



# Webb County Emergency Management Committee Charter

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APPROVED BY COMMISSIONERS COURT ON MARCH 23, 2015

## PURPOSE

The Emergency Management Committee (EMC) will analyze plans used to respond to emergencies and evaluate their effectiveness for disaster mitigation, preparedness, response, and recovery of Webb County.

The purview of the Committee is limited to matters that pertain to emergency preparedness, response and recovery.

## REPORTING STRUCTURE

The Committee reports through the Chairperson to the Webb County Judge's Administrator and the Webb County Commissioners Court Administrator on all matters related to its charge. The Executive Administrators serve as liaisons to the Webb County Judge and County Commissioners. The overall authority and responsibility for the emergency management plan rests with the County Judge who is the Webb County Emergency Management Director. The County Judge appoints the Emergency Management Coordinator and provides support and direction to the Committee.

## COMMITTEE CHAIR

The Chairperson of the committee is the Emergency Management Coordinator (EMC). The Chair will be responsible for preparing committee agendas with input from committee members.

## REPRESENTATION ON COMMITTEE

The following Elected Officials and Departments will be represented on the Emergency Management Committee:

- County Attorney
- County Auditor
- County Purchasing Agent
- County Sheriff
- County Treasurer
- Constable Precinct 1
- Constable Precinct 2
- Constable Precinct 3
- Constable Precinct 4
- Administrative Services
- Community Action Agency
- Economic Development
- Engineering
- County Judge's Executive Administrator
- Community Centers

- Commissioners Court Executive Administrator
- Building Maintenance
- Indigent Health Services
- Information Technology
- Medical Examiner
- Public Information Officer
- Planning
- Road and Bridge
- Webb County Fire Chief

## RESPONSIBILITIES

The Committee is responsible for:

- Continuously analyzing all risks which expose the County to the potential disruption of its activities, including risks that are natural and manmade;
- Overseeing the development of emergency preparedness and response plans in response to the risks identified;
- Presenting county-wide response plans to the Commissioners Court for approval to implement;
- Overseeing the development of emergency response plans and standard operating procedures for individual departments, and for ensuring they align with the county emergency operations plan;
- Facilitating communication of the emergency response plan through updates to the appropriate website and written materials as needed;
- Designing and conducting a minimum of one internal disaster drill per year;
- Developing training materials and facilitating the appropriate training;
- Creating performance measurements, specifically for, but not limited to: Response to emergencies and drills; frequency of emergencies and failures; and communications;
- Serving as the County's Emergency Response Team, managing the County's response to an emergency; and
- Annual review of existing emergency management plans and related policies and procedures, with changes to be recommended to the Commissioners Court for approval.

## MEETING SCHEDULE

The Emergency Management Committee will hold regular bimonthly meetings on the fourth Wednesday of even numbered months and may meet more often if needed. meetings three times a year on the fourth Thursday of March, July, and November and may meet more often if needed.

## RELATED POLICY

Webb County Emergency Operations Plan.