



Hudspeth Appraisal District
Disaster Recovery Plan

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Authority

By approving this document the Hudspeth Appraisal District Board of Directors at a regular scheduled meeting on 9-13-2016 did convey to the Chief Appraiser the following emergency powers:

1. Power to secure rented office space.
2. Power to purchase or lease needed equipment and supplies to restore district operations.
3. Power to hire needed security.
4. Power to hire recovery personnel to salvage records and equipment.
5. Request any outside governmental assistance deemed necessary or beneficial to the district.
6. Supplemental employee pay for services rendered beyond normal scope of time and duties.

If the Chief Appraiser is adversely affected in the line of succession of the Organization Chart, the Board shall assign a designee with these emergency powers, to aid in the Recovery of the Hudspeth Appraisal District Office and return it to its normal state of affairs. These powers are only to be used when some type of manmade or natural disaster has befallen the district.

Emergency and Disaster Recovery Plan

I. Purpose

The purpose of this plan is to provide for emergency and disaster recovery for the Hudspeth Appraisal District office.

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 Hudspeth Appraisal District office to its normal state of affairs.

This plan defines, who does what, when, where and how, in order to mitigate, prepare for, respond to, and recover from the effects of war, natural disaster, technological accidents, and other major incidents.

Hudspeth County has in existence a complete comprehensive Emergency Management Basic Plan that will be utilized in the formulation and implementation of this plan.

II. Situation and Assumptions

A. SITUATION

Hudspeth is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Possible natural hazards include flood, tornadoes, fires and winter storms. There is also the threat of war-related incidents such as nuclear, biochemical, terrorism and civil disorder.

According to the 2010 U.S. Census Hudspeth County has a population of 3,337 and consists of an area of 4,572 sq mi (11,841 km²). The County Seat and the location of the Hudspeth Appraisal District is Sierra Blanca, Texas.

B. ASSUMPTIONS

- 1. The Hudspeth Appraisal District will continue to be exposed to the hazards noted below, II, B, (6), as well as, others which may develop in the future.**
- 2. Outside assistance will be available in most emergency situations affecting the Hudspeth Appraisal District. Although this plan defines procedures for coordinating such assistance, it is essential for the Hudspeth Appraisal District to be prepared to carry out disaster response and 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 Hudspeth County. In some cases, dissemination of warning and increased readiness measures may be possible. However, many disasters and events can, and will 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 reduce or prevent disaster related losses.**
- 6. Because of the geographical location, and the hazardous materials transported through the I-10 interstate highway and the Rail Road and the absence of Emergency facilities, the Hudspeth Appraisal District is subject to any of the following emergency or disaster situations:**
 - a. Tornadoes**
 - b. Flooding**
 - c. Transportation accidents, Hazardous material spills, fires, explosions, radioactive material accidents**
 - d. Civil disturbances**
 - e. Prolonged electrical outages**
 - f. Major brush fires**
 - g. Nuclear war**
 - h. Winter Storms**
 - i. Biochemical or conventional attack**
 - j. Terrorism**

7. It can be assumed that in the event of a nuclear attack, the Hudspeth Appraisal District will receive as other various county, cities, schools, and communities varied levels of radioactive fallout.
8. The Hudspeth Appraisal District, as well as Hudspeth County and/or the unincorporated town of Sierra Blanca, 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 Hudspeth Appraisal District to protect employee life and district property from the effects of hazardous events. This plan is based upon the concept that the emergency functions for various County and State agencies involved in the emergency management will generally parallel day-to-day functions. To the extent possible, the Hudspeth Appraisal District 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 the accomplishment of the disaster recovery tasks for both the Hudspeth Appraisal District and Hudspeth County.

A local state of disaster may be declared by the Hudspeth County Judge or the County Sheriff. The Hudspeth Appraisal District Chief Appraiser will be in contact with these officials for direction to activate staff in the recovery aspects of the plan.

B. Direction and Control

The Hudspeth Appraisal District 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 Hudspeth Appraisal District Chief Appraiser will be the lead contact during any emergency or disaster for the Hudspeth Appraisal District.

C. Emergency Operations Center

The Hudspeth Appraisal District Chief Appraiser will coordinate with the Hudspeth County Judge's Office located at 109 W. Millikan or the Hudspeth county Sheriff's Office located at 525 N. Wilson Sierra Blanca, Texas. The Chief Appraiser will receive direction and notification of a possible or actual emergency from this office.

