City of Tulsa/ Tulsa County Emergency Operations Plan

September 1, 2017

Tulsa Area Emergency Management Agency
Tulsa, Oklahoma

City of Tulsa/Tulsa County Emergency Operations Plan
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To all recipients:

Transmitted herewith is the new Integrated Emergency Operations Plan (EOP) for the City of Tulsa and the unincorporated portions of Tulsa County. This plan supersedes any previous emergency operations plans promulgated by the City or the County for this purpose. The Emergency Operations Plan is designed to be a framework in which the departments of the City of Tulsa and Tulsa County can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes other cities within Tulsa County, other than the City of Tulsa, as having their own separate emergency operations plans.

This EOP attempts to be all-inclusive in combining the five missions of emergency management. Those missions are:

- Mitigation- those activities which eliminate or reduce the probability of disaster.
- Prevention- actions taken to avoid an incident or interventions performed that stop an incident from occurring; with a focus on deterrence operations and surveillance systems to stop an incident before it happens.
- Preparedness- those activities that government, organizations, and individuals develop to save lives and minimize damage.
- Response- activities taken during an incident, designed to prevent loss of lives and property and provide emergency assistance.
- Recovery- short and long-term activities which return the community to normal or with improved standards.

In accordance with the Homeland Security Presidential Directive (HSPD) 5, all agencies, departments and organizations having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination among local, state, and federal organizations.

The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the Incident Command System.

This plan is written in accordance with existing federal, state, and local statutes. The City of Tulsa, the Tulsa County Board of County Commissioners, the Oklahoma Department of Emergency Management, and the Federal Emergency Management Agency concur with the plan. The plan will be revised and updated as required. All recipients are requested to advise the Director of the Tulsa Area Emergency Management Agency of any changes which might result in its improvement or increase its usefulness.

Approval Page

Approved by:

_____

John Smaligo
Tulsa County Commissioner
District 1

_____

Karen Keith
Tulsa County Commissioner
District 2

_____

Ron Peters
Tulsa County Commissioner
District 3

_____

G. T. Bynum
Mayor
City of Tulsa

_____

Roger C. Jolliff
Director
Tulsa Area Emergency Management Agency

Printed copies of the Emergency Operations Plan will be maintained in the Emergency Operations Center. Departments and Agencies may print and distribute copies of the plan within their organizations as needed.

Digital copies of this Integrated Emergency Operations Plan (EOP) will be distributed as follows:

CITY OF TULSA
Mayor's Office
Information Technology Department
Tulsa Police Department
Tulsa Fire Department
Streets and Stormwater Department
Water and Sewer Department
Engineering Services Department
Planning and Development Department
Working in Neighborhoods Department
Equipment Management Department
Finance Department
Parks and Recreation Department

TULSA COUNTY
County Commissioner, District 1
County Commissioner, District 2
County Commissioner, District 3
County Commission, Chief Deputies
Sheriff's Office
County Parks
Engineering Department
Tulsa County Social Services
OSU Extension Office
County Levee District 12
Jenks Levee District
EXPO Square

OTHER AGENCIES
Tulsa Area Emergency Management Agency (TAEMA)
Emergency Medical Services Authority (EMSA)
Tulsa Area Local Emergency Planning Committee (LEPC)
Tulsa Health Department
Tulsa International Airport
Tulsa Transit

Tulsa Chapter, American Red Cross
Salvation Army
Indian Nations Council of Governments (INCOG)
U. S. Army Corps of Engineers – Tulsa District
Oklahoma Air National Guard

Tulsa County Emergency Management Directors
Emergency Management Director, City of Bixby
Emergency Management Director, City of Broken Arrow
Emergency Management Director, City of Collinsville
Emergency Management Director, City of Glenpool
Emergency Management Director, City of Jenks
Emergency Management Director, City of Owasso
Emergency Management Director, City of Sand Springs
Emergency Management Director, City of Skiatook

STATE OF OKLAHOMA
Oklahoma Department of Emergency Management
Oklahoma Highway Patrol Troop B

City of Tulsa/Tulsa County Emergency Operations Plan
RECORD OF REVISIONS

Revision Number	_Date_	_Revised By:_
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City of Tulsa/Tulsa County Emergency Operations Plan
CHANGE SUBMISSION FORM

TO: Roger C. Jolliff
        Executive Director
        Tulsa Area Emergency Management Agency
        500 S Denver Ave
        Tulsa, OK 74103

RE: Recommended Changes, Corrections, Additions, and Deletions to the Emergency
        Operations Plan

        Any user of this plan is encouraged to recommend changes that the user feels might enhance or clarify a particular portion of the subject being addressed. Suggested changes should be submitted to the Tulsa Area Emergency Management director at the above address for coordination, comment, concurrence, and approval. The format of suggested changes should be by Basic Plan or Annex, Section, Paragraph/Subparagraph, and page number.

Current Text:

Recommended Change:

Submitted by: _____

Agency: _____

Phone Number: _____

Date: _____

City of Tulsa/Tulsa County Emergency Operations Plan
2017 Primary Response Planning Partners

Name	*Title*	*Agency*
Chuck Jordan	Chief	TPD
Ray Driskell	Chief	TFD
Dr. Bruce Dart	Director	THD
Johna Easley	Director	MMRS
Stephen Williamson	President/CEO	EMSA
Vic Regalado	Sheriff	TCSO
Terry Ball	Director	Streets & Stormwater
Clayton Edwards	Director	Water & Sewer
Tom Rains	County Engineer	Tulsa County
Roger Jolliff	Executive Director	TAEMA

City of Tulsa/Tulsa County Emergency Operations Plan
BASIC PLAN

I.   PURPOSE

    A. This plan has been developed to provide a comprehensive (multi-use) emergency management program for Tulsa County. It seeks to mitigate the effects of hazards, prepare for measures to be taken which will preserve life and minimize damage and prevent incidents from occurring through a focus on deterrence operations and surveillance systems. Additionally, this plan should enhance response during emergencies, provide necessary assistance, and establish a recovery system in order to return the county and the cities/towns to their normal state of affairs.

    B. This plan attempts to define who does "what, when, where, and how," in order to mitigate against, prevent, prepare for, respond to and recover from the effects of natural disasters, technological accidents, nuclear incidents, and other major incidents/hazards.

II.   SITUATION AND ASSUMPTIONS

    A. Situation

        1. Tulsa County (population – 622,409) is located approximately 40 miles south of the Kansas border and 68 miles west of the Arkansas border. City of Tulsa (population – 403,090) is the largest city in the county and is the county seat. Tulsa is located on State Routes 51, 64, 75, and on U.S. Interstate 44. Map distance from Tulsa to Oklahoma City is 106 miles.

        2. The county is exposed to many hazards, all having the potential for disrupting the community, causing damage, and creating casualties. Potential hazards which are most likely to occur around the county are floods, tornadoes, straight line winds, winter storms, summer droughts, civil disorders, dam failures, levee failures, HAZMAT incidents-fixed facility, HAZMAT incidents-transportation, nuclear incidents, power failures, radiological incidents - transportation, subsidence, earthquakes, rural or urban fires, terrorism, severe summer heat, other public service failures, infectious pandemics, and/or healthcare system failures.

    B. Assumptions

        1. Tulsa County and its cities and towns will continue to be exposed to the hazards identified above, as well as others that may develop in the future.

        2. Government officials will continue to recognize their responsibilities with

regard to the public safety and exercise their authority to implement this emergency operations plan in a timely manner when confronted with real or threatened disasters.

3. If properly implemented, this plan will reduce disaster impacts and/or prevent disaster-related losses.

4. Most disasters allow little or no warning time; however, there may be advanced notice of floods and severe storms.

5. Disasters such as an earthquake or dam failure may occur at a time of day that produces maximum casualties.

6. Disasters that result in large number of causalities and/or heavy damage to buildings, structures, and the basic infrastructure will require State and Federal assistance.

7. Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.

8. A major disaster could quickly overload the hospitals closest to the areas impacted.

9. Communications systems, particularly telephones that survive the initial disaster, may be overloaded.

10. It is expected that the present government structure will remain intact and will function during a disaster or emergency.

11. While it is probable that outside assistance will be available in disaster situations, Tulsa County must plan for and be prepared to save lives and protect property through independent disaster response and recovery operations.

12. State or Federal disaster assistance will not be provided until local resources are fully committed to the response/recovery effort.

III.   CONCEPT OF OPERATIONS

A. General

1. It is the responsibility of government to undertake comprehensive management of emergencies in order to protect life and property from the effects of hazardous events. This plan is based on the concept that the

emergency functions performed by various groups responding to an emergency will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

2. Within Tulsa County, the County Policy Group will contact Local Incorporated City/Town Policy Groups and request response resources, which are not available within county government in order to manage events that occur in the unincorporated portions of the county. Local government, because of its proximity to these events, has the primary responsibility for emergency management activities. Other levels of government will provide resources not available at the local level. When the emergency exceeds local government's capability to respond, assistance from the state government will be requested through the Oklahoma Department of Emergency Management. When the emergency exceeds state resources, the governor may request federal assistance. The federal government may provide assistance to aid in recovery from major disasters.

3. In accordance with Homeland Security Presidential Directive (HSPD) 5, all agencies, departments, and organizations having responsibilities defined in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination among local, state, and federal organizations. The Incident Command System (ICS), as part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications, operating with a common organizational structure. All on-scene management of an emergency or disaster will be conducted using the Incident Command System.

4. Day-to-day functions that do not contribute directly to response actions to an emergency may be suspended for the duration of the emergency. The resources and efforts normally required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of those resources.

5. A comprehensive emergency management plan is concerned with all types of hazards that may develop in the community. As shown below, it is more than an operations plan because it accounts for activities before, during, and after the disaster.

B. Missions of Emergency Management

1. Mitigation

Mitigation activities eliminate or reduce the probability of a disaster occurring. It also includes those long-term actions that lessen the undesirable effects of unavoidable hazards. Attention to this phase greatly increases the resiliency of the community facing potential disaster situations and should be viewed as a high priority.

2. Prevention

Preventive actions are those that protect lives and property by identifying and stopping or deterring an incident from occurring.

Prevention activities may include but are not limited to heightened inspections, improved surveillance and security operations, detailed multi-hazard threat assessments, public health testing and surveillance, immunizations, isolation and/or quarantine, and law enforcement operations targeted at deterring, pre-empting, interdicting, or disrupting illegal activity.

3. Preparedness

The National Incident Management System (NIMS) defines preparedness as "a continuous cycle of planning, organizing, training, equipping,

exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response." This 'preparedness cycle' is one element of a broader National Preparedness System designed to prevent, respond to, recover from, and mitigate against natural, man-made, or other technological disasters.

Preparedness actions serve to develop the response capabilities needed in the event an emergency should arise. Planning, training, and exercises are among the activities conducted under this phase.

4. Response

Response is the actual providing of emergency services during a crisis. These actions help to reduce casualties, damage, and speed recovery.

Response activities may include but are not limited to warning, evacuation, rescue, firefighting, sheltering in place, and medical assistance.

5. Recovery

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and to provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. Examples of recovery actions include but are not limited to restoration of non-vital government services and reconstruction in damaged areas. The recovery period offers an opportunity to institute mitigation measures, particularly those related to the recent disaster.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

A. General

Most departments within the county and city governments have emergency functions in addition to their normal duties. Consequently, each department is responsible for developing and maintaining its own Standard Operating Guidelines for emergencies to fulfill these responsibilities.

B. Organization

1. See Annex A: Appendix 1 for Emergency Services Organization.

2. The Tulsa County Policy Group is determined by the Chairperson of the Board of County Commissioners.

3. The City of Tulsa Policy Group is determined by the Mayor.

4. The Emergency Services Coordination Group is composed of the following positions as assigned to the officials (coordinators) listed below: (See Annex A: Appendix 2 for names of the officials.)

   a. Chief of Operations: selected by the Emergency Management Director and/or the Policy Group

   b. EOC Manager: selected by the Emergency Management Director

   c. Law Enforcement Service: selected by the County Sheriff or Police Chief

   d. Fire/Rescue/Hazardous Materials Service: selected by the Fire Chief

   e. Health/Medical Service: selected by the Director of Tulsa Health Department

   f. Shelter/Mass Care Service: selected by the American Red Cross Eastern Oklahoma Region CEO

   g. Resources Management Service: selected by the County Emergency Management Director

   h. County Roadway and Bridge Maintenance: selected by the County Engineer and County Highway Superintendents

i. City Street Maintenance: selected by the City of Tulsa Streets and Stormwater Director

j. Independent School District Services: selected by the Superintendent(s) of Schools

k. Public Utility Services: selected by the managers of companies that provide natural gas, electricity, and telecommunications services within the county

l. Manpower Services: selected by the County Emergency Management Director

5. The Operations Staff is composed of the following sections. (See Annex A: Appendix 2 for names of the assigned officials.)

    a. Communications/Message Center Section

    b. Damage Assessment Section

    c. Public Information Section

    d. Radiological Protection Section

    e. Warning Section

    f. Shelter/Evacuation Section

    g. Education and Training Section

    h. Administration Section

    i. Transportation Section

Note: In the event one or more of the above listed officials is incapacitated or otherwise unable to function, his/her assistant/deputy will replace him. See Paragraph V.C.4 of this annex.

6. Emergency Service Coordinators

Emergency service coordinators are directors of departments within the

county/city governments and volunteer agencies with functional expertise required to adequately respond to most emergencies. They are responsible for the operation of their departments and/or coordinating their actions with other departments and volunteer agencies to efficiently apply all available resources to the emergency confronting the city/town.

7. EOC Support Staff

   EOC support is provided by staff and/or volunteers who have skills and training in areas needed to provide response to an emergency. They may assist the emergency service coordinators in the accomplishment of their duties, perform functions within the EOC to enhance efficiency, or perform critical tasks outside of the scope of government departments.

C. Task Assignments and Responsibilities

   1. Emergency Management Director is responsible for:

      a. Coordinating all phases of emergency management

      b. EOC communication capability

      c. Public information and education

      d. Radiological protection planning and monitoring

      e. EOC operation

      f. Comprehensive emergency management planning

      g. EOC staff training

      h. Warning system planning

      i. Damage assessment planning

   2. County Sheriff/Chief of Police are responsible for:

      a. Maintaining law and order

      b. Traffic control

      c. Access control of restricted areas

      d. Security of vital facilities

    e. Communication system support

    f. Liaison with other law enforcement agencies

    g. Search and rescue operation support

3. Fire Chief is responsible for:

    a. Fire suppression

    b. Fire prevention and education

    c. Supporting the operation of the warning system

    d. Search and rescue operations

    e. Radiological, chemical, and biological decontamination

    f. Radiological monitoring

    g. Hazardous materials operations

    h. Assisting in damage assessment

    i. Communication system support

4. County Engineer/Public Works Director are responsible for:

    a. Debris clearance

    b. Providing engineering advice

    c. Maintaining roads and bridges

    d. Assisting with damage assessment of public and private property

    e. Assisting the fire department with jurisdictional control of the appropriate response entity (e.g. U.S. Army) in radiological, chemical, and biological decontamination operations, as their training and abilities permit

5. The Superintendents of Schools, for the disaster locations in question, are responsible for:

     a. Providing public shelters

     b. Providing buses for transportation during disaster relief operations

6. State Medical Examiner's Office, when committed, is responsible for:

     a. Establishing and coordinating a temporary morgue site, when necessary

     b. Coordinating recovery of and arranging transportation for deceased victims from scene

     c. Examining, identifying, and arranging for release of remains to the appropriate funeral home

     d. Coordinating interment of deceased victims caused by disaster

     e. Coordinating funeral home support of disaster operations

     f. Coordinating family information and notification operations at a Family Assistance Center (FAC)

7. Tulsa Health Department Director, when committed, is responsible for:

     a. Coordinating public health support and epidemic control

     b. Inspecting food and water supplies

     c. Providing public health education

8. Oklahoma Department of Human Services (OKDHS) County Office, when committed, is responsible for:

     a. Providing provisions/funds for emergency aid

     b. Coordination with the Red Cross and other related agencies

9. National Guard, when committed, is responsible for assisting in:

     a. Providing radiological, biological, and chemical detection and protection

     b. Law enforcement and traffic control

c. Search and rescue operations

d. Providing military engineering support, and assistance in debris clearance

e. Providing logistical support with supply, transportation, maintenance, and food service support

f. Providing communication support

10. State and federal support are responsible for:

a. Public welfare assistance

b. Resources

c. Law enforcement

d. Health and medical

e. Debris clearance

f. Public information and education

11. American Red Cross, when committed, is responsible for:

a. Investigating sanitation conditions and establishing safe standards for crisis relocation, emergency shelter, or disaster relief operations

b. Providing reception, care, food, lodging, and welfare assistance throughout Tulsa County

c. Coordinating all personnel relief activities for any type disaster.

d. Operating shelters for disaster relief

e. Providing damage assessment of private property

f. Providing first aid support and blood supply to disaster relief medical operations

g. Providing counseling service

h. Providing field canteens

12. Salvation Army, when committed, is responsible for:

   a. Supporting shelter/congregate care operations

   b. Providing field canteens

   c. Providing counseling service

13. Ministerial Alliance/Church Volunteer Groups are responsible for:

   a. Assisting with lodging, feeding, and welfare operations in support of disaster relief or relocation

   b. Assisting with reconstruction efforts

   c. Providing volunteer manpower

   d. Providing counseling service

14. Police/Fire Chaplaincy Corps is responsible for:

   a. Assisting Medical Examiner's office with death notifications

   b. Assisting Red Cross with out-of-town and state death notifications

   c. Coordinating activities of local ministerial alliances and church groups

   d. Providing crisis counseling and assisting with Critical Incident Stress Debriefing of disaster workers

15. The medical system for the county is a complex structure comprised of response agencies and healthcare organizations whose primary mission includes the provision of direct patient care; or key partners who support the jurisdictions medical and public health system. During a disaster medical system response is coordinated by the Regional Medical Response System. Medical system providers are responsible for:

   a. Providing prehospital emergency medical care
   b. Providing in hospital emergency and definitive medical care
   c. Providing a range of long term, rehabilitative, or assisted care services to the medically or mentally fragile patients
   d. Activation of the Medical Emergency Response Center

16. The County Clerk is responsible for county administrative duties.

17. The County Treasurer is responsible for fiscal duties.

18. The District Attorney is assigned all responsibilities of legal and emergency information services and will act on the advisory committee to the Board of County Commissioners.

19. The County Excise Board and the Tulsa County Associate District Judge will act with the District Attorney on the Advisory Committee to the Board of County Commissioners.

20. All other county agencies, officers, and employees of the county government shall support and implement this plan as allowed by law.

V.   DIRECTION AND CONTROL

A. The ultimate responsibility for all emergency management belongs to the elected officials of the City/County who are members of the Emergency Management Policy Group. This group is the decision-making group for all policy level decisions and is the executive head of the emergency service coordinators and EOC staff. During response operations, the members of the policy group will act in concert and advise/direct the activities of the entire response organization through the EOC emergency service coordinators. They will also be available to constituents to address non-routine matters.

B. The County Emergency Management Director is responsible for coordinating the emergency management program. They will make routine decisions and advise the Policy Group on alternatives when major decisions are required of that body. During emergency operations, They are responsible for the proper functioning of the EOC and its staff. The director acts as liaison with other local, county, state, and federal emergency management agencies.

C. Department supervisors of city and county departments/agencies are responsible for fulfilling their responsibilities as stated in this Basic Plan and the annexes thereto. Department supervisors will retain control of their employees and equipment during response operations. Standing operating procedures are required of each department having responsibilities in this plan. These SOPs must include:

1. Recall of personnel during non-duty hours

2. Prioritization of tasks to guide recovery work

3. Procedures to be followed which deviate from normal

4. Specific emergency authorities that may be assumed by the designated successor during emergency situations (See Note at IV.B.4.)

D. During some periods of an emergency, department supervisors will be required to remain in the EOC and direct their departments from that facility. During any large-scale emergency, the EOC will become the *de facto* seat of county/city government for the duration of the crisis.

E. In accordance with the Homeland Security Presidential Directive (HSPD) 5, all agencies, departments and organizations having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper and effective coordination among local, state, and federal organizations.

F. The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the Incident Command System.

VI. CONTINUITY OF GOVERNMENT

A. Succession of Leadership

1. The line of succession for continuity of government for Tulsa City/County is as follows:

City Succession of Leadership	County Succession of Leadership
a. Mayor	a. Chairman, County Commissioners
b. Deputy Mayor	b. Vice Chair, County Commissioners
c. Chief of Staff	c. County Commissioner

2. Line of succession for the Emergency Management Director will be the Deputy Director then the Finance and Grants Coordinator.

3. Line of succession for each agency/department head is according to the department rules and/or standing operating procedures established by each department.

B. Preservation of Records

In order to provide continuity of normal governmental operations following a

disaster, vital records must be protected. Therefore, each involved department will develop and maintain a plan for protection of essential records, physical or digital, under its control.

C. Alternate Emergency Operations Center

The primary alternate EOC for Tulsa and Tulsa County is at EXPO Square. The specific location will be designated when it becomes necessary.

VII. ADMINISTRATION AND LOGISTICS

A. Emergency Authority

1. A summary of existing Oklahoma legislation pertaining to emergency management is listed in Section IX.

2. Provisions for local emergency powers are found in the Oklahoma Code and local ordinances which include, but are not limited to:

a. Declaration of States of Emergency.

b. Contracts and obligations.

c. Control of Restricted Areas.

d. Liability.

B. Agreements and Understandings

Should city/county resources prove to be inadequate during an emergency requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency-negotiated mutual-aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capability. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

C. Reports and Records

Required reports will be submitted to the appropriate authorities in accordance with instructions in annexes to this plan. All records of emergency management activities will be maintained at the EOC.

D. Relief Assistance

All individual disaster assistance provided by the government will be administered in accordance with policies set forth by the Oklahoma Department of Human Services and those federal agencies providing such assistance.

E. Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the Oklahoma Attorney General's Consumer Protection Division.

F. Nondiscrimination

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency management functions. This policy applies to all levels of government, contractors, and labor unions.

G. Administration and Insurance Claims

The commercial insurance companies and adjustment agencies normally handle insurance claims on a routine basis. Complaints should be referred to the Oklahoma Insurance Commissioner. Adjusters of private insurance companies are usually dispatched to a disaster area to assist with claim issues.

H. Management of Workforce (Paid and Volunteer)

The appropriate jurisdiction's Emergency Management Director will manage the workforce, both paid and volunteer.

I. Duplication of Benefits

No person will receive assistance with respect to any loss for which they have received financial assistance under any other program or for which they have received insurance or other compensation. This also applies to business concerns or other entities.

J. Use of Local Firms

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent allowed by law, to those organizations, firms, and individuals residing or doing business primarily in the areas affected.

K. Preservation of Historic Properties

The Oklahoma Historical Preservation Officer (OHPO) will be notified when the Governor declares that a state of emergency exists as the result of a disaster. The Oklahoma Department of Emergency Management Director will arrange for the OHPO to identify any existing historic properties within the designated disaster area.

VIII.   PLAN DEVELOPMENT AND MAINTENANCE

A. The contents of this plan must be known and understood by those responsible for its implementation. The County Emergency Management Director is responsible for briefing staff members and city/county officials concerning their roles in emergency management and the contents of this plan in particular.

B. Department directors are responsible for development and maintenance of their respective segments of this plan and their appropriate supporting SOPs as stated here and set forth in Section VIII of each Annex.

C. The Policy Group will ensure an annual review of this plan is conducted by all officials involved in its execution. The Emergency Management Director will coordinate this review and any plan revision and distribution found necessary.

D. The plan will be tested at least once a year in the form of a simulated emergency exercise in order to provide practical, controlled experience to those emergency personnel tasked within the plan.

IX.   AUTHORITIES AND REFERENCES

A. Legal Authority

1. Federal

a. Federal Civil Defense Act of 1950, Pub. L. 81- 920 as amended

b. Disaster Relief Act of 1974, Pub. L. 93-288 as amended

c. Emergency Management and Assistance, 44 U.S. Code 2.1 (Oct. 1, 1980)

d. Homeland Security Presidential Decision Directive 5 (2004)

2. State of Oklahoma

a. Oklahoma Civil Defense and Disaster Relief Act

b. Compendium of state legislation related to emergency management

    c. Oklahoma Constitution, Article 6: Section 1-6

3. Local

    Legal authority for establishment of Emergency Management Organization(s):

    a. Resolution Establishing Tulsa City/County Civil Defense Emergency Services Act and Disaster Program, May 21, 1979

    b. City-County Agreement for a Joint Civil Defense Program; entered into on 24 of June 1985, between Board of County Commissioners of Tulsa County and: The City of Tulsa, September 29, 1985

    c. Basic eligibility requirements met for participation in emergency management financial programs as follows:

        i. Alpha Ordinance No. 957, dated 2-24-58

B. References

    1. FEMA 20, Publications Catalog

    2. Emergency Operations Plan for the State of Oklahoma

    3. Oklahoma Department of Emergency Management Digest of State Laws, Oct 1994

    4. National Response Framework

    5. Regional Medical Response System Plan

    6. Homeland Security Presidential Decision Directive 5 (2004)

    7. Department of Homeland Security Presidential Directive 5 (2004)

8. Oklahoma Emergency Management Act (2003)

9. Tulsa County, Oklahoma, Multi-Hazard Mitigation Plan (2010)

10. City of Tulsa, Oklahoma, Multi-Hazard Mitigation Plan Update (2009)

APPENDICES

APPENDIX 1 - Incorporation of National Response Framework (NRF)

APPENDIX 2 - Definitions

APPENDIX 3 - List of Acronyms

APPENDIX 4 - Agency Responsibilities during an Emergency

City of Tulsa/Tulsa County Emergency Operations Plan
BASIC PLAN: APPENDIX 1
INCORPORATION OF NATIONAL RESPONSE FRAMEWORK

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) provides the authority for the federal government to respond to disasters and emergencies in order to provide assistance to save lives and protect public health, safety, and property.

The National Response Framework for Public Law 93-288 as amended is designed to address the consequences of any disaster or emergency situation in which there is a need for federal response assistance. Copies of this plan are maintained at the State Emergency Operations Center and the Tulsa EOC.

The National Response Framework builds on the earlier National Response Plan and describes the basic mechanisms and structures by which the federal government will mobilize resources and conduct activities to increase state and local response efforts. To facilitate the provision of federal assistance, the plan uses a functional approach to group the types of federal assistance under twelve Emergency Support Functions (ESFs). Each ESF is led by a primary agency, which has been selected based on its authorities, resources, and capabilities in the particular functional area.

The NRF has been incorporated into the State Emergency Operations Plan, with state agencies assigned the task of cooperating with the appropriate federal and local agencies in the coordination and implementation of the State EOP.

Accordingly, the local agencies listed in the matrix below are responsible for cooperation with the state and federal counterparts in coordinating and implementing the plan.

ESF # and Title

1. Transportation	Federal Agency:	U.S. Dept. of Transportation
	State Agency:	OK Dept. of Transportation
	Local Agency:	Tulsa Transit (MTTA)
2. Communications	Federal Agency:	National Communication System
	State Agency:	OK Dept. of Emergency Management
	Local Agency:	Board of County Commissioners
3. Public Works & Engineering	Federal Agency:	U.S. Army Corps of Engineers
	State Agency:	OK Dept. of Transportation
	Local Agency:	County Maintenance Foreman
4. Firefighting	Federal Agency:	U.S. Dept. of Agriculture
	State Agency:	OK Dept. of Agriculture
	Local Agency:	Tulsa Fire Department

5. Emergency Management	Federal Agency:	Federal Emergency Management Agency
	State Agency:	OK Dept. of Emergency Management
	Local Agency:	Tulsa Area Emergency Management Agency
6. Mass Care	Federal Agency:	FEMA
	State Agency:	OK Dept. of Human Services
	Local Agency:	American Red Cross
7. Resource Support	Federal Agency:	General Services Administration
	State Agency:	OK Dept. of Emergency Management
	Local Agency:	Board of County Commissioners
8. Health & Medical Services	Federal Agency:	U.S. Dept. of Health & Human Services
	State Agency:	OK State Dept. of Health
	Local Agency:	Tulsa Health Department
9. Search & Rescue	Federal Agency:	U.S. Dept. of Defense
	State Agency:	OK Dept. of Public Safety
	Local Agency:	Tulsa Fire Department
10. Hazardous Materials	Federal Agency:	Environmental Protection Agency
	State Agency:	OK Dept. of Environmental Quality
	Local Agency:	Tulsa Fire Department
11. Agriculture	Federal Agency:	U.S. Dept. of Agriculture
	State Agency:	OK Dept. of Agriculture
	Local Agency:	Chairman of Ministerial Alliance
12. Energy	Federal Agency:	U.S. Dept. of Energy
	State Agency:	OK Corporation Commission
	Local Agency:	Board of County Commissioners
13. Public Safety	Federal Agency:	U.S. Dept. of Homeland Security
	State Agency:	Oklahoma Department of Public Safety
	Local Agency:	Local Law Enforcement
14. Long Term Recovery	Federal Agency:	FEMA
	State Agency:	OK Dept. of Emergency Management
	Local Agency:	Long Term Recovery Committee

15. External Affairs   Federal Agency: FEMA
                                    State Agency: OK Dept. of Emergency Management
                                   Local Agency: Board of County Commissioners, City of Tulsa Public Information Officer

AGENCY LIAISON OFFICER (ALO): Persons appointed by directors of designated state agencies who shall operate under the Director, Department of Emergency Management, during emergency periods to coordinate an agency's actions for providing effective relief and assistance in accordance with this plan and Public Law 93-288.

DISASTER: A dangerous event that causes significant human and economic loss and demands a crisis response beyond the scope of any single agency or service, such as the fire or police department. Disasters are distinguished from emergencies by the greater level of response required. Disasters require resources beyond those available locally.

EMERGENCY: While an emergency may have been devastating, it is a dangerous event that does not result in a request for state or federal assistance.

"EMERGENCY" AS PROCLAIMED BY THE GOVERNOR: Whenever, in the opinion of the Governor, the safety of Oklahoma and its citizens requires the exercise of extreme measures due to an impending or actual disaster, he/she may declare an emergency to exist in the state, or any part of the state, in order to aid individuals and local government.

ELECTROMAGNETIC PULSE (EMP): A phenomenon, sometimes of a nuclear detonation, that disrupts electrical transmission and radio sets in a similar manner to a direct hit by lightning.

EMERGENCY OPERATIONS CENTER (EOC): A centralized facility to be utilized by the governments for direction, control, and coordination.

EMERGENCY PERIOD: The period of time immediately before and/or immediately following the impact of a hazard when severe threats exist to human life, animals, other private and public property, and/or the environment.

EMERGENCY SUPPORT TEAM: Teams of federal personnel formed by the Federal Emergency Management Agency, Region VI Director, and deployed in a declared major disaster area to assist the Federal Coordinating Officer in carrying out his responsibilities.

FEDERAL COORDINATING OFFICER (FCO): The person appointed by the President of the United States to operate under the Federal Emergency Management Agency, Region VI Director to coordinate federal assistance in a declared major disaster area under the provisions of Public Law 93-288.

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR): The person appointed by the

Governor of Oklahoma in the Federal/State Disaster Assistance Agreement as his authorized representative to act in cooperation with the Federal Coordinating Officer.

LOCAL GOVERNMENT: Any county, city, or incorporated town in the State of Oklahoma.

LOCAL MASS CARE CENTER: A place selected locally by the private volunteer groups to provide care for individuals dislocated during the emergency period. Services provided are lodging, feeding, registration, first aid, and other social services.

MAJOR DISASTER: Any hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, volcanic eruption, landslide, snow storm, ice storm, wildfire, urban fire, explosion, or other catastrophe in any part of the United States which, in the determination of the United States, causes damage of sufficient severity and magnitude as to warrant major disaster assistance under Public Law 93-288 above and beyond emergency services by the federal government to supplement the efforts and available resources of the state, local governments, and disaster relief organizations in alleviation of the damage, loss, hardship, or suffering caused thereby.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS): a national system, employing the Incident Command System, to manage the response to and recovery from emergencies and disasters. This system is now used by all federal, state, and local governmental entities.

NATIONAL WARNING SYSTEM (NAWAS): A protected, full-time voice communications system that provides warning information throughout the nation.

OKLAHOMA DEPT. OF EMERGENCY MANAGEMENT (OEM): The agency responsible for preparation and execution of emergency functions to prevent, minimize, and repair injury and damage resulting from hostile actions or natural disasters as stated in the Oklahoma Civil Defense and Emergency Resources Management Act of 1967.

PUBLIC FACILITY: Any flood control, navigation, irrigation, reclamation, public power, sewage collection and treatment system, water treatment, supply and distribution system, watershed development, airport facility, non-federal aid street, road, or highway, or other public building, structure, or system.

RECOVERY PERIOD: That period of time subsequent to an emergency when economic recovery from disaster damage takes place, including the use of any available local, state, federal, and private resources.

VOLUNTEER SERVICE ORGANIZATION: Any organization that is non-government, nonprofit whose primary mission is to provide humanitarian support in times of need using publicly donated funds and volunteer personnel resources with or without a formal declaration of an emergency (i.e. American Red Cross, Salvation Army, etc.).

WATCH PERIOD: A period of time when meteorological conditions indicate a probability of severe weather phenomena.

