



City of Houston



Emergency Preparedness Employee Handbook

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Overview

Unless otherwise directed by the Mayor, the City of Houston is open for business to deliver City services during all scheduled and published hours of operation. City employees, unless otherwise directed, are expected to report to work or to a temporary work location as scheduled regardless of weather conditions or other emergency events.

All Administration & Regulatory Affairs (ARA) employees are designated as Essential or Non-Essential Personnel and designated as Tier I, II, or III to ensure that City services and operations are delivered.

If, for any reason, non-emergency City services are suspended, a public announcement will be made by the Mayor.

In an emergency, Administration & Regulatory Affairs Employees shall:

- Know whether you are designated as an Essential or Non-Essential personnel and what Tier Designation you are.
- Call ARA's Emergency Contact Number, **866-603-3256** to get instructions on reporting to work.
- Contact your immediate supervisor and advise them as to your availability to report to work.
- Monitor your City of Houston email and the local news media for reports of current conditions and for announcements by the Mayor.
- Monitor the City of Houston emergency alert system. Emergency alerts specific to City employees will be sent to the mobile phone number you have listed in HROne.
- If you have volunteered and have been designated as a member of the Houston Employee Response Team (HERT), you should remain ready to report to work in-person for duties as assigned.
- Be prepared to be reassigned to assist in other areas as needed.

Essential and Non-Essential Personnel

Essential Personnel:

In accordance with the City's Administrative Policy (AP) 2-3 (*Exhibit A*): Severe Weather and Other Emergency Conditions, ARA has designated all employees as either Essential or Non-Essential Personnel. ARA employees are to be notified of their Tier Designation by their supervisor, annually in May, and must sign an acknowledgement form (*Exhibit B*).

The contact and emergency information (i.e., cell phone, home phone, alternate phone number, and emergency contact person) for each Essential employee should be maintained by the supervisor in the event of severe weather or other emergency.

Essential employees are expected to report to their regular work location, or other designated work location, unless otherwise directed by the Director or his/her designee.

During severe weather conditions or other emergencies, an Essential employee may be assigned to other duties or other areas. An Essential employee may be temporarily assigned to another department.

If an Essential employee, in their best judgment, is not able to report to work, they must notify their supervisor or the appropriate level of management of their situation. The employee's assessment is subject to review and approval by the supervisor or management. As the situation changes, the employee is expected to notify their supervisor when they can report to work.

Essential employees have the responsibility to pre-plan the safeguarding or relocation of family members before they are required to report to work.

An Essential employee, who does not report to work without supervisor approval or leaves work without proper authorization, shall utilize vacation leave and may be subject to appropriate disciplinary action, as defined by AP 3-7: Positive Corrective Action Program.

Non-Essential Personnel:

Non-Essential employees who have been directed to remain at their residence as their designated temporary work location or have been directed to another site as their temporary work location, shall continue to monitor media communications, the City of Houston's emergency alert system, and call the ARA Emergency Contact Number for updates.

Upon receiving instructions to return to work, Non-Essential employees shall report to their regular or temporary work location.

A Non-Essential employee who has reported to work during an emergency situation should remain at work unless approval to leave is received from their supervisor. An employee who leaves without authorization shall utilize accrued paid vacation leave time and may be subject to appropriate disciplinary action as defined by AP 3-7: Positive Corrective Action Program.

Once severe weather or other emergency event subsides, all ARA employees (Essential and Non-Essential), unless otherwise directed by the supervisor or management, should report to work.

Tier Designations:

All City employees, Essential and Non-Essential personnel, have been designated as Tier I, Tier II, or Tier III for emergency purposes. The Tier structure listed below is as defined by the City's Administrative Policy 2-3 (*Exhibit A*).

- **Tier I:** Employees determined by department directors to be essential to the continued operation of critical City functions, including preparations and responses to emergencies. Tier I employees are expected to report as directed under any circumstances. Tier I employees are considered essential during the pre-, intra- and post-event periods and are required to carry out the responsibilities assigned to Tier 1

employees in Section 6, Procedures.

- **Tier II:** All employees without immediate, specific emergency roles but who may be necessary to execute duties for the City under certain circumstances. Tier II employees are considered essential during the pre-, intra-, and post-event periods and are required to carry out the responsibilities assigned to Tier II employees in Section 6, Procedures.
- **Tier III:** All City employees not specifically designated as Tier I or Tier II employees. Tier III employees are required to be available and carry out the responsibilities assigned to Tier III employees in Section 6, Procedures.

Reporting to Work

ARA employees directly provide, or support others who provide, services to the citizens of Houston. Many of these services are critically needed before, during, and immediately after severe weather or other emergency events.

During periods of severe weather conditions, travel along roadways could become hazardous. Therefore, in cases of severe weather conditions or other emergency events, the Mayor may suspend some or all non-emergency City services, requiring the presence of only designated Essential personnel.

The decision to suspend non-emergency City services and to direct or advise City employees not to report to their regular work location rests solely with the Mayor.

Communications

City of Houston employees will automatically receive report to work notifications from the Office of Emergency Management (OEM) via work email and City issued mobile device when the Mayor declares an emergency. If an ARA employee would like to receive emergency notifications via text to a personal device, they will need to update their profile in HROne.

ARA employees are expected to monitor their work email and call the ARA Emergency Contact Number, **866-603-3256**, to get updates about reporting to work.

The Director of ARA or his/her designee will be responsible for recording the ARA emergency message with up-to-date information and instructions for Department employees specifying duties and report to work status for each Tier.

Activating Houston Employee Response Team (HERT)

The Houston Employee Response Team (HERT) is comprised of Tier II and Tier III City of Houston employees who have volunteered to be available and called upon to meet the needs of surge staffing during disasters.

The Director of ARA or his/her designee is responsible for keeping a list of current ARA HERT members consisting of approximately 8.5% of department Tier II and Tier III employees. This list is expected to be updated with valid contact information, including personal cell phone numbers and email addresses, every year before the beginning of hurricane season on June 1.

The Director of Administration & Regulatory Affairs or his/her designee is responsible for contacting the appropriate number of volunteers as assigned by the Mayor and directed by OEM. HERT assignments and deployment locations will be dictated by OEM and relayed to the volunteers upon activation.

Transportation

ARA will maintain established transportation procedures with vehicles-for-hire and METRO during emergencies. In anticipation of an emergency event, ARA's Regulatory Permitting Division will coordinate with local vehicle-for-hire vendors to meet transportation needs.

Houston 311 agents are Tier I employees who are required to report to work for scheduled shifts in-person or remotely during emergency events. OEM will provide ARA with a list of facilities that provide services during an emergency event. 311 agents will book rides for the public needing transportation to and from designated facilities using approved vehicle-for-hire, METRO, or other providers as designated by OEM.

In the aftermath of an emergency, return-to-home transportation includes on-site ride dispatch provided by ARA staff in addition to rides booked by 311 agents.