D. Organization for Emergencies or Disaster

1. The Hudspeth Appraisal District Emergency/Disaster organization chart parallels the normal day-to-day district's organization chart.
2. 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.

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 the county 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 affair.

IV. ORGANIZATION & ASSIGNMENT OR RESPONSIBILITIES

The Hudspeth Appraisal District Board of Directors and the Chief Appraiser are responsible to do everything possible to minimize damage and help to restore the office of the Hudspeth Appraisal District 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

1. The Hudspeth Appraisal District Board of Directors is made up of representation from each voting taxing jurisdictions.

The responsibilities of the Board of Directors are:

- a. Work with the Chief Appraiser in all types of planning and emergency actions.
- b. Establish policy and procedure for the operation of the Hudspeth Appraisal District, should an emergency or disaster situation occur.

B. Chief Appraiser

1. The Chief Appraiser is the district's chief administrative officer.

The responsibilities of the Chief Appraiser are to:

- a. Work with and assist the Board of Directors in all phases of emergency preparedness effort as the Emergency and Disaster Recovery Management Coordinator.
- b. Serve as the liaison officer between the Board of Directors and the EMC, County Judge and Sheriff.

- c. Establish a program to prepare, review, revise, distribute and maintain the Emergency and the Hudspeth Appraisal District Emergency and Disaster Recovery plan.
- d. Coordinate with vendors, contractors, and professional service providers with the Hudspeth Appraisal District Emergency and Disaster Recovery plan.
- e. Arrange for disaster preparedness and response to meet the needs of staff and property.
- f. Coordinate emergency and recovery actions for the Board of Directors and staff.
- g. Keep in contact with the EMC Coordinator, County Judge and Sheriff to receive preparedness status and anticipate the needs of the district.
- h. Maintain liaison with organized emergency volunteer groups and private agencies.
- i. Keep in contact with the EMC, County and cities to increase the readiness actions in case of warnings, shelter in place, radiological protection, evacuation, fire and rescue, terror threat, civil disturbances, biochemical attack.

V. INCREASED READINESS PROCEDURES

A. General

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

1. READINESS

The Hudspeth Appraisal District Chief Appraiser shall provide overall direction for readiness actions and will:

- a. Contact the Board of Directors and staff of the pending or predicted emergency or disaster.

- b. Contact the district's current software provider Harris Governi - True Automation to secure off-site software protection.
- c. Notify the district's current insurance carrier of the pending or predicted emergency or disaster.
- d. The Chief Appraiser and staff will take preventative and protective measures to insure the integrity of the Hudspeth Appraisal District office building by:
 - 1. Raise furniture and electronics when possible above the projected flood water levels.
 - 2. Secure valuable items in waterproof containers.
 - 3. Board and tape all windows and doors.
 - 4. Turn off electricity to building.

2. Response Actions

The Hudspeth Appraisal District Board of Directors, Chief Appraiser and staff shall follow Hudspeth County Emergency Management Coordinator's order to evacuate and return only when the evacuation order has been lifted

3. Recovery Actions

The Hudspeth Appraisal District Chief Appraiser shall provide overall direction for recovery actions and will:

- a. Contact the Board of Directors and Staff to re-establish communications.
- b. Assess extent of damage of office and property.
- c. Contact, direct or perform emergency cleanup and debris removal of office and/or property.

- d. Contact outside vendor, contractors and professional service providers requesting assistance or service as needed.
- e. Establish the needs and resources needed to resume business activities.
- f. Designate areas restricted to staff as necessary.
- g. Furnish regular status reports to the Board of Directors.
- h. Keep the taxing units and public informed of the situation and how to handle contacting the Hudspeth Appraisal District.
- i. Ensure orderly operation of the Hudspeth Appraisal District, provide the necessities to the extent possible to staff and patrons of the district.
- j. Perform an inventory of personnel and equipment for the Hudspeth Appraisal District's disaster recovery efforts.

VI. EMERGENCY & EVACUATION PROCEDURES

- A. **Fire-** When an emergency arises, stay calm. When you hear a fire alarm; proceed immediately to the nearest clear exit and leave the building. All employees must leave the building and meet in the parking lot away from the building. Roll call will be conducted to ensure that all employees are present or accounted for. A supervisor will advise when it is safe to return to the building.
- B. **Medical Emergency-** Remain calm. Call or have someone else call 911. Be prepared to tell the 911 operator the following information: Specific location, type of injury or problem, individual's present condition, events leading up to the emergency and whether or not CPR is being performed. Notify or have someone notify your supervisor of the situation. The Appraisal District is equipped with a basic first aid kit. Know where this kit is located prior to any emergency and advise the Office Manager if an item has been used so that it can be restocked.