ALO	AGENCY LIAISON OFFICER
APHIS-VS	ANIMAL & PLANT HEALTH INSPECTION SERVICE - VETERINARY SERVICES
ARC	AMERICAN RED CROSS
ARM	AERIAL RADIOLOGICAL MONITOR
ATF	ALCOHOL, TOBACCO, AND FIREARMS
AZA	AMERICAN ZOOLOGICAL ASSOCIATION
C&D	CLEANING AND DECONTAMINATION
CAP	CIVIL AIR PATROL
CD	CIVIL DEFENSE
CFR	CODE OF FEDERAL REGULATIONS
CFSA	CONSOLIDATED FARM SERVICE AGENCY
CHEMTREC	CHEMICAL TRANSPORTATION EMERGENCY CENTER
CHIP	CAPABILITY AND HAZARD IDENTIFICATION PROGRAM
CHLORREP	CHLORINE EMERGENCY PLAN
CPG	CIVIL PREPAREDNESS GUIDE
CRP	CRISIS RELOCATION PLAN
CSP	COMMUNITY SHELTER PLAN
DAC	DISASTER APPLICATION CENTER
DRT	DISASTER RESPONSE TEAM
DFO	DISASTER FIELD OFFICE
OKDHS	OKLAHOMA DEPARTMENT OF HUMAN SERVICES
DMAT	DISASTER MEDICAL ASSISTANCE TEAM
DOD	DEPARTMENT OF DEFENSE
DOJ	DEPARTMENT OF JUSTICE
DOT	DEPARTMENT OF TRANSPORTATION (FED)
ODPS	OKLAHOMA DEPARTMENT OF PUBLIC SAFETY
DR&R	DISASTER RESPONSE AND RECOVERY
DSR	DAMAGE SURVEY REPORT
DWI	DISASTER WELFARE INQUIRY
EAS	EMERGENCY ALERT SYSTEM
ELT	EMERGENCY LOCATOR TRANSMITTER
EM	EMERGENCY MANAGEMENT
EMC	EMERGENCY MANAGEMENT COORDINATOR
EMI	EMERGENCY MANAGEMENT INSTITUTE (FEMA)
EMP	ELECTROMAGNETIC PULSE
EMS	EMERGENCY MEDICAL SERVICE
EMSA	EMERGENCY MEDICAL SERVICES AUTHORITY
EOC	EMERGENCY OPERATIONS CENTER
EPA	ENVIRONMENTAL PROTECTION AGENCY
EPCRA	EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW ACT

EPI	EMERGENCY PUBLIC INFORMATION
ERG	EMERGENCY RESPONSE GUIDEBOOK (USDOT)
ERP	EMERGENCY RESPONSE PLAN
ESF	EMERGENCY SUPPORT FUNCTION (NATIONAL RESPONSE PLAN)
FAD	FOREIGN ANIMAL DISEASE
FBI	FEDERAL BUREAU OF INVESTIGATION
FCO	FEDERAL COORDINATION OFFICER
FD	FIRE DEPARTMENT
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FIA	FEDERAL INSURANCE ADMINISTRATION
FRP	FEDERAL RESPONSE PLAN "NATIONAL RESPONSE FRAMEWORK"
GAR	GOVERNOR'S AUTHORIZED REPRESENTATIVE
GRDA	GRAND RIVER DAM AUTHORITY
HAZMAT	HAZARDOUS MATERIALS
HERO	HAZARDOUS MATERIAL EMERGENCY RESPONSE ORGANIZATION
HQ	HEADQUARTERS
IC	INCIDENT COMMANDER
ICP	INCIDENT COMMAND POST
ICS	INCIDENT COMMAND SYSTEM
IMS	INCIDENT MANAGEMENT SYSTEM
INCOG	INDIAN NATIONS COUNCIL OF GOVERNMENTS
IS	INDEPENDENT STUDY (FEMA/EMI)
JIC	JOINT INFORMATION CENTER
KHZ	KILOHERTZ
KM	KILOMETERS
LEPC	LOCAL EMERGENCY PLANNING COMMITTEE
LP	LIQUID PETROLEUM
LSB	LOWER SIDEBAND
MAC	MAYOR'S ACTION CENTER
MACG	MULTI-AGENCY COORDINATING GROUP
MERC	MEDICAL EMERGENCY RESPONSE CENTER
MHZ	MEGAHERTZ
MMRS	METROPOLITAN MEDICAL RESPONSE SYSTEM
MR	MOBILE RELAY
MRC	MEDICAL RESERVE CORPS
MTTA	METROPOLITAN TULSA TRANSIT AUTHORITY (TULSA TRANSIT)
NAWAS	NATIONAL WARNING SYSTEM
NBC	NUCLEAR, BIOLOGICAL, CHEMICAL
NFPA	NATIONAL FIRE PROTECTION ASSOCIATION
NIMS	NATIONAL INCIDENT MANAGEMENT SYSTEM
NOAA	NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION
NRCS	NATIONAL RESOURCES CONSERVATION SERVICE

NRF	NATIONAL RESPONSE FRAMEWORK
NUDET	NUCLEAR DETONATION
NWR	NOAA WEATHER RADIO
NWS	NATIONAL WEATHER SERVICE
NWWS	NOAA WEATHER WIRE SERVICE
ODAFF	OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY
ODEQ	OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY
ODOT	OKLAHOMA DEPARTMENT OF TRANSPORTATION
ODEM	OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT
OFDA	OKLAHOMA FUNERAL DIRECTOR'S ASSOCIATION
OHP	OKLAHOMA HIGHWAY PATROL
OHPO	OKLAHOMA HISTORICAL PRESERVATION OFFICER
OIC	OFFICER IN CHARGE
OLETS	OKLAHOMA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM
ONTRAC	OKLAHOMA NORTHEAST TRAUMA REGIONAL ADVISORY COUNCIL
ORM	OTHERWISE REGULATED MATERIAL
OS	OPERATION SECURE
OS	OKLAHOMA STATUTES
OSA	OKLAHOMA STATUTES ANNOTATED
OSBI	OKLAHOMA STATE BUREAU OF INVESTIGATION
OSC	ON-SCENE COORDINATOR
OVMA	OKLAHOMA VETERINARY MEDICAL ASSOCIATION
PD	POLICE DEPARTMENT
PIO	PUBLIC INFORMATION OFFICER
PS	PUBLIC SCHOOLS
PSRC	PUBLIC SAFETY RESOURCE CENTER (911 CENTER)
PSTN	PESTICIDE SAFETY TEAM NETWORK
PWD	PUBLIC WORKS DIRECTOR
RACES	RADIO AMATEUR CIVIL EMERGENCY SERVICE
RADEF	RADIOLOGICAL DEFENSE
REAC/TS	RADIATION EMERGENCY ASSISTANCE CENTER/TRAINING SITE
RM	RADIOLOGICAL MONITOR
RMA	REGIONAL MUTUAL AID
RMRS	REGIONAL MEDICAL RESPONSE SYSTEM
RO	RADIOLOGICAL OFFICER
RRT	RADIOLOGICAL RESPONSE TEAM
RSPA	RESEARCH AND SPECIAL PROGRAMS ADMINISTRATION
SA	STAGING AREA
SAR	SEARCH AND RESCUE
SARA	SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT
SARDA	STATE AND REGIONAL DEFENSE AIRLIFT
SECURE	STATE EMERGENCY COMMUNICATIONS USING RADIO EQUIPMENT
SLG	STATE AND LOCAL GUIDE

SMA	STUDENT MANUAL
SMA	STATE MUTUAL AID
SOP	STANDARD OPERATING PROCEDURE
TAEMA	TULSA AREA EMERGENCY MANAGEMENT AGENCY
TCE	TULSA COUNTY ENGINEER
THD	TULSA HEALTH DEPARTMENT
THRC	TULSA HUMAN RESPONSE COALITION
TNT	TRI NITRO TOLUENE
UHF	ULTRA HIGH FREQUENCY
UN	UNITED NATIONS
USACE	UNITED STATES ARMY CORPS OF ENGINEERS
USAMRICD	U.S. ARMY MEDICAL RESEARCH INSTITUTE FOR CHEMICAL DEFENSE
USAMRIID	U.S. ARMY MEDICAL RESEARCH INSTITUTE FOR INFECTIOUS DISEASES
USB	UPPER SIDE BAND
USC	UNITED STATES CODE
USDA	UNITED STATES DEPARTMENT OF AGRICULTURE
VET	VETERINARY EMERGENCY TRIAD
VHF	VERY HIGH FREQUENCY
VOAD	VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER
VT	VOLUNTEER TULSA
WMD	WEAPONS OF MASS DESTRUCTION

City of Tulsa/Tulsa County Emergency Operations Plan
BASIC PLAN: APPENDIX 4
AGENCY RESPONSIBILITIES DURING AN EMERGENCY

TASK	PRIMARY AGENCY	ASSISTING AGENCIES
Control access of restricted areas (EOC)	TPD	TCSO
Control access of restricted areas (scene)	TPD/TCSO	Streets and Stormwater, OK Army National Guard
City administration and coordination	Mayor's Office	
City financial coordination	Finance Dept.	
City legal coordination	Legal Dept.	
Command Post operations	TPD/IMT	TCSO, TFD, Telecommunications Dept., TAEMA
Command Post planning	TPD/IMT	TCSO, TAEMA, Telecommunications Dept., TFD, EMSA
Communications system operations	Telecommunications Dept.	TAEMA, Amateur Radio, MMRS
Communications system planning	Telecommunications Dept.	TAEMA, Amateur Radio, MMRS
Counseling	Tulsa Human Response Coalition	ARC, Tulsa Mental Health Association
County financial coordination	County Treasurer	County Fiscal Officer
County legal coordination	District Attorney	
Damage assessment	TAEMA/ Building Inspectors	ARC, other jurisdictions within county
Damage assessment planning	TAEMA/Building Inspectors	
Debris clearance	Streets & Stormwater/County Engineer	
Deceased victims operations	Medical Examiner	Funeral Directors, TAEMA, THD, MMRS, TCSS
Decontamination	TFD	Hospitals and private sector decon teams, 63rd CST, MMRS
Disaster coordination overall	TAEMA—(See Annex A Appendix 4 Tab E Disaster Declaration)	Telecommunications Dept., TFD, TPD, EMSA, OEM, FEMA, TCSO, MMRS
Disaster declaration	Governor/President	OEM, FEMA
Emergency declaration	Mayor, BOCC/Governor/President	TAEMA, OEM, FEMA

TASK	PRIMARY AGENCY	ASSISTING AGENCIES
Emergency management	TAEMA	All agencies
Emergency medical transport	EMSA	Other EMS Services
Emergency medical treatment	EMSA	MMRS, TFD, Other EMS services
Emergency medical triage	EMSA	TFD, Other EMS services, EMS Strike Teams
Engineering service and advice	Streets and Stormwater/Water & Sewer/County Engineer	Public Utilities, National Guard, USACE
EOC Communications	TAEMA	Amateur Radio/Telecommunications Dept.
EOC Operations	TAEMA	Region 7 Emergency Management Agencies
EOC staff training	TAEMA	
Epidemic control and coordination	THD	MMRS/RMRS, OSDH
Fire prevention and education	TFD	
Fire suppression	TFD	Mutual Aid Agencies
Food/water supply inspection	THD	Water and Sewer Dept.
Funeral home coordination	State Medical Examiner	
Garbage/trash disposal	Streets and Stormwater Dept.	
Hazardous materials operations	TFD	Streets and Stormwater/Water and Sewer, TAEMA, EMSA, MMRS, ODEQ
Hazardous materials planning	TFD	TAEMA, LEPC, EMSA, MMRS
Law and order maintenance	TPD/TCSO	OHP, National Guard
Law enforcement mutual aid	TCSO/TPD	OHP, National Guard, other law enforcement agencies
Medical support coordination	Regional Medical Response System	THD, TFD, EMSA, Other services
Public information	Mayor's Office/BOCC	TFD/TPD/TAEMA/THD, EMSA, MMRS, TCSO
Radiological monitoring	TFD	ODEQ, OEM, National Guard, MMRS, TAEMA
Radiological protection planning	TFD	OEM, FEMA, Streets and Stormwater, Water and Sewer TAEMA
Reconstruction	All agencies including VOAD	OEM, FEMA, TAEMA

TASK	PRIMARY AGENCY	ASSISTING AGENCIES
Resource coordination-state	OEM	OKDHS
Resource coordination-federal	FEMA	
Road and bridge maintenance	County Engineer/Streets and Stormwater	ODOT, USDOT
Sanitary conditions	THD	
Search and rescue operations	TFD, OK Task Force One	OEM, National Guard, Civil Air Patrol, FEMA
Security of vital facilities	TPD/TCSO	National Guard
Severe weather observation	TAEMA/Streets and Stormwater	PSRC, NWS
Sewage/storm drainage maintenance	Public Works Dept.	
Shelter operations	American Red Cross	TAEMA, Parks Dept., Tulsa Public Schools, THD, MMRS
Shelter planning	ARC	TAEMA, Parks Dept., Tulsa Public Schools, THD, MMRS
Traffic control	TPD/TCSO	Streets and Stormwater, Traffic Engineering
Transportation	Tulsa Transit	Tulsa Public Schools
Vehicle Maintenance	City Garage/County Garage	
Victim Funds	ARC	DHS, OEM, VOAD
Victim Provisions	ARC	DHS, OEM, VOAD
Volunteer Manpower	ARC/Volunteer Tulsa	VOAD
Warning system activation	TAEMA	
Warning system maintenance	Telecommunications Dept./ TAEMA	MMRS (health care system warning)
Warning system planning	Telecommunications Dept./ TAEMA	MMRS, THD
Water supply	Water and Sewer	
Water system operations	Water and Sewer	

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX A:
Emergency Support Function #5
Emergency Management

Primary Agency:	Tulsa Area Emergency Management Agency
Supporting Agencies:	Local Emergency Management Offices
	State Emergency Management
	Tulsa County Commissioners
	City of Tulsa Policy Group
	All Hazard Community Planning Group
	Oklahoma Department of Homeland Security

I. Purpose

ESF #5 provides direction and priority in focusing emergency management activities within the Tulsa County and the City of Tulsa as they relate to disasters and emergencies that affect the jurisdiction. ESF#5 is designed to address the overall coordination of incident management and response efforts, the issuance of mission assignments, management of resource and human capital, incident action planning, and disaster financial management. ESF #5 provides the core management and administrative functions to support the Tulsa County Emergency Operations Center (EOC) regardless of hazard, degree of complexity or duration. ESF#5 allows for local coordination of response and recovery operations with State, private industry, non-governmental agencies, and the Federal Government.

II. Situation and Assumptions

See Basic Plan Section II.

III. Concept of Operations

1. The Tulsa Area Emergency Management Agency (TAEMA) is the designated emergency management office for the City of Tulsa and Tulsa County, with organizational control residing in the Emergency Management Director, appointed by the Mayor of the City of Tulsa and the Chair of the Tulsa County Board of County Commissioners.

2. The Emergency Management Director shall be responsible for the development, management, and maintenance of the Tulsa County/City of Tulsa Emergency Management Program.

3. The Tulsa County/City of Tulsa Emergency Management Program shall be coordinated with the All Hazard Community Planning Group and other organizational stakeholders, to include the update and review of the Emergency Operations Plan, preparedness activities, training, exercises, and equipment acquisition.

4. The Emergency Management Director, in cooperation with municipalities and county agencies, will establish, equip, and during emergency situations, activate and man the Emergency Operations Center.

5. Local ESF#5 has limited resources and may need to coordinate with other local, state, federal, and/or private agencies.

6. Although most incidents can be managed with resources available at the local level, large scale incidents may exceed the capacity of the current emergency management office, requiring additional state and federal resources.

7. EOC Support is provided by staff and/or volunteers who have skills and training in area needed to provide response to an emergency. They may assist the Emergency Management Director in the accomplishment of their duty, perform functions within the EOC to enhance efficiency, or perform tasks outside the scope of governmental departments.

8. The Tulsa County Commissioners are responsible for all emergency management policy decisions outside of incorporated cities.

9. The executive elected official in each municipality is responsible for emergency management policy decisions within their municipal jurisdiction.

10. The Tulsa County/City of Tulsa Emergency Management Program consists of the County Commissioners, mayors, the County Emergency Management Director, Sheriff's Office, members of fire departments/districts as well as local public and private agencies.

11. The Tulsa County/City of Tulsa Emergency Management Program will provide support to municipalities within the county during emergency situations if requested by the chief elected official of that municipality.

12. The TAEMA Director has overall authority of the EOC and will coordinate with other jurisdictions and requests for State assistance.

13. The TAEMA Director will approve the incident objectives, the Incident Action Plan, and all requests pertaining to ordering and releasing of incident resources.

IV. Task Organization and Responsibilities

A. Organization

1. As ESF #5 the TAEMA Director is responsible for development and maintenance of Tulsa County/City of Tulsa Emergency Management Plans, Procedures, and Directives.

2. The TAEMA Director is the official point of contact for the Department of Homeland Security.

3. The Tulsa County All Hazard Community Planning Group is the coordination point for all multi-jurisdictional emergency management issues in the County.

4. The All Hazard Community Planning Group is comprised of representatives from each of the fire department, EMS the County Sheriff's Office, the Bureau of Land Management, the Central District Public Health, cities, school districts, the media, service organizations, state agencies, Health and Welfare, private industry, and the general public.

5. ESF#5 is organized in accordance with the National Incident Management System (NIMS) and supports the general staff functions contained therein.

6. The City of Tulsa Policy group is determined by the Mayor of the City of Tulsa. This Policy Group is responsible for all community emergency management policy decisions in the City of Tulsa.

7. The executive of each municipality is responsible for emergency management policy decisions within their jurisdiction. TAEMA will support incorporated cities during emergency situations, if it is in the scope of TAEMA's role and if requested by elected officials.

8. The Tulsa EOC will serve as a regional or State EOC if required, at the request of the Oklahoma Department of Emergency Management.

9. Federal, State, and Local officials will operate out of the Emergency Operations Center to coordinate response activities in an efficient manner, so as to limit the overall impact and durations of events.

B. Task Assignment and Responsibilities

TAEMA is assigned the following responsibilities.

- TAEMA will oversee and operate the local Emergency Operations Center.

- TAEMA will coordinate with organizational stakeholders as identified in other annexes/ESF in order to achieve the actions outlined in the applicable plan, in the manner outlined in the applicable plan.

- TAEMA is responsible for coordinating with outside organizations and volunteer groups to ensure that EOC operations include extensive communications abilities to allow for point to point communications with various stakeholders during emergency or disaster events

- TAEMA will coordinate with the City of Tulsa Radio Shop to evaluate and operate the City of Tulsa/Tulsa County outdoor warning system. This warning system will be operated in keeping with TAEMA standard operating guidelines. TAEMA will periodically review siren status to ensure that coverage continues to meet jurisdictional needs.

- TAEMA will maintain a Joint Information Center (JIC) within the EOC to allow for more effective information disbursal during an emergency or disaster event.

- TAEMA will assist the JIC and ESF#15 External Affairs in conducting public awareness and education with the express purpose of raising overall understanding of identified risks within the community during emergency or disaster events. Social Media will be utilized as an integral part of raising public awareness of emergency management, as well as a component of crisis communication, prior to, during, and following an emergency or disaster event.

- TAEMA will maintain a "first-call" schedule each year, assigning one employee to be responsible for monitoring weather or other significant events.

- TAEMA will oversee and serve as the clearinghouse for damage assessment following emergency or damage events.

- TAEMA will operate in keeping with guidelines established in the Federal Response Plan, The State of Oklahoma Emergency Operations Plan, and elsewhere within the Tulsa County/City of Tulsa Emergency Operations Plan.

- TAEMA will maintain and keep records of any material, supplies, and equipment used from private sources during an emergency and directs them to City Finance or the County Clerk for settlement following the emergency if required.

- TAEMA will request additional resources as needed from the Oklahoma Department of Emergency Management in accordance with pre-established OEM Standard Operating Guidelines.

- TAEMA is responsible for providing direction to ESF representatives operating through the EOC for the procurement, staging, deployment and stand-down of personnel, equipment and material.

- TAEMA will act as a central point of contact and liaison for state and federal agencies, volunteer organizations, and local resources to obtain processed information for incident management.

- TAEMA will act to facilitate information flow in the pre-incident phase and coordinate inter-governmental planning, training, and exercising in order to prepare assets for deployment.

- TAEMA will coordinate and plan for development of warning systems countywide and is responsible for creation of standard operating guidelines for use of warning systems.

Administration and Logistics

1. The TAEMA Director will designate a Resource Coordinator and a EOC Communications Coordinator.
   a. The communication network required to obtain resources in times of emergency is a responsibility of the EOC Communications Coordinator and must remain functional during an emergency.
   b. A copy of the County Resources Management Manual will be maintained in the EOC for ready reference. The Manual contains the resources of: TFD, TPD, MMRS (RMRS), Tulsa International Airport, Public Works, the Domestic Preparedness Program inventory, TCSO, THD, Telecommunications Dept., County Engineer, the ARC, and others.
   c. The Resource Coordinator will be responsible for the acquisition, distribution, management, and coordination of resources and supplies. The Resource Coordinator will keep records of any material, supplies, and equipment used from private sources during an emergency and forwards them to City Finance or the County Clerk for settlement following the emergency if required.

2. Emergency Operations Centers
    a. The basement suite of offices in the Police/Municipal Courts Building, 600 Civic Center, is designated as the Emergency Operations Center for Tulsa County. Other cities in Tulsa County may establish EOCs in their facilities as required.
    b. The working area includes an Operations Room, Joint Information Center, Communication Center, Medical Emergency Response Center and several offices.
    c. Communications (telephones, radios, cell phones computers with internet connection, NAWAS) equipment necessary for conducting emergency operations is in place.
    d. One diesel-powered generator is located in the EOC to provide emergency electrical power to the EOC if needed. Another generator also is located near the ComStat Center to provide power to both facilities if needed.
    e. Kitchen facilities in the EOC may be used to service the EOC's Staff if needed due to 24-hour operational requirements.
3. Alternate EOC

    Should the primary county EOC become unusable, an alternate county EOC will be established at EXPO Square. Communications equipment at the alternate location will be utilized and will be augmented with any equipment that can be brought from the primary EOC. Radio equipped, city and county-owned vehicles will augment alternate EOC requirements. For more information on alternate EOC operations please review the TAEMA Continuity of Operations Plan.

4. Incident Command Post

    During emergency operations it may be necessary to establish an incident command post to coordinate response activities at the on-site location. Incident commanders will be responsible for establishing such required command posts. See Annex Q, this plan, for typical operation.

5. See also Basic Plan Section H.

Continuity of Operations

      a. *Lines of Succession*
         The order of succession will be in accordance with individual organizational standard operating procedures

      b. *Operating Records*
         Each involved organization will be responsible for determining and maintaining the records that are essential for post disaster assignment.

         See TAEMA Continuity of Operations Plan for more details

Plan Development and Maintenance

See Basic Plan Section VIII

Authorities and References

Authorities

1. See Basic Plan Section IX.

References

1. FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.
2. State Emergency Operations Plan, State of Oklahoma.
3. County Resources Management Manual.
4. County Commissioners' Inventory Reports.
5. FEMA 133, Attack Environment Manual, Chapter 9, Application to Emergency Operations Planning
6. Digest of Oklahoma Laws
7. FEMA, CPG 1-5, Objectives for Local Emergency Management
8. FEMA, CPG 1-20, with Chap 1, Emergency Operating Centers Handbook

TULSA COUNTY

POLICY GROUP
Mayor
County Commissioners

⬇

EMERGENCY OPERATIONS CENTER

⬇

COORDINATION GROUP
See Tab A of this Appendix for Diagram

⬇

OPERATIONS GROUP
See Tab B of this Appendix for Diagram

Note: See Annex A: Appendix 2 for position assignments by name
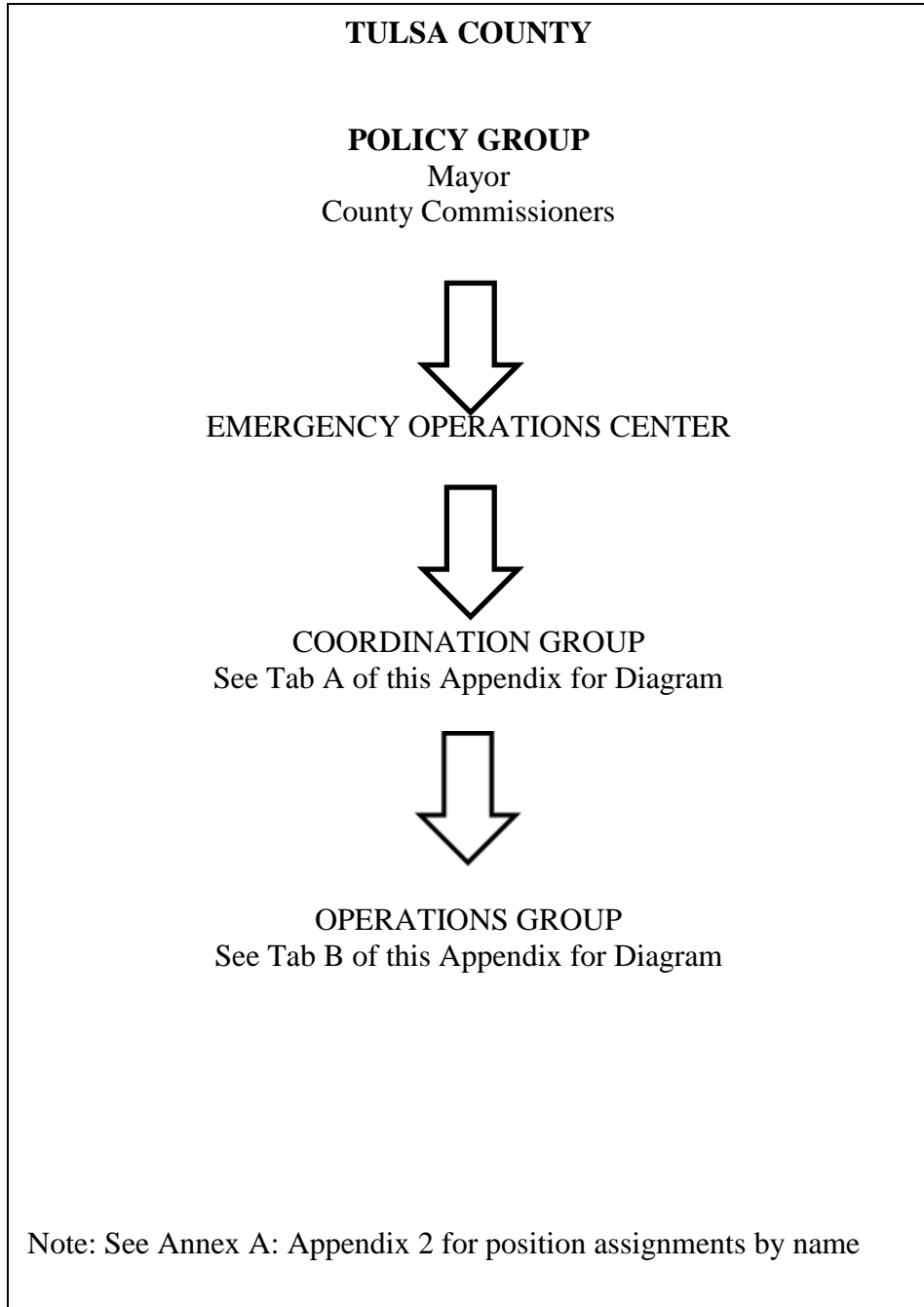
City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX A: APPENDIX 1: TAB A
ORGANIZATION OF THE EOC COORDINATION GROUP

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                    ┌─────────────────────────┐
                    │      Policy Group        │
                    └─────────────────────────┘
                                 │
                    ┌─────────────────────────┐
                    │  EOC Coordination Group  │
                    └─────────────────────────┘
                                 │
                    ┌─────────────────────────┐
                    │   Chief of Operations    │
                    │      (EM Director)       │
                    └─────────────────────────┘
                                 │
   ┌──────────────────────┐     │     ┌──────────────────────────┐
   │ EOC Staff Coordinator │─────┼─────│  Law Enforcement Coord.  │
   │  (Selected by EM Dr.) │     │     │  (Sheriff, Police Chief) │
   └──────────────────────┘     │     └──────────────────────────┘
                                 │
   ┌──────────────────────┐     │     ┌────────────────────────────────────┐
   │ Fire/Rescue Coordinator│────┼─────│     County Maintenance Coord.       │
   │     (Fire Chief)      │     │     │ (County Engineer, Streets and       │
   └──────────────────────┘     │     │  Stormwater)                        │
                                 │     └────────────────────────────────────┘
   ┌──────────────────────┐     │     ┌──────────────────────────┐
   │ Shelter/Mass Care Coord.│───┼─────│  Health/Med. Serv. Coord. │
   │ (American Red Cross Rep.)│   │     │ (County Health Department) │
   └──────────────────────┘     │     └──────────────────────────┘
                                 │
                    ┌─────────────────────────┐
                    │  Resources Coordinator   │
                    │ (Selected by EM Director) │
                    └─────────────────────────┘
```
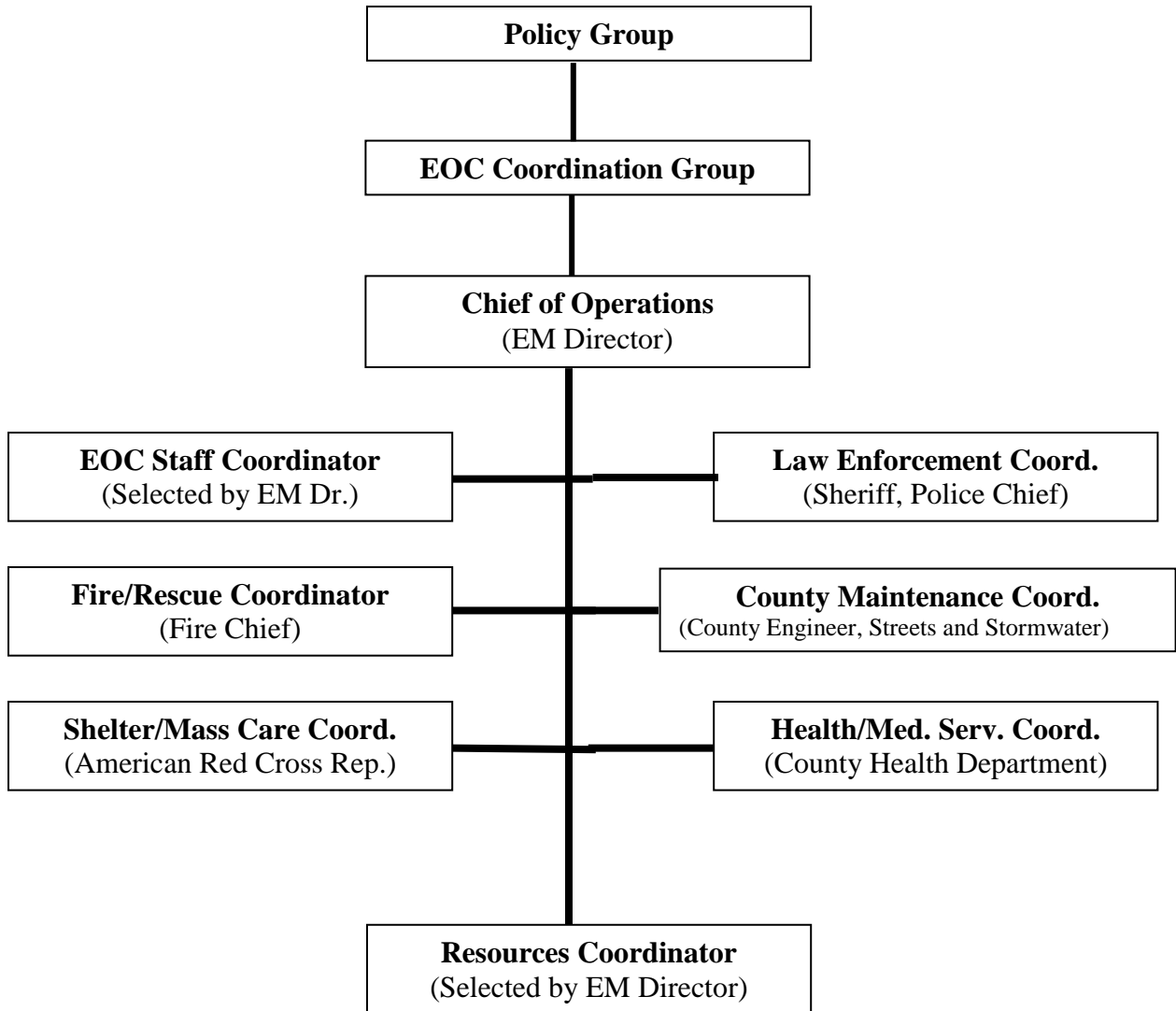
Note: See Annex A: Appendix 2 for position assignments

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX A: APPENDIX 1: TAB B
ORGANIZATION OF THE EOC OPERATIONS STAFF