Animal Services

BARC team members are Tier I employees and will be required to report to work during severe weather or other emergency events unless otherwise directed by the Mayor, designee, or ARA Director. During an emergency, BARC's priority is the safety and welfare of the animals under its care. Depending on the severity of the emergency, BARC's division head, in consultation with the ARA Director, will recommend which public services will be available or if the animal shelter will remain open to the public. This includes all outcome-based activities, including but not limited to, adoptions, fostering, and rescue transfers. BARC's secondary priority during an emergency is for the safety and welfare of pets in the community, particularly those that have been taken to emergency facilities.

BARC will make every effort to provide crates, supplies, and food for animals that have come to designated emergency facilities with their owners.

Disaster Recovery

In accordance with AP 4-2 (*Exhibit C*): Internal Disaster Preparation & Recovery, the Risk Management Division, in advance of an event forecasted to affect the Houston area, notifies pre-designated City department contacts responsible for reporting preliminary damage assessment reports to Risk Management and OEM. Risk Management collects preliminary property damage reports from departments and administers the insurance claim recovery process. The reports are due to Risk Management and OEM within three days after the event or when road travel in the City is reasonably safe. The division notifies the City's Insurance Broker of Record (BOR) of a potential property insurance claim. The BOR notifies the insurance carriers of a potential claim, and the insurance adjusters are mobilized to perform site inspections of damaged properties as soon as possible. Risk Management facilitates site inspections with the departments and adjusters.

Leave Time and Compensation

In conditions where the Mayor has issued a directive suspending non-essential City services and directing non-essential City employees not to report to his/her regular work location, disaster time off (DTOF) pay may be used. If an employee is on approved scheduled paid leave, such as vacation, such time will not be changed from paid vacation to DTOF. In localized conditions where the Mayor has not issued a directive instructing a City employee not to report to his/her regular work location, if a supervisor authorizes an employee to arrive late or miss work due to the emergency conditions, they may allow the employee to make up the missed time or allow the employee to use accrued vacation leave time in accordance with the Fair Labor Standards Act (FLSA) and AP 3-11: Absence or ARA's Departmental Absence Policy.

If a supervisor does not agree that weather conditions prevented an employee from reaching their regular work location as scheduled, the employee may utilize accrued vacation leave time and may be subject to disciplinary action in accordance with AP 3-7: Positive Corrective Action Program.

Non-Exempt Employees:

Non-exempt employees who work during severe weather conditions or other emergency events will be paid for the hours physically worked plus appropriate overtime pay.

A non-exempt employee may make up any scheduled work time at the discretion of the supervisor. All hours must be made up during the current workweek. Any shortfall of regular hours may be charged to the appropriate accrued leave. In all cases, a non-exempt employee is to be paid for all hours worked in accordance with the Fair Labor Standards Act (FLSA).

Exempt Employees:

Exempt employees who work during severe weather conditions or other emergency events will be paid for the time worked based on their regular salary and may be eligible for approved compensatory time.


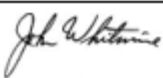
In accordance with the Department of Labor and applicable FLSA rules, an exempt employee (except in very limited circumstances) cannot be docked for time not worked if they worked any time during the workweek. However, any shortfall of regular hours may be charged to the appropriate accrued leave, and the employee will be subject to disciplinary action up to and including indefinite suspension.

Emergency Activation Pay:

According to the 2024 HOPE Meet & Confer Agreement, when the Mayor declares an emergency event, non-exempt union member (UM)s regardless of their Tier Designation, who are performing work directly related to the emergency event and those working hours are overtime hours (excess of 40 hours for the workweek), the non-exempt UMs shall be compensated in cash at two (2) times their regular rate of pay for the overtime worked for the duration of the emergency event.

EXHIBIT A

AP 2-3: Severe Weather and Other Emergency Conditions

	Administrative Policy SEVERE WEATHER AND OTHER EMERGENCY CONDITIONS		
	A.P. No.	2-3	
	Effective Date:	07/06/2024	
1. POLICY STATEMENT			
<p>It is the policy of the City of Houston (City) that, unless otherwise directed by the Mayor, the City remain open for business to deliver City services during all scheduled and published hours of operations. Employees, unless otherwise directed, are expected to report for and remain at work as scheduled regardless of weather conditions or other emergency situations. Additionally, all City employees shall be designated as Tier I, Tier II, or Tier III employees to ensure City services and operations are delivered. Employee attendance and pay must be in accordance with the provisions outlined in this policy.</p>			
2. POLICY PURPOSE			
<p>The purpose of this policy is to establish structures, mechanisms, assignments, and expectations to ensure the City can respond efficiently and effectively during a broad spectrum of emergencies, both natural and human-caused. All City employees are critical to the services and operations of their department. This policy describes the roles and responsibilities of employees before, during, and after severe weather and other emergency incidents.</p>			
3. SCOPE			
<p>This policy is applicable to all City employees (full time, part time, part time 30, and temporary) regardless of civil service status, classification, or pay grade.</p>			
4. DEFINITIONS			
<p>Chain of Command: The line of authority and responsibility along which directions, instructions, authorizations, and orders are passed. The chain of command typically begins with an employee's immediate supervisor, extends upward through all levels of management, and ends with the department director.</p>			
<p>Emergency: Severe weather and other emergency incidents, which may or may not be declared by the Mayor, that pose an immediate risk to health, life, property, or environment. Most emergencies require urgent intervention to prevent a worsening of the situation, although in some situations mitigation may not be possible.</p>			
<p>Employee: Any individual employed directly by the City or a contractor (temporary employee) directly supervised by the City engaged in the performance of duties for or on behalf of the City.</p>			
<p>Tier I: Employees determined by department directors to be essential to the continued operation of critical City functions, including preparations and responses to emergencies. Tier I employees are expected to report as directed under any circumstances. Tier I employees are considered essential during the pre-, intra- and post-event periods and are required to carry out the responsibilities assigned to Tier I employees in Section 6, Procedures.</p>			
Approved:			Date Approved:
			07/15/2024
			Page 1 of 6

Tier II: All employees without immediate, specific emergency roles but who may be necessary to execute duties for the City under certain circumstances. Tier II employees are considered essential during the pre-, intra-, and post-event periods and are required to carry out the responsibilities assigned to Tier II employees in Section 6, Procedures.

Tier III: All City employees not specifically designated as Tier I or Tier II employees. Tier III employees are required to carry out the responsibilities assigned to Tier III employees in Section 6, Procedures.

