
UPTON COUNTY APPRAISAL DISTRICT

DISASTER RECOVERY PLAN

SEPTEMBER 12, 2019

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Disaster Recovery Kit

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AUTHORITY

By approving this document the Upton CAD Board of Directors at a regularly scheduled meeting did convey to the Upton CAD Chief Appraiser the following emergency powers:

- 1. Power to purchase or lease needed equipment and supplies to restore district operations.**
- 2. Power to hire recovery personnel to salvage records and equipment.**
- 3. Request any outside governmental assistance deemed necessary or beneficial to the district.**
- 4. Power to supplement employee pay for services rendered beyond normal scope of time and duties.**

These powers are only to be used when some type of manmade or natural disaster has befallen the district.

I. PURPOSE

The purpose of the plan is to prevent loss of records and information, costly salvage of records, and delay in restoring critical business functions. This plan provides for emergency and disaster recovery for the Upton CAD office from events ranging from a minor emergency to a major disaster.

This plan seeks to mitigate the effects of a disaster, to prepare staff members for measures to be taken which will preserve life and minimize damage, to provide a recovery system in order to return the Upton CAD office to its normal state of affairs.

This plan defines who does what, when, where and how, in order to mitigate damage, prepare for, respond to, and recover from natural disaster, technological and other accidents, and intentionally destructive acts.

Upton County has in existence a complete comprehensive Emergency Management Basic Plan for major disasters that was utilized in the formulation and implementation of this plan. In areas of overlap, the Upton CAD Board of Directors and the chief appraiser will default to the county wide Emergency Management Basic Plan for direction and assistance.

II. SITUATION & ASSUMPTIONS

A. SITUATION

Upton County and the towns of McCamey, Rankin and Midkiff are exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Possible natural hazards include thunderstorms, tornadoes, and floods; possible industrial hazards include incidents such as hazardous material spills, oil field explosions, biochemical or conventional

attack, and terrorism; and possible building systems/environment hazards include water, fire, vandalism, and pests.

Upton County has a population of approximately 2782 people. The population is distributed throughout the county.

B. ASSUMPTIONS

1. Upton CAD will continue to be exposed to the hazards noted below in #6, as well as others which may develop in the future.

2. Outside assistance will be available in most emergency situations affecting the Upton CAD. Although this plan defines procedures for coordinating such assistance, it is essential for the Upton CAD to be prepared to carry out disaster response in short-time actions on an independent basis.

3. It is possible for a major disaster to occur at any time and at any place in Upton County. In some cases, dissemination of warning and increased readiness measures may be possible. However, many disasters and events can occur with little or no warning.

4. Local government officials recognize and accept their responsibilities for the safety and well-being of the public and will assume their responsibilities in the implementation of an emergency management plan.

5. Proper implementation of this plan will help reduce or prevent disaster related losses.

6. Due to geographical location, topography and oil and gas related industries, the Upton CAD is subject to any of the following emergency or disaster situations:

- **Water leaks**
- **Mold**
- **Insect damage**
- **Building fire**
- **Tornadoes**
- **Flooding**
- **Thunderstorms**
- **Transportation accidents, hazardous material spills, fires, explosions, radioactive material accidents**
- **Prolonged electrical outages**
- **Biochemical or conventional attack**
- **Terrorism**

7. It can be assumed that in the event of a nuclear attack, the Upton CAD will receive varied levels of radioactive fallout.

8. The Upton CAD, as well as Upton County and/or the towns may be isolated for several weeks in the event of nuclear warfare, or for several hours or days in the event of a large scale natural disaster.

III. OPERATIONAL CONCEPT

A. GENERAL

It is the responsibility of the Upton CAD is to protect employee life and district property from the effects of major disasters. This plan is based upon the concept that the emergency functions for various Upton County agencies involved in the emergency management will generally parallel day-to-day functions. To the fullest extent possible, the Upton CAD staff and office will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency may be suspended for the duration of any emergency. The efforts that would normally be required for those functions will be redirected to aid in the disaster recovery tasks for both the Upton CAD and Upton County.