- C. **Bomb Threat (Other Threat)** - Remain calm. If the threat is delivered directly to the Appraisal District by telephone, the person taking the call should make note of the following: description of the threat (what did the caller say about the bomb, where it may be located, or what time it is set to go off, etc.), description of the caller's voice (male, female, old, young, slurred, angry, etc.); description of any background noises (was there any music, laughter, traffic, etc); any other information that is relayed by the caller or picked up by the receiver. 911 should be notified of the call and employees should exit the building and wait for the arrival of the Sheriff's Department. The Chief Appraiser or Deputy Chief Appraiser will communicate with the officer in charge and will coordinate with the Sheriff's Department as a determination as to the credibility of the threat is determined. The Chief Appraiser or Assistant Chief Appraiser will inform when it is safe to re-enter the building.
- D. **Suspicious Situation** - When encountering a suspicious situation, keep a clear head, be observant and use sound judgment. Use the option that best fits the circumstance: Notify your supervisor or utilize a panic button (if available) OR call 911 and report the situation.

VII. ADMINISTRATION AND SUPPORT

A. Administration

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 Hudspeth 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

The Hudspeth Appraisal District is a separate political entity from the local government, but under the cases of emergency or disaster the Board of Directors and Chief Appraiser will follow the lines of succession within Hudspeth County. A complete Emergency Management Plan is in place by the Hudspeth County Judge's Office and will be followed accordingly by the Hudspeth Appraisal District.

The lines of succession are:


- A. Hudspeth County Judge and County Commissioners
Emergency Management Coordinator & Sheriff's
Department Heads including Hudspeth Appraisal District
- B. Preservation of Records

The financial records are stored off-site with a contracted bookkeeper.

The district's software provider Harris Govern - True Automation will be notified to create an off-site backup of the complete software system in Allen, Texas.

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 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 received from the Hudspeth County Emergency Management Coordinator.
- D. This plan supersedes and rescinds all previous editions of the Hudspeth Appraisal District Emergency and Disaster Recovery Plan and is effective upon signing by the Chairman of the Hudspeth Appraisal District Board of Directors and the Chief Appraiser.



Board Chairman

9-13-16
Date



Chief Appraiser

9-13-16
Date

Damage Assessment Worksheet

Location _____
(use one 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

D-Damp

DM - Dirt/Mud

FL - Scatted on Floor

M- Moldy

PB - Partially

Damaged SW - Sewage

S- Soaked

SD- Smoke

Burned PD - Physically Damaged

SW- Still under water

Hudspeth Appraisal District

Organization chart

1. Board of Directors
2. Chief Appraiser
3. Deputy Chief Appraiser
4. Office Manager
5. Senior Staff Member

Note: The Board of Directors will assign a designee in the event that the Chief Appraiser is not available or in the event that the succession is adversely effected.

Hudspeth Appraisal District

Preservation of Records

1. The district's off-site record storage facility is located at the following address:

**Harris Govern-TrueAutomation
760 North Watters Road Suite #100
Allen, Texas 75013
(972) 265-7300**

The records are stored at the above location. Records are stored on computer server and hard copy paper documents. A list of all records is as follows:

- A. All appraisal schedule information
 - B. All sales information
 - C. All appraisal records, property owners, addresses, entity information, tax information, etc., 9 years of history for the aforementioned information.
2. The district's Financial Records are stored at the appraisal district office and at an off-site location with the contracted bookkeeper, at the following address:

**Stockton, Scurry & Smith
4487 N. Mesa Suite #110
El Paso, TX 79902
(915)566-9305**

3. Copies of Board of Director's minutes and a copy of this Disaster Recovery Plan will be located in an off-site location in a safe deposit at the following location:

**Pecos County State Bank
FM 1111 and Highway 80
P.O. Box 248
Sierra Blanca, TX 79851**

4. Our recovery site will be located at the following location unless otherwise specified by the Hudspeth County EMC:
**Hudspeth County Courthouse
109 W. Millican
Sierra Blanca, TX 79851
915-369-2321**

