

**Winterstorm Uri AAR To Do**

Action Item	Department	Status	Date Status Updated	If completed, date completed
Annual National Incident Management System (NIMS) training for staff and council and scenario training	CMO	Evaluation and Development		
Documented COOPs for various emergency situations (flooding, tornado, winter freezes, electrical outages, fire, etc.) developed in conjunction with our local neighbors (ESD, PfISD, Manville Water District, Travis County, Cities of Round Rock, Austin, Manor, Hutto)	CMO			
Ordinances requiring senior center communities and residents to check on and provide for residents during a crisis and have resources in-situ	CMO			
Develop archive of how-to videos and other content related to emergency response and preparedness.	Communications	75% complete	4/13/2021	
Update communications emergency plan	Communications	Underway	4/8/2021	
Evaluate other potential emergency communications platforms (Reverse 911, Warn Central Texas, Radio Stations)	Communications	Underway	4/13/2021	
Explore alternatives to Nixle to allow for targeted group text messaging (employees only, geofence, etc.).	Communications	Underway	4/13/2021	
Enhanced internal communications will assist with Pf Helps messaging.	Communications IT	Underway	4/8/2021	

Include training for technology; collaboration tools to ensure we can effectively communicate	Communications/ IT	Ongoing	4/9/2021	
Establishing a plan for restrooms in the case of emergency (down power/water) is needed.	Facilities	Underway	4/9/2021	
Building automation systems for facilities.	Facilities	Underway	4/9/2021	
Update Emergency Action Plan to include emergency facilities plan	Facilities	Underway	4/9/2021	
Evaluate Facilities for Generators needs	Facilities	Underway	4/9/2021	
Facility access to all essential parts of city buildings when keycard stops working, Master keys for vehicles and buildings	Facilities Fleet	complete/underway	4/9/2021	
Plan to test generators on regular basis and prior to event.	Facilities Utilities	Continue	4/9/2021	
Facility protection and winterizing overall (water and wastewater plants, streets, etc.)	Facilities Utilities	Underway	4/9/2021	
Start and refuel all vehicles prior to freeze is needed.	Fleet	Complete	4/9/2021	
Fuel/Diesel Storage – Rolling & Fixed	Fleet	Underway	4/9/2021	

Establish prior agreed upon access to fuel (diesel, leaded, unleaded)	Fleet	Underway	4/9/2021	
Evaluate Snow and de-icing attachment/equipment	Fleet PD	Underway	4/9/2021	
Evaluating winterization options for the fleet, including other makes and models of pursuit rated police vehicle packages.	Fleet PD	Underway	4/9/2021	
Phone system - VOIP issues	IT	Completed	4/9/2021	
Alternative communication established if networks and cell are down. (Radios/Satellite phone).	IT	Evaluation	4/9/2021	
Technology updates/upgrades to provide server redundancy between City Hall and PD.	IT	Evaluation	4/9/2021	
Basic cable for the TVs in the EOC	IT	Underway	4/9/2021	
Improving SCADA alarm system is necessary. If SCADA system goes down, plant alarms will not call out. Staff was able to catch this during the winter storm and stay on top of the system, however this must be addressed for future emergencies.	IT Support: Utilities	Complete	4/6/2021	3/31/2021
Creation of a policy for exempt and non-exempt employees during emergencies.	P+C	Underway	4/13/2021	
Posters for EOC Ex: Talking rules, such as quiet voice and non-eoc conversations in hallways	PD	Evaluation and Development	4/12/2021	
Non-perishable food/water stored for emergency	PD	Ongoing	4/12/2021	
Invite Fire/EMS liaison to be present in EOC	PD	Ongoing	4/12/2021	
List of major store contact numbers	PD	Underway	4/12/2021	

Develop and keep current water and wastewater service provider maps, beyond CCN maps, that clarify the provider for each lot and parcel. This would allow GIS maps to be pushed out faster during an emergency event.	Planning and Development Services (GIS) Support: Utilities	Complete	4/9/2021	4/9/2021
Continued implementation of risk and resilience plan that was completed in 2020 for water system	Utilities	In Progress	3/30/2021	
Continue to take existing lift stations offline, as possible, with gravity interceptors to prevent issues at lift stations during emergency events	Utilities	In Progress	4/5/2021	
Install additional elevated storage facilities as outline in Water Master Plan	Utilities	In Progress	4/5/2021	
Develop plan for Utility emergency preparedness	Utilities	In Progress	4/7/2021	
Evaluate need for electrical connections to essential systems to be able to connect generators, and backup generators at critical points	Utilities	In Progress	4/15/2021	

Establish a contact list of other service providers (i.e. SouthWest Water, Manville Water, Oncor), so they can be included on briefings and communications.	Utilities Support: Communications	Complete	4/5/2021	4/5/2021
Establish utility district emergency communications plan	Utilities Support: Communications	In Progress	4/7/2021	
Create a Boil Water Notice Standard Operating Procedure. (UB Emails, phone calls, Nixle, social media, press release, water districts and TCEQ.)	Utilities Support: Communications	In Progress	4/5/2021	

Comments	Column1
All FTEs have taken NIMS training (IS-700.A & IS-700.B) and it is now a part of our onboarding process. City Council will complete NIMS training. Currently evaluating additional NIMS courses and ongoing annual training (table top exercises, etc).	
Hire consultant to update all docs	
Staff assigned daily to senior living communities, add volunteer coordinator position in EOC	
Boil water notice, People Pets and Pipes and Water shut off videos are complete. What to do after a boil water notice video (pending). Collecting resources for webpage with emergency information.	
EOC action worksheets, Outline of roles, Current media list to include print, tv, and radio. PSAs provided to broadcast TV and radio.	
Civic Ready (product demoed in 3/2021 includes tie-ins to these other emergency services), met with CAPCOG (4/2021) about use of Warn Central Texas via Everbridge	
Contacted Civic Ready and attended demo	
An organized response plan for PfHelps should be established to reduce the difficulties involved with following emails, coordinate response, and information by topic.	