A local state of disaster may be declared by the Upton County Judge and designated officials. The Upton CAD Chief Appraiser will be in contact with these officials for direction to activate staff in the recovery aspects of the plan.

An emergency or disaster affecting the property and records of Upton CAD for which immediate response and recovery actions are needed may be declared by the chief appraiser who will notify the board of directors and implement recovery aspects of the plan. If additional funding is needed the board of directors may go to the taxing jurisdictions that fund our budget and request additional funds.

B. DIRECTION AND CONTROL

The Upton CAD Chief Appraiser is responsible for the development and maintenance of an emergency and disaster recovery response plan and measures. The basic functions of the plan are to coordinate activities for utmost efficiency and effectiveness and to assure that any skills not normally available in the staff is obtained from other resources. The CAD Chief Appraiser will be the lead contact for the CAD during any emergency or disaster.

C. EMERGENCY OPERATIONS CENTERS

In the event of a major emergency or disaster the Upton CAD Chief Appraiser will coordinate with Upton County emergency personnel on the location of the emergency operations center. The chief appraiser will receive direction and notification of a possible or actual emergency from Upton County.

D. ORGANIZATION FOR EMERGENCY OR DISASTER

The chief appraiser shall prepare, through planning and callout list, the staff and contractors to perform emergency/disaster recovery functions over an extended period of days or weeks depending on the severity of the damages.

E. PHASES OF MANAGEMENT

The emergency and disaster recovery plan follows an all hazard approach and acknowledges that most responsibilities and functions performed during an emergency are not hazard specific. Likewise, this plan accounts for activities before and after, as well as during emergency operations, consequently, all phases of emergency management are addressed, as shown below:

1. READINESS

Readiness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.

2. RESPONSE

Response is the actual provision of an emergency plan during a crisis that helps to reduce casualties and damage and speed the recovery process.

3. RECOVERY

Recovery is both a short-term and long-term process. Short term operations seek to restore the office to use by the district and provide for the basic needs of the public and emergency management offices. Long-term recovery focuses on restoring the office to its normal, or improved, state of operations.

IV. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

The Upton CAD Board of Directors and the chief appraiser are responsible to do everything possible to minimize damage and to restore the office of the Upton CAD to normal

operations in the event of a natural disaster, manmade incident, or national emergency, including nuclear attack accidental missile launch or threat thereof.

A. BOARD OF DIRECTORS

The Upton CAD Board of Directors is made up of representation from the voting taxing jurisdictions.

The responsibilities of the board of directors are:

- 1. Work with the chief appraiser in all types of planning and emergency actions.**
- 2. Establish policy and procedure for the operation of the Upton CAD should an emergency or disaster situation occur.**
- 3. Provide for adequate funding for mitigation, response And recovery procedures through the budget process and by Requesting additional funds from the taxing entities if needed.**

B. CHIEF APPRAISER

- 1. Work with and assist the Board of Directors in all phases of emergency preparedness efforts as the Emergency and Disaster Recovery Management Coordinator for the CAD.**

- 2. Serve as the liaison officer between the board of directors and the Emergency Management Coordinator (EMC) and County Judge.**
- 3. Prepare, review, revise, distribute and maintain the Upton CAD Disaster Recovery Plan.**
- 4. Coordinate with vendors, contractors, and professional Service providers.**
- 5. Provide training for staff in disaster mitigation, first response procedures and salvage methods for damaged records and property.**
- 6. Arrange for disaster preparedness and response to meet the needs of staff and property.**
- 7. Coordinate emergency and recovery actions for the board of directors and staff.**
- 8. Keep in contact with county personnel to receive preparedness status and information to help anticipate the needs of the district.**
- 9. Maintain liaison with organized emergency volunteer groups and private agencies.**
- 10. Keep in contact with the EMC and county personnel to increase readiness in case of emergency or disaster situations.**

V. INCREASED READINESS PROCEDURES

Most emergencies or disasters follow some recognizable build-up period during which actions can be taken to achieve a state of maximum readiness and recovery.