HUDSPETH APPRAISAL DISTRICT

MASTER MAILING LIST

115-HUDSPETH - STAFF

CHIEF APPRAISER - ADOLFO M. RAMIREZ
PHONE: 915-861-6470
MAILING ADDRESS: P.O. BOX 143 SIERRA BLANCA, TX 79851

DEPUTY APPRAISER - ZEDOCH L. PRIDGEON
PHONE: 915-373-8615
MAILING ADDRESS: 227 STERN DR EL PASO, TX 79932

ASSESSOR/COLLECTOR - RHONDA W. BOWEN
PHONE: 915-369-2021
MAILING ADDRESS: P.O. BOX 435 SIERRA BLANCA, TX 79851

COLLECTOR - CAMILA S. LAWSON
PHONE: 915-525-0280
MAILING ADDRESS: P.O. BOX 355 SIERRA BLANCA, TX 79851

CLERK - JADIRA ORTEGA
PHONE: 915-204-3425
MAILING ADDRESS: HC 66 BOX 599-8 FORT HANCOCK, TX 79839

HUDSPETH APPRAISAL DISTRICT

MASTER MAILING LIST

BOARD OF DIRECTORS:

GALE CARR 915-769-9330
P.O. BOX 9
FORT HANCOCK, TX 79839

JAMES E MILLER 915-769-3812
P O BOX 205
FORT HANCOCK, TX 79839

JAMES KEVIN LYNCH 915-964-2420
P O BOX 192
DELL CITY, TX 79837

LARRY BREWTON 915-964-2660
P O BOX 468
DELL CITY, TX 79837

RUSSELL D MOORE 915-369-2067
P O BOX 2
SIERRA-BLANCA, TX 79851

VENDORS/CONTRACTORS:

INDUSTRIAL APPRAISAL FIRM - T Y PICKETT & CO
PHONE: (972)367-4944
ATTN: DANNY HENDRIX

DELINQUENT TAX ATTORNEYS:

LINEBARGER, GOGGAN, BLAIR & SAMPSON LLP
PHONE: 1-800-262-9279
ATTN: LAURA TALAVERA

PERDUE, BRANDON, FIELDER, COLLINS & MOTT LLP
PHONE: 432-522-2427
ATTN: TRACY CRITES

HUDSPETH APPRAISAL DISTRICT

MASTER MAILING LIST

HUDSPETH COUNTY OFFICIALS:

HUDSPETH COUNTY JUDGE – MIKE DOYAL

**P O BOX 68
SIERRA BLANCA, TX 79851
915-369-2321**

HUDSPETH COUNTY SHERIFF – ARVIN WEST

**P O BOX 39
SIERRA BLANCA, TX 79851
915-369-2161 OR 911**

HUDSPETH COUNTY EMERGENCY MANAGEMENT COORDINATOR

**P O BOX 68
SIERRA BLANCA, TX 79851
915-369-2321**

CULBERSON COUNTY HOSPITAL

**Eisenhower Rd & Fm-2185
Van Horn, TX 79855
(432) 207-0346**

UNIVERSITY MEDICAL CENTER

**4815 ALAMEDA
EL PASO, TX 79905
915-544-1200**

SIERRA BLANCA VOLUNTEER FIRE DEPARTMENT – 911

STATE OFFICES:

TEXAS STATE COMPTROLLER –PTAD

512-305-9999 OR 800-252-9121

TEXAS ATTORNEY GENERAL

512-475-4413 OR 800-252-8011

RECOVERY PHASES

PHASE I EVALUATION

- Step 1 - Inventory employee resources available to carry out Disaster Recovery Plan.
- Step 2 - Assess and report damage to the district's Board of Directors.
- Step 3 - Determine whether the situation is a disaster or a contingency.
- Step 4 - Report the disaster or contingency to the Board of Directors Chairman and Taxing Units.
- Step 5 - Hold a meeting to assign tasks to staff and employees for the disaster recovery plan.

PHASE II RECOVERY PROCEDURES

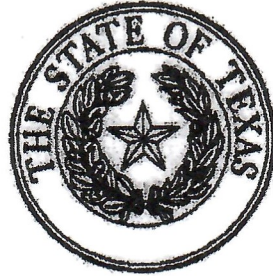
- Step 1 - Make arrangements for recovery facility or temporary building.
- Step 2 - Reconstruction/preparation of damaged facility.
- Step 3 - Assign recovery duties to appraisal district personnel.
- Step 4 - Inventory of backup data, documents and forms.