```
                        ┌─────────────────┐
                        │  Policy Group   │
                        └─────────────────┘
                                │
                        ┌─────────────────┐
                        │   EOC Manager   │
                        └─────────────────┘
                                │
        ┌───────────────────────┼───────────────────────┐
┌─────────────────┐                         ┌─────────────────┐
│Public Information│                         │ Communications  │
│ Officer/Joint    │                         │  and Warning    │
│Information Center│                         └─────────────────┘
└─────────────────┘
        │
┌───────┼───────────────────────┬───────────────────────┐
┌─────────────┐         ┌─────────────┐         ┌─────────────┐
│   Support   │         │Coordination │         │ Operations  │
└─────────────┘         └─────────────┘         └─────────────┘
```
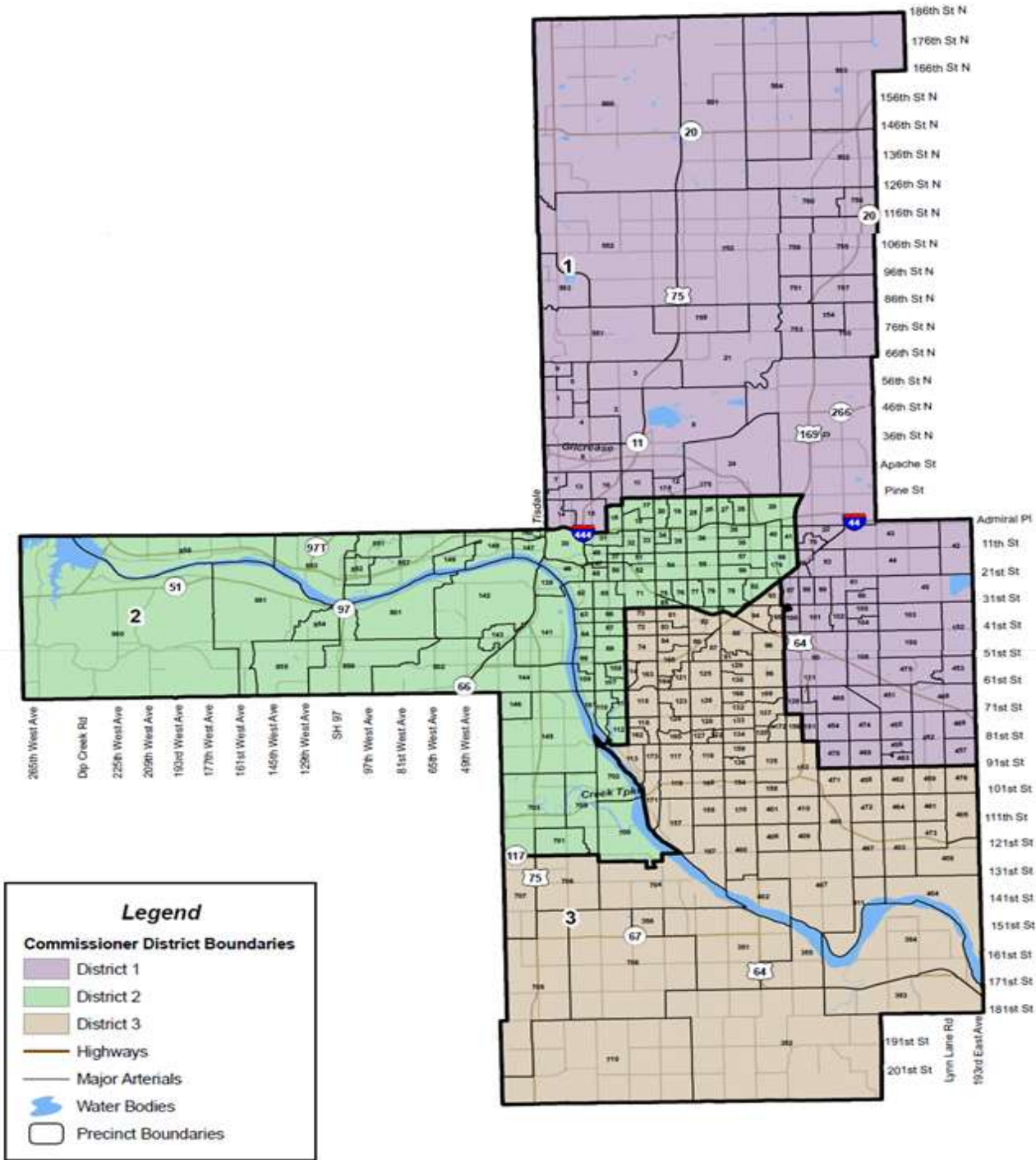
- Policy Group consists of Elected Officials (Mayor and/or Chair of Board of County Commissioners) and Key Department Heads.
- EOC Manager is the TAEMA Director or Deputy Director
- Support is made of agency liaisons from groups such as the American Red Cross, American Electric Power, Oklahoma Natural Gas, Tulsa Health Department and others who may not have first response capacity but will provide key resources or information during an event
- Coordination is made up of key City and County Department Representatives that will provide ongoing activities during and post event. This group consists of but is not limited to organizations such as Streets & Stormwater, Building Operations, the Regional Medical Response System, and the Medical Emergency Response Center.
- Operations during an event can consist of representatives from the Incident Management Team who will act as the EOC liaison to Incident, Area, or Unified Command during an event. Post event this branch will commonly transition over to the Area Long Term Recovery Committee

Legend

Commissioner District Boundaries

- District 1
- District 2
- District 3
- Highways
- Major Arterials
- Water Bodies
- Precinct Boundaries

Map prepared November 4, 2011
Source: Tulsa County Election Board

This map is provided as a public resource for general information only. Although every effort has been made to produce the most current, correct and clearly expressed data possible, all geographic information has limitations due to scale, resolution, date and interpretation of the original source materials. The information on this map is collected from various sources that can change over time without notice. Therefore, the information provided is not intended to replace any official source. You should not act or refrain from acting based upon information on this map without independently verifying the information and, if necessary, obtaining professional advice. The burden of determining the accuracy, completeness, timeliness of information rests solely on the user. Copyright © 2011 INCOG

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX A: APPENDIX 2
ORGANIZATION ASSIGNMENT ROSTER

I.   POLICY GROUP/COUNTY   Phone

County Commissioners - Courthouse	918-596-5000
District 1 - Commissioner	918-596-5020
Superintendent	918-591-6026
Chief Deputy	918-596-5017
District 2 - Commissioner	918-596-5016
Superintendent	918-591-6060
Chief Deputy	918-596-5018
District 3 – Commissioner	918-596-5010
Superintendent	918-252-2511
Chief Deputy	918-596-5017
Sheriff	918-596-5601
Emergency Manager	918-596-9898
Construction Division	918-591-6094

II.   POLICY GROUP/CITY

     A. TULSA

City Hall	918-596-7411
Mayor	918-596-7411
Deputy Mayor	918-576-7458
Chief of Staff	918-596-5199
Director of IT	918-576-5605
Fire Chief	918-596-9444
Police Chief	918-596-9340
City/County Health Department Director	918-582-9355
Emergency Manager	918-596-9898
EMSA President	918-596-3150

     B. BERRYHILL

Fire Chief	918-446-1211

C. BIXBY

City Hall/Mayor	918-366-4430
Ward 1:	918-232-3800
Ward 2:	918-378-8390
Ward 3:	918-366-3612
Ward 4:	918-366-7566
Ward 5:	918-299-8767
City Manager	918-366-4430
Fire Chief	918-366-8294
Police Chief	918-366-8294
Emergency Manager	918-366-8294

D. BROKEN ARROW –

City Hall	918-251-5311
City Manager	918-259-8419
Emergency Manager	918-451-8200
Fire Chief	918-259-8360
Police Chief	918-259-8400

E. COLLINSVILLE –

City Hall/Mayor	918-371-1010
Emergency Manager/Fire Chief	918-371-1020
Police Chief	918-371-1000

F. GLENPOOL –

City Hall	918-322-5409
City Manager	918-209-4645
Fire Chief/Emergency Manager	918-322-2172
Police Chief	918-322-8110

G. JENKS –

City Hall	918-299-5883
Mayor	918-299-5883
Vice Mayor	918-299-5883
City/Emergency Manager	918-299-5883
Fire Chief	918-298-1491
Police Chief	918-299-6311

H. OWASSO –

City Hall	918-376-1500
City Manager	918-376-1500
Emergency Manager	918-272-3828
Fire Chief	918-272-5253

I. SAND SPRINGS –

City Hall	918-246-2500
Mayor	918-245-0153
Vice Mayor	918-245-2503
City Manager -	918-246-2501
Emergency Manager	918-246-2537
Fire Chief	918-246-2549
Assistant Fire Chief	918-246-2549
Police Chief	918-246-2532

J. SKIATOOK –

City Hall	918-396-2797
City Manager	918-396-3200
Fire Chief	918-396-1313
Police Chief	918-396-2424

K. SPERRY –

City Hall	918-288-7056
Mayor	918-697-4956
Town Administrator	918-855-8089
Fire Chief	918-288-7772
Police Chief/Emergency Manager	918-288-7333

III. COORDINATION GROUP

Chief of Operations (County) - Chairman of County Commissioners	918-596-5015
Deputy Chief of Ops. (County)	918-596-5017
Emergency Management Director	918-596-9898
Deputy EM Director	918-596-9891
Law Enforcement/County Sheriff	918-596-5601
Fire/Rescue Services- Tulsa Fire Chief	918-596-9441
Tulsa Health Dept. Director	918-582-9355
MMRS Director	918-596-3663
County Dept. of Social Services	918-596-5561

Hospital Administrators:

Hillcrest Medical Center	918-579-1000
Hillcrest Hospital South	918-294-4000
St. Francis Hospital, Inc.	918-494-2200
St. John Medical Center, Inc	918-744-2345
Oklahoma State University Medical Center	918-599-1000
Bailey Medical Center, LLC	918-376-8000
St. John Owasso	918-274-5000
St. John Broken Arrow	918-274-8000
St. Francis Hospital South	918-307-6000

Engineering Services

Tulsa County Engineer	918-596-5736
City of Tulsa Water & Wastewater	918-596-7810
City of Tulsa Public Works Engineering Services Division Director	918-596-9565

School Districts

Berryhill Public Schools	918-446-1966
Bixby Public Schools	918-366-2200
Broken Arrow Public Schools	918-259-4300
Collinsville Public Schools	918-371-2326
Glenpool Public Schools	918-322-9500
Jenks Public Schools	918-299-4411
Keystone Public Schools	918-363-8298
Liberty Public Schools	918-366-8496 x102
Owasso Public Schools	918-272-5367

Sand Springs Public Schools	918-245-1406
Skiatook Public Schools	918-396-1792
Sperry Public Schools	918-288-6258
Tulsa Public Schools	918-746-6517
Union Public Schools	918-357-6001

Flood Plain Administrators

City of Bixby	918-366-4430
City of Broken Arrow	918-259-2400
City of Collinsville	918-371-1010
City of Glenpool	918-322-5409
City of Jenks	918-299-5883
City of Owasso	918-272-4959
City of Sand Springs	918-246-2582
Town of Skiatook	918-396-2797
Town of Sperry	918-697-5828
Tulsa County	918-596-5730
City of Tulsa	918-596-2567
INCOG	918-584-7526

Public Utility Services

ELECTRIC: Public Service Co. Of Oklahoma	918-599-2421
NATURAL GAS: Oklahoma Natural Gas Co.	918-834-8000
TELEPHONE: AT&T Telephone Co	918-596-4275

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IV.   EOC OPERATIONS STAFF

Communications/Message Center Section	
Damage Assessment Section	
Public Information Section	
Administration Section	
Warning/Reporting Section	
Shelter/Evacuation Section	
Transportation Section	

V.   AMERICAN RED CROSS –

Tulsa Area Chapter
10151 E. 11th Street
Tulsa, OK 74128

Executive Director	918-831-1166
24-Hour Duty Officer	918-831-1109
24-Hour Staff Pager	918-672-9246

VI.   SALVATION ARMY

Tulsa Chapter
102 North Denver
Tulsa, OK 74103

Tulsa Area Commander	918-582-7801
Disaster Notification (24 hours)	918-582-7201
Divisional Headquarters Oklahoma/Arkansas	405-254-1100

VII.   MINISTERIAL ALLIANCE:

Tulsa Police Chaplain	918-596-9138
Tulsa Sheriff Chaplain	918-596-5601

VIII.   AMATEUR RADIO RACES/ARES

Tulsa Repeater Organization (ARES)	146.88-146.94
Tulsa Amateur Radio Club (ARES)	145.11-443.850
TAEMA Amateur Radio Club (RACES)	146.835-146.235

IX.   STORM SPOTTERS

Same as Section VIII.

X.   OTHER VOLUNTEERS

Oklahoma Department of Emergency Management	(405) 521-2481

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX A: APPENDIX 3
EOC ACTIVATION CHECKLIST

The following activities will be accomplished when a decision is made to activate the Tulsa City/County EOC:

Time of First Arrival:
Date of Activation:
Reason for Activation:

_____ Notify EOC staff first shift assignees as required.

_____Activate additional telephones as required; confirm dial tone on all phones to be used.

_____ Establish EOC Sign-In log in reception area for sign in.

_____ Assign security to EOC entrances.

_____ Assure each EOC staff has the necessary administrative supplies, such as legal pads, pens, sticky notes and binders, if necessary.

_____ Power on all A/V equipment, computers, and large screen TVs.

_____ Tune TV to local or national news if applicable.

_____ Use WEBeoc, Open and Log into it. Create new incident.

_____ Maintain WEBeoc Journal as necessary through the messaging function.

_____ Open and log into weather sites.

_____ Set up display board and flip charts for events, streets closed and other information.

_____ Ensure that full sets of dry erase markers are at each dry erase board.

_____ Ensure Unit Logs (ICS-214) and Message Forms (ICS-213) are available.

_____ Ensure all ICS forms and T Cards are accessible.

_____ Ensure sufficient paper supply for copier and fax machines.

_____ Set up desktops or laptops at all section chief's positions.

_____ Verify radios and other communication equipment are working properly.

_____ Brief EOC personnel on the situation.

_____ Make EOC operational notifications.

_____ Notify Mayoral staff of EOC activation.

_____ Notify County Commissioners of activities and activation.

_____ Advise OEMA of operational status via telephone and WebEOC.

_____ EOC Manager – create Position Assignment form (ICS-203) determine objectives and complete (ICS-202)

_____ Review operating procedures.

_____ Initiate departmental checklists.

_____ Policy Group, Operations Group form;

_____ All personnel assume assignments.

_____ Begin to complete the EOC Manager's Checklist until additional staff arrives and required manning has been met.

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX A: APPENDIX 4: TAB A
SITUATION REPORT

1. Type of Occurrence: _____ Date & Time Occurred: _____

2. Location (City/Town): _____ Reported By: _____

Phone #:_____

3. Number of people: Injured _____ Dead _____

4. Number of dwellings: Damaged _____ Destroyed _____

5. Number of businesses: Damaged _____ Destroyed _____

6. Utilities out of order: _____

7. Roadways (Names/Route): Closed (damage) _____ Closed (security) _____

8. Help on Scene: Red Cross _____ Salvation Army _____ Nat'l Guard _____
    Other _____

9. What help is needed: Shelter _____ Feeding _____ Medical _____
    Other _____

10. Agencies/Organizations Notified:

NAME	TELEPHONE	CONTACT	COMMENTS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Information:_____

_____

Report Received By: _____

Date: _____ Time: _____

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX A: APPENDIX 4: TAB B
EOC DAILY LOG OF EVENTS

Date	Time	Message/Event

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX A: APPENDIX 4: TAB C
EOC STAFFING ROSTER

Position Number	Position	Extension	First Shift	Second Shift

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX A: APPENDIX 4: TAB D
SECURITY LOG

Name	Agency	Time In	ID #	Time Out

DISASTER/EMERGENCY PROCLAMATION

WHEREAS, on _____, _____ having occurred in _____, Oklahoma, causing _____ known fatalities and _____ injuries, with considerable damage to public and private properties; and

WHEREAS, immediate attention is required to protect public health, reduce further damage, ensure public safety, and render emergency relief; and

WHEREAS, I (We) _____, County Commissioner/Mayor of _____, Oklahoma, do find that the aforementioned conditions constitute a threat to the safety and welfare of the county (city), and create an emergency disaster situation within the meaning of Section 683.3, Oklahoma Civil Defense Resources Management Act of 1967, as amended;

NOW, THEREFORE, I (We) _____, County Commissioner/Mayor, acting under the power vested in me under _____ do hereby declare _____ to be a disaster area, entitled to aid, relief, and assistance and do hereby direct the implementation of the County/City Emergency Operations Plan.

IN WITNESS WHEREOF, I have hereunto set my hand and seal to this instrument on this _____ _____ day of _____ in the year of our Lord, two thousand _____, at _____ _____, Oklahoma.

THIS PROCLAMATION SHALL EXPIRE AFTER SEVEN (7) DAYS, UNLESS OTHERWISE EXTENDED BY ME (US).

_____
County Commissioner/Mayor

_____
County/City Clerk

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX B
COMMUNICATIONS

I. PURPOSE

This Annex provides information concerning the Tulsa County emergency communications systems. In the event of an emergency, emergency management officials will use the procedures outlined in this Annex to manage communications.

II. SITUATION AND ASSUMPTIONS

See Basic Plan Section II.

III. CONCEPT OF OPERATIONS

The Tulsa City/County Emergency Management communications networks are based on using those nets already employed in the course of daily operation in the county/cities, augmented with the addition of a net for Emergency Management. Emergency Management officials may operate in radio nets of response organizations to affect coordination of activities.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

Task Assignments

A. Emergency Management Director will:

During non-emergency time, be responsible for developing the emergency communications system required to support EOC communications. They are also responsible for developing a communications system to support crisis operations which includes internal operations and external communications with adjacent jurisdictions and the Oklahoma State EOC.

During emergency operation, he/she will perform as EOC manager.

B. Communications Officer will:

1. During non-emergency periods, provide advice and technical assistance to the Emergency Management Director and Deputy Director in the planning of emergency communications.

2. During emergency operations, supervise all EOC communications activities.

3. Establish an EOC message center and procedures to manage, record, and distribute incoming and outgoing messages. (See Appendix 3, this Annex.)

C. Radio Operators will be responsible for:

1. Proper use of communications equipment and procedures at designated stations

2. Proper handling of messages

D. Public Safety Dispatchers will be responsible for all incoming emergency telephone calls. Those calls pertaining to emergency operations will be directed to the EOC.

E. Law Enforcement Department

Law enforcement officers assigned to post-event shelters will provide alternate communications using portable/mobile radio units.

V. DIRECTION AND CONTROL

A. The Emergency Management Director, under the direction of the Policy Group, at the city/county level, has overall responsibility for the EOC and the communication systems needed to operate in an emergency.

B. The Communications Officer, under the supervision of the Emergency Management Director and Deputy Director, is responsible for the activation and operation of all communications systems in the EOC and associated processing of messages.

C. Radio officers and operators from other departments, while under the control of their own office and operating their equipment, will be responsible for knowing and implementing the procedures outlined in this Annex as well as their department SOP's.

D. During an emergency, the various code systems used for brevity will be discontinued and "common speech" will be used to ensure comprehension during transmission. In addition, local time will be used during transmission and recording of messages.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

A. Communications Protection

    1. Radio

        a. Electromagnetic Pulse (EMP)

            i. One of the effects of a nuclear detonation to communications equipment over a wide area is EMP damage. To avoid EMP, radios will be disconnected from antennas and power sources when an attack warning is received.

            ii. Portable radios will be utilized as a backup during the initial attack period to assist in maintaining limited communications with field operations and shelters.

            iii. Telephones and cell phones will be utilized as the primary means of communications until they become inoperable.

            iv. The above procedures will be followed until an <u>ALL CLEAR</u> message is received.

        b. Wind and Blast Damage

        The communications officer will prepare for securing or replacement of antennas in the event of high winds associated with either severe weather or nuclear weapons.

    2. Telephone (Common Carrier)

        a. All EOC communications equipment, including telephones, must have high maintenance priority and should be operational at all times.

        b. The communications officer will ensure all EOC telephones have been placed on the telephone companies' priority restoration list.

B. Security

Due to the vital role of communications during emergency operations, particularly for defense purposes, the Emergency Management Director may investigate the personal background of any communications personnel assigned to the EOC. Due to the stress and urgency of this work, only responsible, highly trained, and experienced people should be assigned communications duties.

C. Training

1. Each department assigning personnel to the EOC for communications purposes is responsible for assuring that these individuals are familiar with all department communications operating procedures.

2. Additional training for inexperienced and Amateur Radio operators on EOC communications equipment and procedures will be provided by the Communications Officer, as required.

VII.   PLAN DEVELOPMENT AND MAINTENANCE

The Communications Officer is responsible for maintaining and updating this Annex annually.

IX.   AUTHORITY AND REFERENCES

A. Authority

See Basic Plan Section IX.

B. References

1. FEMA, State and Local Communications and Warning Systems Engineering Guidance, CPG 1-37, Washington D.C.

2. FEMA, Chapter 4, Attack Environment Manual, FEMA 128, Washington D.C.

3. FEMA, Section 2, Guide for Increasing Local Government Emergency Management Readiness During Periods of International Crisis; State and Local Guide (SLG) 100.

4. FEMA, Electronic Pulse Protection Guidance, CPG 2-17, Volumes I, II, & III.

APPENDICES

APPENDIX 1 - Message Log

APPENDIX 2 - Tulsa City/County Communications Network

APPENDIX 3 - Operation Secure Information

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX B: APPENDIX 1
MESSAGE LOG

POSITION NO. _____

Message Number	Time In	Message	Action Taken	Forward To	Time Out

HOW TO USE THE RADIO DATA

- Licensees listed alphabetically
- Transmitter City: Tulsa

- SER: Type of System
  - L = Local Government, town, city, county or state. May be used for any purpose including fire and police.
  - P = Police, Sheriff, Marshal, Highway Patrol, etc.
  - F = Fire
  - S = Special Emergency - Ambulance, hospital, lifeguard, rescue, disaster relief, doctor, vet.
  - R = Highway maintenance (streets, roads)

- Call Sign: FCC Station Identification

- Type of Radio and number of units:
  - CO = Control to:
    - MR - Mobile Relay ("Repeater")
    - BR - Base and Mobile Relay combined
  - IO = Inter-system Coordination
  - PG = Paging and Alerting Receivers
  - T = Transmit
  - R = Receive

TRANSMITTER CITY	SER	FREQ MHZ	CALL SIGN	STATION BAS	MOB	OTHER
TULSA COUNTY						
CITY OF TULSA						
(TAEMA)	L	153.755	KOM498			
(TAEMA)	L	453.6750	KOP979			1 MR
(TAEMA)	L	460.025	KZ2119	1	60	
(TAEMA)	L	460.400	KCE930	1	60	
	L	809.9625	WPIZ622		4100	
	L	809.9875	WPIZ621		4100	
	L	810.2125	WPIZ621		4100	
	L	810.2375	WPIZ621		4100	
	L	810.4625	WPIZ621		4100	
	L	810.4875	WPIZ621		4100	
	L	810.7125	WPIZ621		4100	
	L	810.9625	WPIZ621		4100	
	L	854.9875	WPIZ621			2 MR
	L	855.2125	WPIZ621			2 MR
	L	855.2375	WPIZ621			2 MR
	L	855.4625	WPIZ621			2 MR
	L	855.4875	WPIZ621			2 MR
	L	855.7125	WPIZ621			2 MR
	L	855.9625	WPIZ621			2 MR
	L	856.2125	WNMX797			1 MR
	T	811.4625	KNJH431		4100 175 CO	
	T	811.7375	KNJH431		4100 175 CO	
	T	811.7625	KNJH431		4100 175 CO	
	T	811.9375	KNJH431		4100 175 CO	
	T	811.9625	KNJH431		4100 175 CO	
	T	811.9875	KNJH431		4100 175 CO	
	T	812.4625	KNJH431		4100 175 CO	
	T	812.7375	KNJH431		4100 175 CO	
	T	812.7625	KNJH431		4100 175 CO	
	T	812.9375	KNJH431		4100 175 CO	
	T	812.9625	KNJH431		4100 175 CO	
	T	812.9875	KNJH431		4100 175 CO	
	T	813.4625	KNJH431		4100 175 CO	
	T	813.7375	KNJH431		4100 175 CO	
	T	813.7625	KNJH431		4100 175 CO	
	T	813.9375	KNJH431		4100 175 CO	
	T	813.9625	KNJH431		4100 175 CO	
	T	813.9875	KNJH431		4100 175 CO	
	T	814.4625	KNJH431		4100 175 CO	

TRANSMITTER CITY	SER	FREQ MHZ	CALL SIGN	STATION BAS	MOB	OTHER
	T	814.7375	KNJH431		4100	175 CO
	T	814.7625	KNJH431		4100	175 CO
	T	814.9375	KNJH431		4100	175 CO
	T	814.9875	KNJH431		4100	175 CO
	T	815.4625	KNJH431		4100	175 CO
	T	815.7375	KNJH431		4100	175 CO
	T	815.7625	KNJH431		4100	175 CO
	T	815.9375	KNJH431		4100	175 CO
	T	815.9625	KNJH431		4100	175 CO
	T	815.9875	KNJH431		4100	175 CO
(TRS:PD/FD CITY SVCS)	T	856.4625	KNJH431			2 MR
	T	856.7375	KNJH431			2 MR
	T	856.7625	KNJH431			2 MR
	T	856.9625	KNJH431			2 MR
	T	856.9875	KNJH431			2 MR
	T	857.4625	KNJH431			2 MR
	T	857.7375	KNJH431			2 MR
	T	857.7625	KNJH431			2 MR
	T	857.9375	KNJH431			2 MR
	T	857.9625	KNJH431			2 MR
	T	857.9875	KNJH431			2 MR
	T	858.4625	KNJH431			2 MR
	T	858.7375	KNJH431			2 MR
	T	858.7625	KNJH431			2 MR
	T	858.9375	KNJH431			2 MR
	T	858.9625	KNJH431			2 MR
	T	858.9875	KNJH431			2 MR
	T	859.4625	KNJH431			2 MR
	T	859.7375	KNJH431			2 MR
	T	859.7625	KNJH431			2 MR
	T	859.9375	KNJH431			2 MR
	T	859.9625	KNJH431			2 MR
	T	859.9875	KNJH431			2 MR
	T	860.4625	KNJH431			2 MR
	T	860.7375	KNJH431			2 MR
	T	860.7625	KNJH431			2 MR
	T	860.9375	KNJH431			2 MR
	T	860.9625	KNJH431			2 MR
	T	860.9875	KNJH431			2 MR

TRANSMITTER CITY	SER	FREQ MHZ	CALL SIGN	STATION BAS	MOB	OTHER
COUNTY OF TULSA	L	155.7600	KYB878	1	100	
	P	155.0700	KKE586		150	1 MR
	P	155.0700	KU8728		100	50 PG
	P	155.4900	KKE586	1	147	3 AC
	P	155.4900	KU8728		100	50 PG
	P	155.6700	KKE586	1		
	P	155.7600	KKE586		147	3 AC
	P	158.9100	KKE586		147	3 AC
	P	158.9100	KU8728		200	50 PG
	R	151.0850	KKT685			1 MR
	R	156.2400	KKT685		50	3 CO
BERRYHILL FPD	F	154.1300	WXB747	1	45	2
BIXBY	F	154.1300	WNFG737	2	25	30 PG
	L	453.4500	WNJU666	1		
	L	453.5500	WNJU666	2		
	L	453.4500	WNJU666		100	1 MR
	L	453.6500	WNJU666		100	1 MR
	L	458.4500	WNJU666		100	
	L	458.5500	WNJU666		100	

TRANSMITTER CITY	SER	FREQ MHZ	CALL SIGN	STATION BAS	MOB	OTHER
	L	458.4500	WNJU666		100	
	L	458.5500	WNJU666		100	
	P	155.5350	WNFG743	1	27	
	P	155.6700	WNFG743	1		
	P	460.2750	WNNA681		100	1 MR
	P	465.2750	WNNA681		100	30 PG
BROKEN ARROW	L	153.9950	WXY386	1	82	10 PG
	L	155.8200	KKY401	2	140	10 PG
	L	155.8200	KKY401	2	140	1 BR
	L	158.8050	KB90682		20	
	L	158.9550	KKY401		140	2 CO
	L	453.2250	WZX392	3	130	1 BR
	L	453.5250	WNJJ368			1 MR
	L	453.9500	WZX392	1	130	1 BR
	L	457.3750	WGM270			1 OF

	SER	FREQ MHZ	CALL SIGN	STATION BAS	MOB	OTHER
	L	458.2250	WZX392		130	3 CO
	L	458.5250	WNJJ368		40	10 PG
	L	458.9500	WZX392		130	1 CO
	L	155.4900	KKY849	1	150	
	P	155.6700	KKY849	1		
	P	453.7000	WNKU797	1	300	1 BR
	P	458.7000	WNKU797		300	1 CO
	T	811.7875	WNNM947		700	25 CO
	T	811.8375	WNNM947		700	25 CO

TRANSMITTER CITY	SER	FREQ MHZ	CALL SIGN	STATION BAS	MOB	OTHER
	T	812.7875	WNNM947		700	25 CO
	T	812.8375	WNNM947		700	25 CO
	T	813.7875	WNNM947		700	25 CO
	T	813.8375	WNNM947		700	25 CO
	T	814.7875	WNNM947		700	25 CO
	T	856.7875	WNNM947			1 MR
	T	856.8375	WNNM947			1 MR
	T	857.7875	WNNM947			1 MR
	T	857.8375	WNNM947			1 MR
	T	858.7875	WNNM947			1 MR
	T	858.8375	WNNM947			1 MR
	T	859.7875	WNNM947			1 MR
	S	155.200	KNGG639	1	3	
	S	155.3400	KNID982	1	2	
COLLINSVILLE	L	155.0550	KAW743	2	25	40 PG
	P	154.7100	KTB256	1	10	
	P	155.4900	KTB256	1	10	
	P	155.6700	KTB256	1		
	S	155.2050	KNCH632	1	10	
GLENPOOL	L	151.4450	WPIV231			1 MR
	L	153.7850	WPDJ687	1	15	25 PG
	L	159.1800	WPIV231		50	
	P	154.7850	WNYD326	1	10	
	P	155.4900	KNGM516	1	9	25 PG
	P	155.6550	KNGM516	1	9	25 PG
	P	155.6700	KNGM516	1		
JENKS	P	460.1250	KRD322		135	
	P	460.1500	KRD322	1	135	1 BR
	P	460.1750	WNQE895		135	1 MR
	P	460.2500	WNQE895		135	1 MR

	SER	FREQ MHZ	CALL SIGN	STATION BAS	MOB	OTHER
	P	460.3000	WNQE895		135	1 MR
	P	460.5000	KRD322		135	
	P	465.1500	KRD322		135	
	P	465.1750	WNQE895		135	
	P	465.2500	WNQE895		135	
	P	465.3000	WNQE895		135	

TRANSMITTER CITY	**SER**	**FREQ MHZ**	**CALL SIGN**	**STATION**		**OTHER**
				BAS	**MOB**	
LIBERTY	F	154.1300	WNPU585	1	50	40 MR
	F	154.3100	WNPU585		50	1 MR
	F	154.4150	WNPU585	1	50	40 PG
	F	158.9850	WNPU585		50	40 PG
OWASSO	F	154.4450	KNCZ362	1	25	30 PG
	L	153.9050	KRE253	1	25	30 PG
	L	155.7600	KRE253	1	25	30 PG
	L	155.7750	KRE253	1	25	30 PG
	L	155.8650	KRE253	1	25	30 PG
	L	155.8650	KB27907		20	
	P	155.4900	KTS553	1	25	
	P	155.6700	KTS553	1		
	P	155.7000	KTS553	1	25	
SAND SPRINGS	F	154.2500	KNHF446	2	20	
	L	155.7600	KNAK484	1	60	
	L	155.8800	KNAK484	1	60	
	P	155.6700	KKA804	1	24	
	P	155.7900	KKA804	1	24	
SKIATOOK	L	155.7150	KAQ454	1		
	P	155.2500	KLV994	1	15	
	P	155.4900	KLV994	1	15	
	P	155.6700	KLV994	1		
SPERRY	L	453.7750	WNNP594			1 MR
	L	458.7750	WNNP594		40	30 PG
	P	460.2000	WNIH747			1 MR
	P	460.3250	WNWQ341			1 MR
	P	465.2000	WNIH747		90	
	P	465.3250	WNWQ341		55	

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX B: APPENDIX 3
OPERATION SECURE INFORMATION

I.   SECURE (**S**tate **E**mergency **C**ommunications **U**sing **R**adio **E**quipment)

A. The following frequencies are listed as they should be channelized on the OPERATION SECURE radio.

OPERATION SECURE (OS) RADIO CHANNELS

Seven (OS) frequencies are assigned to Oklahoma.
All seven are Upper Side Band.

    2. 2801 KHz (OS) Day or Night
       Shared with New Mexico

    3. 2804 KHz (OS) Day or Night

    4. 5135 KHz (OS) Day or Night

    5. 5140 KHz (OS) Day or Night
       Fixed Stations only

    6. 7477 KHz (OS) Daytime Only

    7. 7480 KHz (OS) Day-fixed
       Station Only

    8. 7805 KHz (OS) Day/Night
       Interstate Communications

B. The following is a list of stations participating in the Oklahoma Operation Secure Program as of February 1998.

CALLSIGNS By Location		LOCATIONS By Callsign	
EOC	CALLSIGN	CALLSIGN	EOC
Altus	WNUW 213	KB38 629	Mobile
Ardmore	WNUW 217	KNBV 428	Santa Fe, NM
Beaver	WBPV 938	KNGR 728	Rush Springs
Broken Bow	WNXT 238	KNGR 729	McAlester
Claremore	WNGP 550	KNGR 730	Lawton
Cleveland Co.	WNUW 218	WBPV 938	Beaver
Duncan	WNUW 214	WGY 906	R-6, Denton, TX
Durant	WNPV 700	WNBM 839	Stillwater

GRDA, Kerr Dam	WNVZ 971	WNCH 624	Tulsa
Guymon	WNXT 237	WNGP 550	Claremore
Kingston	WNWU 737	WNHG 259	Tahlequah
Lawton	KNGR 730	WNPV 700	Durant
McAlester	KNGR 729	WNPZ 403	Miami
Miami	WNPZ 403	WNUW 211	Okla. County
Mobile	KB38 629	WNUW 212	Shawnee
Okla. City	WNUW 216	WNUW 213	Altus
Okla. Co.	WNUW 211	WNUW 214	Duncan
Ponca City	WNUW 215	WNUW 215	Ponca City
Pryor Co.	WNUZ 803	WNUW 216	Okla. City
R-6, Denton, TX	WGY 906	WNUW 217	Ardmore
Rush Springs	KNGR 728	WNUW 218	Cleveland Co.
Santa Fe, NM	KNBV 428	WNVG 285	Silo EOC
Seminole	WPFY 721	WNVZ 971	GRDA, Kerr Dam
Shawnee	WNUW 212	WNWU 737	Kingston
Silo	WNVG 285	WNUZ 803	Pryor
Stillwater	WNBM 839	WNXT 237	Guymon
Tahlequah	WNHG 259	WNXT 238	Broken Bow
Tulsa	WNCH 624	WPBK 428	Wildlife Dept
Wildlife Dept.	WPBK 428	WPFY 721	Seminole

C. Emergency Management HF (OPSECURE) Command and Control Net

    1. All Stations will initially try to make contact on the following frequency - Net Control on 5.135 Primary.

    2. If the net control frequency is not propagating well for the distance and time of day involved, you may try to make contact on: 7.477 MHz Backup.

        From 6:00 PM until 8:30 AM (local) - 2.804 MHz (USB)
        From 8:30 AM until 6:00 PM (local) - 5.135 (USB)
        The State EOC continuously monitors 5.135 MHz (USB)

NOTE: The Okla. Department of Emergency Management EOC will function as Net Control.

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX C
WARNING

I.   PURPOSE

This Annex establishes an effective alert and warning system within Tulsa County capable of disseminating adequate and timely warning to county officials and the public in the event of a disaster threat.

II.   SITUATION AND ASSUMPTIONS

See Basic Plan Section II.

III.   CONCEPT OF OPERATION

Tulsa County will receive alerts or warnings from the PSRC dispatcher upon proper notification through the National Warning System (NAWAS).

A. Natural Hazards

Normally, warning of the threat of severe weather such as tornadoes, severe thunderstorms, flash flooding, etc. will be provided by the National Weather Service. Warnings are disseminated by NAWAS, radio, TV, and Weather Service teletype.

B. Weather Warning Procedures

Per Appendix 2 of this annex, Tulsa Area Emergency Management Agency has primary responsibility to monitor weather information and activate warning sirens. If TAEMA staff activates warning sirens, they will notify the PSRC as soon as practical.

If the PSRC receives a tornado warning for Tulsa County via the weather alert radio, and the EOC is not manned at the time, the PSRC supervisor is authorized to sound the warning system. The PSRC supervisor will notify the TAEMA director or deputy director as soon as practical.

C. Technological Incidents/Hazards

Warnings may be made for hazardous material incidents/accidents such as oil, chemical, or radiological material spills when the incident presents a hazard to the public. This warning will be announced on radio/TV and cable TV when override is available. Warnings may also be sent by the MERC via EMResource to the medical community and partners.

D. National Security

    1. Attack on this nation is a possibility at any time and could be in any form: nuclear, biological, chemical, or explosive devices. It is likely that an attack would be preceded by a period of international tension that would provide ample opportunity to inform the public. However, should a surprise attack be launched, warning time may be as little as fifteen minutes and in some cases, there may be no warning time. The possibility of an accidental missile launch also exists, in which case warning time could approximate that of a surprise attack. NAWAS is the primary attack warning system used to provide initial warning down to the city/county level of government.