5. POLICY DETAILS

- 5.1. All City employees directly provide or support others who provide services to the citizens of Houston. Many of these services are critically needed before, during, and immediately after an emergency. Because the Houston area periodically experiences severe weather conditions, it is understood that travel is sometimes very dangerous. All City employees are expected to fulfill their assignments in accordance with the City and department policies and practices.
- 5.2. In cases of emergency, the Mayor may determine that some or all non-essential City services will be suspended, requiring the presence of only designated employees. If conditions are severe enough to suspend non-essential City services, a public announcement will be made by the Mayor on local radio and/or television stations and department directors will be notified.
- 5.3. Each department shall establish a communication plan to keep employees informed regarding directives for status of emergency conditions and for reporting to work.
- 5.4. City employees should monitor the Houston radio and television stations for communications issued by the Mayor and their department to determine whether to report to work. Employees must contact their supervisor if they have any questions or need clarification of their responsibilities.
- 5.5. Each department director has the responsibility to designate employees (existing and future employees), including executive management, as Tier I, Tier II, or Tier III employees and shall submit a report indicating such designation to the Office of Emergency Management (OEM) and the Human Resources Department (HR) on the first business day of May each year.
- 5.6. The authority to suspend non-essential City services and to direct or advise City employees not to report to their regular work location as a result of emergencies shall rest solely with the Mayor. Only the Mayor shall issue a proclamation directing City employees to work from their residence, as their temporary work location, during emergencies.

6. PROCEDURES

All employees will be designated by their department directors or designees as Tier I, Tier II, or Tier III employees. These designations are based on the duties and responsibilities of the individual employee.

6.1. Tier I:

- 6.1.1. All Tier I employees have specific duties to perform during preparation (if there is advance warning of the incident), the actual incident and the immediate post-incident period. Tier I employees will be identified, trained, and deployed to maintain required operations twenty-four hours a day, seven days a week. Tier I employees working in around-the-clock operations will be rotated off duty for rest and meals as staffing permits.
- 6.1.2. When there is advance warning, Tier I employees will be given city business time (paid time) in advance of an emergency to prepare themselves and to prepare or evacuate others for whom they are responsible. These employees may not be free to perform these duties during or in the immediate aftermath of the emergency. After these preparations are complete, Tier I employees shall report for duty.

- 6.1.3. Tier I employees' presence at their assigned posts is mandatory at the appointed time(s) and for required duration(s). Tier I employees may be assigned to their usual duty stations, other duty stations, designated rest areas (to prepare for the next assignment, as with round-the-clock shifts) or other locations as determined by the employees' supervisors or managers.
- 6.1.4. Tier I employees are responsible for contacting the designated supervisor or manager in their chain of command if they are physically prevented by circumstances beyond their control from reaching their assigned posts. Tier I employees must follow instructions from their supervisor or manager.
- 6.1.5. Failure to report and carry out assigned duties in the absence of prior approvals by their department directors or designees will result in disciplinary action up to and including indefinite suspension.

6.2. Tier II

- 6.2.1. All employees in pay grades 30 and above who have not been designated as Tier I employees are included in Tier II unless otherwise designated by the department.
- 6.2.2. When there is advance warning, Tier II employees will be allowed to leave work when told by an authorized supervisor or manager in their chain of command before an emergency in order to prepare themselves and to prepare or evacuate those for whom they are responsible. After such preparations are complete, Tier II employees shall be available for duty at the discretion of the chain of command.
- 6.2.3. Tier II employees must be prepared to report to work when and where directed as instructed by their supervisor, manager, or other authorized departmental official.
- 6.2.4. Failure to report and carry out assigned duties in the absence of prior approvals by their department directors or designees will result in disciplinary action up to and including indefinite suspension.

6.3. Tier III

- 6.3.1. When there is an advance warning, Tier III employees are to be released by an authorized supervisor or manager in their chain of command prior to an emergency to prepare.
- 6.3.2. Tier III employees are required to follow emergency instructions given by the civil authorities (including evacuation).
- 6.3.3. Tier III employees, including those who may have evacuated the Houston area, are subject to recall to duty. Because of the City's responsibility and obligation to ensure that infrastructure and critical services are repaired, restored, tested, and/or inspected prior to their return to regular operational status, Tier III personnel are required to remain available for recall, return to work as instructed, and remain until released from duty.
- 6.3.4. Once the City's Emergency Operations Center determines the emergency has subsided, all employees, unless otherwise directed by their supervisor, manager, or other departmental official, must report to their regular scheduled work assignment and location.

6.4. Exceptions

- 6.4.1. In extremely rare cases before, during, or after an emergency an employee may be excused from duty because of circumstances beyond their control that preclude performance of the duties and responsibilities required by his or her Tier assignment.

- 6.4.2. Each department director, in his/her sole discretion, may determine whether circumstances warrant excusing an employee from their required duties.

7. CONDITIONS

- 7.1. Conditions where the Mayor has not issued a directive instructing a City employee not to report to his/her regular work location.

7.1.1. Reporting to Work

- 7.1.1.1. An emergency may be citywide or localized (neighborhood specific). While conditions may make it difficult for an employee to report in a timely manner to his/her regular work location, all employees must still report to work as soon as possible.
- 7.1.1.2. An employee should exercise his/her best judgment regarding his/her individual situation, making every reasonable effort to report to work.
- 7.1.1.3. If an employee will be late or is unable to report to work, he/she must immediately notify his/her supervisor of his/her availability for reporting to work in accordance with Administrative Procedure (AP) 3-11, Sections 5.2 and 5.3.

7.1.2. Leave Time and Compensation

- 7.1.2.1. If an employee is late or cannot report to work and has satisfied his/her supervisor that weather conditions prevented him/her from reaching his/her regular work location as scheduled, supervisors, in accordance with applicable laws and City and department policies, may allow the employee to make up the missed time or allow the employee to use accrued paid leave time.
- 7.1.2.2. If an employee does not satisfy his/her supervisor that an emergency prevented him/her from reaching his/her regular work location as scheduled, he/she may be subject to disciplinary action up to and including indefinite suspension. However, the employee may be allowed to use accrued paid vacation leave time for the time absent from work. The employee may be subject to disciplinary action in accordance with City and/or department policies.

- 7.2. Conditions where the Mayor has issued a directive suspending non-essential City services and directing a designated City employee not to report to his/her regular work location.

7.2.1. Reporting to Work

- 7.2.1.1. While an emergency may make it difficult for an employee to report in a timely manner to his/her regular work location, all employees must still report to work as soon as possible.
- 7.2.1.2. An employee should exercise his/her best judgment regarding his/her individual situation, making every reasonable effort to report for work.
- 7.2.1.3. If an employee will be late or is unable to report to work, he/she has the responsibility to immediately notify his/her supervisor of his/her availability for reporting to work in accordance with AP 3-11, Sections 5.2 and 5.3.

7.2.2. Mandatory Evacuation

7.2.2.1. Should circumstances require citizen mandatory evacuation, department directors shall make all reasonable efforts to take appropriate action (such as providing food and lodging) for employees who are required to be at work and who live in the evacuation zone(s).

7.2.2.2. When employees remain at the assigned work location, work schedules and duties are at the discretion of the department director.