PHASE III RECOVERY SITE OPERATIONS

- Step 1 - Set up recovery working areas complete with supplies.
- Step 2 - Transport off-site materials to recovery facility.
- Step 3 - Prepare or purchase new computers for use and loading software & data.

PHASE IV END DISASTER RECOVERY

- Step 1 - Establish work priorities.
- Step 2 - Begin recovery information processing.
- Step 3 - Prepare for return to permanent facility.
- Step 4 - Return to the permanent district building and resume operations.



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- b. Establish policy and procedure for the operation of the Hudspeth Appraisal District, should an emergency or disaster situation occur.

B. Chief Appraiser

1. The Chief Appraiser is the district's chief administrative officer.

The responsibilities of the Chief Appraiser are to:

- a. Work with and assist the Board of Directors in all phases of emergency preparedness effort as the Emergency and Disaster Recovery Management Coordinator.
- b. Serve as the liaison officer between the Board of Directors and the EMC, County Judge and Sheriff.

- c. Establish a program to prepare, review, revise, distribute and maintain the Emergency and the Hudspeth Appraisal District Emergency and Disaster Recovery plan.
- d. Coordinate with vendors, contractors, and professional service providers with the Hudspeth Appraisal District Emergency and Disaster Recovery plan.
- e. Arrange for disaster preparedness and response to meet the needs of staff and property.
- f. Coordinate emergency and recovery actions for the Board of Directors and staff.
- g. Keep in contact with the EMC Coordinator, County Judge and Sheriff to receive preparedness status and anticipate the needs of the district.
- h. Maintain liaison with organized emergency volunteer groups and private agencies.
- i. Keep in contact with the EMC, County and cities to increase the readiness actions in case of warnings, shelter in place, radiological protection, evacuation, fire and rescue, terror threat, civil disturbances, biochemical attack.

V. INCREASED READINESS PROCEDURES

A. General

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

1. READINESS

The Hudspeth Appraisal District Chief Appraiser shall provide overall direction for readiness actions and will:

- a. Contact the Board of Directors and staff of the pending or predicted emergency or disaster.

- b. Contact the district's current software provider Harris Goverh - True Automation to secure off-site software protection.
- c. Notify the district's current insurance carrier of the pending or predicted emergency or disaster.
- d. The Chief Appraiser and staff will take preventative and protective measures to insure the integrity of the Hudspeth Appraisal District office building by:
 - 1. Raise furniture and electronics when possible above the projected flood water levels.
 - 2. Secure valuable items in waterproof containers.
 - 3. Board and tape all windows and doors.
 - 4. Turn off electricity to building.

2. Response Actions

The Hudspeth Appraisal District Board of Directors, Chief Appraiser and staff shall follow Hudspeth County Emergency Management Coordinator's order to evacuate and return only when the evacuation order has been lifted

3. Recovery Actions

The Hudspeth Appraisal District Chief Appraiser shall provide overall direction for recovery actions and will:

- a. Contact the Board of Directors and Staff to re-establish communications.
- b. Assess extent of damage of office and property.
- c. Contact, direct or perform emergency cleanup and debris removal of office and/or property.

- d. Contact outside vendor, contractors and professional service providers requesting assistance or service as needed.
- e. Establish the needs and resources needed to resume business activities.
- f. Designate areas restricted to staff as necessary.
- g. Furnish regular status reports to the Board of Directors.
- h. Keep the taxing units and public informed of the situation and how to handle contacting the Hudspeth Appraisal District.
- i. Ensure orderly operation of the Hudspeth Appraisal District, provide the necessities to the extent possible to staff and patrons of the district.
- j. Perform an inventory of personnel and equipment for the Hudspeth Appraisal District's disaster recovery efforts.

VI. EMERGENCY & EVACUATION PROCEDURES

- A. **Fire-** When an emergency arises, stay calm. When you hear a fire alarm; proceed immediately to the nearest clear exit and leave the building. All employees must leave the building and meet in the parking lot away from the building. Roll call will be conducted to ensure that all employees are present or accounted for. A supervisor will advise when it is safe to return to the building.
- B. **Medical Emergency-** Remain calm. Call or have someone else call 911. Be prepared to tell the 911 operator the following information: Specific location, type of injury or problem, individual's present condition, events leading up to the emergency and whether or not CPR is being performed. Notify or have someone notify your supervisor of the situation. The Appraisal District is equipped with a basic first aid kit. Know where this kit is located prior to any emergency and advise the Office Manager if an item has been used so that it can be restocked.