    2. Upon receiving an alert/warning at the Tulsa County Warning Point from the Oklahoma Highway Patrol NAWAS, or alternate Warning Point in Oklahoma City, the Tulsa County Sheriff, or the Tulsa Police Department (secondary) will immediately notify each community police department. Each police department dispatcher will take action to immediately activate the warning signal. The City of Tulsa's attack warning siren is a 3-minute wavering signal. The PSRC dispatcher will notify the Emergency Management Director. See Appendix 3 for each warning device activation procedure and Appendix 4 for the warning device locations.

    3. The Emergency Management Director, upon notification of an attack warning, will notify the Mayor and County Commissioners and other city/county officials as indicated in Appendix 3. These officials will make the decision on whether to activate the EOC and use it as the main control center during the emergency.

E. NAWAS and Attack Warning Signals

    1. Severe Weather or Other Peacetime Emergency

    The severe weather/other peacetime emergency warning is a 3-minute steady signal, followed by a one minute pause, followed by another 3-minute signal from the siren warning system. Tulsa's siren flood warning signal is a 3-minute high-low tone. In addition to other meanings or requirements for action, this can also be an ATTENTION or ALERT signal to turn on radios or TVs to listen for essential emergency information. Tulsa's siren system also possesses public address capability from the EOC.

    2. Attack Warning

    The attack warning signal is a 3-minute wavering signal. The attack warning signal shall mean that an actual attack or accidental missile launch against this country has been detected and that protective action should be taken

immediately. This signal will be used for no other purpose and will have no other meaning.

IV.   TASK ORGANIZATION AND RESPONSIBILITIES

A. Task Assignments

1. Policy Group(s)

    a. Is responsible for establishment and maintenance of a workable warning system throughout the county, cities, and towns

    b. Makes decisions on actions to be taken based on the seriousness of the warning received. Delegate this authority to the Emergency Management Director when such warnings require immediate decisions to protect life

2. Emergency Management Director

    a. Coordinates warning information with the Policy Group, when time permits, and implements its decision on further dissemination of the warning

    b. Activates the EOC, with concurrence of the Policy Group, and calls those persons designated to staff it

    c. Utilizes the Emergency Alert System, Cable TV circuit warning override, and the News Media Voice Mail/Paging (Purple Pager) system to broadcast warnings to the public

    d. Educates the public on the meaning of warning signals

3. Tulsa County Sheriff's Office or Tulsa Police Department

    After receiving the alert/warning (attack, weather, etc.), notifies each community in Tulsa County as shown in Appendix 1, this Annex

4. Police Departments

    Upon receipt of warning information from the Oklahoma Highway Patrol Warning Point, or from other reliable sources, immediately notifies the Tulsa County Sheriff's Department, and:

    - Takes action to sound the warning signal by notifying the person responsible for the warning device control point

Notifies the Emergency Management Director or the designated alternate
- Provides mobile units to warn people in areas not covered by fixed warning devices using vehicle warning devices and bullhorns

5. Fire Departments

Where the Fire Dept. is designated as the warning device control point for a community, duty personnel are responsible for operating the warning devices. The City of Tulsa depends on TAEMA or the PSRC (911 Center) for this function.

- Duty personnel will activate the warning devices when:

  - An attack warning is received

  - When directed to do so by the Emergency Management Director or Deputy Emergency Management Director

  - A serious hazard exists in the community and immediate warning is needed to protect life or property

6. Tulsa County Media Organizations

   a. The media are responsible for disseminating warning information from authorized sources concerning potential emergency situations or actual disasters.

   b. Activation of the Emergency Alert System (EAS) is the responsibility of the broadcast stations having this capability during periods of world tension.

   c. The media will be requested to print/deliver and/or broadcast Emergency Management warnings and information designed to provide necessary lifesaving guidance to the public during emergencies or disasters.

V.   DIRECTION AND CONTROL

A. General

Warning systems may be activated from any level of government by agencies having responsibility to notify the public of imminent danger. At the local level these warnings are channeled through the Emergency Management Director, if time permits, in order to assign responsibility and ensure control of the warning process.

B. Warning Systems and Use

1. National Warning System (NAWAS)

    a. NAWAS is a protected, full time, voice communication system interconnecting the National Warning Center and numerous warning points in each state. Oklahoma has one primary state warning point, two alternate state warning points, and 30 secondary warning points. The primary point is at Oklahoma Highway Patrol headquarters in Oklahoma City. Alternates are located in the Oklahoma Department of Emergency Management EOC and the National Guard EOC. The 30 secondary points are located in OHP district headquarters, sheriff/police departments, fire departments, and local EOCs throughout the state.

    b. Warning information transmitted by the National Warning Center is received simultaneously at all warning points. The federal government is responsible for providing attack/accidental launch warning to state government. State government is responsible for providing warning to all counties on a 24-hour basis. This responsibility has been assigned to Oklahoma Highway Patrol, with the Oklahoma Department of Emergency Management EOC and the National Guard EOC utilized as backup.

    c. Warning within the county is the responsibility of county officials. The Oklahoma Highway Patrol (Troop B), which is responsible for the area including Tulsa County, will notify the primary warning point in Tulsa County, the PSRC, or the secondary warning point, the Tulsa Area Emergency Management Agency, by radio or telephone or NAWAS (National Warning System) of attack or accidental launch warning.

    d. Warnings received via NAWAS will then be relayed by the PSRC dispatcher to other communities within the county as soon as possible after receipt of the warning. (See Appendix 1.)

2. National Weather Service (NWS)

   Current weather information and watch/warnings are normally received through various internet resources. However, NWS will issue weather warnings over the NAWAS line when time is of the essence. NWS will also broadcast weather and attack warning information over their weather broadcast radio network. The VHF weather radio transmitter stations at Tulsa, OK (162.55 MHz), Wichita, KS (162.550 MHz) and Oklahoma City, OK (162.400 MHz) may be monitored with special radios that only receive the continuous weather transmissions.

3. Emergency Alert System (EAS)

   a. EAS provides emergency information to the public during time of high world tension and/or actual attack upon this country. These are protected stations that provide emergency radio and TV broadcasts on a volunteer basis. The system may be activated at the federal, state, or local level. (Note: The Emergency Management Director may use the EAS to communicate with the citizens of the county by contacting the National Weather Service in Tulsa.)

   b. Additional EAS broadcast stations in the Enid Operational Area are listed in Appendix 1 of Annex D.

4. Skywarn (Storm Spotters)

   Skywarn is a national program designed to place personnel in the field to spot and track tornadoes. They are trained by NWS and instructed in what to report. Teams are made up of government employees and private citizens. During severe weather, storm spotters relay reports to their coordinator in the nearest EOC. Confirmed tornado sightings are relayed to the NWS, which then disseminates appropriate warnings.

5. Warning Devices

   Fixed warning devices are located throughout Tulsa County and constitute the primary means of providing initial warning to the out of doors public of impending danger. See Appendix 4 this Annex for their locations. Mobile TPD, TFD, and EMSA units will provide supplemental warning device coverage as required.

VI.   CONTINUITY OF GOVERNMENT

See Basic Plan Section VI.

VII.   ADMINISTRATION AND LOGISTICS

A. Warning System Testing and Maintenance

1. Tulsa's warning devices will be tested weekly.

2. Each community Emergency Management Director is responsible for the maintenance and repair of warning devices in their jurisdiction. The City of Tulsa Radio Shop is a partner in this process.

VIII.   PLAN DEVELOPMENT AND MAINTENANCE

Each community Emergency Management Director is responsible for updating this annex and its appendices on an annual basis. Updates shall be reported to the TAEMA Emergency Management Director.

IX.   AUTHORITY AND REFERENCES

A. Authority

See Basic Plan Section IX.

B. References

1. FEMA, Principles of Warning and Criteria Governing Eligibility for National Warning System Service, CPG 1-14, Washington D.C.

2. FEMA, National Warning System (NAWAS) Operations Manual, CPG 1-16, Washington D.C.

3. FEMA, Outdoor Warning System Guide, CPG 1-17, Washington, D.C.

4. TAEMA SOP #516 Siren System Activation for Tornado Warning or High Wind Event.

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX C: APPENDIX 1
TULSA COUNTY WARNING ORGANIZATIONAL CHART

National Warning Center

State NAWAS Warning Point

Oklahoma Highway Patrol Headquarters

**Troop B
Highway Patrol-Tulsa
(Primary)**

Tulsa County Warning Point
Tulsa PSRC (911 Center) (Primary)
TAEMA (EOC) (Secondary)

County Cities/Towns
Tulsa, Owasso, Collinsville, Bixby,
Broken Arrow, Sperry, Jenks,
Glenpool, Sand Springs, Skiatook

Unincorporated Communities
Berryhill, Liberty

POLICY GROUP

**Weather Service—Storm Spotters
Emergency Management Director**

Emergency Operation Center

EOC Warning Officer	**Fire/Rescue Service**	**Public Info/Media**	**Law Enforcement**
Local Officials	**Fixed Sirens**	**Radio/EAS**	**Mobile Units**
Schools/Hospitals	**Mobile Units**	**TV**	**Patrolmen (Spotters)**
Nursing Homes		**Newspapers**	

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX C: APPENDIX 2
WARNING DEVICE DECISION STANDARD OPERATING PROCEDURE

I.   SEVERE WEATHER, TORNADOES, HAZARDOUS MATERIALS, WILDFIRE

   A. Activating the warning devices will be done through the authority of the Emergency Management Director or his next in the chain of command.

   B. The chain of command is as follows:

      1. TAEMA Executive Director

      2. TAEMA Deputy Director

      3. TAEMA Finance and Grants Coordinator

   C. If an incident occurs when the EOC is not manned or radio and telephone contact cannot be established in a relatively short period of time with one of the persons on the above list, then the PSRC dispatch supervisor has the authority to activate the storm warning devices.

   D. All information received from the public, OHP, police, commercial radio stations, amateur radio, citizens band radio, weather instruments, or any other source should be passed on to the Emergency Operations Center and verified before any action is taken. However, the tornado warning will be sounded at the earliest possible time when reports of imminent danger are received from any reliable source.

   E. TAEMA personnel will follow SOP #516 - Siren System Activation for Tornado Warnings/High Winds in determining whether to activate tornado sirens.

II.   ATTACK

When the Tulsa County Sheriff's Office or the PSRC dispatcher receives an alert or warning message indicating an attack is about to occur, an immediate decision is required to initiate protective measures. The dispatcher must immediately sound the attack warning devices. Then the dispatcher should call the Emergency Management Director. However, if the Emergency Management Director or the Deputy Emergency Management Director is not available, the first person contacted in the following list will make the decision as to what further action (activate the EOC, etc.) to take: Tulsa County Sheriff; Chief of Police, Tulsa Police Department.

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX C: APPENDIX 3
COMMUNITY WARNING

Upon receipt of Severe Weather, Hazardous Materials Spill, Wildfire, Attack, or other Danger Warning, the following communities must be notified as soon as possible by the County Sheriff's Office or the Tulsa Police Department. The Tulsa County radio communications network is listed in Annex B**.**

All phones in Tulsa County are Area Code 918.

Almost all emergency numbers in all cities of Tulsa County are 911.

Non-emergency numbers are listed below:

	FIRE	POLICE	AMBULANCE
A. Tulsa	596-9977	596-9222	596-3010
B. Berryhill	446-1211		596-3010
C. Bixby	366-8600	366-8294	596-3010
D. Broken Arrow	259-8400	259-8400	259-8400
E. Collinsville	371-1020	371-1000	371-1020
F. Glenpool	322-2172	322-8110	258-1122
G. Jenks	299-4488	299-6311	596-3000
H. Liberty Mounds	366-8600	596-5601	596-3010
I. Owasso	272-5253	272-2244	272-5253
J. Sand Springs	245-8777	245-8777	596-3010
K. Skiatook	396-2424	396-2424	396-2424
L. Sperry	288-7772	288-7333	396-2424

* Tulsa County Sheriff's Office telephone number: 596-5601

BERRYHILL
Number of Sirens: 2
Activated From: Fire Department
Activated How: One switch at Fire Department
Activated By: Fire Chief
SOP for Decision to Activate (Primary/Alternate): Fire Chief

BIXBY
Number of Sirens: 14
Activated From: Police Dispatch
Activated How: Radio control
Activated By: Emergency Management Director
SOP for Decision to Activate (Primary/Alternate): Emergency Management Director, Fire Chief

BROKEN ARROW
Number of Sirens: 54
Activated From: B.A. EOC in Police Department
Activated How: Radio Controlled
Activated By: Emergency Management Director
SOP for Decision to Activate (Primary/Alternate): Emergency Management Director or Assistant Director

COLLINSVILLE
Number of Sirens: 7
Activated From: Fire Station
Activated How: Manual switch, Radio Controlled
Activated By: Emergency Management Director or Senior Fire Person available
SOP for Decision to Activate (Primary/Alternate): Emergency Management Director or Senior Fire Person On Scene

GLENPOOL
Number of Sirens: 8
Activated From: Police Station
Activated How: Radio Controlled Encoder
Activated By:
SOP for Decision to Activate (Primary/Alternate): Emergency Management Director/Fire Chief

JENKS
Number of Sirens: 10

Activated From: Police Dispatch
Activated How: Manual Switch Radio Controlled
Activated By: Emergency Management Director; Fire Chief; City Clerk
SOP for Decision to Activate (Primary/Alternate): Systems Officer/Fire Chief/Police Chief

LIBERTY MOUNDS
Number of Sirens: 1
Activated From:
Activated How: Manual
Activated By: Telephone call to Fire Number 366-7900/366-8330
SOP for Decision to Activate (Primary/Alternate): Senior Fire Personnel or City Clerk

OWASSO
Number of Sirens: 15
Activated From: Emergency Operations Center, City Hall
Activated How: One radio transmitter
Activated By: Emergency Management Director or Assistant Director
SOP for Decision to Activate (Primary/Alternate): Emergency Management Director or Assistant Director

SAND SPRINGS
Number of Sirens: 19
Activated From: 911 Center in Sand Springs
Activated How: Land Line
Activated By: Emergency Management Director
SOP for Decision to Activate (Primary/Alternate): Emergency Management Director, Senior Police Official On Scene

SKIATOOK
Number of Sirens: 7
Activated From: Police Dispatch
Activated How: Land Line
Activated By: Police Dispatcher, Emergency Management Director, Police Chief, Fire Chief
SOP for Decision to Activate (Primary/Alternate): Fire Chief/Police Dispatch

SPERRY
Number of Sirens: 5
Activated From: Fire Station
Activated How: Manual - Direct
Activated By: Emergency Management Director/Fire Chief
SOP for Decision to Activate (Primary/Alternate): Emergency Management Director or Fire Chief

TULSA

Number of Sirens: 98
Activated From: Emergency Operations Center
Activated How: Radio Controlled from Tulsa EOC or PSRC
Activated By: TAEMA Staff or 911 Supervisor
SOP for Decision to Activate (Primary/Alternate): TAEMA Staff (if manning the EOC), 911 Supervisor

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX C: APPENDIX 4: TAB A
SIREN LOCATIONS - MAP OF TULSA, OK
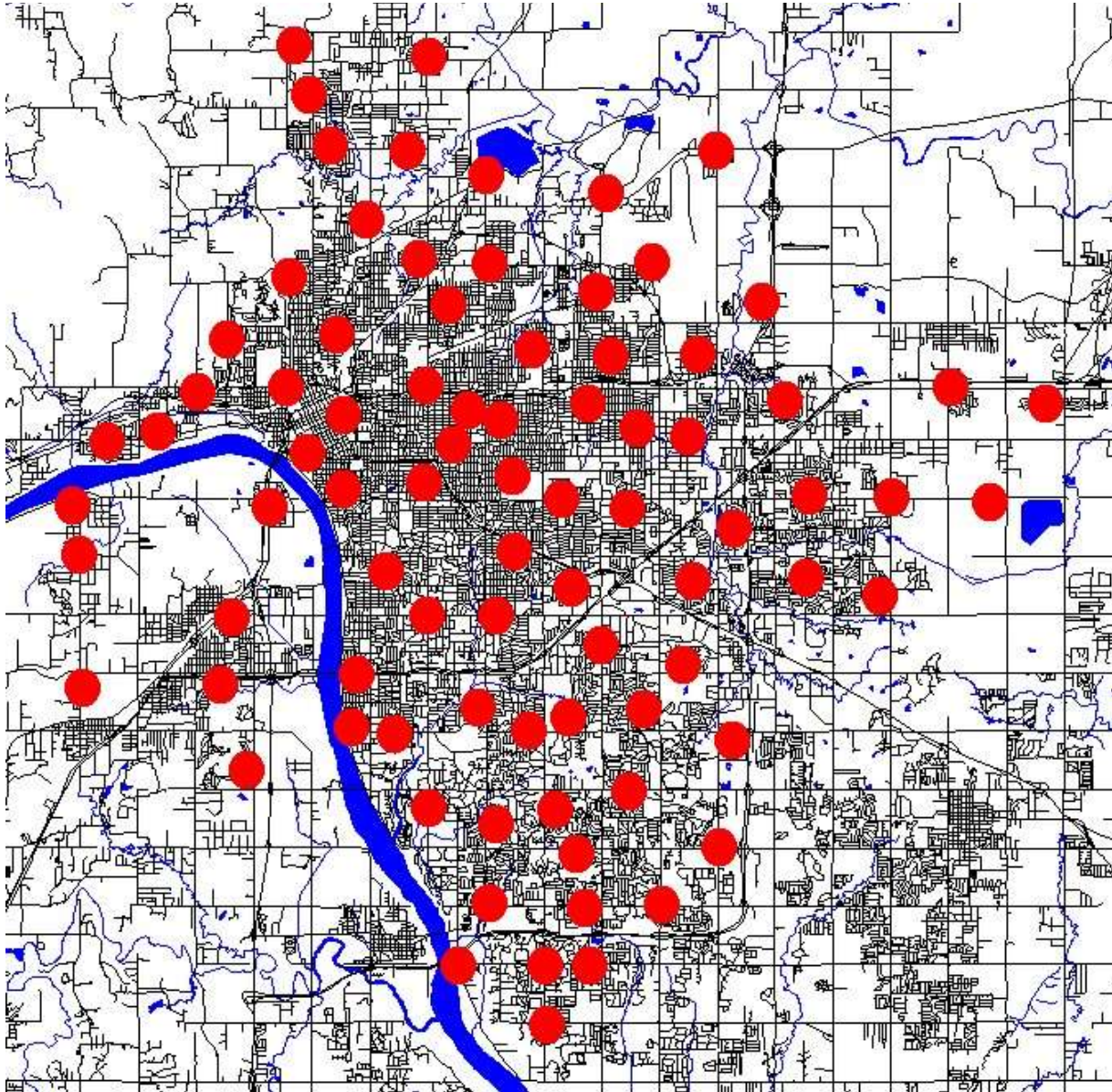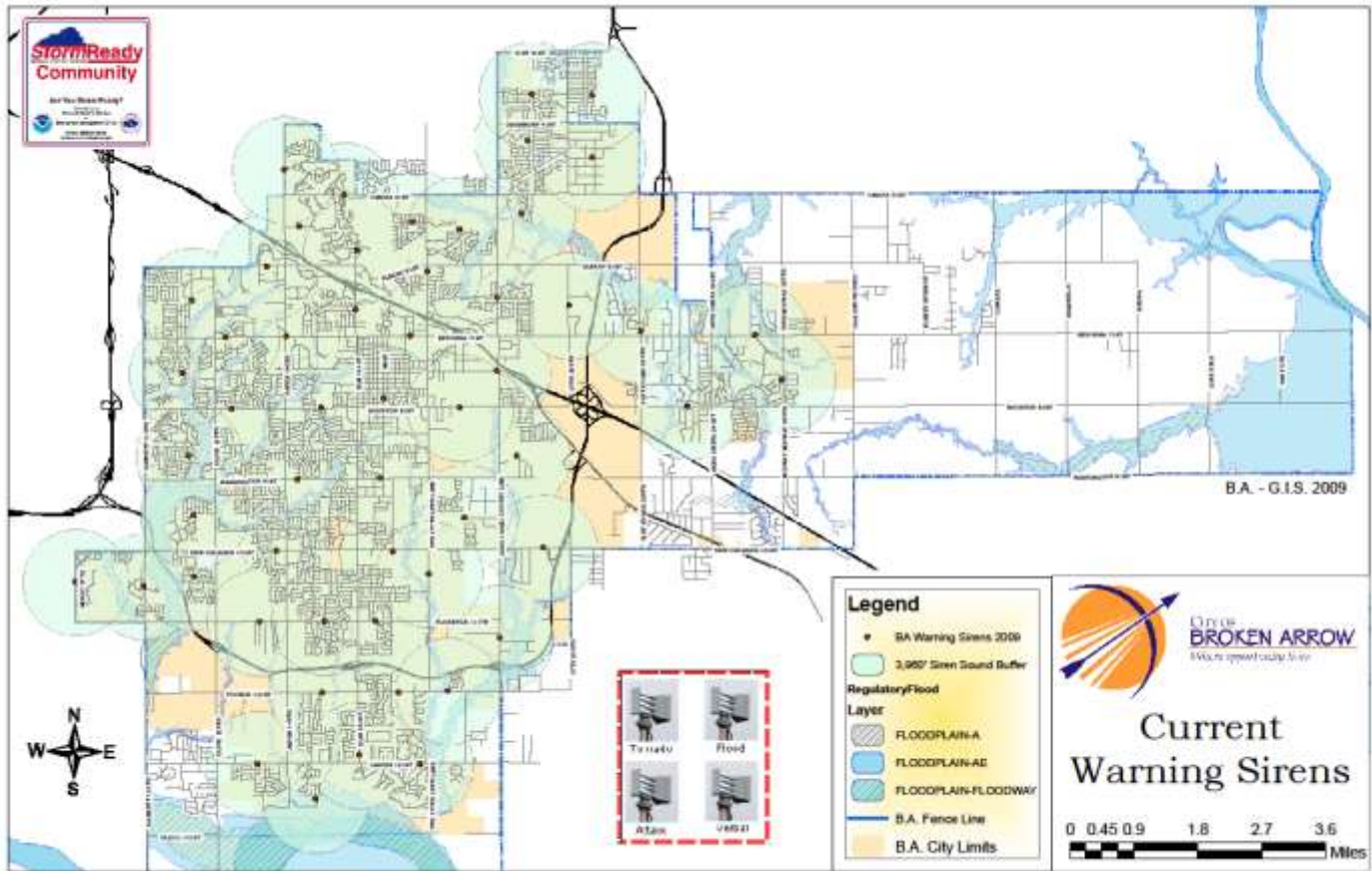
City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX C: APPENDIX 4: TAB C
SIREN LOCATIONS - MAP OF OWASSO, OK

Figure 1-6
Town of Sperry
Warning Siren
Locations
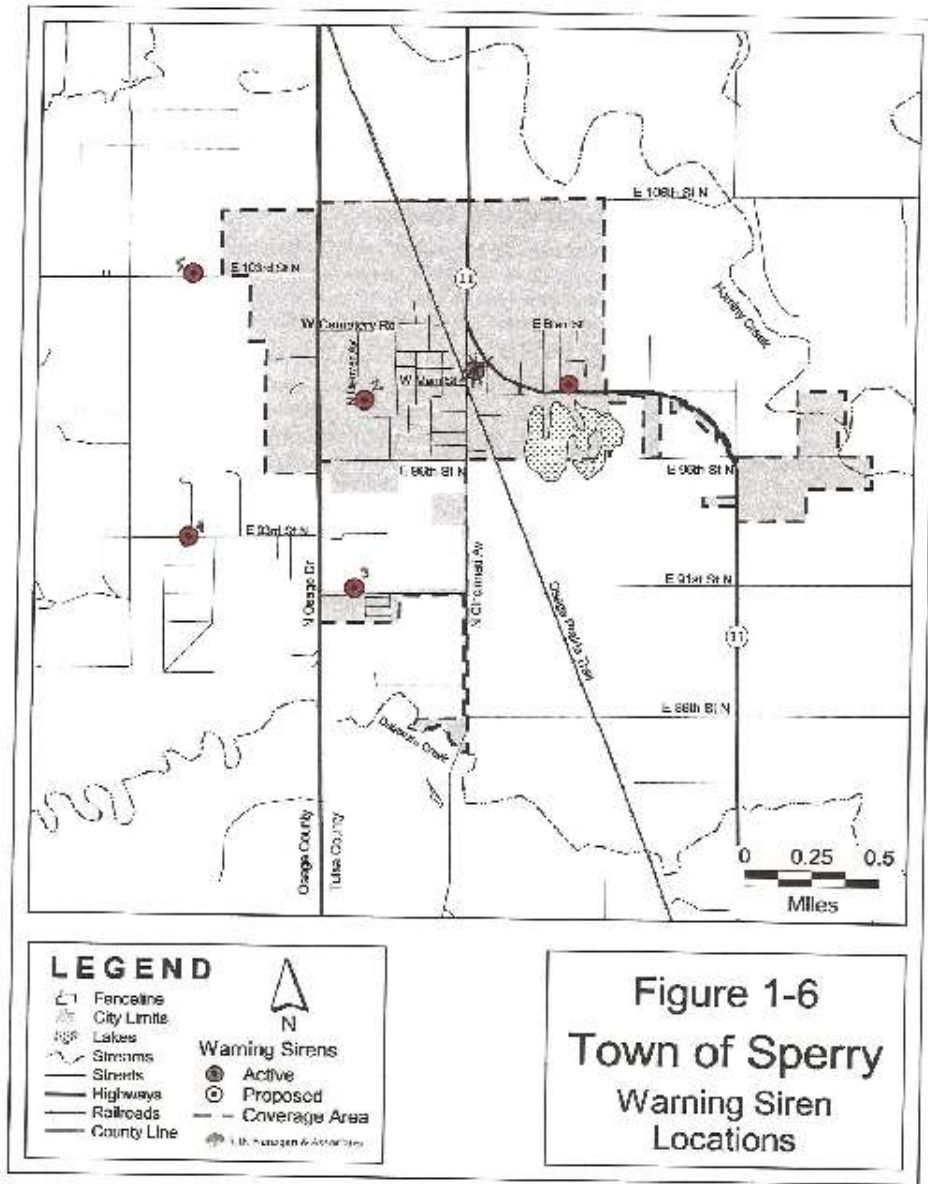
City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX D
EMERGENCY PUBLIC INFORMATION

I.   PURPOSE

This annex provides procedures for the effective collection, control, and dissemination of emergency public information. Long-term public educational efforts related to hazard awareness are also outlined in this annex.

II.   SITUATION AND ASSUMPTIONS

See Basic Plan Section II.

III.   CONCEPT OF OPERATIONS

A. General

1. Emergency information efforts will focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and sheltering. It is also important to keep the public informed of the general progress of events. A special effort will be made to report positive information regarding emergency response in order to reassure the community the situation is under control. Rumor control will be a major aspect of the informational effectiveness. Education efforts will be directed toward increasing public awareness about potential hazards and how people can deal with them. All information and education efforts will rely heavily on the cooperation of commercial media organizations and effective use of available social media platforms.

2. See Public Information Operating Procedures Manual for "fill-in-the-blank" public news releases written as world tensions, weather phenomena, or other hazards/accidents are occurring or have occurred.

IV.   TASK ORGANIZATION AND RESPONSIBILITIES

A. Policy Group

Appoint a public information officer (PIO) or delegate the authority to appoint a PIO.

B. Public Information Officer (PIO)

1. Maintain Public Information Operating Procedures Manual

2. Direct all emergency public information efforts, sometimes through the establishment of a "Joint Information Center" (JIC).

3. Designate a public information section within the EOC as the single official point of contact for the media during an emergency.

4. Provide news releases, which have been cleared for release by the proper authorities, for the media, through the JIC (when activated).

5. Check all print media for accuracy of reports.

6. Investigate rumors.

7. Check TV, radio broadcasts, and social media for accurate information.

8. Maintain a current record of events.

V.   DIRECTION AND CONTROL

The Public Information Officer is responsible for all education and information programs conducted by the policy group. He/she is also responsible for the operation of the JIC.

VI.   CONTINUITY OF GOVERNMENT

See Basic Plan.

VII.   ADMINISTRATION AND LOGISTICS

See Basic Plan.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The PIO will be responsible for the development and maintenance of education and information programs. Other persons or organizations specified in this annex will work with the PIO as necessary.

IX.   AUTHORITIES AND REFERENCES

A. Authorities

See Basic Plan Section IX.

B. References

1. Christensen, Larry. <u>Review of Mass Media Campaigns</u>. Boulder, Colorado; Natural Research and Applications Information Center, University of Colorado.

2. Davenport, Sally S. and Penny Waterstone. <u>Hazard Awareness Guidebook</u>. Austin, Texas; Texas Coastal and Marine Council.

3. FEMA, State and Local Guide 100 (SLG 100); <u>Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.</u>

4. Regulska, Joanna. <u>Public Awareness Programs for Natural Hazards</u>, Boulder, Colorado, Natural Hazards Research and Applications Information Center, University of Colorado.

5. Tulsa's Joint Information Center Operations Plan

C. Publications, Pamphlets, Leaflets

1. FEMA 20 - PUBLICATIONS CATALOG.

2. FEMA CPG 1-6 Disaster Operations Handbook for Local Governments.

3. FEMA CPG 2-18 State and Local Earthquake Hazards Reduction; Implementation of FEMA Funding and Support.

4. Leaflet (L) 96 - Safety Tips for Winter Storms.

5. Leaflet (L) 111 - Safety Tips for Earthquakes.

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX D: APPENDIX 1
NEWS MEDIA ORGANIZATIONS

Tulsa Operational Area
Use the following numbers to activate the Emergency Alert System for Tulsa:

National Weather Service: 832-4116 or 836-2400 (CD Phone)
Ask them to activate the EAS and broadcast a public information statement on the weather alert radio system.

KEY EAS RADIO STATIONS

KMOD
918-664-2810 or 918-627-8372
LP-1 Primary EAS Station
Chief Engineer

KRMG
918-493-7111 or 918-493-7400
LP-2 Secondary EAS Station
Chief Engineer

KHTT
918-492-2020
LP-2 Secondary EAS Station
Chief Engineer

NEWSPAPERS

Tulsa World	318 S. Main St., Tulsa, OK 74103	918-581-8300
Daily Oklahoman	P.O. Box 25125, Okla. City, OK 73125	405-475-3225
Owasso Reporter	202 E. 2nd Ave., Owasso, OK 74055	918-272-1155
Neighbor Newspapers	8541 E. 41 St., Tulsa, OK 74145	918-633-1414

CABLE TV

Cox Communications	8421 East 61st Street, Tulsa, OK 74133	918-665-0200

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX D: APPENDIX 2
MEDIA ACCESS

I.   PURPOSE

The purpose of this appendix is to establish general policy for providing information to the public and equal access to certified representatives of news media during time of emergency.

II.   CONCEPT OF OPERATIONS

A. The following types of information shall be provided to the public by appropriate officials as soon as possible and in as much detail as possible.

1. Nature of disaster.

2. Location of disaster.

3. Time of disaster.

4. Number of casualties

5. Identification, age, sex, address of casualties. Only after notification of Next of Kin.

6. Nature and severity of injuries.

7. Condition of casualties and where treated.

8. Agencies involved in response.

9. Scope of agency involvement.

B. While it is recognized that personnel involved in response to a disaster have certain responsibilities for the protection of life and property, and will be under varying degrees of mental and physical stress, it is also recognized that certified representatives of the news media should be provided every opportunity for equal access to the scene of a disaster response activity and to interview personnel when it is consistent with safety and effective response operations.

III.   COLLECTION AND DISSEMINATION OF INFORMATION

The types of information outlined in II.A. above shall be collected and disseminated as soon as possible by the appropriate personnel as follows:

A. Incident Commander or his designated representative will provide a timely evaluation of the disaster to the Public Information Officer, to be followed, as appropriate, by additional details as they are available.

B. Public Information Officer will be responsible for collection of information from the Incident Command Post, hospitals, and other sources and agencies; for the dissemination of information, through the JIC when appropriate, directly to the news media for preparation of news releases; and, where appropriate, for making announcements directly to the public via radio and/or television. Under no circumstances should the names of casualties be released before notification of next of kin by appropriate officials.

IV.   ACCESS FOR NEWS MEDIA REPRESENTATIVES

In recognition of the public's right to know as much information as possible about a disaster, the various agencies involved in response will make every effort to cooperate by allowing certified representatives of legitimate news media equal access in information and scenes of response activities, as appropriate. This information is provided most effectively by a robust JIC. News media representatives are likewise required to cooperate with response personnel as directed for safety and efficient operation.

A. Incident Commander, or his designated representative, will allow such access as is consistent with safety and efficient operation.

B. The Public Information Officer, in conjunction with the Emergency Management Director, will establish rules for media access to the EOC as appropriate to conditions.

I.   PURPOSE

This annex was developed to provide orderly and coordinated evacuation procedures for evacuation within Tulsa County for predictable hazard prone areas as well as those situations that cannot be anticipated. Additionally, this annex strives to identify and organize supporting transportation services for necessary evacuations.

II.   SITUATION AND ASSUMPTIONS

See Basic Plan Section II.

III.   CONCEPT OF OPERATIONS

A. General

1. When local conditions warrant evacuation, the Emergency Management Director, after conferring with the Policy Group, Coordination Group, and/or floodplain administrators, will alert the Tulsa County Sheriff's Office and the Tulsa Police Department to warn all residents within the endangered area and to advise of the need to evacuate. It is also necessary to establish a system for the acquisition and effective use of available transportation in Tulsa County during disasters.

2. If a dam breach is imminent or occurring at any of the dams in or affecting Tulsa County, the Dam Tenders will notify the PSRC dispatcher by the quickest means available. The dispatcher will notify the Tulsa County Sheriff's Office and all police departments and fire departments in the affected areas, so appropriate actions may be taken to protect lives and property. Additionally, the Dam Tenders will notify Lake Rangers to warn boaters, boating facilities, and the affected city officials.

B. Considerations

1. Several factors must be considered when planning for evacuation. First among these are characteristics of the hazard: magnitude, intensity, and duration. These factors determine the number of people to be evacuated and available time. Also considered are availability of evacuation routes, their capacities, and vulnerability to the hazard. Many factors may affect evacuation, including weather conditions, the type of hazard, terrain, and availability of first responders.

2. If communities within Tulsa, or adjacent counties, are affected by a major disaster, it is possible other communities in the county may be used as reception areas to provide food and lodging to those evacuated. See Appendices to Annex F for a list of emergency shelters that may be used to shelter evacuees.

3. The option of "sheltering in place" should be kept in mind for emergency responders, as it is sometimes a better option than evacuation, depending on previously mentioned factors.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

A. Organization

See Annex A.

B. Task Assignments

1. Coordination Group

   a. After coordinating with the Policy Group, the Floodplain Administrators and the Emergency Management Director decide which areas of the county need to be evacuated and advise the Emergency Manager.

   b. Advise the Red Cross Director of the need for shelters and coordinated use of pre-designated shelters.

   c. Issue evacuation order through emergency service personnel, the media, and the outdoor warning system.

   d. Make press release to the media of the evacuation, area to be evacuated, and shelter(s) to be activated.

   e. Coordinate evacuation with other jurisdictions as required.

   f. Establish a Disaster Assistance Center as needed.

   g. Provide transportation and other resources required to aid evacuation.

   h. Request needed assistance from Oklahoma Dept. of Emergency Management 1-800-800-2481.

2. Coordinator

   a. Responsible for identifying and assigning emergency transportation to the requesting organizations or emergency services coordinators and dispatching these vehicles to work sites or staging areas to provide the emergency transportation as requested.

   b. Schedule and manage the use of vehicles provided from all sources along with a qualified driver for the equipment.

   c. Establish/coordinate pickup points in the area and advise the Emergency Management Director, Tulsa County Sheriff's Office, and the PIO who will notify the public.

   d. Assist the Emergency Management Director in planning the scheduled evacuation of hospitals and nursing homes in the event of hazards or other threats to these institutions.

   e. Assist the Resources Coordinator in the development and maintenance of a current vehicle inventory within the Tulsa County Resource Management Manual.

   f. Task the Resources Coordinator with vehicle and driver requirements during any emergency.

   g. Provide maintenance service and fuel to all equipment used to support emergency operations.

   h. Keep records of equipment use, man-hours, and associated costs. Provide this data to the Resource Coordinator during and after the disaster.

3. Resource Coordinator

   a. Ensure all necessary mutual aid agreements (preferably written) are in place for the acquisition of emergency transportation.

   b. Maintain an updated inventory of public and private vehicles for use by the Transportation Coordinator or other EOC staff to meet emergency needs.

   c. Coordinate vehicle availability for emergency use with government departments, and develop other sources of transportation which could be made available from the following

agencies/sources:

- United States Post Office

- Church buses

- Oklahoma National Guard

- School districts

- Business and commercial sources (car rental)

- Recruit qualified volunteers to drive and load vehicles when the organization providing the equipment is unable to furnish operators.

4. Superintendents of Schools