7.2.3. Leave Time and Compensation

7.2.3.1. Non-exempt employees who work during an emergency shall be compensated for the hours physically worked based on his/her regular pay plus appropriate overtime per City of Houston Code of Ordinances, Section 14-168.

7.2.3.2. Exempt employees who work during an emergency may be compensated for the time worked based on his/her regular salary and may be eligible for earned compensatory time per City of Houston Code of Ordinances, Section 14-168.

7.2.3.3. A non-exempt employee may make up any scheduled work time at the discretion of the department director. All hours must be made up during the current workweek or any shortfall of regular hours may be charged to the appropriate accrued leave. In all cases, a non-exempt employee is to be fully compensated for all hours actually worked.

7.2.3.4. Generally, an exempt employee will not be docked for time not worked during an emergency. However, exempt employees who fail to report to work or perform their duties as directed will be subject to disciplinary action up to and including indefinite suspension.

7.2.3.5. An employee who does not report to work and has not satisfied his/her supervisor or manager that an emergency prevented him/her from reporting to work, or leaves work without proper authorization is subject to disciplinary action up to and including indefinite suspension. An employee may still be permitted to use accrued vacation leave.

7.2.3.6. If, at any time the Mayor directs an employee to work at his/her residence as his/her temporary work location, and an employee is on approved scheduled paid leave, such as vacation, such time **will not** be changed from paid vacation to regular pay.

7.2.3.7. When the Mayor declares that only essential services and/or limited City services are open to the public, the Director of the Administration and Regulatory Affairs Department shall provide departments with the appropriate emergency paid leave code and instructions on its application.

7.2.3.8. The Mayor may declare special pay conditions for employees who served either before, during, or immediately after an emergency. Specific policies and/or guidelines to administer such special pay conditions must be approved by the Mayor or designee prior to the event or occurrence.

8. COMPLIANCE

8.1. Departments shall report at least once a year (the first business day of May) employee personnel Tier designations to HR and OEM. In addition, departments should clearly communicate the designation to each employee and obtain a written acknowledgement from the employee. Each employee is required to make every reasonable effort to know and understand the responsibilities associated with his/her designation.

8.2. An employee not in compliance with this policy or his/her departmental policies and practices shall be subject to appropriate disciplinary action up to and including indefinite suspension, as determined by the department director.


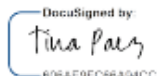
8.3. In the event this policy conflicts with another City departmental policy, during an emergency this policy will be controlling. This policy may also be applied to other crises at the discretion of the Mayor.

9. POLICY SPONSOR

Department: Office of Emergency Management

EXHIBIT B

Departmental Policy 4-22: ARA Emergency Preparedness Policy

	Department Policy ARA Emergency Preparedness Policy	
	Policy No.: 4-22	Effective Date: June 1, 2025
<p>1. AUTHORITY</p> <p>1.1 Ordinance Article XVI, Section 2-503, Director-Powers and Duties.</p> <p>2. PURPOSE</p> <p>2.1 To define the Department's designated emergency staff, to provide emergency contact information and to distribute emergency preparedness planning information.</p> <p>2.2 To establish an Administration & Regulatory Affairs Department (ARA) policy to implement Mayor's directives and City of Houston policy regarding employees reporting to work in the event of an emergency. Essential emergency-designated personnel have been identified, and these employees will report to work during the emergency, as specified.</p> <p>3. SCOPE</p> <p>3.1 This policy applies to all employees of ARA and supersedes all former departmental policies, procedures, and directives.</p> <p>4. POLICY DETAILS</p> <p>4.1. ARA has an emergency contact number (866-603-3256) for employees to call for emergency instructions. The Director of ARA or his/her designee is responsible for recording a message on ARA's toll-free number relaying the Mayor's instructions concerning whether employees should report to work or report to a temporary work location during an emergency. Additionally, all City of Houston employees automatically receive report to work notifications from the Office of Emergency Management (OEM) via City email, City issued mobile device, or any other email or mobile device associated with contact information provided in the City of Houston's HROne profile. Given the number of contact options and the designated ARA emergency contact number, there should be no instance where an employee would not have the ability to know whether or not to report to work during an emergency.</p> <p>4.2. ARA has an Emergency Preparedness Employee Handbook that provides ARA employees with important emergency preparedness information.</p> <p>4.3. All ARA employees are designated as Essential or Non-Essential Personnel. ARA employees are assigned Tier I, II, or III designations to ensure that City services and operations are delivered.</p> <p>5. PROCEDURES OR EMPLOYEE RESPONSIBILITIES</p> <p>5.1. In addition to calling the ARA emergency contact number during an emergency, each ARA employee is also directed to contact their supervisor, check their work email, register for alerts through the City of Houston emergency alert system, and monitor the news media for information from the Mayor about City services or conditions of the City.</p>		
Approved:  <small>DocuSigned by: Tina Pary 805A79FC68A4MCC</small>	Date Approved: June 1, 2025	Page 1 of 3

- 5.2. Employees designated as essential personnel are expected to make emergency preparations for their family's safety prior to the event and then report to work according to the City's emergency plans. All ARA employees are designated as Tier I, Tier II or Tier III personnel, and are aware of their emergency designations.
- 5.3. ARA employees are required when hired, and thereafter, annually in the month of May, to complete the Tier acknowledgement form. (See Attachment). A copy will be given to each employee, supervisor and ARA's emergency single-point-of-contact.

6. DESIGNATED EMERGENCY STAFF

- 6.1. The divisions below activate appropriate staff as specified when emergency events are declared:
 - 6.1.1. **Payroll Services** – When instructed by the ARA Director, the Payroll division head will activate necessary personnel during an emergency. When activated, the designated personnel will report to work in person or remotely based on the emergency event at the direction of the division head.
 - 6.1.2. **Houston 311** - When instructed by the ARA Director, the 311 division head will coordinate with essential personnel on whether they will report to work in person or remotely in an emergency, whether advance notification of an emergency is given or not.
 - 6.1.3. **Regulatory Permitting** - When instructed by the ARA Director, the Regulatory Permitting division head will activate necessary personnel during an emergency to help facilitate emergency transportation services in cooperation with 311 and OEM. When activated, the designated personnel will report to work in person or a designated temporary work location based on the emergency event at the direction of the division head.
 - 6.1.4. **BARC** – The division head will coordinate with essential personnel and the ARA Director about reporting to work in person during an emergency, whether advance notification of an emergency is given or not. BARC employees may be required to assist with animal evacuations during inclement weather and emergency situations.
 - 6.1.5. **All division heads** (PG 30 and above) within ARA are classified as essential personnel, will serve as primary support staff, and be on-call to report to work.

7. COMPLIANCE

- 7.1. All employees in ARA will comply with this policy as well as related divisional, departmental, and citywide policies, executive orders, administrative procedures and ordinances. Failure to do so may result in disciplinary action up to and including indefinite suspension in accordance with AP 3-7: Positive Corrective Action Program.