- C. **Bomb Threat (Other Threat)** - Remain calm. If the threat is delivered directly to the Appraisal District by telephone, the person taking the call should make note of the following: description of the threat (what did the caller say about the bomb, where it may be located, or what time it is set to go off, etc.), description of the caller's voice (male, female, old, young, slurred, angry, etc.); description of any background noises (was there any music, laughter, traffic, etc), any other information that is relayed by the caller or picked up by the receiver. 911 should be notified of the call and employees should exit the building and wait for the arrival of the Sheriff's Department. The Chief Appraiser or Deputy Chief Appraiser will communicate with the officer in charge and will coordinate with the Sheriff's Department as a determination as to the credibility of the threat is determined. The Chief Appraiser or Assistant Chief Appraiser will inform when it is safe to re-enter the building.
- D. **Suspicious Situation** - When encountering a suspicious situation, keep a clear head, be observant and use sound judgment. Use the option that best fits the circumstance: Notify your supervisor or utilize a panic button (if available) OR call 911 and report the situation.

VII. ADMINISTRATION AND SUPPORT

A. Administration

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 Hudspeth 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

The Hudspeth Appraisal District is a separate political entity from the local government, but under the cases of emergency or disaster the Board of Directors and Chief Appraiser will follow the lines of succession within Hudspeth County. A complete Emergency Management Plan is in place by the Hudspeth County Judge's Office and will be followed accordingly by the Hudspeth Appraisal District.

The lines of succession are:


- A. Hudspeth County Judge and County Commissioners
Emergency Management Coordinator & Sheriff's
Department Heads including Hudspeth Appraisal District
- B. Preservation of Records

The financial records are stored off-site with a contracted bookkeeper.

The district's software provider Harris Govern - True Automation will be notified to create an off-site backup of the complete software system in Allen, Texas.

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 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 received from the Hudspeth County Emergency Management Coordinator.
- D. This plan supersedes and rescinds all previous editions of the Hudspeth Appraisal District Emergency and Disaster Recovery Plan and is effective upon signing by the Chairman of the Hudspeth Appraisal District Board of Directors and the Chief Appraiser.



Board Chairman

9-13-16

Date



Chief Appraiser

9-13-16

Date

Damage Assessment Worksheet

Location _____
(use one 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	D - Damp	DM - Dirt/Mud
FL - Scatted on Floor	M - Moldy	PB - Partially
Damaged SW - Sewage	S - Soaked	SD - Smoke
Burned PD - Physically Damaged		SW - Still under water

Hudspeth Appraisal District

Organization chart

1. Board of Directors
2. Chief Appraiser
3. Deputy Chief Appraiser
4. Office Manager
5. Senior Staff Member

Note: The Board of Directors will assign a designee in the event that the Chief Appraiser is not available or in the event that the succession is adversely effected.

Hudspeth Appraisal District

Preservation of Records

1. The district's off-site record storage facility is located at the following address:

**Harris Govern-TrueAutomation
760 North Watters Road Suite #100
Allen, Texas 75013
(972) 265-7300**

The records are stored at the above location. Records are stored on computer server and hard copy paper documents. A list of all records is as follows:

- A. All appraisal schedule information
 - B. All sales information
 - C. All appraisal records, property owners, addresses, entity information, tax information, etc., 9 years of history for the aforementioned information.
2. The district's Financial Records are stored at the appraisal district office and at an off-site location with the contracted bookkeeper, at the following address:

**Stockton, Scurry & Smith
4487 N. Mesa Suite #110
El Paso, TX 79902
(915)566-9305**
 3. Copies of Board of Director's minutes and a copy of this Disaster Recovery Plan will be located in an off-site location in a safe deposit at the following location:

**Pecos County State Bank
FM 1111 and Highway 80
P.O. Box 248
Sierra Blanca, TX 79851**
 4. Our recovery site will be located at the following location unless otherwise specified by the Hudspeth County EMC:
**Hudspeth County Courthouse
109 W. Millican
Sierra Blanca, TX 79851
915-369-2321**