Develop a written mutual aid agreement with the Resource Coordinator that can be utilized for emergency transportation of people and/or supplies and provide the maximum number of school buses as requested.

5. City/County/State/Federal Departments & Agencies

Provide, as requested by the Resource Coordinator, and as available, the type and number of vehicles needed to meet emergency requirements. Equipment committed to disaster/emergency response as part of the department's responsibility will not be subject to redirection unless the EOC Chief of Operations directs they be diverted to higher priority use.

6. Local Churches and Business Firms

Provide to the Resource Coordinator, where possible, transportation assets needed for movement of people or supplies in disaster or emergency situations.

V. DIRECTION AND CONTROL

A. Flooding, Fire, or Other Threat

The chief elected official in the jurisdiction is the overall authority for evacuation efforts. All activities will be coordinated in the activated EOC or the site incident command post.

B. Hazardous Materials or Transportation Accidents

When such an event occurs which may require evacuation, the Emergency Management Director will be notified and the EOC opened to ensure necessary services can be activated. Due to the specialized nature of hazardous materials response, a contingency plan has been developed and included in Annex Q.

VI.   CONTINUITY OF GOVERNMENT

See Basic Plan Section VI.

VII.   ADMINISTRATION AND LOGISTICS

See Basic Plan Section VII.

VIII.   PLAN DEVELOPMENT AND MAINTENANCE

Responsibility for updating and revising this Annex rests with the Tulsa County Emergency Management Director and the Transportation Coordinator in coordination with the Resource Coordinator. Support in this effort from all participating departments and agencies will be required.

IX.   AUTHORITIES AND REFERENCES

A. See Basic Plan Section IX.

B. Federal Insurance Administration (FIA), FIA-2, Questions and Answers on the Flood Insurance Program.

C. FIA-13, Flood Emergency and Residential Repair Handbook.

D. References

1. A Guide for Emergency Highway Traffic Regulation, FHWA-SA-88-023, US Department of Transportation, Federal Highway Administration, Office of Traffic Operations.

2. State of Oklahoma, Department of Highways, Emergency Highway Traffic Regulation Plan.

3. Glossary of Terms and Abbreviations, Transportation Preparedness Planning, DOT P 1945.1C; US Department of Transportation, Research and Special Programs Administration, Office of Emergency Transportation, Washington, DC 20590.

4. Department of Transportation, Crisis Action Plan, Order 1900.7D; US Department of Transportation, Office of the Secretary of Transportation.

5. US Department of Transportation, Region VI, Plan for Civil Transportation in a Defense Emergency, DOT RETCO VI Order 1900.1C.

6. CPG 2-15 Transportation Planning Guidelines for the Evacuation of Large Populations.

7. Tulsa Regional Traffic Incident Management Guide; March 2006; PB Farrady NE, A District of Parsons Brinckerhoff Quade & Douglas, Inc.; INCOG.

8. Oklahoma Homeland Security, Region 7, Evacuation Plan, draft date: 010907.

Annex: E
Appendix: 1

Tulsa County Arkansas River Flood Evacuation Plan

I.   **PURPOSE OF THE PLAN**

This plan is created to coordinate planning and response operations required to warn and evacuate residents of the area along the Arkansas River in Tulsa County, Oklahoma. This plan is designed to cover the at risk population that resides or works in all potential flood areas along the Arkansas River in Tulsa County. Included in this plan is possibility for inundation in areas behind the levee system on the north side of the River along the Charles Page Boulevard area, which is west of downtown Tulsa as well as the southern portions of the county. This initial plan is designed to address only the Arkansas River as well as the surrounding low lying areas and is not designed to answer issues pertaining to other area creeks, rivers, or reservoirs.

This annex is not intended to represent the many people and organizations who will contribute to restoring the community following a flood event, for information regarding long term recovery please review Annex T/ESF#14- Long Term Recovery.

This annex is intended to serve in a complimentary capacity to any plan created by the US Army Corps of Engineers (USACE) and the Levee District 12 have to provide maintenance and to address technical issues with the levee system and Keystone Dam.

II.   **FLOOD HISTORY AND BACKGROUND INFORMATION**

The Arkansas River enters the west end of Tulsa County where Keystone Dam impounds Lake Keystone and continues east 13 miles to downtown Tulsa where it turns south and continues 10 miles past Jenks before turning generally east and passes on the south side of Tulsa, through Bixby, south of Broken Arrow and flows out of the County. The entire path of the Arkansas River covers about 41 miles in Tulsa County.

Prior to the construction of Keystone Dam, the Arkansas River flooded the county periodically. Since the construction of the dam, the Arkansas River has had one major flood and has experienced several minor floods that had the potential to cause major flooding.

A levee system provides protection to residents and businesses on either side of the Arkansas River from Sand Springs to Tulsa. This levee protects an estimated 4634 residents of the City of Tulsa and 514 residents in the unincorporated area. (See Attachment A)

III.   **COORDINATION AND RESPONSIBILITIES**

The Departments and organizations listed below represent the most involved entities contributing to the response to an Arkansas River flood event.

Tulsa Area Emergency Management Agency (TAEMA) is responsible for fulfilling the required responsibilities for ESF#5 Emergency Management.
These duties will include:
- Maintaining, updating, and exercising the River Flood Evacuation Plan. TAEMA will periodically meet with the USACE and the Levy district managers to ensure that plans continue to work in a complimentary manner.
- Monitoring Arkansas River forecasts
- Providing warning information including activating warning sirens in coordination with the City of Tulsa Engineering Services based on information gathered from the National Weather Service
- Activating and managing the Emergency Operations Center
- Providing liaison with State and Federal authorities
- Coordinating recovery activities
- Facilitating after-action review.
- Coordination of damage assessment in both the City of Tulsa and the unincorporated areas of Tulsa County affected by flooding. TAEMA will work with ESF#3 Public Works and Engineering to perform a Preliminary Damage Assessment once flood waters have receded and it is deemed it safe to do so. TAEMA is responsible for damage assessment information from these preliminary assessments being forwarded to the Oklahoma Department of Emergency Management.
- TAEMA is responsible for providing counsel to the Mayor of the City of Tulsa and the Board of County Commissioners of Tulsa County concerning the emergency declarations for disaster events. TAEMA is responsible for forwarding Emergency Declarations by the Mayor or Board of County Commissioners to the Oklahoma Department of Emergency Management.
- To insure redundant communication, TAEMA will provide up to three hand held 800 MHz radios to the Levee Commissioner or his designee at the onset of a potential Arkansas River flood event.

Tulsa Police Department (TPD) is responsible for taking part in an incident command

system to manage evacuation activities in the potential flood inundation area within the city of Tulsa, maintain public safety, and provide liaison to the Emergency Operations Center. On request from TAEMA, Tulsa Police Department will patrol the levee area in the City of Tulsa and report any signs of potential or actual breach of the levee.

Tulsa County Sheriff's Office (TCSO) is responsible for taking part in an incident command system to manage evacuation activities in the potential flood inundation area within the unincorporated area of Tulsa County, maintain public safety, and provide liaison to the Emergency Operations Center. On request from TAEMA, the Tulsa County Sheriff's Office will patrol the levee area in the unincorporated area of Tulsa County and report any signs of potential or actual breach of the levee.

Tulsa Fire Department (TFD) is responsible for taking part in an incident command system to manage evacuation activities in the potential flood inundation area in the City of Tulsa and it's fire district, provide search and rescue operations, provide technical rescue operations, manage hazardous material response activities, and provide liaison to the Emergency Operations Center.

City of Tulsa Communications Department is in the lead for the communications and public information function, gathers information from TAEMA and responding departments and organizations and provides appropriate information to the media and the public, coordinates with other public information officers, activates a Joint Information Center if needed, prepares information for the Mayor's Office, schedules press conferences as needed, and provides a liaison to the Emergency Operations Center.

Board of County Commissioners Public Information Officer for Tulsa County is responsible for assisting the City of Tulsa Communications Department, preparing information for the Board of County Commissioners, and providing liaison with the Emergency Operations Center.

911 Dispatch Center is responsible for serving as the 24 hour, 7 day a week point of contact for reporting flooding and threat information from those who might detect it. They are responsible for forwarding reports to the first call officer for TAEMA and organizations responsible for first response.

Tulsa County Engineer and Highway Districts 1, 2, and 3 are responsible for monitoring flood conditions, providing and staffing heavy equipment, maintaining county roadways in the unincorporated area of the flood inundation area, managing debris operations in the unincorporated area of the flood inundation area, and providing liaison to the Emergency Operations Center. The County Engineer and County Highway Departments will survey roads, bridges, and traffic control devices in the unincorporated part of Tulsa County and report flood related damage, with estimated cost of restoration, to TAEMA.

City of Tulsa Building Inspections Division is responsible for post event damage assessment in the flood affected area in the city of Tulsa. The Buildings Inspections unit will

complete residential and commercial damage assessment reports and coordinate reporting information with TAEMA. The City of Tulsa Building Inspections Division will survey City of Tulsa owned buildings and other City of Tulsa owned facilities, with the help of affected departments, and report flood related damage, with estimated cost of restoration, to TAEMA.

Tulsa County Social Services (TCSS) is responsible for providing social services to the community affected by the flood event. TCSS, in coordination with the Salvation Army, John 3:16 Mission, and The Equality Center, will work to provide for needs of the homeless community affected by the flood event. TCSS will provide liaison to the Emergency Operations Center.

City of Tulsa Streets and Stormwater Department is responsible for supporting the incident command system, maintaining City Streets, providing barricades, supplying and operating heavy equipment, directing debris management operations, and providing liaison to the Emergency Operations Center. The City of Tulsa Streets and Stormwater Department will survey streets, bridges, and traffic control devices in the City of Tulsa and report flood related damage, with estimated cost of restoration, to TAEMA as outlined in ESF#3 Public Works and Engineering.

City of Tulsa Asset Management Department is responsible for maintaining and protecting City of Tulsa owned facilities that could be impacted by an Arkansas River flood event. The City of Tulsa Asset Management Department will coordinated with the departments utilizing facilities in the affected area to insure plans to minimize losses to facilities, sustain services, and insure safety of personnel and the public using the property are in place, and will coordinate response activities with these locations if needed.

City of Tulsa Water and Sewer Department is responsible for supporting the incident command system, operating and maintaining water and sewer facilities and pipe lines that could be impacted by an Arkansas River flood event, and providing liaison to the Emergency Operations Center when requested. The Water and Sewer Department will assess their facilities and water and sewer lines for damage and report flood related damage, with estimated cost of restoration, to TAEMA as outlined in Section VII Damage Assessment.

City of Tulsa Engineering Services Department is responsible for maintaining and monitoring stream gauges in and near the city of Tulsa, interpreting flood forecast information, projecting the flood inundation area impacts, staffing the Hydrology office during the event, collaborating with TAEMA staff to activate warning sirens for flooding, and providing a liaison to the Emergency Operations Center. In addition, the City of Tulsa Engineering Services Department leads the City of Tulsa All-Hazards Mitigation Plan update and coordinates City of Tulsa compliance with FEMA's Community Rating System program.

City of Tulsa Mayor's Customer Care Center is responsible for receiving calls from the public and providing referral information as needed. The Customer Care Center will coordinate with the City of Tulsa Communications Department and the Joint Information Center to ensure, timely and accurate, receipt and dissemination of information.

Mayor, City of Tulsa has overall responsibility for a disaster event in the City of Tulsa and oversees all City of Tulsa staff and resources in preparation for, response to, recovery from and mitigation of disaster events. The Mayor of the City of Tulsa may declare a state of emergency for the City of Tulsa if the City is overwhelmed, or anticipates being overwhelmed, by a disaster event.

Chairman, Board of Commissioners for Tulsa County has overall responsibility for a disaster event in Tulsa County and oversees all Tulsa County staff and resources in preparation for, response to, recovery from, and mitigation of disaster events. The Chairman of the Board of County Commissioners, and one additional Commissioner, may declare a state of emergency for Tulsa County if the County is overwhelmed, or anticipates being overwhelmed, by a disaster event.

Tulsa Transit is responsible for providing mass transportation needs, accessing additional transportation assets as needed and providing liaison to the Emergency Operations Center. Tulsa Transit maintains emergency response procedures in order to ensure an effective response in case of a natural disaster, terrorist attack, or other emergency situation that includes flooding caused by the Arkansas River.

Tulsa Transit's role in an emergency situation is to provide:
- High occupancy vehicles to evacuate disaster victims
- Mobile climate controlled shelter for emergency responders
- Transportation of volunteers to emergency sites

Tulsa Transit is prepared for either an emergency occurring during regular business hours, or an emergency occurring after regular business hours. The Tulsa Transit emergency procedures assume a capacity to evacuate up to 1,000 people (approximately 25-30 full-sized buses). The targeted initial bus response time for emergencies in the Tulsa metropolitan area during regular service hours is 30 minutes. The targeted initial bus response time for after-hour emergencies is 90 minutes.

Berryhill Fire Department (FFD) is responsible for taking part in an incident command system to manage evacuation activities in the potential flood inundation area in the Tulsa County in its fire district in the community of Berryhill, provide search and rescue operations, provide technical rescue operations, manage hazardous material response activities, and provide liaison to the Emergency Operations Center.

Levee District 12 is responsible for comprehensive management of the District 12 levee system, taking part in the incident command system to manage evacuation activities in the potential flood inundation area protected by the levee system, monitoring the levees during an event and reporting any seepage, weakness, or potential failure of the levee to the incident commander, and coordinating levee support and repair activities. The Levee Commissioner, or his designee, will meet with TAEMA at the onset of any potential Arkansas River flood event and will receive up to three hand held 800 MHz radios from TAEMA. The Levee

Commissioner is responsible for the return of the radios to TAEMA after the event.

Tulsa Health Department (THD) is responsible for addressing the public health needs, concerns and issues of Tulsa County residents in the event of a Tulsa County Arkansas River Flood.

Some of the public health responsibilities in the event of an Arkansas River flood will be to notify, educate and provide safety recommendations to the public and response personnel. The information will be disseminated through local media outlets and presented by THD subject matter experts. Notification and communication with appropriate local and state officials of a potential or actual mass casualty incident or public health emergency will also occur.

THD will coordinate with the Joint Information Center (JIC) once the JIC is activated.

Safety issues which may impact the public and responders may include but not be limited to:

- Assist the American Red Cross in staffing of shelters to allow a place for displaced residents to go to prevent disease due to contaminated water and food in the homes.
- Provide prophylaxis of tetanus toxoid to residents and responders who may have received injuries during the flood or any other prophylaxis related to a disease outbreak.
- Provide environmental testing of water samples to identify contaminants to help prevent epidemics and spread of disease.
- Monitor and address vector and rodent control.
- Monitor disease spread and outbreaks through ongoing assessments of medical and health surveillance data through the Tulsa Area Syndromic Surveillance Syndrome (TASSS) utilizing emergency room chief complaints. Epidemiological investigations will then be used to detect the cause, scope, and potential mitigation and response measures to lessen the impact of illness or injury in the presence of disease.
- Activate the Oklahoma Medical Reserve Corps to utilize volunteers to support public health. Some of the areas in which volunteers can assist are staffing shelter operations with medical, mental and behavioral health, access and functional needs, and prophylaxis administration.
- Work with the Medical Examiner's office to ensure proper disposal of casualties to prevent disease spread.

Emergency Medical Services Authority (EMSA) is responsible for providing emergency medical services during the event, providing medical transport, taking part in the incident command system, and providing a liaison to the Emergency Operations Center.

American Red Cross (ARC) is responsible for managing the emergency shelter plan in Tulsa County, supporting the incident command system, and providing a liaison to the Emergency Operations Center.

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Tulsa Regional Medical Response System (RMRS) is responsible for monitoring the event, coordinating with hospitals and area medical resources, reaching out to health and medical resources beyond Region 7, managing the Medical Emergency Response Center and coordinating with the Emergency Operations Center.

Salvation Army is responsible for providing food and social service needs to responders and the public impacted by a flood event and providing a liaison to the Emergency Operations Center. The Salvation Army, in coordination with Tulsa County Social Services, the Equality Center, and other resources, and will meet needs of the homeless community affected by the flood event.

2-1-1 Helpline is responsible for receiving calls from the public and providing referral information as needed. The 2-1-1 Helpline will coordinate with the City of Tulsa Communications Department and the Joint Information Center to ensure, timely and accurate, receipt and dissemination of information. 2-1-1 will gather information from callers that are affected by flood information in order to help build a database for ESF#14-Long Term Recovery.

John 3:16 Mission in coordination with Tulsa County Social Services, the Salvation Army, and the Equality Center, is responsible for providing feeding and shelter needs to the homeless population affected by the flood event.

Equality Center in coordination with Tulsa County Social Services, the Salvation Army, and John 3:16 Mission is responsible for providing feeding and shelter needs for the homeless population affected by the flood event.

Tulsa Human Response Coalition is responsible for liaison with human service provider organizations that may contribute to the care and recovery of the community affected by the flood event.

Tulsa Housing and Urban Development Office will contribute to identifying long term housing options for community members displaced by the flood event.

Local Utility Companies- are responsible for managing utility services in affected areas during response and recovery phases in order to provide safe and secure utility transmission into homes. Utility companies are responsible for providing a liaison to the EOC if requested by TAEMA Director or designee.

National Weather Service – Tulsa Forecast Office is responsible for providing weather forecast information to the Tulsa community.

U.S. Army Corps of Engineers (USACE) – is responsible for managing release rates at Keystone Dam and determining the water flow rate of the Arkansas River through the City of

Tulsa and Tulsa County. The USACE may provide support in flood fighting efforts to prevent a levee failure. The USACE will provide liaison to the Emergency Operations Center and will coordinate with Levee District 12 on any activities concerning the Arkansas River and the levee system.

The USACE Keystone Lake/Arkansas River, Oklahoma, Operation and Maintenance Manual Volume II, Emergency Action Plan, updated September, 2015 serves as a guidance document for the USACE and is a complimentary plan to this plan. A copy of this plan is located in the TAEMA director's office.

HollyFrontier Corporation is responsible for managing refinery operations at their two Tulsa plants. They will enact their internal emergency plans in regards to flooding in order to promote external and internal safety prior to, during, and post flood event. They are expected to operate in a manner consistent with industry best practices and all follow all applicable local, state, and federal guidelines in order to prevent hazardous material release during a flood event. HollyFrontier may provide technical and equipment support in hazardous material containment during flood events to lessen contamination risks to the area.

Oklahoma State University Center for Health Science is responsible for maintaining the facilities in keeping with organizational emergency flood plans. As a facility with key resources located on site, OSU-CHS is tasked with maintaining their site prior to, during, and post event in such a manner as to lessen the overall impact on the surrounding community.

River Parks Authority is responsible for managing their facilities in keeping with organizational flood operations plans prior to, during, and post flood event. The River Parks Authority is expected to operate utilizing standard practices in keeping with their mandated role and to provide information and feedback to issues affecting authority controlled land.

IV.   **WARNING PHASE**

The Tulsa Office of the National Weather Service, in coordination with the Storm Prediction Center, monitors weather and provides forecast information continually. The US Army Corps of Engineers monitors the level of Keystone Lake, release rate of Keystone Dam, and the flow rate of the Arkansas River. The Keystone Dam Tender notifies TAEMA via email of each significant change of the flow rate from the dam. TAEMA staff monitors current weather information as part of their normal duties.

Upon receiving and confirming information indicating flooding is probable in the City of Tulsa and/or the unincorporated area of Tulsa County, TAEMA staff will notify appropriate response agencies, including but not limited to the Levee Commissioner, City of Tulsa Engineering Services, City of Tulsa Streets and Stormwater Department, Tulsa Police Department, Tulsa County Sheriff's Office, Tulsa Fire Department, Tulsa County Engineer

and Highway Departments and initiate warning information commensurate to the threat. The Mayor of the City of Tulsa, the Chairman of the Tulsa County Board of County Commissioners, City of Tulsa Communications Department, and the Board of County Commissioners Public Information Officer will also be notified.

The City of Tulsa Communications Department, assisted by the Public Information Officer for the Tulsa County Board of County Commissioners, will assume lead responsibility for Public Information during an Arkansas River flood event. The Communications Department will provide information to the media and the public concerning evacuation and shelter planning.

The City of Tulsa Engineering Services Division will analyze available information and forecasts and project the probability of flooding in the City of Tulsa. If flooding is eminent, flood sirens will be activated. The Engineering Services Division will advise whether evacuation is necessary and define the evacuation area.

TAEMA in coordination with the City of Tulsa Communications Department, assisted by Public Information Officer for the Tulsa County Board of County Commissioners will utilize the following matrixes to inform the public of potential flood issues:

Dam Breach Matrix

Dam Threat	Flood Threat	Public Actions
Level V Dam breaching/breached	Imminent or in progress	Evacuate Move vertically Avoid area
Level IV Dam breach very likely	Very Likely	Evacuate Avoid Area
Level III Conditions at dam may or may not lead to breach	Possible but not certain	Prepare to evacuate Seek/monitor information
Level II Safety issues being investigated	Potential being determined	Seek/monitor information
Level I Situation Normal	No Identified Threat	Individual and Family Preparedness Planning

Levee Breach or Overtopping Matrix

Levee Threat	Flood Threat	Public Actions
Level V Levee(s) breached or	Imminent or in progress	Evacuate Move Vertically

overtopped		Avoid area
Level IV Levee(s) starting to breach Levee(s) starting to overtop	Very likely	Evacuate Avoid area
Level III Conditions at levee(s) may or may not lead to flooding	Possible but not certain	Prepare to evacuate Seek/monitor information
Level II Safety issues being investigated	Potential being determined	Seek/monitor information
Level I Situation Normal	No Identified Threat	Individual and Family Preparedness Planning

V.   EVACUATION PHASE I – PRE-BREACH OPERATIONS

When flooding of the Arkansas River is probable, the planning team will be notified and departments with warning and response roles will implement their plans. The City of Tulsa/Tulsa County Emergency Operations Center will be activated to the appropriate level to manage warning functions and support field response operations. The Oklahoma Department of Emergency Management and other supporting entities will be advised of the situation.

Actual evacuation of residents will be managed at the tactical level by first responders in the field and support will be coordinated through the Emergency Operations Center involving supporting departments and agencies.

VI.   EVACUATION PHASE II – POST-BREACH OPERATIONS

In the event of actual flooding, pre-breach operations planning will be followed with emphasis on all first responders and supporting personnel being removed from the threat area with only personnel authorized by on-scene incident command having access to the threat area.

VII.   DAMAGE ASSESSMENT

A. Preliminary Damage Assessment – A preliminary damage assessment is required to support a request for state and federal assistance. This assessment will be conducted as soon as possible, often while some emergency response activities are still under way.

TAEMA will coordinate resources from ESF#3- Public Works and Engineering to conduct a Preliminary Damage Assessment. This PDA will capture initial damages for reporting initial magnitude of the event. More detailed damages will be reported once damage assessment teams are able to conduct a more thorough assessment. Information collected on both private and public damage is compiled by the TAEMA Director.

Determining the extent and level of damage is important in supporting a disaster declaration. Using the criteria for disaster (minor, major, catastrophic), the TAEMA Director applies the current damage assessment to the situation. Damage to public structures, critical facilities, and impact to public welfare is also assessed. Using the state criteria for collecting damage information and critical facilities inventory allows estimates for determining damage impact on the population. When these assessments are developed, they are briefed to the EOC and state officials.

The City of Tulsa Streets and Stormwater Department will survey streets, bridges, and traffic control devices in the City of Tulsa and report flood related damage, with estimated cost of restoration, to TAEMA. The County Engineer and County Highway Departments will survey roads, bridges, and traffic control devices in the unincorporated part of Tulsa County and report flood related damage, with estimated cost of restoration, to TAEMA. The City of Tulsa Building Inspections Division will survey City of Tulsa owned buildings and other City of Tulsa owned facilities, with the help of affected departments, and report flood related damage, with estimated cost of restoration, to TAEMA. The Tulsa County Building Operations Department, will survey Tulsa County owned buildings and other Tulsa County owned facilities, with the help of affected departments, and report flood related damage, with estimated cost of restoration, to TAEMA.

TAEMA staff will collect damage assessment information from City and County departments and forward the information to the Oklahoma Department of Emergency Management. TAEMA staff will coordinate detailed damage assessment and follow up coordination with federal, state, and local authorities as needed.

