

Manor's Emergency Management Plan

As of 202003

Overview: The City of Manor (CoM) established six-pathways to success during the coronavirus 2019 (COVID-19) pandemic.

Goal: Sustainable health and food services; to include, alternative COVID-19 testing and educational learning in compliance with local to national guidelines and parameters.

Objective: Streamline a 30-day community lockdown strategic coordination and planning effort from the Office of the Mayor to the Mayor Pro Tem, City Manager, Chief of Police, Manor Independent School District (MISD) Superintendent, MISD Board President, and Senior Community Health & Wellness Lead.

Pathways:

1. Community Volunteer Program. Designed to provide targeted assistance to populations designated as vulnerable by the CoM.
 - a. Establish volunteer community groups (e.g., Manor Texas COVID-19) via highly utilized and contemporary social media, text, etc., platforms to capture majority of the community within an area of familiarity.
 - b. Design an itemized volunteer sign-up form that captures pertinent information to enable identification of persons nearest to requested services and support.
 - c. Design a vulnerable populations sign-up form that captures pertinent information enabling the identification and clustering of current and foreseeable support requests and needs.
 - d. Establish a call center based on an on-call roster that receives request for services 24-hours in advance to permit the necessary coordination to occur for the most efficient service available.
 - e. Generate contact rosters for local and county services (e.g., health, EMS, police, water, electricity, etc.) for each territorial jurisdiction.
2. Localized Food Distribution System. Structured to maximize city limit and extraterritorial jurisdiction residential needs for designated low-income and high-need populations by the CoM and Manor Independent School District (MISD).
 - a. Coordinate with Travis County Health & Human Services and MISD to identify facilities for use as temporary collection, package, and distribution centers.
 - b. Coordinate with Central Texas Food Bank for to establish a food transfer pipeline from their facility to identified temporary distribution sites in Manor.

Manor's Emergency Management Plan

As of 202003

- c. Coordinate with local grocery stores, farmer markets, restaurants and community members for unused items transferred to local distribution sites in Manor.
3. Localized COVID-19 Testing Process. Established to offset and supplement COVID-19 testing Center for Disease Control & Prevention (CDC) locations throughout Travis County when anticipated bottlenecking occurs.
- a. Confirm the US Health & Human Services and FDA approved testing by community physicians and clinics.
 - b. Coordinate with Central Health, CommunityCare, Austin Public Health, and Travis County Health & Human Services to identify local community clinics with clinical laboratory improvement amendments of 1988 (CLIA-88) certification.
 - c. Coordinate with local physicians and clinics (e.g., Baylor Scott & White, Austin Regional Clinic, People's Community Clinic) to identify CLIA-88 certification and approval to provide testing.
4. MISD Continuing Education Assistance. Coordinated to ensure CoM youth are constructively active in achieving Texas Education Agency standards while mitigating potential juvenile delinquencies.
- a. Coordinate with MISD, Texas Empowerment Academy, homeschool community to share best practices towards the State of Texas Assessments of Academic Readiness.
 - b. Coordinate with educational systems for structured study and down-time schedules for community dissemination.
 - c. Coordinate classroom instruction via video conference with educational systems, current and former educators within Manor.
5. Community Social Messaging Method.
- a. Subscribe to Governor, Lieutenant Governor, and any other pertinent county and national organization email notification systems to enable real-time situational awareness.
 - b. Join pertinent social media groups to proactively communicate via who, what, when, where, and why for each post to mitigate inaccurate information and potential hysteria.

Manor's Emergency Management Plan

As of 202003

- c. Collaborate and coordinate COVID-19 information to the community-at-large via Manor Journal, Manor Chamber of Commerce, Manor ISD, City Hall, etc.
6. Faith-Based Support Structure.
- a. Convene local religious and spiritual leaders to establish a system to best assist current and future community needs for shelter-in-place or lockdown restrictions.
 - b. Identify best areas of support for COVID-19 stress related expressions and acts by residents to maximize spiritual leader knowledge and experience.
 - c. Establish an internal support structure for spiritual leaders to combat any residual stress from heightened engagement with vulnerable residents.
 - d. Engage with the Manor COVID-19 Health Task Force as needed to support informal and/or formal food and toiletry requests while providing spiritual support services.

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