The Upton CAD Chief Appraiser shall provide overall direction for readiness actions and will.

- 1. Contact the board of directors and staff about pending or predicted emergency or disaster.**
- 2. Establish contact with the EMC and sheriff's department.**
- 3. Contact the district's current software provider, True Automation, to secure off-site software and hardware**
- 4. Notify the current insurance carrier of the pending or predicted disaster.**
- 5. Mitigate damage by directing the staff in taking preventative and protective measures to insure the integrity of the Upton CAD office by:**
 - Removing furniture, electronics, and files from areas susceptible to water saturation, if possible.**
 - Secure valuable items in waterproof containers and/or bring items to a safe and secure location off premises.**

- **Board and tape all windows and doors, if needed and if possible.**
- **Lock and secure the CAD offices and building, if sheriff's department personnel unavailable.**
- **Shut of electricity to building, if sheriff's department personnel unavailable.**

VI. RESPONSE PROCEDURES

A. RESPONSE ACTIONS

The Upton CAD Board of Directors, chief appraiser and staff shall follow the Upton County EMC's order to evacuate and return only when the evacuation order has been lifted.

1. Evacuation Procedures

- **Remain Calm.**
- **Always respond to an evacuation order.**
- **Human safety is always the highest priority.**
- **Turn off electrical equipment if it is safe to do so.**
- **Assist anyone who requires help leaving the building.**
- **Evacuate in an orderly fashion according to the evacuation routes that have been established.**
- **Move away from the building to the designated assembly area. Do Not block the street or entrances. The designated assembly area is the park behind the appraisal office.**

- Do not reenter the building until instructed to do so.

2. Emergency Call List

If you discover an emergency call the people on this list until you contact someone who can assist in addressing the problem. In consultation with that person, decide who else needs to be contacted.

- Chief Appraiser Linda Zarate
- Board Chair John Evridge
- Board Secretary Lori Wright

3. Staff/Key Personnel List List Attached

4. Emergency Contacts List attached

B. EMERGENCY PROCEDURES

- **Water Damage**
 1. Determine the source of the water leak.
 2. Cut off the water, if possible
 3. Notify the chief appraiser.
 4. To the extent possible move wet or vulnerable items to a dry, secure location nearby.
 5. If water is coming from above, protect items by covering them with plastic sheeting.

6. If water is coming in on the floor, move items to a safe area, starting with items closest to floor.
7. See Recovery section of this plan for Instructions on drying wet records.

- **Fire**

1. Remain calm.
2. If you see or smell fire activate the nearest fire alarm.
3. If it is safe to do so, determine the location And source of the fire. If you are in Immediate danger evacuate the building.
4. If it is safe to do so, turn off computers and equipment.
5. Proceed immediately to the nearest clear exit and leave the building. All employees must leave the building and meet at the park.
6. Notify the chief appraiser, board chairman. The chief appraiser or a county official will advise when it is safe to return to the building.

- **Mold**

1. If you discover mold find out what is causing the growth. Look first for an obvious source of moisture such as a water lead. If there is no obvious source of moisture, look for less obvious problems, such as poor air circulation or condensation along an outside wall.