VIII. **SHORT TERM RECOVERY AND RE-ENTRY PHASE**

Once flood waters recede, on-scene incident command, receiving advice from the Tulsa Health Department, Public Service Company of Oklahoma, Oklahoma Natural Gas, and other technical specialists will make the decision to allow re-entry to the flood area. The recovery process will be scene managed by incident command with support and coordination of resources through the Emergency Operations Center.

IX. **TRANSITION TO LONG TERM RECOVERY**

See ESF#14- Long Term Recovery for more information

X. **PLAN UPDATE AND MAINTENANCE**

TAEMA will update this plan annually in coordination with key response partners in order to ensure that all organizational plans remain consistent and complimentary to one another.

XI. PLANNING TEAM CONTACT INFORMATION

Agency/Department	Primary Contact	Office Number	Secondary Contact	Office Number
TAEMA	Roger Jolliff	918 596 9898	Joseph Kralicek	918 596 9891
National Weather Service	Steve Piltz	918 832 4115	Ed Calianese	918 832 4133
US Army Corps of Engineers	William Smiley	918 669 7330		
Drainage District #12	Todd Kilpatrick	918 591 6120		
Tulsa Police Department	Chuck Jordan	918 596 9340	Brett Bailey	918 586 6055
Tulsa Fire Department	Ray Driskell	918 596 9420	Andy Teeter Michael Baker	918 596 1790 918 596 9415
Tulsa County Sheriff's Office	Vic Regalado	918 596 5634	George Brown	918 596 8662
Tulsa County Engineer	Tom Rains	918 596 5736		
EMSA	Stephen Williamson	918 596 3150	Sonny Geary Kelli Bruer	918 596 3030 918 596 3140
Tulsa County Social Services	Linda Johnston	918 596 5561	Angela Patton	918 596 5580
American Red Cross	Samantha Henry	918 831 1272		
Salvation Army	James Taylor	918 582 7201		
Mayor's Office – Community Affairs	Kim MacLeod	918 596 7803	Michelle Brooks	918 596 9875
City of Tulsa Engineering Services	Bill Robison	918 596 9475	Brad Jackson	918 596 9498
Tulsa Transit	Mike Colbert	918 560 5611		
John 3:16 Mission	Steve Whitaker	918 587 1186		
Tulsa Health Department	Brenda Dale	918 595 4436	Alicia Etgen	918 595 4554
211 Center	Donnie House	918 295 1227	Michael Coonfield	918 295 1227
Mayor's Customer	Michael Radoff	918 596 7605		

Care Center				
City of Tulsa Asset Management	Mark Hogan	918 591 4070	Tom Chandler Mark Weston	918 596 9389918 576 5502
Regional Medical Response System/ Medical Emergency Response Center	Johna Easley	918 596 3663		
City of Tulsa Streets and Stormwater	Terry Ball	918 596 9715	Roy Teeters Maureen Turner	918 591 4330 918 596 9451
City of Tulsa Water and Sewer Department	Clayton Edwards	918 596 7810	Eric Lee	918 596 7274
Berryhill Fire Department	Michael Hall	918 446 1211		
Oklahoma Dept. of Emergency Mgt.	Daniel Piltz	405 521 2481	Steve Palladino	405 521 2481
Oklahoma State University- Center for Health Sciences	Dale Chapman	918-346-1883		
Oklahoma Natural Gas	Steve Zieg	918-831-8204		
RiverParks Authority	Matt Moore	918-596-2001		
HollyFrontier	Andrew Haar	918-594-6000		

XII.   REFERENCES AND AUTHORITY

I. Unified Command Response Operations Organizational Chart (Operating under the Policy Group, with the Coordination Group)
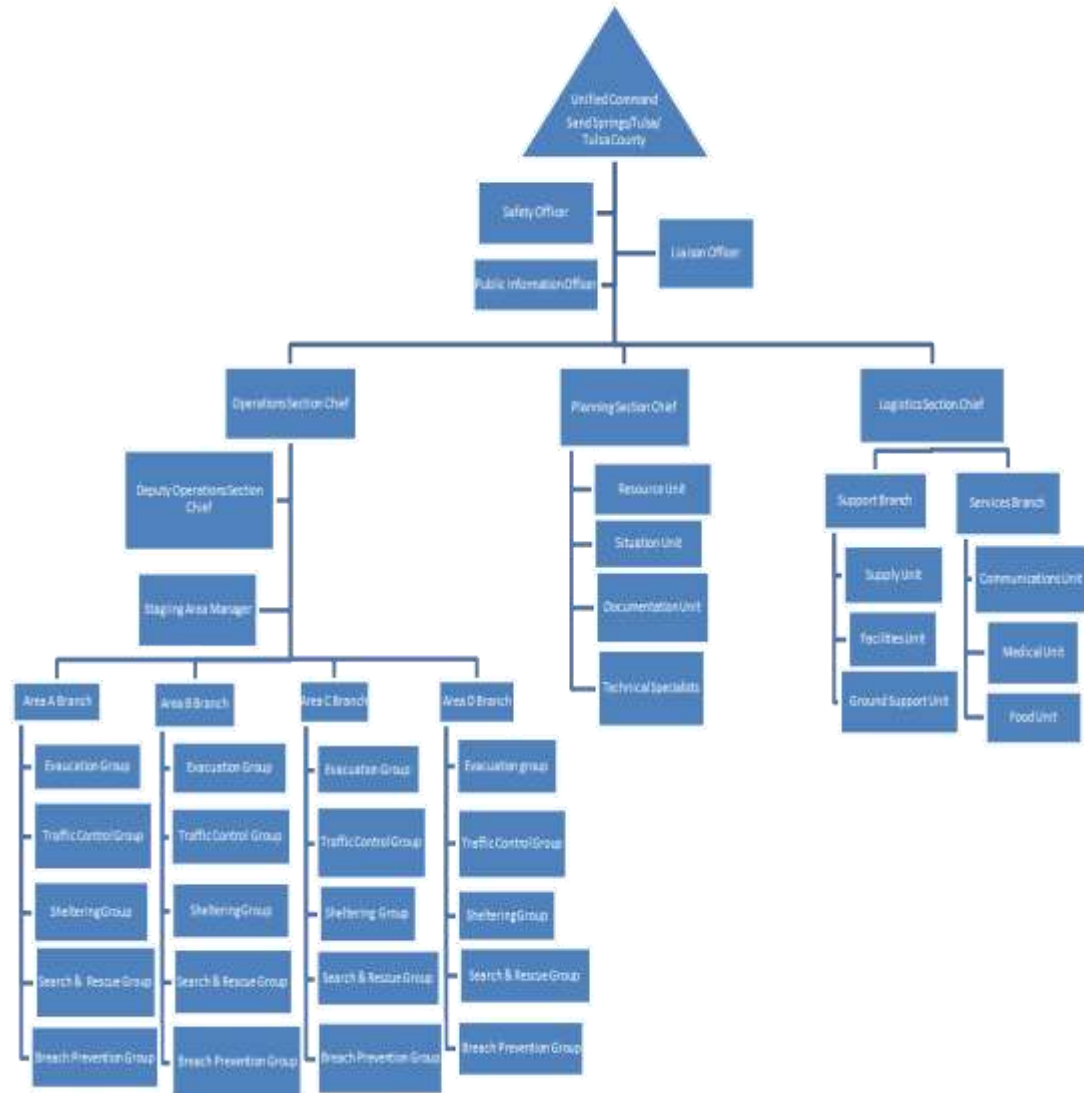
Project Overview
Tulsa-West Tulsa Levees
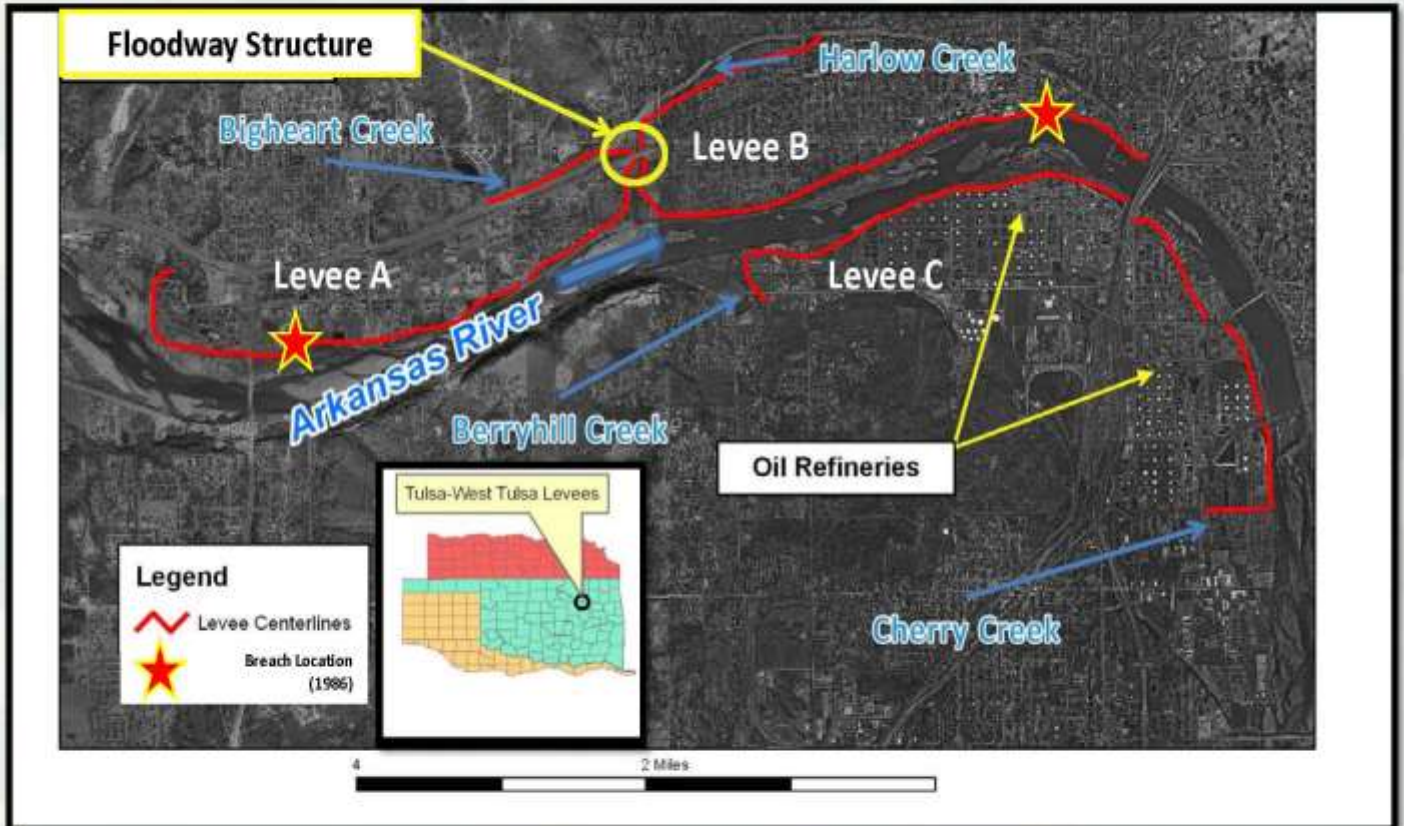
Vicinity/Segment Map (Levee A)

505 relief wells
31 gravity drains
3 pump stations

Levee A

Legend

- Station Point
- Relief Well
- Gravity Drain
- Floodwall

Vicinity/Segment Map (Floodway Structure)

Vicinity/Segment Map (Levee B)

587 relief wells
34 gravity drains
2 pump stations

Levee B

Legend
- Station Point
- Relief Well
- Gravity Drain
- Floodwall

Vicinity/Segment Map (Levee C)
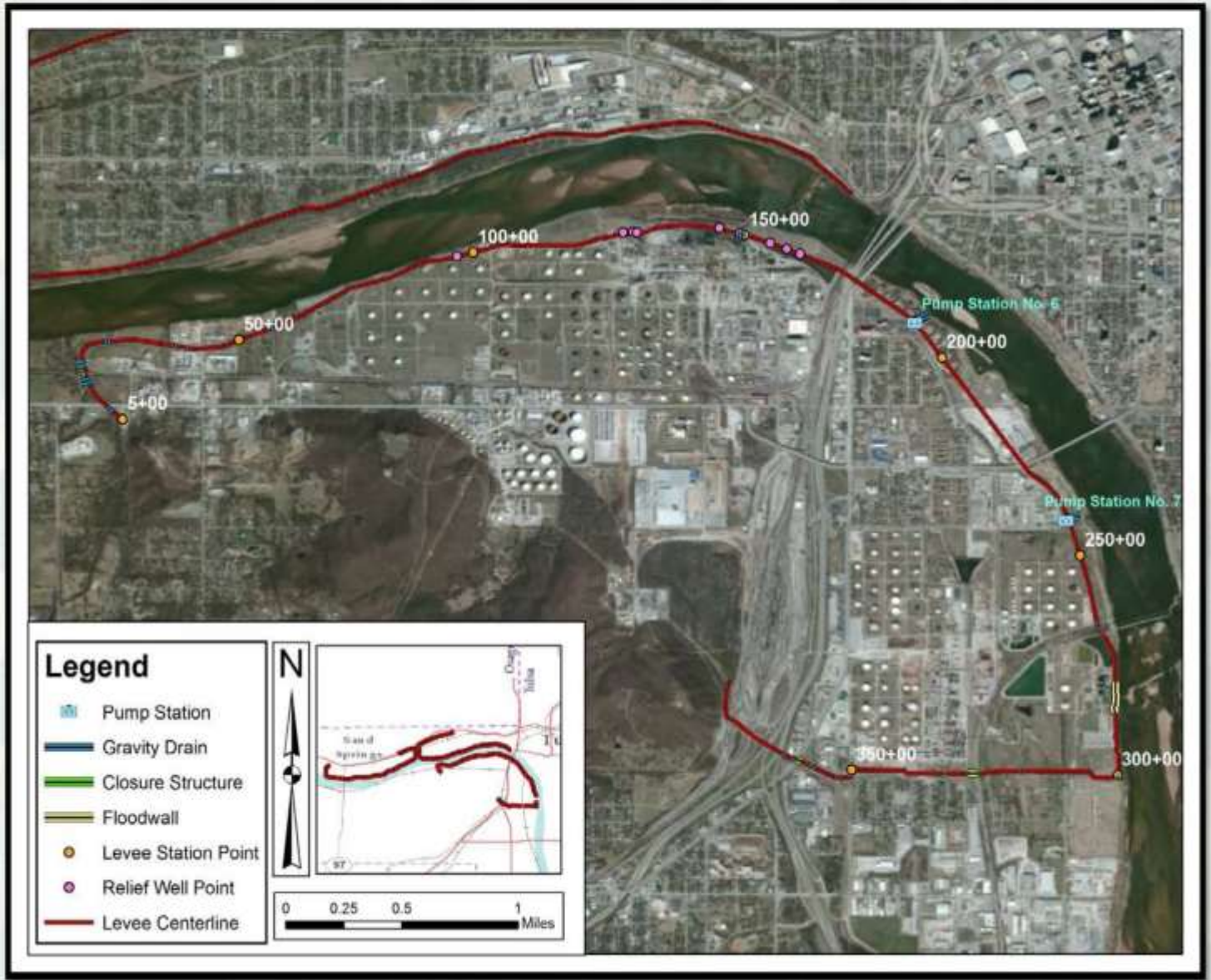
Flood Sources
Arkansas River Flooding

- The Arkansas River Watershed has a total drainage area of 74,506 square miles
- Upstream reservoirs include Keystone, Kaw and Great Salt Plains Lake in Oklahoma, and Cheney Lake and El Dorado Lake in Kansas
- In October 1986 the Corps of Engineers released Lake Keystone flood waters at a rate of 300,000 cubic feet per second.

Flood Sources
Arkansas River Flooding
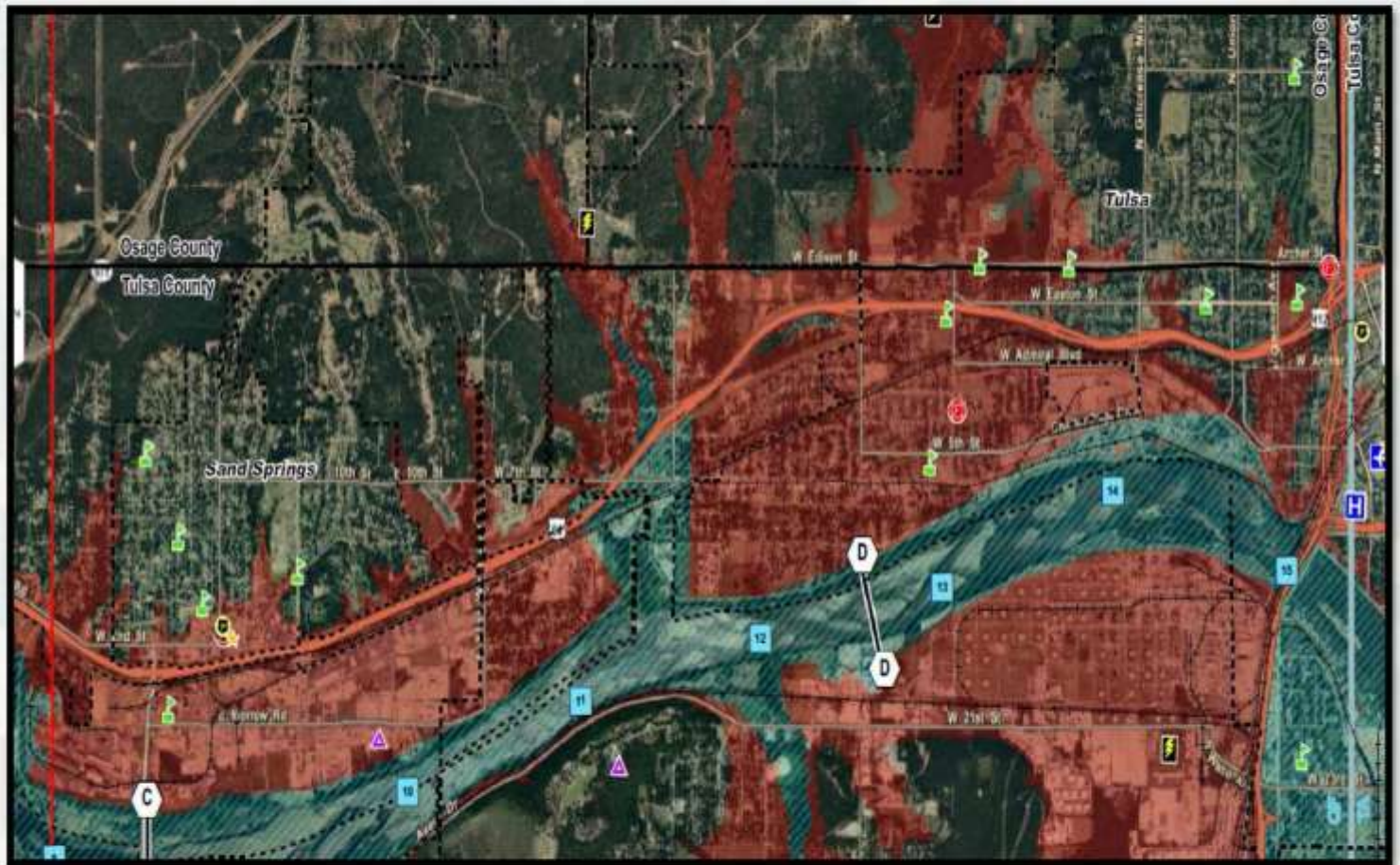
•Lake Keystone has the capacity to release up to 939,000 cubic feet per second, if needed.

Flood Sources
Interior Flooding
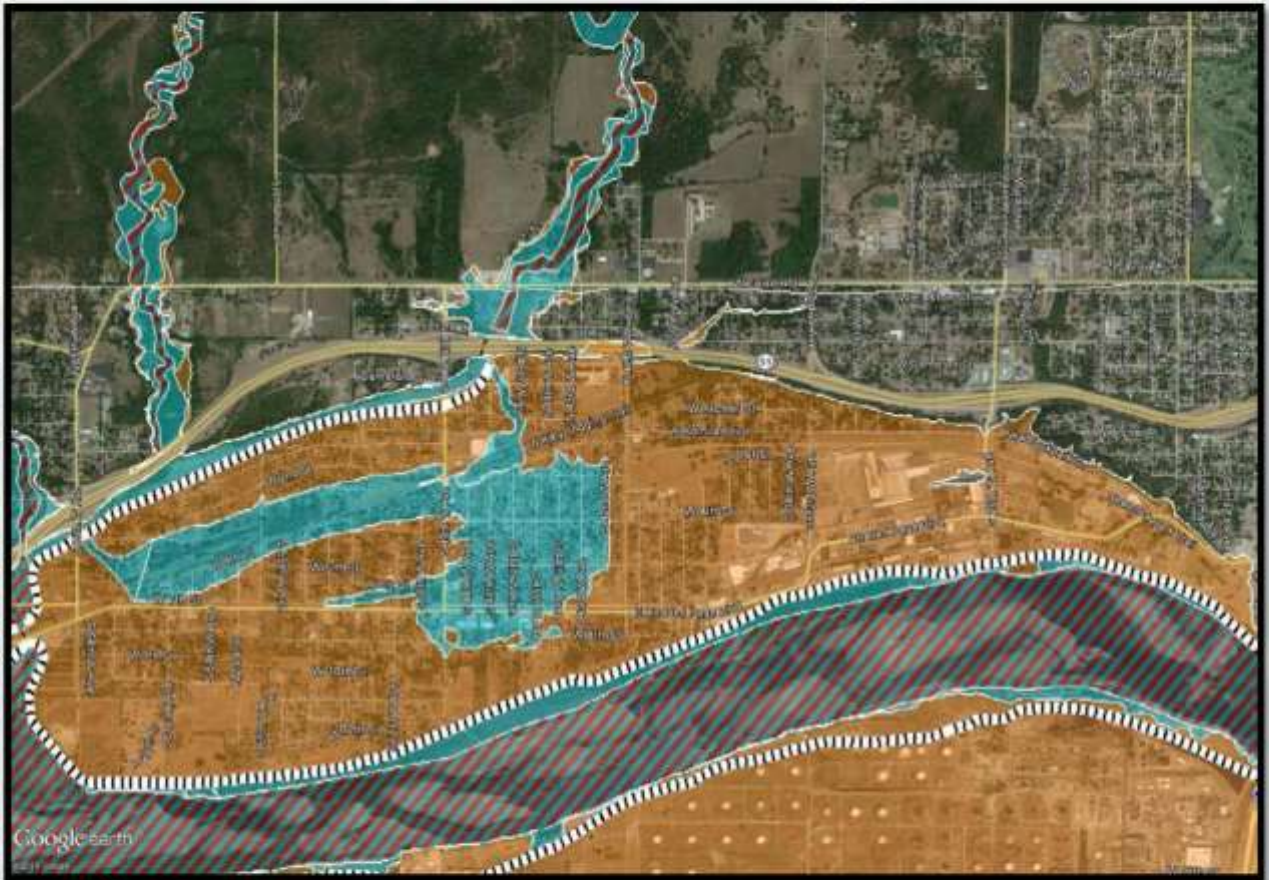
FEMA Flood Insurance Rate Map
Orange = Zone X – Protected by a levee
Light Blue = Zone AE – Susceptible to 100 year flood (Flood Insurance required)

Keystone Dam Release
Flood Maps - Area 1

Keystone Dam Release
Flood Maps – Area 2

Keystone Dam Release
Flood Maps - Area 3
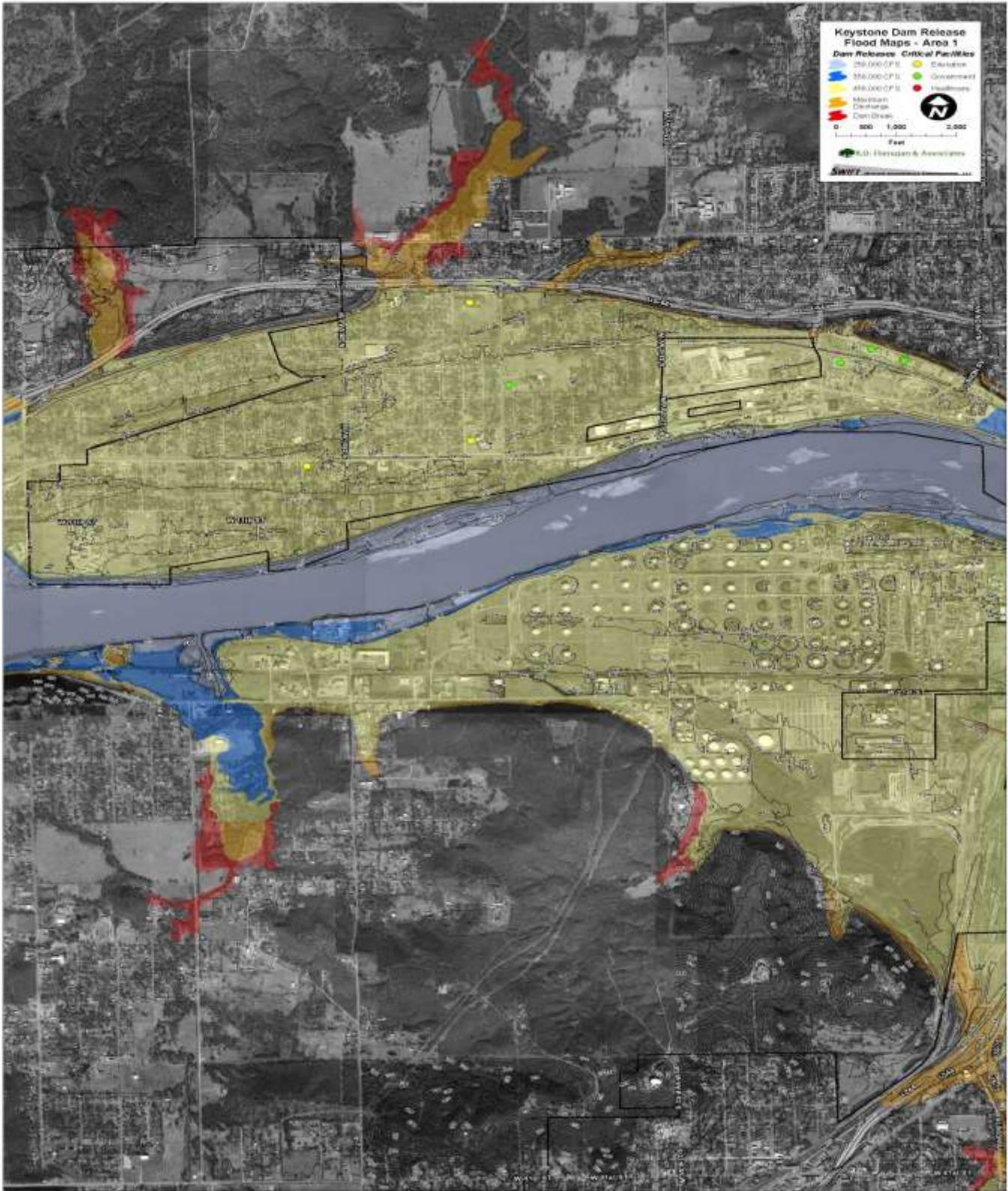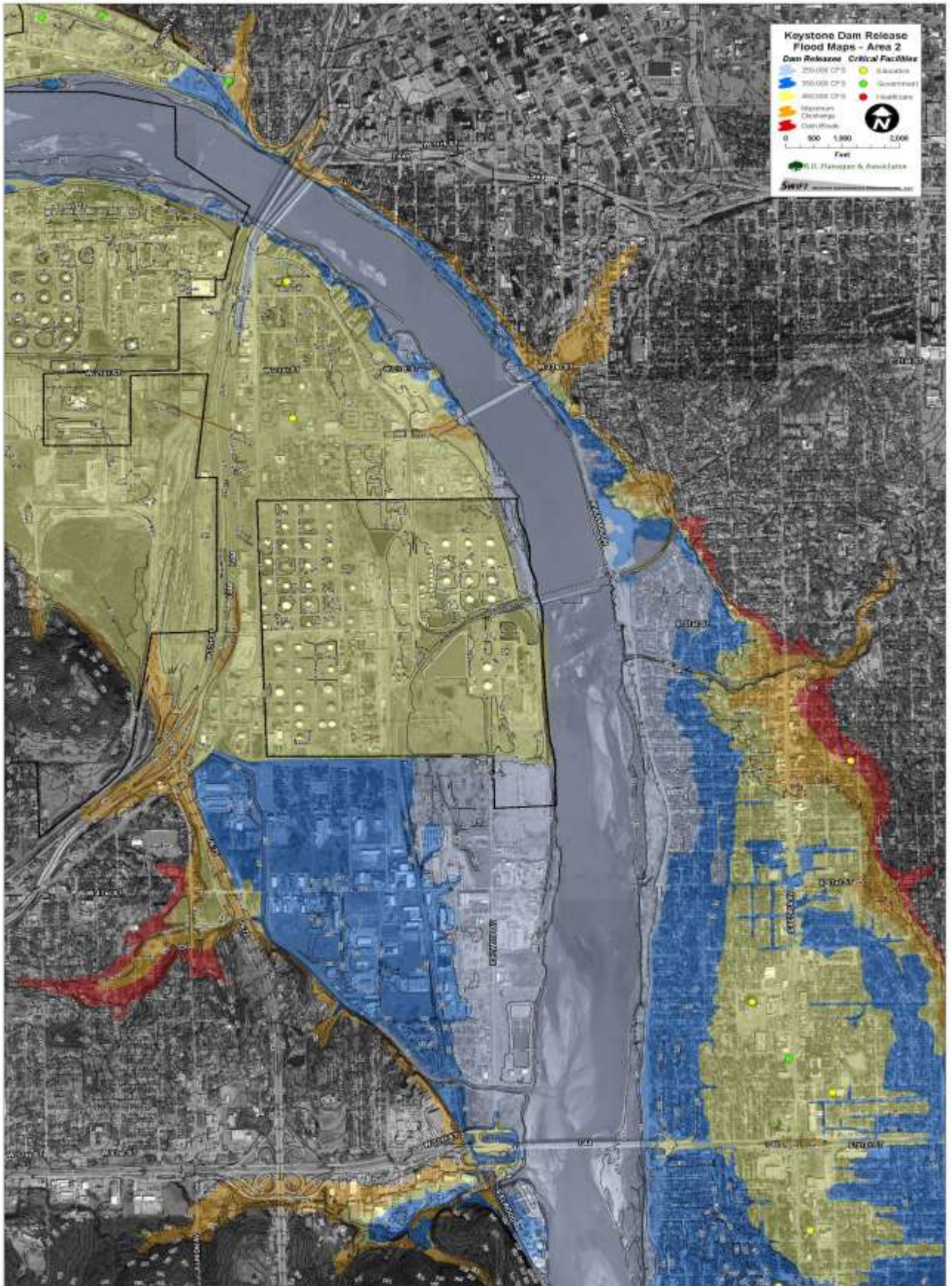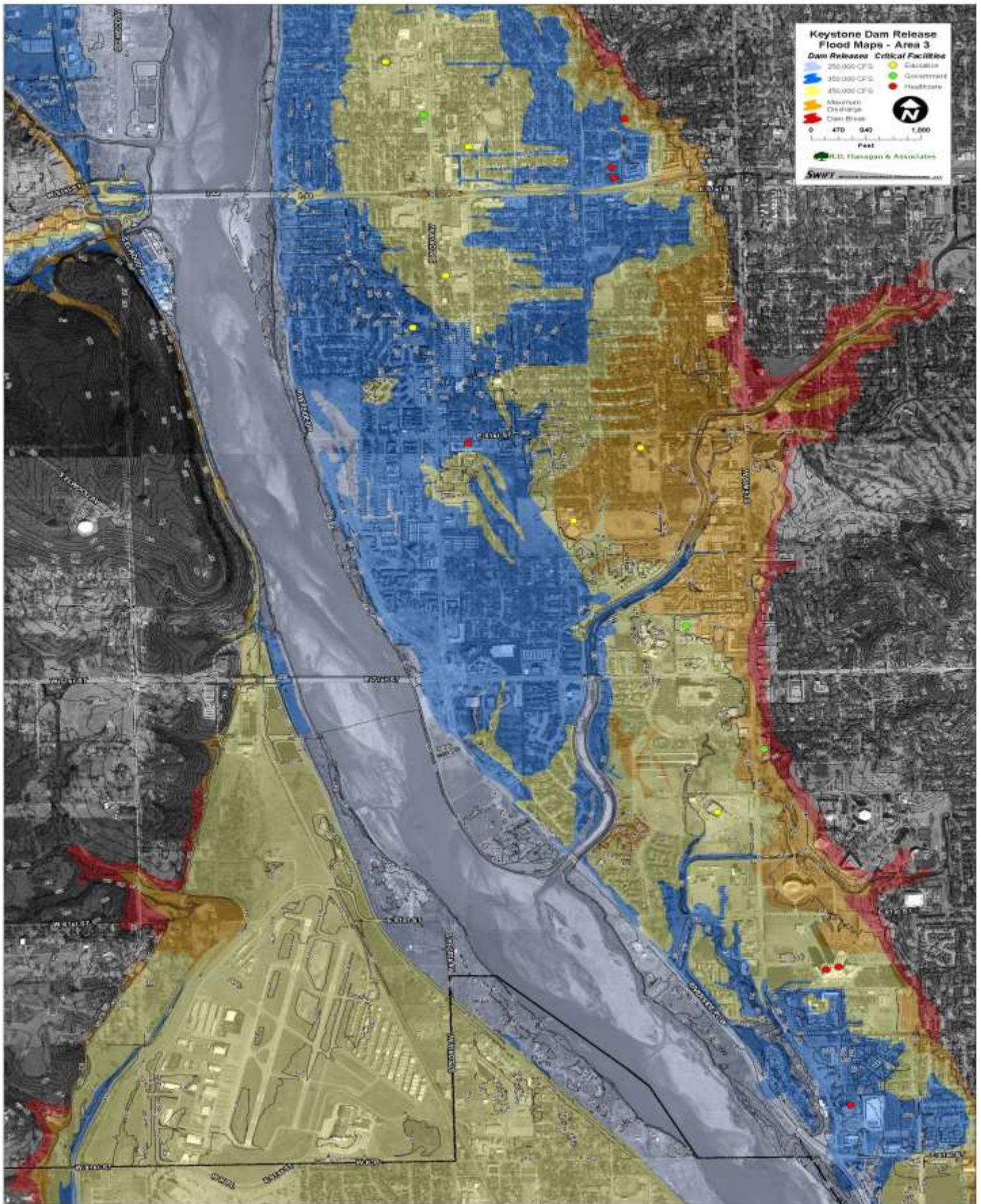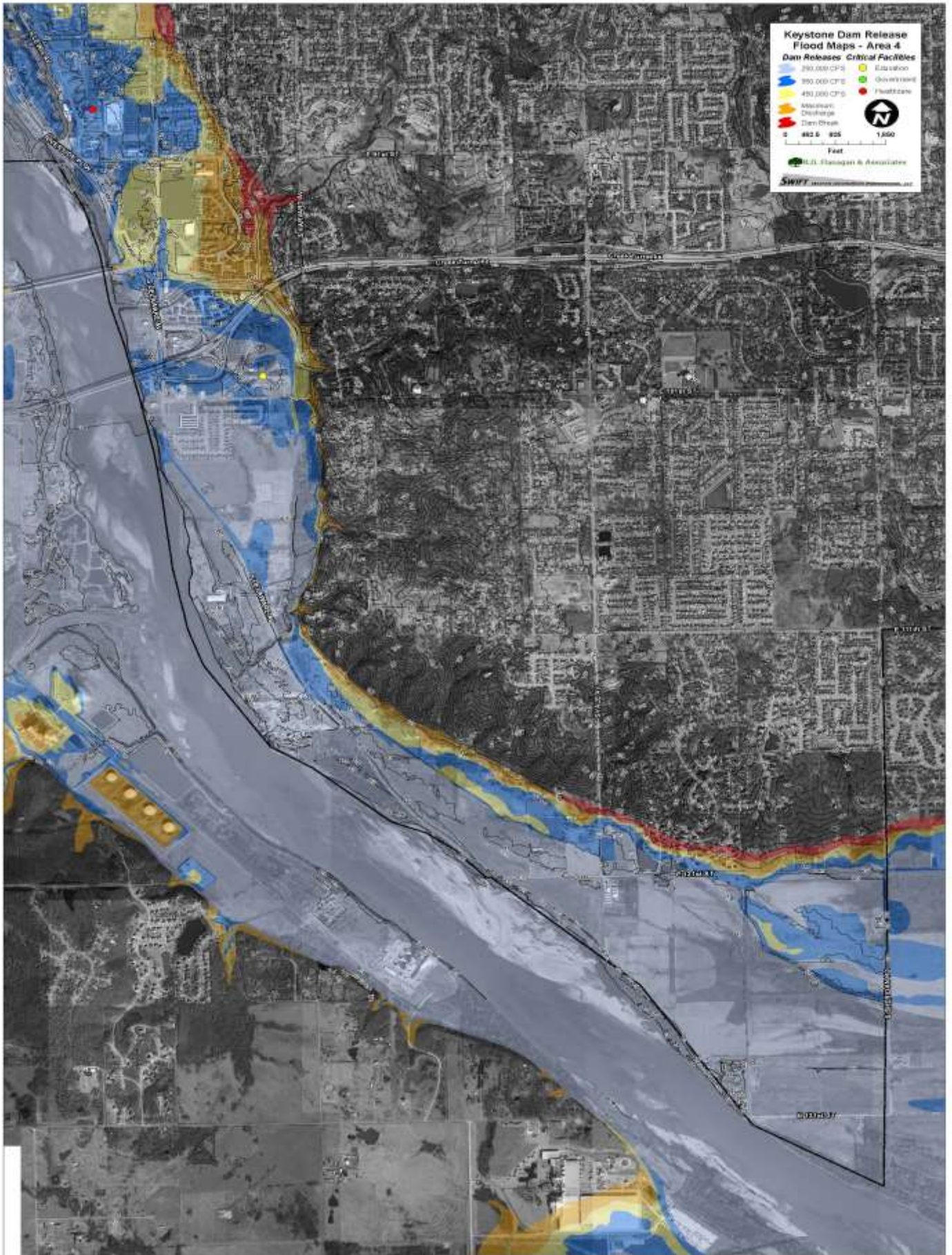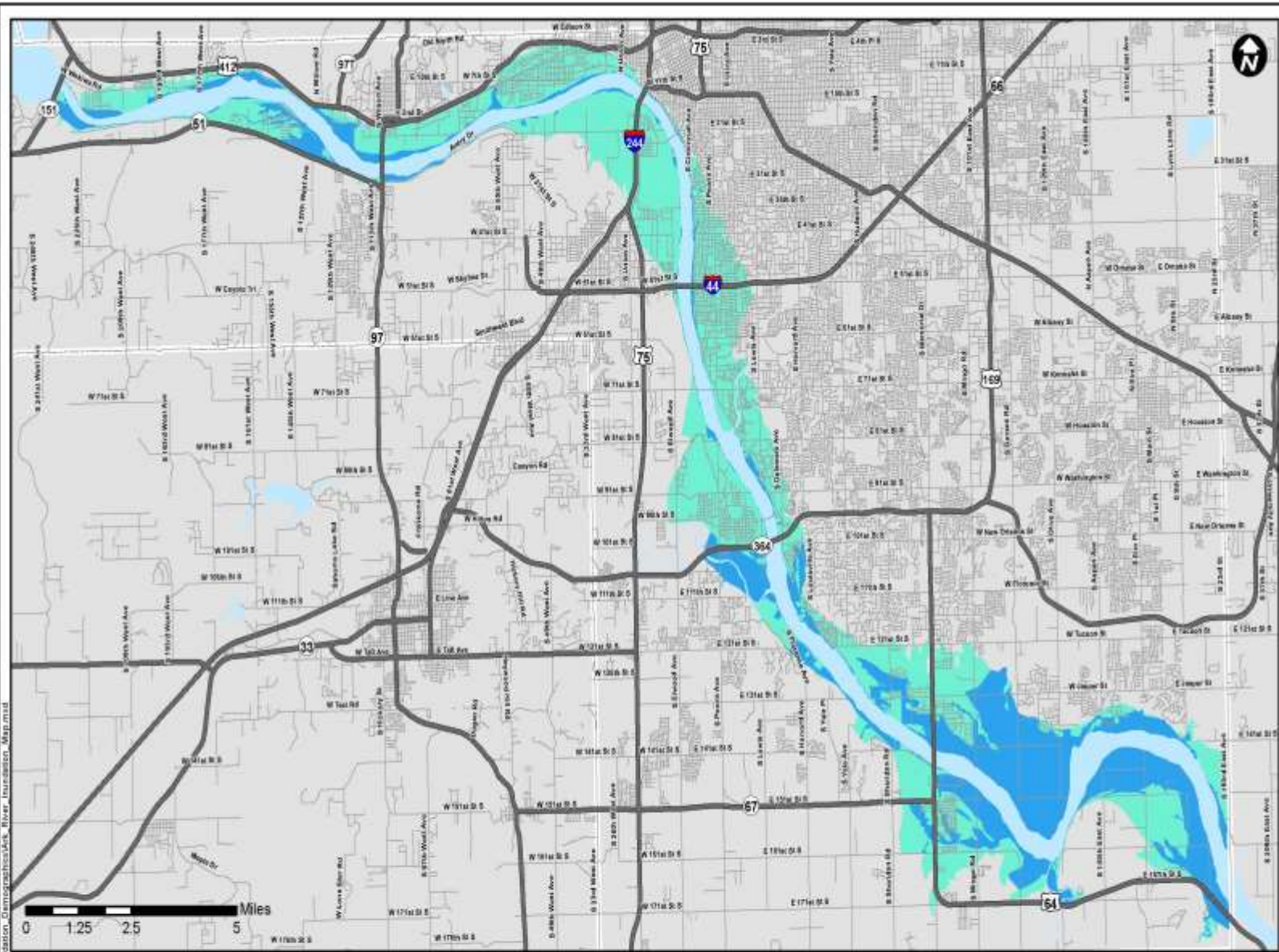
Arkansas River Inundation Areas

Legend

Waterbodies   100-year Floodplain   500-year Floodplain

Arkansas River Inundation Statistics (2015)			
	100-year Floodplain	500-year Floodplain	Total
Population	2,984	53,471	56,455
Housing Units	1,513	27,720	29,233
Occupied Housing Units	1,307	24,447	25,754
Vacant Housing Units	206	3,273	3,479
Businesses	474	2,154	2,628
Employment	4,620	22,761	27,381

Source: Easy Analytic Software, Inc. (EASI®) All Rights Reserved. Alteryx, Inc., 2016

Consequences

Levee A and B

- Threatened Population with Breach: Day- 1,657 Night- 2,387
- Estimated Loss of Life Breach Prior: 30
- Threatened Population with Overtopping: Day- 999 Night- 1,701
- Estimated Loss of Life with Overtopping: 21
- Number of Structures Inundated: 3,071
- Property Damages (in 1000s): $630,045.28

Levee C

- Threatened Population with Breach: Day- 1,468 Night- 1,544
- Estimated Loss of Life Breach: 11
- Threatened Population with Overtopping: Day- 978 Night- 1,203
- Estimated Loss of Life with Overtopping: 8
- Number of Structures Inundated: 573
- Property Damages (in 1000s): $237,435.85

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX F
HUMAN RESOURCES

I.   PURPOSE

This annex provides Tulsa County, including its municipalities, with information on how to plan for emergency public assistance during a disaster situation. Public "welfare services" during times of disaster are designed to meet immediate needs of people during and after the disaster occurrence. Also, this annex is concerned with providing shelter and care, from both public and private sources, to the local population and displaced persons in case of tornadoes, floods, winter storms, nuclear incidents, or other hazardous situations.

II.   SITUATION AND ASSUMPTIONS

See Basic Plan Section II.

III.   CONCEPT OF OPERATIONS

A. General

1. Primary responsibility for welfare services to disaster victims is assigned to the Tulsa County Chapter of the American Red Cross (ARC). Welfare services will be provided through the coordinated efforts of the ARC, Department of Human Services (DHS) County Office, and other volunteer groups, including the VOADs. This concept envisions emergency registration, congregate care, clothing distribution, and other assistance to be decentralized into the community, requiring support from the community or from adjacent communities if damage precludes operating in the disaster area.

2. Reliance cannot be placed entirely on any single means for individual protection or shelters. A balanced combination of several methods must be utilized in a comprehensive shelter program. Normally, shelter will be assigned or utilized as follows: public schools, government buildings, churches, colleges/universities, and private buildings.

3. In the event it becomes necessary to occupy emergency shelters, the primary mode of transportation will be walking, supplemented by private vehicle. The Resource Coordinator, if needed, will provide transportation from staging area(s) to designated shelters.

4. The following criteria are recommended when selecting buildings/shelters for public use.

a. For tornado shelter, use National Storm Shelter Association-approved underground and above ground shelters and SafeRooms for single-family residences.

b. For tornado shelter, use basements of concrete construction that have a minimum number of windows. Private tornado shelters for family use should meet specifications of FEMA Publication 320. Commercial or community shelters should meet specifications of FEMA Publication 361.

c. For flood/storm shelter, consider elevation, surrounding topography, and structural integrity.

d. For chemical and biological shelter, consider the location of the hazard, the wind direction, the hazard duration, the ability to "seal off" the structure from the outside hazard, and the structure's internal ventilation system capability to operate over long periods of time. "Sheltering in place" is often an appropriate option in these situations. Consider turning off the air handling system if it takes in any outside air.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

See Annex A: Appendix 1.

B. Assignment of Responsibilities

1. Coordination Group

a. Development of a complete shelter program. This includes an in-place plan for sheltering local residents and an emergency shelter plan for displaced persons after a natural disaster or technological incident.

b. Shelter activities such as:

i. Activating reception centers for registration, lodging, feeding, and sheltering of the local population after an event

ii. Shelter surveys

iii. Marking of shelters

iv. Training of shelter managers

v. Providing shelter management kits and certain supplies

vi. Providing public information and education

vii. Activating and deactivating shelters as needed

viii. Providing communications capabilities

2. Tulsa County American Red Cross Executive

   a. Coordinate all emergency welfare service with the County Coordination Group.

   b. Develop and maintain emergency aid agreements with volunteer agencies.

   c. Identify buildings suitable for use as lodging/shelters and make arrangements for their use in an emergency.

   d. Ensure all lodging/shelters have appropriate staffing to provide necessary services, including care of unaccompanied children, the aged, and others needing special care.

   e. Supply shelters with water, food, bedding, clothing, and other supplies as required.

   f. Refer people in need of medical care to appropriate facilities; obtain transportation if required.

   g. Register all persons in shelters or Registration Centers.

   h. Coordinate activities with state and federal agencies as necessary; request assistance from Oklahoma Dept. of Emergency Management EOC when local resources are depleted.

   i. Maintain communications with other emergency service organizations and operating Emergency Operations Centers (EOCs).

   j. Provide volunteers adequate training for emergency operations.

k. Coordinate welfare service planning with Shelter Managers and EOC Shelter/Mass Care Officers.

l. Assist in shelter management and control.

m. Identify facilities to be used for mass feeding.

n. Notify participating agencies of mass feeding locations when they are operational.

o. Coordinate activities of all volunteer agencies during emergency response.

p. Establish procedures to receive and account for supplies procured.

q. Keep all emergency management EOCs informed of welfare service activities.

r. See Annex A for Disaster Contact for Tulsa County American Red Cross.

3. Shelter/Mass Care Coordinator

a. In coordination with the American Red Cross representative, the DHS County Director and/or the Salvation Army Representative is responsible for organizing, establishing, directing, and monitoring the reception activities for processing the local population prior to and during a crisis.

b. Organize and operate lodging and feeding facilities.

c. Supervise operations of emergency shelters, when necessary.

d. Assist American Red Cross in operating emergency shelters in the event of natural disasters or nuclear incidents requiring evacuation of homes.

e. Coordinate requirements for volunteers, supplies, materials, and financial assistance with Resource Coordinator, ARC, and the DHS County Director.

f. Assist the ARC Chapter Executive in developing emergency welfare plans for the community.

g. Identify facilities for lodging/shelter and mass feeding within

his/her community.

  h. Coordinate emergency welfare activities with ongoing emergency operations and the EOC staff.

4. Superintendent(s) of Schools

Ensure contracts or memoranda of agreement are prepared with county representatives for the use of buses for transport of evacuees as requested by the Transportation Officer.

5. County DHS Director

  a. Assist in reception and registration of evacuees/displaced persons, within capabilities.

  b. Assist ARC in staffing and operation of temporary shelters/congregate care facilities in the event of natural disaster or other emergencies requiring evacuation.

  c. Provide individual assistance.

  d. Purchase clothing for disaster victims when authorized.

  e. Provide financial assistance when needed and authorized.

6. Salvation Army

The Salvation Army is also a key agency in and outside the county when shelters and shelter support are required. County representatives should make full use of its capabilities and experience.

  a. Support shelter operations, particularly food service.

  b. Provide clothing and other necessities to evacuees/displaced persons.

7. Oklahoma Voluntary Organizations Active In Disasters (OKVOAD). (See Appendix 2).

An affiliation of the Oklahoma Dept. of Emergency Management that can respond to disasters with:

  a. Food

b. Clothing

c. Shelter

d. Equipment and goods

e. Communications

f. Cleanup and reconstruction assistance

g. Damage assessment assistance

h. Transportation

i. Notification

j. Counseling

k. Follow-up care after the emergency

l. Advocacy for victims (To assure that existing services and help are available to all who need them and qualify)

8. 2-1-1 Helpline

a. Serve as a community-wide hotline for disaster information/reporting as requested by TAEMA.

b. Develop internal tracking tools to support the Emergency Support Function (ESF) metrics.

c. Submit incident reports to TAEMA. Provide feedback to community leaders on most common 2-1-1 calls related to the disaster and any unmet needs identified by victims.

d. Provide data collection on new and amended resources to help victims of the disaster. Update disaster resource files on an annual basis and as needed.

e. Make referrals as appropriate to agencies coordinating volunteer response and/or donations, such as organizations affiliated with VOAD (Voluntary Organizations Active in Disaster) or organizations operating volunteer reception centers.

V.   DIRECTION AND CONTROL

   A. Emergency Shelters

   Local residents will be sheltered as directed by county officials.

VI.   CONTINUITY OF GOVERNMENT

   See Basic Plan Section VI.

VII.   ADMINISTRATION AND LOGISTICS

   A. Shelter Management

   Shelters will be operated in accordance with standard American Red Cross procedures.

   B. Communications

   The primary communications link between shelters and the EOC will be by telephone. In the event telephones are inoperative or overloaded, law enforcement personnel assigned to each shelter will provide radio communication using portable radios. Amateur radio operators may provide additional radio support.

VIII.   PLAN DEVELOPMENT AND MAINTENANCE

   The Emergency Management Director and Shelter Coordinator are responsible for maintaining and updating this Annex. They must closely coordinate changes with the American Red Cross Chapter Executive serving Tulsa County and the Tulsa DHS County Director.

IX.   AUTHORITIES AND REFERENCES

   A. Authorities

   See Basic Plan Section IX.

   B. References

      1. FEMA, Guidance for Development of an Emergency Shelter Stocking Plan, CPG 1-19.

      2. FEMA, Sheltering and Care Operations, CPG 2-8.

      3. FEMA, Guide for Increasing Local Government Civil Defense Readiness

During Periods of International Crisis; State and Local Guide (SLG) 100. Section 6 "Illustrations of Shelter Upgrading Techniques." Section 13 "Actions to Increase Inventory of Public Shelter." Section 17 "Actions to Increase Operations Readiness of Public Shelter."

4. FEMA, Shelter Supplies, CPC 83-1.

5. FEMA, Architectural Design Techniques for Emergency Protection and Energy Conservation, TR 86.

6. FEMA, How to Manage Congregate Lodging Facilities and Emergency Shelters, SM-11.

7. FEMA, Shelter System Officer Course, SM-355.

8. FEMA, Shelter Management Handbook, FEMA-59.

9. FEMA, Taking Shelter From the Storm: Building a Safe Room Inside Your House, March 2004, Forms 320.

10. Current VOAD Roster.

11. Volunteer Tulsa, Plan for Coordinating Emergent Volunteers in Disaster, 10-6-00.

12. FEMA, Design and Construction Guidance for Community Shelters, July 2000, Form 361.

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX F: APPENDIX 1
TORNADO/SEVERE WEATHER SHELTERS

I.   GENERAL

Since a function of the Emergency Management Director is to answer questions from the public concerning tornado shelters, the following criteria are listed for tornado shelters.

A. Evaluation of new construction for suitability will be directed to City of Tulsa Code Enforcement or Tulsa County Inspections.

B. Only space located in fully or partially below-grade basements or subbasement must be concrete.

C. Two types of potential tornado space are distinguished.
   1. Underground

        i. Primary: The refuge must be fully buried, and the ceiling of the refuge must be concrete.

        ii. Secondary: The refuge may be either:

            a. Fully buried but with a wood floor over the basement, or

            b. Partially buried with a concrete floor over the basement but with no more than approximately 25% of the wall height exposed at any point other than at occasional stairwells, window wells, or areaways. No above ground wall may be of wood or metal stud construction.

            c. In secondary tornado shelter refuges, areas not shielded from exterior windows by interior walls will not be considered as shelter space.

   2. Above Ground
        i. Primary: The refuge must the structure must be designed and constructed to the guidelines specified in FEMA P-320, Taking Shelter from the Storm: Building a Safe Room for Your Home or Small Business and FEMA P-361, Safe Rooms for Tornadoes and Hurricanes: Guidance for Community and Residential Safe Rooms
        ii. Secondary: The refuge should be an interior room with no windows located in the lowest part of the structure.

D. The number of shelter spaces can be calculated from the useable floor area divided by six square feet per person.

E. Citizens should be advised to plan for and prepare emergency shelters in or near their home.

F. Local government facilities should not be relied upon for shelter for many reasons including but not limited to liability issues, obtaining access after normal business hours, and travel time to the government facility. Many private shelters exist throughout the county.

F. PSRC/911 center under the direction of the Tulsa Fire Department, Communications Technology Officer shall maintain a list of City of Tulsa and 911 sponsored unincorporated areas of Tulsa County, current residential tornado shelters. All incorporated cities within Tulsa County will maintain their own residential tornado shelter lists. Participation of registering residential tornado shelters is at the discretion of citizens of Tulsa County and City of Tulsa.

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX F: APPENDIX 2
TULSA HUMAN RESPONSE COALITION MOBILIZATION PLAN

I.   INTRODUCTION

The Tulsa Human Response Coalition brings together volunteers in the community with skills in fields of public health, public safety, mental health, human services, emergency response, and disaster mitigation. They may make those skills available to local emergency managers by being "on-call" to assist when needed at the site of a disaster.

I.   SCOPE

Professional first responders (fire, police, ambulance) and the American Red Cross have a primary role in responding in public health and public safety incidents.

A. After they have been mobilized and additional community needs emerge, the following are volunteer services that the Tulsa Human Response Coalition will provide:

1. Translation services or sharing of multicultural understanding in an emergency or for public health or public safety incidents.

2. Short-term crisis intervention for mental health or social services, or assistance to those professionals.

3. Short-term disaster recovery services for computer systems in an emergency situation.

4. Short-term disaster recovery/casework/education for community disasters.

5. Other skills not stated here as required by emergency management professionals.

C. The following is a statement of services that the Coalition will not provide:

1. Services that require the volunteer to be in harm's way.

2. Concerns normally referred to a community agency for long-term care.

3. Short-term or long-term financial assistance or financial counseling.

4. Background checks on volunteers.

5. Training for volunteers being referred to community organizations.

6. Insurance coverage or worker's compensation coverage; the Tulsa Human Response Coalition does not accept liability for volunteers it refers to community organizations.

II.   MOBILIZING COMMUNITY RESOURCES

To mobilize community and volunteer resources of the Tulsa Human Response Coalition, call 596-5583. This single point of contact is available to the Director, Tulsa Area Emergency Management Agency, and to TAEMA personnel all day, each day of the year. This phone service is provided as a volunteer service by the Tulsa County Social Services Shelter.

When Tulsa County Social Services receives a valid call requesting action by the Coalition, shelter personnel will contact the appropriate staff person in the Coalition rotation.   The staff member will mobilize volunteers according to incident requirements.

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX F: APPENDIX 3
PLAN FOR
COORDINATING EMERGENT VOLUNTEERS IN DISASTERS

I.   INTRODUCTION

   A. General

       During events when the response of the community may manifest itself in the form of large numbers of spontaneous or emergent volunteers unaffiliated with a response agency prior to the event. These numbers of emergent volunteers can detract from an agency's ability to respond to the event with its normal cadre of volunteers by requiring that trained staff be diverted to receive volunteers, gather information, and refer to the appropriate tasks. Emergent volunteers may also find themselves connected with an agency that cannot make the most effective use of their innate skills.

       This Emergency Volunteer Plan is intended to provide a mechanism whereby volunteers can be received and registered (if registration is needed) away from the immediate response activity, a database of skills can be developed and maintained, and the volunteers can then be effectively matched to the most appropriate position and the most appropriate agency.

   B. Purpose

       The purpose of this plan is to provide a safe and efficient way to handle spontaneous/unaffiliated volunteers. Upon their emergence TAEMA will determine if volunteers are needed and, if so, will connect them with agencies in need during disaster response and recovery.

   C. Plan Maintenance

       1. TAEMA is responsible for developing, maintaining and drafting needed revisions to the plan after every significant event

       2. TAEMA will receive a copy of the questionnaire that Customer Care Center asks the spontaneous volunteers

       3. All revisions will be sent to the Director of TAEMA for approval

II.   KEY SITUATION AND ASSUMPTIONS

A. Assumptions

1. In the event of a major event in the Tulsa area, corporate participants, and volunteer groups may suffer injuries to personnel, property loss, and impairment to utilities and communications systems.

2. Emergency services (police, fire, ambulance) may not be available for up to 72 hours or longer

3. Responding agencies and organizations will require assistance in order to meet community needs. These agencies are likely to include:

   a. Traditional disaster relief agencies, e.g., Red Cross, Salvation Army, Food Bank, other OkVOAD members

   b. Government entities, e.g., cities, counties, tribes, or special districts

   c. Community-based organizations, especially those that serve vulnerable populations

   d. Groups not previously known or not previously involved in disaster preparedness/response

   e. Groups which are formed in response to a specific event or incident[1]

B. Types of Emergencies

Tulsa County is vulnerable to a wide range of hazards. Some of the most significant are or have been:

1. Winter storms/Ice storms

2. Tornadoes

3. Floods

4. Hazardous materials incidents

5. Transportation accidents

6. Urban or wild land fires

---

[1] Groups which emerge following a specific event will only be considered "recognized" for the purposes of this plan if they are approved by the Director of TAEMA or designee.

7. Domestic or international terrorism or civil unrest

8. Evacuation of populations from other areas due to catastrophic events of national significance

9. Public Health emergencies, such as infectious diseases with epidemic and pandemic potential.

III. OPERATION

A. Distribute Customer Care Center's phone number (311) via press, social media, and other sources for volunteers to call if they are interested in helping

B. In the response or recovery phases following a disaster, the City of Tulsa Customer Care Center will :

1. Operate at their call center handling incoming calls from volunteers.

2. Upon calls, Customer Care Representatives will ask volunteers questions regarding how they will contribute to the volunteer efforts

3. Customer Care Center will create a distribution list of all incoming calls and distribute it to TAEMA.

4. Upon request the Customer Care Center will assign a liaison at the TAEMA Emergency Operations Center to facilitate communication between Customer Care Center, TAEMA, the MERC, and/or the Joint Information Center

5. Other organizational or agency liaisons will provide updated information on volunteer needs to TAEMA and/or Joint Information Center for publicizing to the media

6. The Tulsa County Sheriff's office will be tasked with performing immediate background checks on spontaneous volunteers that are utilized through the EOC

C. During this response, City of Tulsa Customer Care will not:

1. Do background checks on volunteers

2. Train volunteers being referred to agencies

3. Keep a skills bank with detailed information of every individual who offers to volunteer

4. Manage donated goods

5. Transport people

6. Refer volunteers to individuals or to unrecognized groups. See Paragraph II.A.3.e for clarification of "recognized" organizations

7. Provide housing or food for emergent volunteers

8. Accept liability or provide insurance coverage or worker's compensation coverage for volunteers who call, come to help or are referred to agencies to help

IV. ACTIVATION AND OPERATIONS

A. Activation

1. The plan may be activated in support of the Tulsa Area Emergency Management Agency when a disaster occurs that:

   a. Likely to require a need for additional volunteers over and above the participatory agencies' normal base, or

   b. Likely to produce a large number of spontaneous, unaffiliated volunteers.

B. Customer Care Center

1. Customer Care Center will serve as the location for overall management of the spontaneous volunteer emergency operations, information gathering and dissemination, and coordination with other organizations. The Call Center will be the primary location of the employees when needed. TAEMA's E.O.C. has the ability for CCC to operate if needed.

2. The size, staffing and equipping of the Customer Care Center will depend on the size and expected duration of both the emergency situation and spontaneous volunteer response operation.

3. The Customer Care Center will normally be operated during regular business hours (8 a.m. to 5p.m.) with the possibility of longer hours depending on the scope of the situation and the availability of volunteers to take calls.

4. The locations of the Customer Care Center are:

    a. Location 1 – Mayor's Action Center, City Hall, Tulsa, OK
    b. Location 2 – TAEMA E.O.C (if needed)

III.   NATIONAL INCIDENT MANAGEMENT SYSTEM

A. In coordination with the Tulsa Area Emergency Management Agency requirements for NIMS Compliance, The City of Tulsa Customer Care Center will align with the Incident Command System (ICS) when designating functions and assigning staff.

VI.   POINTS OF CONTACT

Primary Contact:	**Secondary Contact:**

Tulsa Area Emergency Management Agency
Director   Deputy Director
Office: 596-9898   Office: 596-9891

Customer Care Center
Office: 596-7605   Office: 576-5239

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX G
EMERGENCY RESPONSE PLAN FOR MEETING THE NEEDS OF CHILDREN

I. Purpose

The purpose of the Emergency Response Plan for Meeting the Needs of Children Annex to the Tulsa County Emergency Operations Plan is to prepare as a community for the unique needs of children before, during, and after a community disaster.

II. Situation and Assumptions

A. Situation

Children (0-18 years of age) are a highly vulnerable segment of the population in times of disaster. Under normal conditions, there are components at the governmental, private, and non-profit level which together form the networks on which children depend to support their development and protect them from harm. In addition to these systems, children fall under the supervision of their parents, guardians, and/or primary caregivers. Once a disaster occurs, however, most or all of these foundations in a child's life may suddenly collapse.

The child care centers and schools in which they were enrolled may be damaged, destroyed, or used for shelters. Their parents or guardians may be stretched between caring for the needs of their children and addressing the needs of the whole family's recovery. The child victims, who are generally incapable of managing their own needs, can suffer disproportionately and may fall behind their peers in development and education. Additionally, the physical and psychological damage sustained by children can far outweigh the same effects inflicted on fully-grown members of society, often requiring years of physical, psychological and other therapy to address.

B. Assumptions

