**Port** **O'Connor Improvement District**

**39 Denman Drive Port O'Connor, Texas 77982**

**Command team will be Ron Ketteman (District Manager), Evangelina Trevino (Office Assistant) Mike Raby (Operator), John DeLeon (Operator), Chris Jones (Field Tech.), and Roger Shelton (Field Tech).**

**Local Command Post:**

The **Port O'Connor Municipal Utility District Office** will be the gathering location for emergency response for the **2017 Storm Season**. This site is equipped with a landline phone, fax machine, and has restroom facilities. The site is located on Highway 185 which is the only highway entering Port O'Connor.

**Initial Duty Stations:**

**Ron Ketteman** will be positioned at the Port O'Connor MUD office. (Command Center)

**Evangelina Trevino** will be positioned at the command center if needed.

**Mike Raby** will be assigned as the 1st responder for the Port O'Connor Water Booster Station, Hwy 185 Well and Wastewater Treatment Plant.

**John DeLeon** will be assigned as the 1st responder to LaSalle WCID # 1A Water Plant and Vacuum Station.

**Chris Jones** will be assigned as the 1st responder to the Port O'Connor Vacuum Station # 1.

**Roger Shelton** will be assigned as the 1st responder to the Port O'Connor Vacuum Station #2.

The 1st responders will perform initial site and safety surveys for the site they have been assigned as soon as weather conditions permit. They will phone the reports to Ron Ketteman if cell phones are working. If cell phones are not working they will drive to the Command Center to make their reports and receive job assignments. After receiving job assignments they will check in with the Command Center every hour.

**Preplanning**

All emergency Generator's should be Load Tested within 48 hours of an expected storm. Check all fluid levels.

Make sure all fuel tanks are topped off and extra fuel is available.

Test auto dialers and verify programming within 10 days of an approaching storm.

Extra fuel for trucks should also be available and stored in safe locations. Supplies should be replenished as used if possible.

Each employee **must** have complete set of rain gear available. Each employee shall be equipped with a hard hat, safety vest, and employee identification. A complete set of dry clothes and shoes should also be stored in your company vehicle. Over-night personal items and any medications along with emergency food and water should also be kept in your vehicle. Preparations should be made within 10 days of an approaching storm.

**SITE ASSESSMENT AND SAFETY SURVEY**

**COMPLETED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SITE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Assessment** (from outside the gate, and before opening GATE)

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**Assessment of Plant Site** (walk around of Plant Site, noting any damage)

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**OPERATION Status of Plant Site** (Power, Fuel, and General Conditions)

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**SITE ASSESSMENT AND SAFETY SURVEY**

**List any items that need special attention:**

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**Observations** (anything you notice that will affect operations, travel restrictions, road conditions, or power in area).

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**Suggestions for continued operations:**

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**CALL IN TIME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**METHOD OF CONTACT:** LANDLINE, CELL, IN PERSON

**REPORT DELIVERED BY HAND TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**