8. ATTACHMENTS

- 8.1. Attachment A – ARA Tier Acknowledgement Form

Subject: ARA Emergency Preparedness Policy	Policy No.: 4-22	Page 2 of 3
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Employee Name: _____

Employee ID: _____

Division: _____

In accordance with the City's AP 2-3: Severe Weather and Other Emergency Conditions, unless otherwise directed by the Mayor, the City will remain open for business to deliver City services during all hours of operation. Employees, unless otherwise directed by the Department Director or their Division Head, are expected to report for and remain at work as scheduled regardless of weather conditions or other emergency situations. Additionally, all ARA employees shall be designated as Tier I, Tier II, or Tier III.

Each employee is required to know and understand the responsibilities associated with their designation.

Based on your classification, assignment, duties, responsibilities and/or skills, you are designated as:

Tier Level: _____

I acknowledge that I have received notice of my Tier Designation and understand what is expected of me during severe weather and other emergency events.

Employee Signature _____

Date _____

Immediate Supervisor _____

Date _____

EXHIBIT C

AP 4-2: Internal Disaster Preparation & Recovery



CITY OF HOUSTON

Administrative Procedure

Subject: **Internal Disaster Preparation & Recovery**

A.P. No:

4-2 Revised

Effective Date:

May 16, 2014

1. AUTHORITY

- 1.1 Article VI, Section 7a, of the City Charter of the City of Houston.
- 1.2 City of Houston Emergency Management Plan.

2. PURPOSE

- 2.1 To outline the process by which the City implements appropriate action for collecting, documenting, maintaining, and reporting timely and accurate information in connection with a disaster that financially affects the City directly or indirectly.
- 2.2 To establish a method by which departments have cash available for use in disaster recovery.

3. OBJECTIVE

- 3.1 To establish a clear delineation of responsibilities for administration of a Public Assistance Program (PAP) grant and insurance recovery.
- 3.2 To establish documentation procedures whereby eligible disaster recovery costs can be reimbursed under a PAP and any insurance policy or program that exists at the time of the disaster.
- 3.3 To identify roles and responsibilities of City departments have related to collecting, documenting, and reporting information during and after a disaster.
- 3.4 To provide guidance, instruction for identifying and documenting Eligible Work done by City personnel and authorize the Finance Department (Finance) to issue procedures governing financial matters in this process to be used by other departments.
- 3.5 To provide for the establishment and administration of special accounts such as disaster recovery funds, cost center(s) and internal order numbers where all disaster related costs are captured.
- 3.6 To establish policies and procedures designed to govern an Emergency Cash Account (ECA).

4. SCOPE

- 4.1 All City departments are covered by this administrative procedure.

Approved:

Armin D. Parker

Date Approved:

05/16/2014

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- 4.2 With the exception of §8, this policy applies to all disasters that financially affect the City directly or indirectly, regardless of declaratory status, and will follow guidelines set forth to enhance and maximize capture of information to achieve maximum recovery reimbursement in the form of insurance, state, or federal reimbursement programs that exist at time of disaster (i.e. Public Assistance Program, Robert T. Stafford Disaster Relief, Emergency Assistance Act, insurance policy/program, etc.).

5. DEFINITIONS

Council Approval Threshold (CAT) – State law sets the dollar threshold (currently \$50,000) at which purchases must be solicited using a competitive process, unless specifically exempted by state law. Purchases greater than \$50,000 must also be approved by City Council.

Disaster Data Collection Team (DDCT) – The central preliminary damage information gathering body coordinated by the Office of Emergency Management (OEM), and consisting of representatives from Finance and the Administration & Regulatory Affairs Departments (ARA).

Disaster Assistance/Recovery Manual (DARM) – Maintained by OEM, the DARM provides guidance for City departments, along with the private sector, volunteer organizations, and citizens, outlining concept of operations, organizational plans, responsibilities, and methods for evaluating, documenting, and reporting damages as well as short and long-term recovery activities of mass care, individual assistance, and public assistance following a disaster.

Eligible Work – Work that is (i) a direct result of a presidentially declared major disaster or emergency, (ii) within the designated disaster area, unless associated with sheltering or evacuation activities, (iii) the scope of work is clearly defined on an approved Project Worksheet (PW) and (iv) the legal responsibility of the City. The purpose of such work is either for emergency protective measures, permanent restoration or debris removal.

Emergency Cash Account (ECA) – A fund used to facilitate needs for cash during a disaster. These monies are designated exclusively for payment of goods or services directly associated with disaster response and recovery.

Emergency Work – An activity done before, during and after a disaster to save lives, protect and preserve property, public health, or safety, and to provide essential public services. The two "emergency" work categories are identified as Categories "A" and "B".

(A) – Debris Removal – Work to clear debris from public rights of way and other public property.

(B) – Emergency Protective Measure – Work before, during and after a disaster to eliminate / reduce immediate threats to life, public health, or safety, or to eliminate / reduce an immediate threat of significant damage to public and private property through cost-effective measures.

Federal Emergency Management Agency (FEMA) – A component of the U.S. Department of Homeland Security that prepares the nation for hazards, manages federal response and recovery efforts following any national incident, and administers the National Flood Insurance Program.

FEMA Kick-off Meeting – A meeting held by the FEMA Public Assistance Coordinator, establishing a partnership among FEMA, state and City, and is designed to focus on the specific needs of the City, while establishing eligibility and documentation requirements pertaining to the disaster.

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Public Infrastructure – For the purposes of this policy, the roads, streets, bridges, storm water systems, traffic signs and signals, freeway and road lighting, water and wastewater systems needed for the basic facilities and services to sustain a community that are maintained by the Public Works & Engineering Department (PWE).

Permanent Work – Work that is required to restore a damaged facility to pre-disaster design, function, and capacity in accordance with applicable codes and standards. The five “permanent” work categories are identified as Categories “C” through “G”:

- (C) – Road and Bridges – Roads, bridges, traffic controls, lighting, culverts, etc.;
- (D) – Water Control Facilities – Drainage channels, pumping facilities, select irrigation facilities;
- (E) – Buildings and Equipment – Buildings, including their contents and systems, heavy equipment and vehicles;
- (F) – Utilities – Water treatment and delivery systems, power generation and distribution facilities, sewage collection and treatment facilities, communications, etc.; and
- (G) – Parks, recreational facilities, and other facilities.

Preliminary Damage Assessment – Conducted to determine the estimated extent of damage to City-owned facilities and infrastructure as soon as humanitarian and emergency needs have been identified and access to the area is deemed safe.

Project Worksheet (PW) – FEMA form that includes a facility location, a damage description, scope of Eligible Work in the form of emergency work or permanent work, estimated or actual costs, etc. PWs further address the special conditions of insurance, environmental and historical issues and form the basis for PA funding.

Public Assistance Disaster Recovery Fund – An accounting entity established to record the cost of Eligible Work, whether such work is initially charged to operating departments’ budgets or capital project accounts.