1. Children whose parents or guardians are present will remain under parental guardianship or under the care of the legal guardians.

2. The location of the community's children during the school year and during regular school hours is predictable as determined by the Department of Education and the individual educational facilities.

3. Outside of regular school hours, the location of children is dictated primarily by families and social networks.

4. Parents' and guardians' primary concern during times of emergency or disaster will be to locate and collect their children.

5. Many providers of children's care, including child care and home care employees, teachers, camp counselors and others, will be affected by major disasters themselves. Their primary concerns at this time may be the whereabouts and safety of their own families.

6. Institutions normally tasked with the daytime care of children, including schools, child care centers, and others, are likely to be closed during and following a major disaster.

7. In events where there are numerous injuries or fatalities sustained by children, local pediatric care providers and institutions will be quickly overwhelmed.

8. Children will suffer the effects of PTSD at rates and severities greater than those of adults.

9. In certain disasters, such as pandemic flu or bioterrorism, families with children will be encouraged to shelter in place.

10. In certain disasters, children will be required to shelter in place at daytime care facilities, including schools and child care centers.

11. Transient children, including the children of tourists, travelers passing through the community, patrons of local businesses and others, may require additional help related to guardianship, especially when parents or guardians are not present.

12. All schools and many private child care and educational facilities maintain internal emergency operations plans of their own to address the needs of children, though these plans are applicable only while children remain in their care.

13. Catastrophic disasters may overwhelm the capacity of local facilities to deal with pediatric needs, including medical care, emergency care, special diets, sheltering arrangements, and supervision.

14. Until children are moved from the grounds of a school or child care facility or until assistance is requested from the office of emergency management, children will remain under the care of the school or child care facility administration.

III. Plan Development and Maintenance

As part of the Tulsa Partners/Save the Children initiative to help prepare and protect children in disaster, Tulsa Partners, Inc. brought together a planning committee that included representatives from the Tulsa Area Emergency Management Agency, Tulsa Public Schools Office of Safe & Drug Free Schools, Child Care Resource Center, and the Metropolitan Medical Response System to work through the process of formulating a Children's Emergency Response Plan using guidance from the Save the Children document "The Unique Needs of Children in Emergencies: A Guide for the Inclusion of Children in Emergency Operations Plans." Once a draft was arrived upon, the committee called together a larger group of subject matter experts to provide input to the plan. Once a final draft was arrived upon, the plan was included as an annex to the Tulsa County Emergency Operations Plan (EOP).

This annex will be updated as part of the EOP's established review and revision process.

IV. Administration and Logistics

The members of the planning committee have agreed to form a Children's Emergency Response Task Force that will become a subcommittee of the Tulsa Human Response Coalition (THRC). The group will periodically be convened by the Tulsa Area Emergency Management Agency or the THRC to provide ongoing leadership to Tulsa's efforts to prepare as a community for the needs of children in emergencies.

Agencies with representation on the task force include: Child Care Resource Center; Metropolitan Medical Response System; Tulsa Area Emergency Management Agency; Tulsa Health Department; Tulsa Partners, Inc.; Tulsa Public Schools Office of Safe & Drug Free Schools; University of Oklahoma Institute for Disaster & Emergency Medicine.

V. Mitigation

Mitigation is the continuing effort to lessen the impact disasters have on people and property. Mitigation is defined as "sustained action that reduces or eliminates long-term risk to people and property from natural hazards and their effects."

The Children's Emergency Response Task Force will submit its plan for reference to the City of Tulsa All-Hazards Mitigation Plan and the Tulsa County Hazard Mitigation Plan.

In addition, it is recommended that all organizations working with children take

the following mitigation measures;

A. Disaster Supply Kits

Prepare disaster supply kits with a three-day supply of items needed for the care of children.

B. Drills and Exercises

Participate in community-wide disaster exercises and conduct regular drills, including the testing of on-site fire and tornado procedures and evacuation and shelter-in-place plans.

C. Floodplain Assessment

Check with local authorities to determine whether a facility is located within a floodplain. Obtain floodplain insurance.

D. Hazard Mitigation Assessments

Conduct hazard mitigation assessments and take action to address any vulnerabilities.

E. NOAA Weather Radios

Purchase NOAA weather radios and test them regularly.

F. Safe Rooms

Install Safe Rooms in facilities that care for children.

VI. Preparedness and Public Education

Planning and public information are essential elements of preparedness. The planning phase is designed to save lives and to minimize damage when an emergency occurs. These activities ensure that when a disaster strikes, emergency responders will be able to provide the best response possible. Public education is a crucial part of the effort to prepare children, their families, and the organizations who serve them for disaster.

A. Public Education

The Children's Emergency Response Task Force will take advantage of every opportunity to provide public information to the community with regard to the needs of children in emergencies and the preparations necessary to ensure

those needs are addressed.

B. Children's Disaster Workshops

The Children's Emergency Response Task Force will provide outreach to area elementary and middle schools and other children's programs such as Campfire, Boy Scouts, Girl Scouts, YMCA, etc. to present the Children's Disaster Workshops developed by Save the Children. The Task Force will also promote preparedness activities and programs for middle and high school students.

C. Children with Functional Needs

The Children's Emergency Response Task Force will encourage organizations that serve children with functional needs to engage in the planning process needed to prepare to assist their clients during a disaster.

D. Community Disaster Plans

The Children's Emergency Response Task Force will monitor the community's disaster plans, including the Tulsa County Emergency Operations Plan. .

E. Continuity of Operations Plans

All organizations caring for children will be encouraged to write and maintain continuity of operations plans [see the Institute for Business and Home Safety's *Open for Business* or visit www.ready.gov for guidance].

G. Crisis Communication Plans
Assemble and maintain crisis communication plans to include emergency calling trees for rapid notification of employees and parents and contingencies for alternative communication methods if needed.

VII.   Response

When the City of Tulsa or Tulsa County declares a state of emergency, addressing the needs of children must be at the forefront of response strategies. Response is defined as the actions taken to save lives and prevent further damage in a disaster or emergency situation. Relief efforts to support victims of the disaster are also included in the response phase. During a disaster response, priorities are ranked in this order of importance: life safety, incident stabilization and property protection.

A. Children's Emergency Response Task Force

During a community emergency, the Children's Emergency Response Task Force will call meetings as necessary to monitor the needs of children based upon the response situation and make recommendations to response and human service agencies as warranted.

B. Shelter-in-Place

Facilities that care for children must prepare shelter-in-place protocols that include identifying the safest place within each building and ensuring that all children can be safely sheltered. Protocols should cover scenarios such as tornadoes, hazardous materials incidents, and intruders.

C. Evacuation/Transportation

In the event that children must be evacuated to a shelter or reunification point, tracking and safe transportation should be the highest priorities. Facilities that care for children and response agencies called upon to assist them must ensure that adequate safety precautions, including child car seats, are available and utilized. Evacuation routes should be pre-identified, taking into consideration factors such as floodplains.

D. Shelters

The American Red Cross will ensure that all shelters follow established internal protocols for the care of children. The assistance of VOAD and other organizations will be enlisted per pre-determined agreements to provide child care services within shelters. Volunteers who have been provided with Save the Children's "Safe Space" training will assist with these operations.

E. Credentialing Systems

In the event of a large-scale disaster requiring transportation and sheltering of children, a community-wide credentialing and badging protocol must be implemented that will ensure that all children and workers are appropriately identified and tracked. Partnerships with agencies such as the City of Tulsa and Tulsa Health Department will be utilized to provide badging services. Spontaneous unaffiliated volunteers will be instructed to report to an established volunteer reception center for background checks and other screening measures, per the "Plan for Coordinating Emergent Volunteers in Disaster."

F. Reunification

When reunification is required in an evacuee shelter or a large-scale disaster shelter, the following measures should be taken.

1. Recognize that some children in the shelter may not be with their usual guardians and that these children are at high risk of being listed as missing by family members.

2. Utilize Oklahoma Medical Reserve Corps volunteers and Health Department employees to assist with pediatric social assessments.

3. Register all children as they enter the shelter; conduct 'sweeps' of the shelter on an on-going basis to ensure that no children have been overlooked in the registration process.

4. When needed, use a survey form to question each child about his/her sleeping location in the shelter, age and relationship to the adult who is currently supervising the child. If possible, generate a digital data entry system to record information such as date of birth, identifying birthmarks or scars, home address, names of relatives, etc.)

5. Attach a hospital-style identification bracelet (or photo ID badge if possible) to the child and a matching one to the supervising adult(s) and monitor frequently to ensure that the wristband/badge matches that of the adult(s) seen with the child while in, or when leaving, the evacuee shelter.

6. Review the data sheets promptly to identify those children not traveling with their legal guardians, consider these children to be at high risk and submit the names of these children to the National Center for Missing and Exploited Children (NCMEC) or to a locally-maintained database if the disaster is smaller in scale.

7. When a response is received from NCMEC or local database that a child in the shelter has been listed as missing, immediately locate the child in order to pursue reunification, and establish and monitor the safety and well-being of the 'missing' child.

G. Pediatric Health Care

1. Safe Kids Tulsa Area Chapter – Injury Response

In the event of a disaster, the Safe Kids Tulsa Area Chapter can be consulted to ensure that areas where children will be sheltered are reviewed for possible child injury. See: "Operation Child Safe: A

Strategy for Preventing Unintentional Pediatric Injuries at a Hurricane Katrina Evacuee Shelter."

H. Facility Tracking

In the event of a disaster, the Child Care Resource Center will provide the Children's Emergency Response Task Force with lists of all licensed child care facilities in Tulsa County. Tulsa Public Schools and other local school districts will provide lists of school locations. TAEMA and the Public Works Department will provide lists and maps of critical facilities.

VIII. Recovery

Recovery is defined as the actions taken to return the community to normal following a disaster. Repairing, replacing, or rebuilding property are examples of recovery.

A. Mental Health

Response agencies will work with the Tulsa Human Response Coalition's Mental Health Emergency Response Committee and its member agencies such as Family & Children's Services to coordinate counseling and debriefing sessions specifically geared toward children.

American Red Cross will also work with mental health providers to arrange for counselors to be present in shelters.

Schools and child care centers will provide ongoing counseling opportunities for children affected by disasters.

B. Long Term Recovery

Long-Term Recovery Committees will consider the special needs of children in working with families recovering from disasters. This includes requesting resources appropriate for meeting children's ongoing needs, integrating personnel trained specifically to deal with children (i.e. mental health professionals, child advocates and service providers) into the Long-Term Recovery case management process, and taking into consideration issues such as health care, child care, counseling, and child safety.

IX. Target Groups

A. Families

As the most critical part of a child's support structure, families must ensure

that they prepare for disaster, including establishing a family disaster plan and assembling a disaster supply kit. Parents should educate their children about what to do before, during and after a crisis. Parents should also be proactive about learning the precautions their children's schools and/or child care centers have taken.

B. Schools

In addition to school emergency response plans mandated by the Oklahoma Department of Education, schools must all take steps to further enhance their disaster preparedness measures. This includes: installing SafeRooms, working closely with parents, distributing literature, and creating supply kits.

C. Child Care Centers and Family Child Care Homes

In addition to child care facility emergency response plans mandated by the Oklahoma Department of Human Services, child care facilities must all take steps to further enhance their disaster preparedness measures. This includes: installing SafeRooms, working more closely with parents, distributing literature, and creating supply kits.

D. Youth Centers and Summer Programs (Boys & Girls Clubs, YMCA, etc.)

The Children's Emergency Response Task Force will encourage organizations that operate youth and summer programs to participate in the community's emergency response process and to develop their own internal emergency plans, in addition to those mandated by the Department of Human Services and other accrediting agencies.

E. Disaster Response Organizations

In addition to the member agencies of the Children's Emergency Response Task Force, the other response and human service agencies involved in disaster activities in Tulsa County must engage in the process of becoming prepared as a community to address the needs of children in disaster.

X. Authorities and References

Brandenburg, Mark A., Sue M. Watkins, Karin L. Brandenburg and Christoph Schieche. Operation Child-ID: Reunifying children with their legal guardians after Hurricane Katrina. *Disasters.* 2007.

Brandenburg, Mark A., et al. Operation Child-Safe: A Strategy for Preventing Unintentional Pediatric Injuries at a Hurricane Katrina Evacuee Shelter.

Prehospital and Disaster Medicine. October 2006.

Powell, Maria, Neal A. Pollard and Kelly Deal. Project Pediatric Preparedness Final
    Report.

Save the Children. The Unique Needs of Children in Emergencies: A Guide for the
    Inclusion of Children in Emergency Operations Plans. August 2007.

Annex H:
Emergency Support Function #8
Public Health and Medical Services

Primary Coordinating Agencies: Tulsa City County Health Department
Emergency Medical Services Authority-Metropolitan
Medical Response System

Primary Response Agencies: Tulsa County Hospitals
Tulsa County EMS Agencies
Tulsa County EMR Agencies

Secondary Support Agencies: Tulsa Area Emergency Management Agency
Tulsa County Law Enforcement Agencies
Tulsa County Fire Departments
Tulsa Hospital Council
American Red Cross
Salvation Army
Oklahoma State Department of Health
Oklahoma Hospital Association
Oklahoma Blood Institute
Office of Chief Medical Examiner
Oklahoma Poison Control
U.S. Department of Health and Human Services
Center for Disease Control and Prevention
Other Non Profit and Private Sector Agencies

I.   PURPOSE

Emergency Support Function (ESF) #8 - Public Health and Medical Services provides the mechanism for coordinated local response to a potential or actual mass casualty incident or public health emergency. The services provided include, but are not limited to, individual medical care, community-based public health activities, mental health and medical needs support, and the disposition of deceased patients. ESF-8 will also serve as the liaison to county, state, federal, and private agencies engaged in supporting a mass casualty incident or public health emergency. This Annex serves as a framework for the health and medical response necessary to reduce death and injury during emergency situations, and restore essential health and medical services to the people of Tulsa County.

II.   SITUATION AND ASSUMPTIONS

        See Basic Plan Section II.

III.   CONCEPT OF OPERATIONS

   1.   The medical system is defined as agencies, organizations, and entities providing care
        to an individual patient.

   2.   The public health system is defined as agencies, organizations, and entities
        performing health activities targeted at groups of individuals or a defined segment of
        the population.

   3.   Both the medical and public health system(s) extend beyond the jurisdictional
        boundaries of the City of Tulsa. Consequently, preparedness, response, and
        mitigation activities will occur in concert with other city, county and state agencies.

   4.   Tulsa County is served by an independent City-County Health Department, governed
        by a local City-County Board of Health.

   5.   The TCCHD Director will oversee all public health mitigation, response, and
        recovery activities in response to a mass casualty incident or public health
        emergency.

   6.   Tulsa County operates under a Regional Medical Response System (RMRS).
        Metropolitan Medical Response System and RMRS are used interchangeably. The
        RMRS will coordinate medical system response to address acute care, medical needs
        patients, and other medical or public health issues.

   7.   The RMRS Director will oversee the coordination of all activities conducted to meet
        the needs of the medical system during a mass casualty incident or public health
        emergency.

   8.   Tulsa County has a Medical Emergency Response Center to coordinate medical
        response activities and provide information to multi-agency coordination centers,
        incident/unified command, and the medical/public health system as a whole.

   9.   Private healthcare organizations are critical in meeting the emergency medical needs
        of the residents of Tulsa County. Therefore, local, state and federal resources may be
        made available to support the continuation of essential healthcare services.

   10. Changes to established medical protocol and public health services may need to be

adjusted dependent upon the size and type of disaster.

11. Local ESF-8 has limited resources for mental and behavioral healthcare and will need to coordinate with other local, state and/or private agencies to address these needs.

12. Although most incidents can be managed with resources available at the local level, large scale incidents may exceed the capacity of the current medical system requiring additional state and federal resources.

IV.   ORGANIZATION AND RESPONSIBILITIES

A. Organization

1. The Tulsa City-County Health Department (TCCHD) is responsible for protecting the residents of Tulsa County from disease, promoting healthy lifestyles, and responding to and mitigating disease outbreaks. It accomplishes these varied missions through planning, education, and the provision of a multitude of services. The health department has statutory authority to enforce codes and regulations to ensure the welfare of the population. TCCHD also has a select group of staff dedicated to public health emergency preparedness and response, and maintains a cache of response equipment and pharmaceuticals. The department will also activate and operate the agency's Emergency Operations Command Center if needed. The Executive Director of the Tulsa City-County Health Department will sit on the Tulsa City County Policy Group, if needed, during a mass casualty incident or public health emergency. During a public health emergency, TCCHD will be the lead primary coordinating and response agency.

2. Emergency Medical Services Authority's (EMSA) primary responsibility is to provide emergency medical care and transportation to the pre-hospital patient. The Authority is formed by an inter-local agreement between Oklahoma City and Tulsa, with numerous other jurisdictions included. The Authority utilizes a private contractor for the provision of service and is subject to independent medical oversight through the Medical Control Board. EMSA also administers the RMRS program for Tulsa County and has staff dedicated to medical system preparedness and response. Besides its operational fleet, EMSA also maintains a cache of equipment and pharmaceuticals and operates the Medical Emergency Response Center. The President of the Authority, or his/her designee, will sit on the Tulsa City-County Policy Group if needed during a mass casualty incident or public health emergency. EMSA will be the lead primary medical coordinating and response agency during a mass casualty incident or any event that compromises the healthcare delivery system.

B. Responsibilities

1. ESF #8 is responsible for coordinating local medical and public health services and support in the following core functional areas:

    i. Notification to appropriate local and state officials of a potential or actual mass casualty incident or public health emergency

    ii. Response to a mass casualty incident or public health emergency

    iii. Ongoing assessment of medical and health surveillance data, and epidemiological investigations to detect the cause, scope, and potential mitigation and response measures to lessen the impact of illness or injury in the presence of abnormal disease progression

    iv. Communicate and disseminate pertinent information for containment, prophylaxis, safety issues, hazards and other public health response activities

    v. Provision of core public health services including; mass prophylaxis and/or immunization programs and other health related medical services to the population of Tulsa County

    vi. Activation of the Tulsa County Mass Immunization Prophylaxis Strategy (MIPS), an annex to the Tulsa City County Health Department's Emergency Operations Plan to request, receive, and distribute the Strategic National Stockpile

    vii. Assessment, triage, treatment, and transport of patients from a mass casualty incident or public health emergency to the appropriate facility

    viii. Assessment, support, communications, and response to the
    needs of the medical system during a mass casualty

incident or public health emergency

ix. Management of medical supplies before, during, and after a mass casualty incident or public health emergency

x. Provision of medical and public health support for local mass gathering events, and shelter operations to include environmental public health measures to prevent epidemics and the spread of disease

xi. Provision of medical and public health support for the defined medical at risk population

xii. Recruitment, training, credentialing, deployment, and demobilization of volunteers in support of medical and public health missions

xiii. Provision of technical assistance and regulation oversight of environmental public health issues including; food and water safety, and insect and rodent control

xiv. Coordination of medical and public health services to support identified mental and behavioral health needs during and after an incident

xv. Provision of medical and public health support for the coordination and disposition of fatalities from an incident in support to the local Medical Examiner's Office, and other appropriate state agencies

xvi. Provision of technical assistance and limited emergency response capabilities to support a hazardous material incident

2. ESF-8 will coordinate with ESF-6, NGO's and other organizations to meet the needs of the Medical At-Risk patient and to help ensure all individuals with medical needs receive appropriate care. This coordination may result in a "task-force" type approach to the medically At-Risk population. Private care providers and other contract/for-profit health organizations may be required to meet the needs of the Medical At-Risk individual.

The Medical At-Risk individual will have a clinical condition and will not necessarily include those with sense, mobility, or transportation

challenges. The Medical At-Risk Patient is defined as an individual who meets the following criteria:

- An acute medical complaint from illness or injury
- An acute complaint worsening into a chronic medical condition if the individual is unable to maintain his or her normal environment and treatment conditions.
- A medical condition treated through pharmacological means worsening into a chronic medical condition if the medication regimen is not maintained.
- A psychological condition treated through pharmacological means worsening into a chronic psychotic or behavioral manifestation if the medication regimen is not maintained.

3. ESF-8 will support The Oklahoma State Department of Mental Health and Substance Abuse Services, a State agency with local jurisdiction, in the coordination and provision of community mental and behavioral health services at the local level, during a large scale incident/disaster. The function may be supported by volunteers, private sector contractors, and/or other local response agencies.

4. ESF-8 will support community recovery efforts; and will monitor and assess the medical and public health system's return to a pre-incident operational capability.

V.   DIRECTION AND CONTROL

The Commissioner of Health for the state of Oklahoma has overall responsibility for the coordination of all health and medical services in the state, in response to a man-made or natural disaster. The Oklahoma State Department of Health (OSDH) is the lead state agency for public health initiatives, including public and medical system emergency preparedness and response activities. The Tulsa City County Public Health Department Executive Director is responsible for all local public health response activities. The Regional Medical Response System operates under the direction and authority of the OSDH medical response strategy.

VII.   ADMINISTRATION AND LOGISTICS

A. Each agency will adhere to the policies and procedures as defined by their agency.

B. Each agency is responsible for maintaining essential records and the documentation necessary for post disaster reporting.

VIII.   PLAN DEVELOPMENT AND MAINTENANCE

The Regional Medical Response System and the Tulsa City County Health Department will coordinate with Emergency Management, medical system partners, and other agencies as necessary, to enhance and maintain this plan.

IX.   AUTHORITIES AND REFERENCES

A. Authorities

See Basic Plan Section IX.

B. References

1. FEMA, CPG 1-6 Disaster Operations - A Handbook for Local Governments.

2. Emergency Operations Plan, Tulsa City County Health Department (2015)

3. Tulsa City County Health Department Mass Immunization and Prophylaxis

    Plan (2015)

4. Tulsa City County Health Department Pandemic Influenza Plan (2013)

5. Regional Medical Response System Plan (2014)

6. Regional Medical Response Center Standard Operating Guide (2014)

7. Oklahoma State Department of Health - Public Health & Medical System

    Emergency Response Plan (2014)

8. Oklahoma Catastrophic Health Emergency Plan (2012)

9. Mass Fatality Plan, Oklahoma State Office of the Medical Examiner (2012)

10. Tulsa Heat Emergency Action Plan (2013)

X.   IMPLEMENTATION

This annex will be implemented upon occurrence of a local disaster, at which time city or county authorities may make a declaration of emergency.

ANNEX H: APPENDIX 1
EXTREME TEMPERATURE EMERGENCY PLAN

I. **NEEDS STATEMENT**

Extreme temperatures can create life-threatening conditions throughout the year in Tulsa, Oklahoma. The most at-risk populations have been determined to be (a) low-income and elderly citizens with serious illnesses or general poor health who lack regular access to climate controlled environments, and (b) outdoor workers, athletes and others who experience prolonged exposure to the outdoor environment. This Extreme Temperature Emergency Action Plan is intended to reduce the loss of life and hospitalization associated with severe temperature conditions and to stimulate service coordination among public, private and non-profit organizations. Accelerated health education throughout the community is a key response to the most severe environmental conditions and is supplemental to other initiatives such as the operation of cooling or warming stations and the distribution of air conditioners.

II. **TEMPERATURE EMERGENCY CRITERIA**

HEAT EMERGENCY

EMSA in Tulsa will issue a Medical Health Alert based on demand for emergency medical care when the number of response to heat related incidents reaches five responses per twenty-four hour period (12:00 a.m. to 12:00 a.m.)