HUDSPETH APPRAISAL DISTRICT

MASTER MAILING LIST

115-HUDSPETH - STAFF

CHIEF APPRAISER - ADOLFO M. RAMIREZ

PHONE: 915-861-6470

MAILING ADDRESS: P.O. BOX 143 SIERRA BLANCA, TX 79851

DEPUTY APPRAISER -- ZEDDOCH L. PRIDGEON

PHONE: 915-373-8615

MAILING ADDRESS: 227 STERN DR EL PASO, TX 79932

ASSESSOR/COLLECTOR - RHONDA W. BOWEN

PHONE: 915-369-2021

MAILING ADDRESS: P.O. BOX 435 SIERRA BLANCA, TX 79851

COLLECTOR - CAMILA S. LAWSON

PHONE: 915-525-0280

MAILING ADDRESS: P.O. BOX 355 SIERRA BLANCA, TX 79851

CLERK - JADIRA ORTEGA

PHONE: 915-204-3425

MAILING ADDRESS: HC 66 BOX 599-8 FORT HANCOCK, TX 79839

HUDSPETH APPRAISAL DISTRICT

MASTER MAILING LIST

BOARD OF DIRECTORS:

GALE CARR 915-769-9330
P.O. BOX 9
FORT HANGCOCK, TX 79839

JAMES E MILLER 915-769-3812
P O BOX 205
FORT HANGCOCK, TX 79839

JAMES KEVIN LYNCH 915-964-2420
P O BOX 192
DELL CITY, TX 79837

LARRY BREWTON 915-964-2600
P O BOX 488
DELL CITY, TX 79837

RUSSELL D MOORE 915-369-2067
P O BOX 2
SIERRA BLANCA, TX 79851

VENDORS/CONTRACTORS:

INDUSTRIAL APPRAISAL FIRM - T Y PICKETT & CO
PHONE: (972)387-4944
ATTN: DANNY HENDRIX

DELINQUENT TAX ATTORNEYS:

LINEBARGER, GOGGAN, BLAIR & SAMPSON LLP
PHONE: 1-800-262-9279
ATTN: LAURA TALAVERA

PERDUE, BRANDON, FIELDER, COLLINS & MOTT LLP
PHONE: 432-522-2427
ATTN: TRACY CRITES

HUDSPETH APPRAISAL DISTRICT

MASTER MAILING LIST

HUDSPETH COUNTY OFFICIALS:

HUDSPETH COUNTY JUDGE - MIKE DOYAL
P O BOX 68
SIERRA BLANCA, TX 79851
915-369-2321

HUDSPETH COUNTY SHERIFF - ARVIN WEST
P O BOX 39
SIERRA BLANCA, TX 79851
915-369-2161 OR 911

HUDSPETH COUNTY EMERGENCY MANAGEMENT COORDINATOR
P O BOX 68
SIERRA BLANCA, TX 79851
915-369-2321

CULBERSON COUNTY HOSPITAL
Eisenhower Rd & Fm-2185
Van Horn, TX 79855
(432) 207-0346

UNIVERSITY MEDICAL CENTER
4815 ALAMEDA
EL PASO, TX 79905
915-544-1200

SIERRA BLANCA VOLUNTEER FIRE DEPARTMENT - 911

STATE OFFICES:

TEXAS STATE COMPTROLLER -PTAD
512-305-9999 OR 800-252-9121

TEXAS ATTORNEY GENERAL
512-475-4413 OR 800-252-8011

RECOVERY PHASES

PHASE I EVALUATION

- Step 1 - Inventory employee resources available to carry out Disaster Recovery Plan.
- Step 2 - Assess and report damage to the district's Board of Directors.
- Step 3 - Determine whether the situation is a disaster or a contingency.
- Step 4 - Report the disaster or contingency to the Board of Directors Chairman and Taxing Units.
- Step 5 - Hold a meeting to assign tasks to staff and employees for the disaster recovery plan.

PHASE II RECOVERY PROCEDURES

- Step 1 - Make arrangements for recovery facility or temporary building.
- Step 2 - Reconstruction/preparation of damaged facility.
- Step 3 - Assign recovery duties to appraisal district personnel.
- Step 4 - Inventory of backup data, documents and forms.

PHASE III RECOVERY SITE OPERATIONS

- Step 1 - Set up recovery working areas complete with supplies.
- Step 2 - Transport off-site materials to recovery facility.
- Step 3 - Prepare or purchase new computers for use and loading software & data.

PHASE IV END DISASTER RECOVERY

- Step 1 - Establish work priorities.
- Step 2 - Begin recovery information processing.
- Step 3 - Prepare for return to permanent facility.
- Step 4 - Return to the permanent district building and resume operations.