Public Assistance Program (PAP) – FEMA program to provide supplemental federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged City owned facilities. The PAP also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures. The PAP provides federal assistance for emergency work and permanent work.

Robert T. Stafford Act – Authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of available assistance. The majority of federal disaster assistance programs are administered by state agencies.

State of Emergency – Governmental declaration that can suspend normal City functions, alert citizens to change their normal behaviors, or order government agencies to implement emergency preparedness plans. Such declarations usually come during, or in anticipation of, a natural or manmade disaster.

6. RESPONSIBILITIES

- 6.1 The Office of the Mayor is responsible for overall coordination and direction of the City Emergency Management Plan to include post-disaster efforts.

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- 6.2 The Emergency Management Coordinator, appointed by the Mayor, will take the lead in compiling the data and coordinate inputs for all departments and coordinate the activities of the DDCT.
- 6.3 The DDCT shall:
 - 6.3.1 Serve as the central collection point for all preliminary damage documentation relating to City-owned facilities and infrastructure that is impacted by a disaster.
 - 6.3.2 Operate out of the City's Emergency Operations Center.
 - 6.3.3 Assemble when deemed safe to do so.
- 6.4 OEM is responsible for coordination of documentation related to a disaster, including:
 - 6.4.1 Providing a departmental brief annually, prior to June 1, concerning the DARM, and the associated forms and procedures outlined therein;
 - 6.4.2 Ensuring all departments are trained appropriately in damage assessments and documentation completion. This assurance may be accomplished through regular meetings as OEM deems appropriate and should include, at a minimum, annual training, prior to June 1, for department representatives assigned to take part in preliminary damage assessment;
 - 6.4.3 Collecting disaster related damage information and creating the Disaster Summary Outline submitted to the state, along with copies of the Local Disaster Declaration and the Mayor's letter requesting state/federal assistance;
 - 6.4.4 Preparing and coordinating the execution of applicable interlocal agreements by ensuring prior approvals are in place, and they are current and accessible at all times;
 - 6.4.5 Ensuring City-wide compliance with the National Incident Management System (NIMS) and the Homeland Security Presidential Directive 5 (HSPD-5).
 - 6.4.6 Coordinating among state/federal representatives and the City to ensure maximum recovery;
 - 6.4.7 Identifying work performed by the City that may be eligible for reimbursement in accordance with current FEMA regulations in conjunction with Finance and other City departments; and
 - 6.4.8 Establishing documentation procedures and standards to enable maximum recovery for eligible City costs.
- 6.5 Finance is responsible for:
 - 6.5.1 Issuance of an internal order number and implementation instructions to departments.
 - 6.5.2 Development and administration of all budgets, fund transfers, and all other fiscal matters pertaining to the disaster, including establishing and communicating a system for tracking administrative time when preparing PWs.
 - 6.5.3 Depositing disaster relief funds to the established recovery funds and provide copies of documentation to the OEM.

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- 6.5.4 Through the authority of the Finance Director, transferring funds within general and enterprise fund budgets in accordance with the disaster recovery fund budget, subject to Council approval as required by the budget ordinance and the five (5) % transfer provisions.
- 6.5.5 Working with City departments to plan and coordinate the accounting process necessary to record the financial transactions resulting from the disaster, including the yearly instructions to departments on record keeping.
- 6.5.6 Determining the proper amount of claims to submit to FEMA, other reimbursing agencies, and insurance companies, working in concert with ARA's Insurance Management Division (Insurance Management).
- 6.5.7 Approving P-card limit adjustment plans. Authorizing and adjusting P-card limits upon disaster declaration. Approving exceptions and increases after initial adjustments. Ensuring limits are adjusted back to normal at some period (TBD) after the disaster.
- 6.5.8 Preparing the City's emergency procurement policies and procedures and educating departments on a yearly basis on these policies and procedures.
- 6.5.9 Obtaining the Mayor's signature for all procurements that require an exception to the City's emergency procurement policies (with reason for exceptions, for FEMA reimbursement facilitation).
- 6.5.10 Maintaining separate records of all emergency purchases made by City departments above their purchasing authority in support of the disaster recovery effort, and requesting Council approval when required.
- 6.5.11 Preparing emergency specifications and bids in a manner consistent with relevant procurement laws.
- 6.6 ARA is responsible for handling insurance claims pertaining to the disaster.
 - 6.6.1 Insurance Management is responsible for working with departments to identify and document damages that may be eligible for insurance recovery and the coordination and negotiation of settlement for all insurance claims related to the disaster.
- 6.7 The Legal Department is responsible for:
 - 6.7.1 Ensuring every contract for services implemented in connection with applicable federal grant funding has complied with applicable procurement laws and includes sufficient assurances and language to meet all applicable federal, state, and local requirements as well as any insurance procedures.
 - 6.7.2 Assisting OEM in the preparation of interlocal agreements by ensuring prior approvals are in place, and that the agreements are current and accessible at all times.
 - 6.7.3 Assisting in determining the eligibility of costs under the Stafford Act and other relevant state and federal disaster laws.
 - 6.7.4 Filing appeals to FEMA, if necessary.

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- 6.8 All departments are responsible for:
- 6.8.1 Completing preliminary damage information for all property (e.g. buildings, vehicles, etc.) for which they are assigned responsibility.
 - 6.8.2 Assigning representatives to work in conjunction with the DDCT, and with the state and federal government. These representatives will attend training coordinated through the OEM. Representatives will be responsible for reporting damage, providing updates on damage assessments, monitor repairs, and report completed repairs. These representatives shall include:
 - 6.8.2.1 One or more employees who are knowledgeable of the damages and capable of reporting such damages; and
 - 6.8.2.2 One or more employees who will handle the financial documentation.
 - 6.8.3 Completing the required City Preliminary Property Damage Form (Attachment A) and submitting those forms to the DDCT within three calendar (3) days of the disaster.
 - 6.8.4 Completing and maintaining separate records of all forms and providing such documentation as is necessary to identify costs related to federal, state, or insurance Eligible Work.
 - 6.8.5 Providing all necessary information and assistance to federal officials performing damage estimates and the City's insurance representatives.
 - 6.8.6 Understanding that signatures on each form certify that all information summarized and/or attached is true and correct.
 - 6.8.7 Completing, documenting and maintaining their own internal departmental costs for the purpose of keeping disaster expenses separate from day-to-day operations. These records shall be maintained for audit purposes.
 - 6.8.8 Performing any emergency work required and for formulating and/or review of all bid specifications developed for permanent work on facilities for all buildings for which, at the time of the disaster, they are assigned responsibility.
 - 6.8.9 Coordinating, in accordance with the DARM, the development of PWs with complete supporting documentation for eligible costs.
 - 6.8.10 Providing PWs and other relevant supporting documentation to Finance as needed.
- 6.9 The Public Works and Engineering Department is responsible for formulating and/or reviewing all bid specifications developed for permanent work on public infrastructure damage caused by the disaster.
- 6.10 For City-owned insurable assets falling outside of the defined public infrastructure, the asset owner or their designee shall be responsible for formulating and/or review of all bid specifications developed for repairs of damage caused by the disaster.