- 2. Mold needs a warm, moist environment to Grow. Modify the environment so that it is no longer conducive to mold growth. Stop any leaks, remove standing water, and reduce humidity. Keep the climate well below 70 degrees. Open and close doors as little as possible, block off air return vents if possible and do not run fans.**
- 3. Isolate the affected items.**

Inspect Damage

- 1. Physical repair is usually out of scope.**
- 2. Proactive environmental management is more effective than chemical treatments.**
- 3. Keep the climate below 70 degrees.**

- **Medical Emergency**
 - 1. Remain Calm.**
 - 2. Call or have someone else call 911. Be prepared to tell the 911 operator the following information:**
 - a) Specific location**
 - b) Type of injury or problem**
 - c) The individual's present condition**
 - d) Events leading up to the emergency.**

VII. ADMISTRATION AND SUPPORT

A. Admistration

1. Reports and Records

**Maintain a list of Board of Directors and contact numbers.
Maintain a list of employees and contact numbers.
Maintain a list of service providers, contractors, and professional services, and contact numbers.**

2. Relief Assistance

Maintain a list of the Upton Appraisal District insurance providers. Maintain a list of Federal, State, County and local entities who deal with disaster relief provisions.

B. Support

- 1. Maintain a list of local and state offices to provide assistance to help with the disaster relief.**

VIII. CONTINUITY OF GOVERNMENT

In cases of emergency or disaster the Board of Directors and Chief Appraiser will follow the lines of succession within Upton County and the City of McCamey.

The lines of succession are:

A. Upton County Judge and or City of McCamey Mayor, Emergency Coordinator & Sheriff Department Heads including Upton County Appraisal District.

B. Preservation of Records-The financial records (Upton CAD) are backed are backed up offsite daily through Harris Govern.

IX. DEVELOPMENT, MAINTENANCE & IMPLEMENTATION

A. If a plan is to be effective its contents must be known and understood by those who are responsible for its

- implementation. The Chief Appraiser will brief the staff and Board of Directors concerning their role in emergency and disaster recovery management and ensure proper distribution of the plan to the staff and board.
- B. The Chief Appraiser or designee will be responsible for contacting all vendors, contractors, and professional service providers of the duties and responsibilities associated with the plan.**
 - C. The plan will be reviewed annually and updated, as necessary, based upon new emergency and disaster recovery management information.**
 - D. This plan supersedes and rescinds all previous editions of the Upton County Appraisal District Emergency and Disaster Recovery Plan and it is effective upon signing by the Chairman of the Upton County District Board of Directors and the Chief Appraiser.**

UPTON COUNTY APPRAISAL DISTRICT PROCEDURES

X. Outline of Response in the Event of a Critical Incident

Step 1:

- 1. The Chief Appraiser is notified of a critical incident involving a district employee or citizen at 432-652-3221 during the day.**
- 2. Other on-call management staff may be notified on their cell phones that will immediately coordinate with the Chief Appraiser after hours or holidays.**

Linda Zarate-Deputy Chief Appraiser 432-208-1896

Bridgite Black-Sr Appraiser 432-208-2431

Roberta Hollingsworth-Collector 432-208-2259

3. **First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in the process must be followed.**
4. **In the event the Chief Appraiser is incapacitated or unavailable for any reason, the Deputy Chief Appraiser will assume the role of primary contact and decision maker.**

Step 2:

1. **The Chief Appraiser will gather information concerning the critical incident and respond accordingly.**
2. **In the event that the District needs to be closed or schedules altered in some manner, approval must come from the Chief Appraiser.**
3. **Any media contact or press releases must be coordinated through the Chief Appraiser-office # (432) 652-3221 or cell #**
4. **Any email or website assistance must be coordinated through the Chief Appraiser-office # (432) 652-3221.**

Step 3:

- **Depending on the evaluation of the situation, one or more of the following may occur:**

Step 3A-Chief Appraiser assigns an On-Site Coordinator that reports back to him/her .

Step 3B-On-site Coordinator goes to scene of the incident to assess the need for back-up personnel/meeting of management team and reports back to the Chief Appraiser.