Documentation being created	
Currently Public Works does rent portable restrooms and during the weather event were able to obtain additional units. Details for this item will be specifically listed in the Public Works Emergency Action Plan.	
Staff is meeting with a vendor April 14th in order to explore options and feasibility	
The Public Works Emergency Action Plan will be updated to cover facility preparation and response due to inclement weather.	
Currently there are two generators located at City Hall that are fueled with natural gas which is piped as continuous supply. The Police Department generator is fueled by Diesel. Staff is currently evaluating the feasibility of a generator at the Police Department being fueled by natural gas as is City Hall. Will evaluate need and cost for Generator(s) at PAWS.	
Master keys for vehicles are currently in place and kept at the Fleet Services department. Master sets of building keys are currently being developed To be complete by May 31, 2021.	
Facilities Maintenance staff have a maintenance agreement with a vendor for maintenance of City Facility generators. Generator run test take place every Monday for Facility generators. All generators at utility sites are exercised weekly that test proper operation and proper call-out functionality. We currently have the same type of maintenance agreement on our Utility generators as well.	
The Public Works Emergency Action Plan will be updated to cover facility preparation and response due to inclement weather.	
Learning from the recent weather event, this will now be a standard practice in our operations and will be included in Public Works Emergency Action Plan	
Staff have met with a tank supplier in order to understand cost and feasibility of installing City fuel tanks. Currently staff is evaluating fleet fuel cost and volume by City department in order to propose fuel tank location(s). Cost for implementation will be included in FY22 budget request.	

While staff was able to make temporary agreements with fuel suppliers in the City and were able to obtain fuel through the County during the recent weather event, staff is looking at formalizing agreements so that operations can take place more efficiently. Agreement to completed by June 30, 2021.	
Staff has secured pricing for bumper plows and tailgate sanders. Bumper plows are approximately \$2,000 a piece and tailgate sanders \$1,500. These items will be proposed in the FY22 budget and purchased prior to next winter.	
Fleet is currently looking at vehicle options and will work with the Police Department in order to identify needs.	
Need to move our voip server to our vmware host. Scheduled for completion by end of April 2021. (Completed April 14th)	
Contacting Motorola about radios and Verizon about satellite options	
Preliminary upgrades being made before Fall 2021. Multi-year plan. Developing formal timeline for completion.	
Completion expected by the end of May 2021.	
Utilities: Updated SCADA call alarm system with our Integrator to failover to the land lines if the VOIP line fails.	
FEMA reimbursement can be applied to exempt employees if in policy. Updating policy to reflect.	
Have not been able to find some online that meet our needs; Need to work on design and printing on our own.	
Will develop SOP for the acquisition, storing and stock rotation - ETA end of May	
Incident specific; Will extend invitation.	
On File in dispatch, will create a spreadsheet for easier access, ETA April 30	



<https://pfgis.maps.arcgis.com/apps/webappviewer/index.html?id=c53ffb634d794fb5a77cf96e7889f47b>

Some of the items identified in the RRP have an active PO out for them to complete. Others identified at remote facilities require greater network bandwidth to implement which should be accomplished after wireless network is deployed.

Some of the lift stations will be taken offline when the Central Wastewater Treatment Plant Expansion Phase I is completed and the SH130 Interceptor is completed (December 2021). Others will be taken offline within the next 5-year CIP planning window. Those that cannot be taken offline will be equipped with sufficient backup power generation if they are not currently equipped.

2.5 MG North Elevated Storage Tank is slated to be advertised for bidding in April but has a long construction timeline that won't be complete until November 2022. The 2.0 MG WTP Elevated Storage Tank isn't slated to be bid until November 2021 as it will require some coordination with the WTP Expansion as well before construction is completed.

Currently working to implement full procedures in the Public Works Emergency Action Plan for both water and wastewater systems that will integrate in steps to be taken to prepare for various emergency situations.

All of our wastewater lift stations that aren't already equipped with emergency power generation have generator connections to bring a mobile generator onto the site to hook up and power the site. Well # 6 already has these connections ready for a temporary mobile generator to be hooked up if needed. In order for Well 7 to have this installed, we will need to install a new electrical switchboard and do some significant coordination with Oncor. This will also require a shut down for multiple days in order to be installed and it would need to be bid out for Council approval.

Completed single document with administrative contacts for each of the districts that we operate, wholesale purchasers of water from CoP, and electric providers (both Oncor and CoA). List will be added to Public Works Emergency Action Plan.

This plan will be located in the Public Works Emergency Action Plan and will be working in tandem with the emergency preparedness plan and the contact list in order to have steps in place with who to communicate with when we have any emergency in a specific district or when we have one with CoP.

SOP created and once finalized will be added to Public Works Emergency Action Plan.