7. PROCEDURES

- 7.1 Immediately after the disaster, each department shall complete a City Preliminary Property Damage Form (Attachment A) and shall submit the subsequent City Preliminary

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- Property Damage Forms to the DDCT within three (3) calendar days of the disaster. Refer to the DARM for detailed completion instructions.
- 7.2 OEM will complete and submit the Disaster Summary Outline to the state with all appropriate and necessary documentation.
- 7.3 As a result of a presidentially declared disaster, federal agencies will be referred to City departments through OEM and will assist City staff with the preparation of PWs to be submitted under the PAP. FEMA will distribute applicable forms at their kick-off meeting with the City.
- 7.4 Once a PW is completed, and the responsible department director, or designee, has signed it, he/she shall forward the City's copy of the original PW, along with any attachments, to OEM and Finance. Originating departments will keep copies of all documentation supporting each PW. Completed PWs provide the basis for all documentation of disaster costs.
- 7.5 Reimbursement for disaster related expenses is contingent on complete documentation of eligible expenditures. Documentation procedures will differ according to the nature of the transaction and the recovery method sought e.g., grant, insurance, etc. Transactions fall into one of five (5) categories as defined by FEMA below:
- 7.5.1 Contracts;
 - 7.5.2 Payments to vendors for services;
 - 7.5.3 Salaries (straight-time and overtime), materials, and other direct costs related to City crews doing Eligible Work;
 - 7.5.4 Use of City vehicles and equipment (mileage/fuel usage/purpose/operator); and
 - 7.5.5 Repair of damage done to City facilities or equipment.
- 7.6 The following documents (refer to the DARM for a comprehensive list) should be kept for contract work as well as any photographs, videos and sketches for additional clarity:
- 7.6.1 Project Worksheet
 - 7.6.2 Project cost summary
 - 7.6.3 Requests for bids
 - 7.6.4 Bid documents/work specifications
 - 7.6.5 Bid summary sheet
 - 7.6.6 Contracts/purchase orders and change orders thereto
 - 7.6.7 Invoices submitted by the contractor
 - 7.6.8 Invoices submitted for engineering services
 - 7.6.9 Authorization for check issuances
 - 7.6.10 Copies of checks issued for payment
- 7.7 All non-payroll recovery costs will be charged to the appropriate accounts and to an internal order number and a disaster recovery grant or fund that will be established by Finance and communicated to departments prior to the disaster if possible.

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7.7.1	Straight time payroll expenditures for recovery efforts will be charged to the internal order number and the operating budget of the department.
7.7.2	Overtime payroll expenditures for recovery efforts will be charged to the internal order number and the disaster recovery grant or fund.
7.8	If service costs are expected to fall above the CAT:
7.8.1	Bid specifications are to be submitted first for review by Finance's Strategic Purchasing Division (SPD), and to the Legal Department if over \$1 million, to ensure compliance with federal, state, and local regulations.
7.8.2	All other City bidding procedures will be followed.
7.8.3	Necessary emergency purchases that exceed the CAT shall be approved by SPD prior to City Council approval. Purchases made in this manner shall be submitted to City Council for review once the crisis has passed.
7.8.4	The vendor payment process will follow documentation guidelines, which include controls established by Finance and agreed to by the City Controller.
7.9	Use of City Vehicles and equipment:
7.9.1	The use of all City-owned vehicles and equipment for disaster responses will be documented along with other internal departmental costs.
7.9.2	Based upon the current Federal Schedule of Equipment Rates provided by FEMA via OEM, the reimbursable cost of City-owned vehicles and equipment for recovery efforts will be charged to the internal order number and the disaster recovery grant or fund that will be established by Finance and communicated to departments prior to the disaster if possible.
7.10	Repair of damage to City property which is insured in whole or in part:
7.10.1	Facility damage is to be handled as follows:
7.10.1.1	All damage is to be reported to the DDCT. All PWs prepared by the City, federal and state representatives on damages will be coordinated through the OEM. Copies of PWs will be forwarded to Insurance Management and Finance.
7.10.1.2	All departments, depending on the nature of the damage, will prepare repair specifications. Copy of approved specifications should be sent to the Insurance Management.
7.10.1.3	Once contracts for facility repair have been awarded, a copy will be forwarded to the DDCT and the department charged with overseeing the repairs. Contracts should be attached to the PW for documentation purposes.
7.10.1.4	Insurance Management will work with the City insurance company to secure reimbursement for damages.
7.10.1.5	Temporary repairs and emergency clean-up of buildings or facilities shall be documented.
7.10.1.6	Each department shall submit, as part of the PW process, a detailed listing of all materials (with itemized cost) used in making temporary repairs and affecting emergency clean-up of City facilities.
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7.10.1.7 Each department shall submit the personnel hours with the salaries paid to employees involved in these activities (regardless of classification).

7.10.1.8 Any department that has awarded emergency contracts for facility repairs shall send a copy of the contract including the scope of work and contract amount to Insurance Management.

8. EMERGENCY CASH ACCOUNT (ECA)

8.1 The ECA is hereby established.

8.2 With exception to the directives stated in this section of this policy, ECA procedures shall be governed by A.P. 5-3, Petty Cash.

8.3 Additional budgeted funds shall not be granted for an ECA. A temporary drawdown from a predetermined fund, cost center and general ledger account within the department's normal operating budget must be established prior to a disaster. It is the department's responsibility to ensure that the targeted drawdown location is adequately funded.

8.4 An ECA shall be activated when a state of emergency is declared by the Mayor.

8.5 Finance shall establish a method by which an ECA drawdown shall take place, to include drawdown activation and fund delivery to the ECA's designated financial institution. Individual financial institution designation may be requested by a department as a part of the ECA justification package.

8.6 All funds allocated must be drawn down in one lump sum, thereby activating the ECA; however, cash withdrawals may be made in-whole or in-part.

8.6.1 If essential, full or partial fund replenishment is authorized. The request and justification for replenishment shall be submitted to the Finance Director. Upon approval, the Finance Department shall perform a subsequent drawdown from the established funding source and deposit these funds into the same financial institution account.

8.7 ECA Establishment or Increase:

8.7.1 Departments shall establish or request an increase to an ECA in accordance with the forms used in A.P. 5-3, Petty Cash, §7.3.

8.7.2 Each department must show cause in order to qualify for an ECA. Cause must include a clearly established need to distribute cash during a disaster that cannot be accommodated at a later time through existing contracts. This explanation shall originate with the department's director or designee and accompany ECA establishment or increase requests.

8.7.3 Written justification must be provided when establishing an ECA dollar amount.

8.7.4 Departments shall provide an operating procedure, delineating ECA safeguards and controls once activated, which shall accompany the justification letter. Department's shall keep this document up to date.

