, ways to improve and things you don't want to do again. Lessons learned | OEM staff Suggested to bring in outside facilitator if possible just to facilitate the meetings | Mike Fisher EMC | 11/30/11 | |
| Compile all documentation from AAR's into usable format | | OEM staff | Mike Fisher | 12/15/11 | |
| Continue to communicate with each department listed in the recovery plan to ensure the county is moving forward | Progress | OEM staff | Mike Fisher | On-going | |
| Define gaps/deficiencies found from AAR's and solutions to avoid the same gaps next time | A report that will allow you to define exercise, education and grant opportunities | OEM staff | Mike Fisher | 12/30/13 | |
| Communicate with all necessary agencies involved in Bastrop County to ensure documentation | Documentation | OEM staff | Mike Fisher | On-going | |
| Create list of acknowledgements from EOC and elected officials | Appreciation and acknowledgement to appropriate agencies and people | OEM staff All Department Supervisors Elected officials | Mike Fisher | 10/15/11 | |
| Educate county departments and other stakeholders on FMAG application process | | OEM staff | Mike Fisher EMC | 11/11/11 | |
| Continue to collect FMAG documents | | Bastrop County | Mike Fisher EMC | 11/30/11 (due date) | |
| Prepare and deliver FMAG packet to TDEM | | Bastrop County | Mike Fisher EMC | 12/15/11 (due date) | |

[Bastrop County Complex Fire Recovery Plan]

September 26, 2011

| | | | | | |
|---|---|---|-------------|-------------------------------------|--|
| Work with historical archive company to complete project | Final document/book/DVD | OEM staff Historical archive company | Mike Fisher | On-going | |
| Invite all stakeholders to a final meeting to view the historical archive DVD, book, document | Close out reception and communication with interested agencies/stakeholders | All stakeholders | Mike Fisher | When historical archive is complete | |

**Appendix A
Sample Meeting Agenda**

**Bastrop County Complex Fire Recovery Task Force
Office of Emergency Management
September 30, 2011**

- I. *Welcome and Introductions: Mike Fisher, EMC*
- II. *Donations/Volunteers Group Report: Megan Helton*
 - a. Accomplishments
 - b. Current Objectives
 - c. Resources Committed
 - d. Future Actions
 - e. Unmet Needs
- III. *Environmental/Habitat Conservation Group Report: Roxanne Hernandez*
 - a. Accomplishments
 - b. Current Objectives
 - c. Resources Committed
 - d. Future Actions
 - e. Unmet Needs
- IV. *Debris Management Group Report: Ronnie Moore*
 - a. Accomplishments
 - b. Current Objectives
 - c. Resources Committed
 - d. Future Actions
 - e. Unmet Needs
- V. *Road and Bridge Group Report: Johnnie Schroeder*
 - a. Accomplishments
 - b. Current Objectives
 - c. Resources Committed
 - d. Future Actions
 - e. Unmet Needs
- VI. *Animal Support Group Report: Jr. Tucker*
 - a. Accomplishments
 - b. Current Objectives
 - c. Resources Committed

- d. Future Actions
- e. Unmet Needs
- VII. *Financial Management Group Report: Melissa Kincaid*
 - a. Accomplishments
 - b. Current Objectives
 - c. Resources Committed
 - d. Future Actions
 - e. Unmet Needs
- VIII. *Emergency Management Group Report: Mike Fisher*
 - a. Accomplishments
 - b. Current Objectives
 - c. Resources Committed
 - d. Future Actions
 - e. Unmet Needs
- IX. *Wrap-Up: Mike Fisher, Emergency Management Coordinator*

**Appendix B
Sample Report**

**Animal Support Group Report to
Bastrop County Complex Fire Recovery Task Force
September 30, 2011**

Submitted by:

Date:

- a. Accomplishments: *What has been accomplished since the last meeting?*
- b. Current Objectives: *What we plan to do now and how we are going to accomplish it.*
- c. Resources Committed: *What people, equipment, supplies and money are we using to accomplish our objectives.*
- d. Future Actions: *What we will do to accomplish our future objectives.*
- e. Unmet Needs: *The people, equipment, supplies and money we need to accomplish our objectives that we don't have.*

Appendix C List of Acronyms

Bastrop Complex Recovery Plan

| Acronym | Agency |
|---------|---|
| ADRN N | Austin Disaster Relief Network |
| AC | AmeriCorps |
| BAER | Burn Area Emergency Response |
| BC-EMC | Bastrop County Emergency Management Coordinator |
| BC-EOC | Bastrop County Emergency Operations Center |
| CAPCOG | Capital Area Council of Government |
| CBOs | Community Based Organizations |
| DMS | Debris Management Site |
| DRC | Disaster Relief Center |
| FEMA | Federal Emergency Management Agency |
| FMAG | Fire Management Assistance Grant |
| JIS | Joint Information System |
| LCRA | Lower Colorado River Authority |
| LPHCP | Lost Pines Habitat Conservation Plan |
| LTRC | Long Term Recovery Committee |
| NRCS | Natural Resources Conservation Service |
| PPDR | Private Property Debris Removal |
| PA | Public Assistance (FEMA) |
| PIO | Public Information Officer |
| PODs | Points of Distribution |
| PR | Public Relations |
| PSA | Public Service Announcement |
| SAIC | Science Application International Corporation |
| TAMU | Texas A & M University |
| TCEQ | Texas Commission on Environmental Quality |
| TDEM | Texas Division of Emergency Management |
| TxDOT | Texas Department of Transportation |
| TFS | Texas Forest Service |
| THC | Texas Historical Commission |
| TPWD | Texas Parks and Wildlife Department |
| TSU | Texas State University |
| USACE | U. S. Army Corp of Engineers |
| USFWS | United States Fish and Wildlife Service |
| VAL | Volunteer Agency Liaison |
| VOAD | Volunteer Organization Active In a Disaster |
| VOLAGs | Volunteer Agency |
| VRC | Volunteer Reception Center |