- **Based on the initial findings and upon agreement with either the Chief Appraiser or the On-Site Coordinator, the response by the Chief Appraiser may include: dealing with the situation alone, contacting trained personnel, contacting appropriate outside agencies, (e.g. local police, fire, hospital), contacting family members, contacting counseling center. If warranted, an emergency meeting of all essential personnel may be called after evaluation of the situation.**

Step 3C-If an emergency meeting is activated it will be held in the Chief Appraiser's office. If this location is unavailable, will be held at the Upton County Substation.

Step 3D-Emergency meeting is called. If determined in the emergency meeting, the Deputy Chief will assist the Chief appraiser in dealing with the critical incident. This may include: assisting staff, citizens and family members while gathering additional information, etc.

Step 4: Recovery Timeline

24 hours

- If small in scope, begin clean up and minor repairs:**
- Assess damage and determine length of outage**
- Secure alternative location if needed**
- Move computers and equipment**
- Determine scope of damage for servers and workstations**
- Obtain offsite backup tapes or data files**
- Restore the network**
- Determine requirements for voice and data communications**

Contact phone company to redirect voice service to alternate location

Restore telecommunications

Contact utility companies to assess and restore services

Remove vital records subject to damage or exposure

Secure building, doors and broken windows

Make arrangements with police to secure/patrol the damaged area if necessary

Notify employees and board members of situation

48-72 hours

Contact internet provider

Restore internet connection at alternate location

Reinstall software as necessary

Restore data as necessary

Prepare statements/contact media and the public of situation

Notify key customers of situation

Notify all vendors and delivery services of change of location

Remove/secure all documents and records

Notify insurance company

Document all facility damage

Order supplies and equipment required at alternate site

Notify post office of new address to deliver mail

Provide counseling to those employees that request or require it

Keep employees and board members informed of recovery process

1-2 weeks

If moderate in scope, complete repairs as necessary while operating at alternate site (due to lack of office space in Upton County, temporary buildings may be brought in)

Inventory damaged and destroyed equipment

Salvage equipment and supplies

Arrange for offsite storage if needed

3-4 weeks

If severe in scope, set up and operate at temporary facility while completing repairs

Secure financial backing as needed for the recovery effort

Settle property claims with the insurance company

Determine if new permanent operating site is required

Prepare media statements

Report on final disaster recovery expenses to board members

Update disaster recovery plan based on lessons learned

Step 5:

Once the issue/situation is assessed the necessary staff will meet and debrief. Any needed follow-up plans, communications, activities and/or programs will be determined for final resolution of the critical incident. Timelines for these will be determined and a closure/evaluation meeting will be scheduled. The Chief Appraiser will evaluate all responses the critical incident at the closure/evaluation meeting and will recommend any policy revisions in procedures.

Press relations

- **All press and media releases will be conducted by the Chief Appraiser. The Chief Appraiser and Deputy Chief will review all media and press releases.**

XI. Contact Numbers:

Linda Zarate-Chief Appraiser-432-208-1896

Bridgite Black-Deputy Chief-432-208-2431

Dusty Kilgore-County Judge-432-639-2321

Dan Brown-Upton Sheriff-432-693-2422

John Evridge-Chairman Upton CAD 432-693-2164

Damage Assessment Worksheet

Location:

(Use on worksheet for each office/room)

Hardcopy:

1. _____ Damage Code _____

2. _____ Damage Code _____

3. _____ Damage Code _____

Electronic:

4. _____ Damage Code _____

5. _____ Damage Code _____

6. _____ Damage Code _____

Damage Codes (use as many as apply)

B-Burned

DM-Dirt/Mud

M-Moldy

SW-Sewage

SD-Smoke Burned

SW-Still under Water

D-Damp

FL-Scattered on Floor

PB-Partially Damaged

S-Soaked

PD-Physically Damaged

2020 COVID UPDATE

We initially closed the office to the public. We continued to work regular office hours, since our office space is large enough to social distance.

When the state began to open back up, we installed plexiglass shields around our counter. We then opened back up to the public.

If circumstances occur where we need to quarantine, we will follow all state and local guidelines.