8.7.5 The Controller's Office shall approve and establish fund destination bank accounts for the ECA.

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- 8.8 Each ECA shall have a primary custodian and up to three alternate custodians.
- 8.8.1 The primary custodian shall activate an alternate custodian only in the event that the primary custodian is unavailable to perform the duty. If the primary custodian is unable to relay this notice, alternate custodians shall have an understanding of a default alternate custodian activation order.
 - 8.8.2 The custodian who withdraws the ECA cash from the designated financial institution shall be considered the primary custodian for the duration of the ECA activation period.
 - 8.8.3 The primary custodian is responsible for all ECA transactions and losses.
 - 8.8.4 All ECA custodians and alternates shall maintain a pay grade of 26 or higher; however, all transaction and expenditure summaries/reports submitted to the Controller's Office must be approved by a pay grade 32 or higher within the same department.
 - 8.8.5 It is the department's responsibility to ensure its custodian and alternate(s) list is current with the ECA's financial institution.
- 8.9 Supporting Documentation
- 8.9.1 All ECA transactions must be logged in a journal dedicated to the ECA and supported by receipt.
 - 8.9.2 This information should be transferred over to an electronic journal when feasible.
 - 8.9.3 Receipts, with the vendor's name, should be maintained for all expenditures. Attachment B – Emergency Cash Account Receipt shall be printed in advance and used to document all expenditures.
- 8.10 The ECA custodian shall routinely reconcile the ECA. At a minimum, this should be performed on a daily basis.
- 8.11 Fund Theft – See A.P. 5-3, Petty Cash, §7.6.
- 8.12 Purchasing Limitations
- 8.12.1 ECA purchases are limited to goods or services that cannot reasonably be accommodated through existing contracts and serve to directly assist in disaster recovery.
 - 8.12.2 Prohibited purchases:
 - 8.12.2.1 Cashing personal checks.
 - 8.12.2.2 Loans to employees or others.
 - 8.12.2.3 Personal expenditures (e.g. plants, office decorations, etc.).
 - 8.12.2.4 Payroll advances to employees.
 - 8.12.2.5 Reimbursements of state sales tax for any purchase (the sales tax exemption certificate should be presented to the vendor when petty cash is used to pay for goods or services).
 - 8.12.2.6 Making change for transactions involving cash sales or where cash is received.

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8.12.2.7 Entertainment of any kind.

8.12.2.8 Other inappropriate purposes established by the Approving Authority.

8.13 A.P. 5-3, Petty Cash, §§7.7 & 7.8 shall be complied with for policies to establish a new ECA custodian and back-up custodian, respectively. For the purposes of this policy, the alternate custodian shall follow the same protocols governing the back-up custodian.

8.14 An ECA shall be replenished by state and federal reimbursements when plausible. It is the department's responsibility to compensate for the funds used for the ECA when performing normal operations. This may include additional appropriations granted by City Council.

8.15 Fund Deactivation – An ECA may not be deactivated until the Mayor rescinds the state of emergency. Once rescinded, all ECAs must be closed out within 30 days. If extenuating circumstances present a causal relationship fostering continued ECA spending, extensions to the 30 day closeout may be granted by the Finance Director with written justification.

8.15.1 The final fund reconciliation must be verified and signed off by a designee appointed by the department director. This designee may not be the ECA custodian or an alternate.

8.15.2 Once all remaining funds have been returned to the account of origin, the receipts have been justified with no discrepancies and A.P. 5-3, Petty Cash, §§7.9.1.1 – 7.9.1.3 has been complied with, the ECA shall be considered deactivated.

8.16 Fund Closeout – See A.P. 5-3, Petty Cash, §7.11.

8.17 Compliance with §8.15 shall be monitored by the Finance Department. This scrutiny shall include validation of the final ECA cash balance reconciliation and general audit proceedings.

9. ATTACHMENTS

9.1 Attachment A - City Preliminary Property Damage Form

9.2 Attachment B - Emergency Cash Account Receipt

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Attachment A

City Preliminary Property Damage Form

City Preliminary Property Damage Form

Event/Incident: ☐ Fire ☐ Flood ☐ Wind ☐ Other _____

Department: _____ Division: _____

Date of Loss: _____ Estimated Time of Loss: _____

Location of Damage* (Name of Building/Structure): _____

Address of Building/Structure*: _____

Insurance Key No. *: _____ (* Obtain information from the City
Schedule of Insured Property in Office of Emergency Management's Disaster Recovery Manual
(DARM).)

Description of Damaged Building/Structure (examples: actual building, permanently installed
fixtures, machinery, outdoor fixtures, fire extinguishing equipment, floor coverings, appliances):

Estimated Loss \$ _____ Description _____

Description of Damaged Contents (examples: furniture, computers, and supplies):

Estimated Loss \$ _____ Description _____

Building/Content Contact Person: _____ Telephone: _____

(Contact person for scheduling inspections of damaged buildings/contents.)

*Note: Please prepare one information sheet per location, per department; please do not
add multiple locations or departments on one information sheet. This form needs to be
completed and returned to the Disaster Data Collection Team (Office of Emergency
Management) within three calendar days of damage.*

Description of Damaged Vehicles (if needed, attach a schedule of damaged vehicles):

5-Digit Shop #	Make	Model	Year	Description	Amount of Loss
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____

Vehicle Contact Person: _____ Telephone: _____

Were photos of damage taken? _____ What is the photo format? _____


Person Completing Form: _____ Title: _____


Signature: _____ Date Signed: _____


Attachment B

Emergency Cash Account Receipt

Emergency Cash Account Receipt

CITY OF HOUSTON EMERGENCY CASH ACCOUNT RECEIPT		Dept. No.*			No.**				
Paid by:	Paid to:								
									
DESCRIPTION		Phone:							
		Address:							
		TAX EXEMPTION I.D.				1-74-600-1164-0			
		INTERNAL ORDER #							
		AMOUNT							
Date:	Received by:								

CITY OF HOUSTON EMERGENCY CASH ACCOUNT RECEIPT		Dept. No.*			No.**				
Paid by:	Paid to:								
									
DESCRIPTION		Phone:							
		Address:							
		TAX EXEMPTION I.D.				1-74-600-1164-0			
		INTERNAL ORDER #							
		AMOUNT							
Date:	Received by:								

CITY OF HOUSTON EMERGENCY CASH ACCOUNT RECEIPT		Dept. No.*			No.**				
Paid by:	Paid to:								
									
DESCRIPTION		Phone:							
		Address:							
		TAX EXEMPTION I.D.				1-74-600-1164-0			
		INTERNAL ORDER #							
		AMOUNT							
Date:	Received by:								

*Department's two digit identifier (e.g., 65 for ARA)

**Four digit, unique, sequential numbering identifier (e.g., 0001). No duplicate numbers should exist in the same department during the same state of emergency.