The National Weather Service (NWS) in Tulsa will issue a Heat Advisory when forecasting heat index values of 105F to 109F and/or temperatures of 103F or 104F. The National Weather Service (NWS) in Tulsa will issue an Excessive Head Warning when forecasting heat index values at or above 110F and/or temperatures at or above 105F. (Overnight low temperatures are no longer a consideration for issuing excessive heat warnings.) An Excessive Heat Watch will be issued ahead of a heat event when/if it becomes apparent that there is a good chance of warning conditions developing in the coming days.

III. **KEY SITUATION AND ASSUMPTIONS**

A. EMSA Medical Heat Alerts will usually occur when temperatures spike from mild or normal to high in short time spans. Higher heat coming earlier in the season may trigger an increased risk due to a lack of acclimation on the part of the population. Heat emergencies usually begin occurring in late June or early July, even though these are not peak temperatures for the summer.

B. Ozone Alerts may be occurring simultaneously, increasing the vulnerability of at-

risk individuals.

C. Heat related health education is practiced at utility companies, the Postal Service and at many other employers with a large number of outdoor workers.

D. There will be additional on-going disaster education programs, including extreme heat education, by the City of Tulsa, the American Red Cross, and other agencies, in accordance with their mandates.

E. If the need for sheltering extends beyond the intent and capacity of daily cooling stations into a 24 hour sheltering operation, the American Red Cross will act as the lead agency in charge of sheltering and other agencies and departments will provide support as needed

IV. **PRE-OPERATIONAL PHASE**

A. No later than the end of May each year, TAEMA will call an Advisory Committee meeting, consisting of the stakeholders named in Paragraph VIII, to review the plan for the upcoming season;

B. Using volunteer organizations, such as the Medical Reserve Corps, pre-printed Extreme Heat flyers (see Sample, TAB A) will be pre-distributed to appropriate agencies designated by the Committee. Agencies will be contacted by said volunteers to determine drop-off points and appropriate numbers of brochures needed. Agencies may include, but will not necessarily be limited to:

▪ Tulsa Area Agency on Aging	▪ Tulsa Housing Authority Office
▪ Visiting Nurses Association	▪ Meals on Wheels
▪ Outdoor Trade Union Reps	▪ EMSA
▪ Life Senior Services	▪ Tulsa County Social Services
▪ Day Center for the Homeless	▪ Salvation Army Shelter
▪ Appropriate multi-cultural agencies	▪ Tulsa Health Department

C. Pre-distributed flyers will be accompanied by instructions that participating agencies will hold these flyers until such time as a Heat Advisory or Heat Warning is issued. At that time the flyers will be distributed to their member populations.

D. TAEMA will determine whether to call a pre-season or early-season press

conference with the member agencies if certain conditions produce either early public concern or awareness or the National Weather Service is predicting an unusually hazardous period, which will usually be triggered by an Excessive Heat Watch. Early public concern or awareness may be triggered by such things as a large upcoming outdoor event or a highly visible mortality. TAEMA or participating member agencies will actively seek to take advantage of such "learning moments" by initiating press conferences and/or other forms of community education.

E. The EMSA Public Information Officer will act as lead PIO for this plan. The Tulsa Health Department Community Relations Coordinator will act as back-up PIO for this plan. Public Information Officers from other supporting agencies and departments will provide support as needed.

V. **OPERATIONAL PHASE I**

EMSA issues a Medical Heat Alert when the number of heat related responses reach EMSA's basic criteria. NWS declares an Excessive Heat Warning when weather conditions in the Tulsa metropolitan area reach the NWS criteria. The criteria reached first (usually the EMSA criteria) will trigger the implementation of Phase I.

A. Action Steps

1. EMSA or NWS will notify the Tulsa Area Emergency Management Agency (TAEMA).

2. TAEMA will then notify EMSA or NWS, Tulsa Health Department (THD), Tulsa Fire Department (TFD), Tulsa Police Department (TPD), Tulsa County Sheriff's Office (TCSO), American Red Cross (ARC), City of Tulsa Community Affairs, Mayor's Customer Care Center, Tulsa County Social Services (TCSS), Medical Emergency Response Center (MERC), Tulsa Transit, and the Tulsa Human Response Coalition (THRC).

3. The Medical Emergency Response Center (MERC) will also send out an alert to the medical community – EMS, hospitals, safety managers, etc. – via EMResource, a web-based inventory and Resource Management program that facilitates communications between medical response teams and healthcare providers

4. EMSA will send a Medical Heat Alert or the NWS will send an Excessive Heat Warning to the local news media with warning signs, a first aid checklist, and public places available for relief (shopping malls, libraries, etc.).

5. The THRC Cool Station chairperson will update the Cool Station subcommittee members on Heat Alert/Heat Advisory status.

VI. **OPERATIONAL PHASE II**

EMSA or the NWS in Tulsa extends the Medical Heat Alert/Excessive Heat Warning when the criteria are reached for a third consecutive day.

A. Action Steps

1. EMSA or NWS will notify TAEMA.

2. TAEMA will notify EMSA or NWS, THD, TPD, TCSO, TFD, ARC, City of Tulsa Community Affairs, Customer Care Center, TCSS, MERC, Tulsa Transit and THRC of all alert/advisory extensions.

3. The THRC Cool Station subcommittee will review its operation plan and will develop a list of possible Cool Station locations in preparation for possible action.

4. If requested by TAEMA, THRC will sponsor an educational event open to the public held by its member agencies.

VII. **OPERATIONAL PHASE III**

EMSA or NWS will extend the Medical Heat Alert/Excessive Heat Warning when the criteria are reached on a fifth consecutive day.

A. Action Steps

1. EMSA or NWS will notify TAEMA.

2. TAEMA will notify EMSA or NWS, THD, TPD, TCSO, TFD, ARC, City of Tulsa Community Affairs, Customer Care Center, TCSS, MERC, Tulsa Transit and the THRC of the extended advisory.

3. The THRC Cool Station Subcommittee will convene to open the appropriate number and locations of cool stations and meet or communicate frequently to verify an on-going need for the service.

4. TAEMA may call a meeting of the above agencies to review the actions taken as outlined in this Heat Emergency Action Plan.

5. TAEMA, NWS, THD, EMSA, PW, ARC and THRC may hold a joint news conference and issue a written "warning" with heat related symptoms, first aid

information, advice about checking on your neighbor, and locations of cool stations if appropriate.

VIII **DEMOBILIZATION**

The demobilization will begin when either weather conditions or EMSA patient load diminishes to the point it is no longer practical to maintain operation pace of the previous phases. The media will be notified of the return to pre-phase conditions.

IX **OPERATIONAL EVENTS**

If any person dies in the City of Tulsa or the unincorporated area of Tulsa County with excessive heat identified as a contributing factor per the Medical Examiner's office, the advisory Group will examine the situation and explore how this plan may be modified in the future to prevent similar situations from occurring.

Post event, the EMSA Public Information Officer will have primary responsibility for identifying heat related fatalities occurring in the City of Tulsa and the unincorporated area of Tulsa County as confirmed by the Medical Examiner's office.

IX. **CONTACT INFORMATION**

Primary Contact:		Secondary Contact:	
Tulsa Area Emergency Management Agency			
Roger Jolliff	918 596 9898	Joe Kralicek	918 596 9891
		Allison Whitsitt	918 596 9897
National Weather Service			
Steve Piltz	918 832 4115	Ed Calianese	918 832 4133
EMSA			
Kelli Bruer	918 596 3140	Adam Paluka	918 596 3120
American Red Cross			
Samantha Henry	918 831 1138	Mathew Hitchcock	918 831 1100
Tulsa Health Department			
Kaitlin Snider	918 595 4496	Leanne Stephens	918 595 4402
Tulsa County Social Services			
Linda Johnston	918 596 5561	Angela Patton	918 596 5580
City of Tulsa Mayor's Office			

Community Affairs			
Kim MacLeod	918 596 7803	Michelle Brooks	918 586 9875
Customer Care Center			
Michael Radoff	918 596 7605	Dianna Phillips	918 596 9750
		Ed Lydens	918 596 7040
City Planning & Development			
Laura Hendrix	918 596 9685		
Tulsa Fire Department			
Michael Baker	918 596 9415	Stan May	918 596 9420
		Jose Ariza	918 596 9418
Tulsa County Sheriff's Office			
Josh Turley	918 596 5631	Michelle Robinette	918 596 5633
		Rob Lillard	918 596 5706
Tulsa Police Department			
Leland Ashley	918 596 9189	Jeannie MacKenzie	918 596 1336
Community Service Council Tulsa Human Response Coalition, Weather Coalition			
Donnie House	918 295 1227		
2-1-1 Helpline			
Michael Coonfield	918 295 1227		
Tulsa Transit			
Mike Colbert	918 560 5611	Julia Butler	918 560 5630
AEP PSO			
Stan Whiteford	918 599 2574	Clay Hathaway	918 599 2421
		Carole Huff Hicks	918 599 2140
Tulsa Board of County Commissioners (BOCC)			
Vicki Adams	918 596 5510		
Salvation Army			
Arletta Robinson	918 582 7201 Ext 201	Don Anderson	918 582 7201 Ext 211
John 3:16 Mission			
Steve Whitaker	918 587 1186		

Dennis R. Neill Equality Center			
Toby Jenkins	918 743 4297		
Working in Neighborhoods			
Jhoanna Murray	918 576 5634		
Medical Emergency Response Center (MERC)			
Johna Easley	918 596 3663		

IX. REFERENCES AND AUTHORITY

A. American Red Cross. "Are You Ready for a Heat Wave?" (ARC 5032).

B. EMSA, Event Detail Report: Heat Events started between 07/01/2007 and 08/31/2007. Summary of "Excessive Heat Warnings" and "EMSA Heat Alerts."

C. Centers for Disease Control. "Extreme Heat: A Prevention Guide to Promote your Personal Health and Safety".

D. U.S. Environmental Protection Agency: Heat Wave Response Programs. www.epa.gov/heatisland/about/heatresponseprograms.html.

Hot enough for ya'??

Protecting yourself during summer heat!

A Service of the American Red Cross, Tulsa Human Response Coalition, Tulsa Health Dept. and Tulsa Partners, Inc.

- **Dress right**
  - Wear loose-fitting, lightweight, light-colored clothing to reflect heat & sunlight – preferably natural fibers like cotton. Many man-made fabrics don't work as well.
  - Protect your face & head with a wide-brimmed hat.

- **Keep heat outside & cool air inside**
  - Put up temporary reflectors in windows, like cardboard covered with aluminum foil.
  - Keep curtains drawn or hang shades or sheets on windows that get sun.

- **Drink 2-4 glasses** of cool water every hour, even if you're not thirsty. Your body needs water to keep cool. Don't drink alcohol, caffeine or sugary drinks. They make the heat's effects worse.

- **Don't use salt tablets** unless a doctor tells you to. Salt causes the body to hold fluid, resulting in swelling.

- **Running ice-cold water over your wrists** for a few minutes can cool your body quickly.

- **Eat small meals & eat more often.** Large, heavy meals cause your body to increase body heat to digest food.

- **If your home doesn't have air conditioning,** pick other places you can go during the hottest part of the day. Schools, libraries, malls, park recreation centers, and other public buildings may offer air-conditioning on the hottest days. Your community may have additional cooling stations available during major heat alerts. Call 2-1-1 for more information.

- **Don't forget your pets.** Give them cool water and a shady place.

- **Check on older neighbors and relatives.**

Heat Danger Signals

Danger Signs.... ...What to do....

...For Heat Stroke

- Hot, red, dry skin
- Rapid, weak pulse
- Rapid, shallow breathing
- Body temperature as high as 105 degrees
- Headache, dizziness, nauseous, confused

- Call 9-1-1. Heat stroke can kill!
- Move victim to a cooler place
- Quickly cool victim. Put in a cool bath or wrap in cool wet sheet or towels
- Keep victim lying down
- Give small amounts of water if victim is fully awake & not vomiting.

...For Heat Exhaustion

- Cool, moist, or pale skin
- Heavy sweating
- Headache
- Nausea or vomiting
- Dizziness & exhaustion
- Body temperature may be normal or maybe rising

- Move victim to a cooler place
- Remove or loosen tight clothing
- Apply cool, wet cloths
- If conscious, give small amounts of cool water every 15 minutes
- Avoid drinks with caffeine, alcohol or bits of sugar. They can make it worse

...For Heat Cramps

- Tightening of the muscles in the legs or other parts of the body

- Move victim to a cooler place
- Lightly stretch the affected muscle
- Give a half glass of cool water every 15 minutes

For more information about extreme heat or weather safety, call:

- American Red Cross..........831-1109.......www.tulsaredcross.org
- HelpLine / Referrals / Information....................................2-1-1
- EMSA..........www.emsaonline.com/mediacenter/ems/aonline.cfm
- National Weather Service (Tulsa)..........www.srh.noaa.gov/Tulsa
- Tulsa Health Department..........582-WELL.......www.tulsa-health.org

I. PURPOSE

This annex identifies law enforcement responsibilities, coordination requirements, and management procedures for the protection of life and property during emergencies to include crisis relocation operations.

All on-scene management of an incident will be in accordance with the Incident Command System (ICS). The first responder on-scene will assume the Incident Commander's responsibilities, contain the incident, and establish the Incident Command Post.

II. SITUATION AND ASSUMPTIONS

See Basic Plan Section II.

III. CONCEPT OF OPERATIONS

A. General

The Sheriff's Department and Tulsa Police Department will generally be able to provide adequate police control through existing mutual aid agreements. Emergency operations for law enforcement personnel are simply an expansion of their normal daily responsibilities. They include maintenance of law and order, traffic control, and crowd control.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

A. Organization

See Appendix 1.

B. Task Assignments and Responsibilities

1. Tulsa County Sheriff's Department

a. Coordinate all law enforcement in the county.

b. Disseminate warnings throughout the county.

c. Coordinate crisis relocation traffic control.

d. Coordinate mutual aid agreements.

e. Support emergency public safety activities.

f. Assure the security, protection, and relocation of inmates in the Tulsa County Jail.

A. City Police Departments

1. Maintain law and order.

2. Monitor communications for warnings.

3. Initiate warning system in the city/town.

4. Assist Sheriff by disseminating warnings to other communities.

5. Provide mobile units for warning & evacuation.

6. Provide security for key facilities to include: financial institutions, markets and one-stop facilities, pharmacies, hospitals (including animal hospitals), liquor stores, taverns, gun stores, and hardware stores.

7. Provide traffic control during shelter operations or other emergencies.

8. Provide crowd control as required.

9. Provide police officers to larger shelters for law enforcement and communications.

10. Mark expedient emergency shelters.

11. Provide warning to affected areas when localized flood conditions exist.

12. Establish mutual aid agreements with cities and towns that are able to assist.

13. Provide for the security, protection, and relocation of jail inmates.

V. DIRECTION AND CONTROL

The County Sheriff is responsible for coordinating all law enforcement activities within the applicable jurisdiction. Mutual aid or other police support will function under the direction of his/her own director/chief while operating in Tulsa County.

The Sheriff or his/her representative will direct law enforcement emergency operations from the EOC. State and federal support may be called upon after all local police capability and mutual aid support has been exhausted.

VI.   CONTINUITY OF GOVERNMENT

See Basic Plan Section VI.

VII.   ADMINISTRATION AND LOGISTICS

A. Passes

1. Experience has proven there are instances where special passes are needed in a disaster area to control access to those with legitimate reasons for being in the area. Only under extraordinary circumstances will passes be required after a disaster. The decision to require passes will rest with the Policy Group and direction for use of passes will be given through the EOC. Police personnel will issue passes or direct those seeking admittance to the police department to obtain them. Common sense and discretion must be used in issuing passes as over-enforcement can severely hamper relief efforts as much as under-enforcement. Sample temporary passes and permanent passes are shown in Appendix 2.

2. The following vehicles and their occupants are exempt from pass requirements: Marked utility company vehicles, military, city/state government vehicles, Tulsa City/County vehicles, and relief agencies (Red Cross, Salvation Army, etc.) vehicles. Many emergency passes are already in existence (press cards and medical personnel identification), and they will be honored unless a reasonable question arises as to their authenticity. If such questions arise, the party should be directed to the Police Department for consideration of a temporary pass.

B. Communications

Law Enforcement communications network information is contained in Annex B. The Sheriff will operate a base station in the EOC communication center during an emergency.

C. Resources

A listing of available law enforcement resources is in Appendix 3.

D. Key Facilities

A list of facilities that may require police protection or increased security,

dependent upon the situation, should be maintained by the Sheriff's Office.

VIII.   PLAN DEVELOPMENT AND MAINTENANCE

The Sheriff's Office will continue the planning of all law enforcement operations related to emergency management within the county.   Each Law Enforcement Agency will conduct a review and update of this Annex annually.

IX.   AUTHORITY AND REFERENCES

A. Authorities

See Basic Plan Section IX.

B. References

1. FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.

2. Law and Order Training for Civil Defense Emergency, Student Manual - Part A SM-2.

3. Law and Order Training for Emergency Management - Part A Instructor Guide (IG) IG-2.

4. Law and Order Training for Civil Defense Emergencies - Part B IG-2.1.

5. TPD Policies and Procedures.

6. TCSO Policies and Procedures.

APPENDICES

APPENDIX 1 - Temporary Pass

APPENDIX 2 - Sample Disaster Area Passes

APPENDIX 3 - Law Enforcement Resources

APPENDIX 4 - Tulsa Human Response Coalition Plan for Prevention of or Response to Cultural/Ethnic Backlash

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX I: APPENDIX 1
TEMPORARY PASS

**EMERGENCY MANAGEMENT
OFFICIAL VEHICLE
TEMPORARY PASS**

BEARER'S NAME: _____

VALID UNTIL: _____

DATE ISSUED: _____

ISSUED BY: _____

The driver and occupants of this vehicle, upon presentation of
authorized Emergency Management Identification Cards, are authorized
to pass in connection with Official Emergency Management Business.
This card is to be displayed ONLY while the vehicle and its
occupants are on official business in the disaster area(s).

CARD #: _____ **DATE:** _____

AGENCY: _____ **COUNTY OR CITY:** _____

DIRECTOR OF EMERGENCY MANAGEMENT: _____

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX I: APPENDIX 2
SAMPLE DISASTER AREA PASSES

1. WORK PASS

<u>**WORK PASS**</u>

Authorized By

Tulsa County Disaster Unit

Date: _____

Name: _____

Address: _____

_____

Signed: _____

2. VISITOR PASS

<u>**VISITOR PASS**</u>

Authorized By

Tulsa County Disaster Unit

Date: _____

Name: _____

Address: _____

_____

Signed: _____

3. RESIDENT PASS

<u>**RESIDENT PASS**</u>

Authorized By

Tulsa County Disaster Unit

Date: _____

Name: _____

Address: _____

_____

Signed: _____

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX I: APPENDIX 3
LAW ENFORCEMENT RESOURCES
TULSA COUNTY

CITY or SERVICE	Tulsa County	City of Tulsa	Bixby
Telephone Numbers (and alternate)	596-5601	911 596-9223	366-8294 366-8297
# Vehicles w/radio	155	730	28
Portable Generators	4	5	
Mobile Crime Lab	1	1	
Total Officers	376	817	23
Dispatchers	0	105	6
EMTs	2		
Bomb Disposal	0	6	
Scuba Trained	6	10	
Deputies/Reserve/Auxiliary	215/161	44	6
Walkie-Talkie	350	1207	29
Bull Horns	3	1	
# Aircraft	5 Reserve	2	
Commo. Van	5	4	
K-9 Units	1 bomb 1 drug	12 4Bomb 2Drug	1
Radiological Inst.	0	14	
OLETS Teletype Terminals	2	5	1

CITY or SERVICE	Broken Arrow	Collinsville	Glenpool
Telephone Numbers (and alternate)	259-8400 259-8401	371-1001 371-1002	322-8110 322-8111
# Vehicles w/radio	107	13	18
Portable Generators	2		
Mobile Crime Lab	1		
Total Officers	122	11	15
Dispatchers	17	5	7
EMTs	See FD	1	1
Bomb Disposal			
Scuba Trained	1		
Deputies/Reserve/Auxiliary	21	6	5
Walkie-Talkie	145	17	15
Bull Horns	PA on emer.Veh.		
# Aircraft			
Commo. Van	1		
K-9 Units	4		2
Radiological Inst.	5		
OLETS Teletype Terminals	1	1	1

CITY or SERVICE	Jenks	Owasso	Sand Springs
Telephone Numbers (and alternate)	299-6311 299-6312	272-2244 272-2243	246-2537 245-8777
# Vehicles w/radio	22	45	20
Portable Generators		1	0
Mobile Crime Lab			
Total Officers	22	44	31
Dispatchers	4	10	5
EMTs			
Bomb Disposal			
Scuba Trained			
Deputies/Reserve/Auxiliary	4	213	
Walkie-Talkie	30	50	19
Bull Horns	1	1	1
# Aircraft			
Commo. Van		1	1
K-9 Units		1	1
Radiological Inst.			
OLETS Teletype Terminals	1	2	1

CITY or SERVICE	Sperry		
Telephone Numbers (and alternate)	596-9222 288-7333		
# Vehicles w/radio	4		
Portable Generators			
Mobile Crime Lab			
Total Officers	4		
Dispatchers			
EMTs	6		
Bomb Disposal			
Scuba Trained	1		
Deputies/Reserve/Auxiliary	8		
Walkie-Talkie	8		
Bull Horns			
# Aircraft			
Communications Van			
K-9 Units	1		
Radiological Inst.			
OLETS Teletype Terminals			

NOTE: The County Sheriff provides law enforcement for incorporated towns as indicated:
  **

Two Oklahoma Department of Wildlife Conservation Law Enforcement Game Wardens with vehicles and two-way radio systems:
Central Office – Jenks Aquarium; 300 Aquarium Dr., Jenks, OK. 74037; 918-299-2334

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX I: APPENDIX 4
PLAN FOR PREVENTION OF OR RESPONSE TO CULTURAL/ETHNIC BACKLASH

I.   PURPOSE

This Appendix establishes tools, agency responsibilities, and action steps that will be taken to either mitigate or respond to a threatening reaction against a segment of the community during or following a disaster event – whether that segment is defined as ethnic, religious, economic, or other. A reaction could occur because that group is perceived, rightly or wrongly, as (a) causing an incident, (b) supporting those who caused an incident, or (c) receiving preferential treatment in the wake of an event. This could be the case in either natural or man-made disasters.

II.   PLAN DEVELOPMENT

The Tulsa Human Response Coalition Backlash Response Plan is developed under the authority of the Tulsa Human Response Coalition, in cooperation with the Tulsa Area Emergency Management Agency following meetings with the Backlash Technical Advisory Committee consisting of representatives from various stakeholder organizations

III. KEY SITUATION AND ASSUMPTIONS

A. In the event of a major disaster in the Tulsa area, responding agencies may have staff or volunteers who are members of the groups targeted in a backlash.

B. A backlash event or threat of such an event will most likely be a Law Enforcement issue, since it will probably involve criminal activities and/or threats.

C. The group(s) attacked or threatened may engage in "counter-backlash" actions in response to initial attacks or threats.

D. Tulsa County is vulnerable to a wide range of hazards. Some of the most significant are:

1. Winter storms/Ice storms, frequently with associated power outages which may last for days, or even weeks in some areas

2. Tornadoes

3. Floods or flash floods

4. Hazardous materials incidents

5. Transportation accidents

6. Urban or wild land fires

7. Domestic or international terrorism or civil unrest

8. Evacuation of populations from other regions of the country due to catastrophic events of national significance

9. Public Health emergencies, such as infectious pandemic

E. Any emergency or disaster has the capability of including a backlash; however it could most likely be predicted to occur following terrorism, civil unrest, evacuations and public health emergencies.

IV. CONCEPT OF OPERATIONS

A. Pre-incident Stage

1. THRC will work with its member agencies to identify a database of potentially vulnerable populations, along with contact information for leadership and media outlets within those communities.

2. THRC will issue annually an announcement for affiliated and relevant organizations and agencies about the role of THRC in backlash response and prevention, along with appropriate contact numbers and plan revisions.

3. THRC, OCCJ, and other member agencies will continue with existing programs designed to allow agencies and the general public to become familiar with the vulnerable populations. These programs would include the existing OCCJ Trialogue Series, and the Annual THRC Diversity Panels.

B. Activation/Response Stage

1. The Plan will be activated by and in support of the Tulsa Area Emergency Management Agency when an incident occurs that:

a. Affects the geographical area served by TAEMA, and

b. Is likely to produce actions or threats against a specific cultural, ethnic, economic or other vulnerable population, or

c. Has produced reports of verbal or physical threats and/or actions against

such a population.

2. Activation of Plan

   a. TAEMA will convene a Backlash Incident Committee, participation to depend on the type of incident and population affected. Committee will always include THRC, OCCJ, JTTF, Local Police Department, Mayor's Office, and Board of County Commissioners. The meeting will have the following missions:

      i. Designate Backlash Committee PIO for liaison to Emergency Operations Center PIO or Joint Information Center.

      ii. Designate Liaison to report to the EOC.

      iii. Develop Backlash Incident Action Plan.

   b. Law Enforcement Public Information Officer (PIO) will make Fact Sheet available for distribution to affected group(s) giving Law Enforcement contact numbers to call with information, or outlining procedures on how to respond and document received threats, i.e., bomb threat checklist.

   c. Designated PIO of primary affected group(s) will provide Fact Sheets as needed to 2-1-1, Mayor's Action Center, American Red Cross, and other referral agencies. The Fact Sheet will ensure agencies have appropriate responses to community questions and will effectively assist with Rumor Control.

3. Mayor's Human Rights Office will issue immediate communications to the HR Commissions. This will outline appropriate actions, call for calm, and request support in rumor control. Emergency meetings of such Commissions will be called if deemed necessary by TAEMA.

4. JTTF Group will provide up-to-date intelligence of potential threats against affected group(s), or of potential counter-backlash activity.

5. A press conference will be held by Mayor and Board of County Commissioners' Chair, in coordination with the appropriate organizations. Conference will have, at minimum, the following purposes:

   a. Department heads will state actions to date and planned.

   b. Mayor, County Commission Chair and Community Leaders will encourage population to avoid fear and misunderstanding

c. Affected population(s) will be asked to report all backlash incidents and threats to Law Enforcement.

6. OCCJ, THRC, and Tulsa Metropolitan Ministry will encourage mainstream organizations to show support at press conference and through their other resources.

V. PLAN MAINTENANCE

A. The Tulsa Human Response Coalition, in cooperation with Tulsa Area Emergency Management Agency and local law enforcement, will review this plan on an annual basis or after any significant incident and suggest needed revisions and additions.

B. Responsibility for development and maintenance of this Annex rests with the Tulsa Human Response Coalition.

VI. POINTS OF CONTACT

Primary Contact: **Secondary Contact:**

Tulsa Human Response Coalition, Community Service Council, 2-1-1 Helpline
Office: 295-1241   Office: 918-295-1227

Tulsa Area Emergency Management Agency
Office: 918-596-9898   Office: 918-596-9891

American Red Cross
Office:918- 831-1272   Office: 918-831-1200

Islamic Society of Tulsa
 918-299-5989

Jewish Federation of Tulsa
Office: 918-495-1100   Office: 918-495-1100

Language & Culture Bank, YWCA Multicultural Center,
Office: 918-663-0377
Other: 918-299-5989

Primary Contact:		**Secondary Contact:**

Mayor's Office of Human Rights
Office: 918-596-7422

Oklahoma Center for Community and Justice

Office: 918-583-1361   Office: 918-583-1361

Salvation Army

Office: 918-582-7201 x201   Office: 918-747-8844

Tulsa County

Office: 918-596-5561

Tulsa County Sheriff's Office

Office: 918-596-5634

Tulsa Health Department
Office: 918-595-4496   Office: 918-595-4101

Tulsa Police Department

Office: 596-1089   Office: 918-596-9216

VII. AUTHORITIES AND REFERENCES

A. FEMA, State and Local Guide 100 (SLG 100): Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.

B. Department of Justice, Community Relations Service, 20 Plus Things Law Enforcement Agencies Can Do to Prevent or Respond to Hate Incidents.

C. Department of Justice, Community Relations Service, Guidelines for Effective Human Relations Commissions.

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX J
STREETS AND STORMWATER/WATER AND WASTEWATER

I. AUTHORITY

See Basic Plan, Section IX.

II. PURPOSE

The purpose of this annex is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public works activities during emergency situations.

III. EXPLANATION OF TERMS

A. Acronyms

OEM	Oklahoma Department of Emergency Management
DPS	Department of Public Safety
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EMC	Emergency Management Coordinator
ERP	Emergency Response Plan
FEMA	Federal Emergency Management Agency
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
ODEQ	Oklahoma Department of Environmental Quality
ODOT	Oklahoma Department of Transportation
PWD	Public Works Director
SOP	Standard Operating Procedures
TAEMA	Tulsa Area Emergency Management Agency
TCE	Tulsa County Engineer

B. Definitions

1. Damage Survey – A cursory inspection of damage to public and private property to evaluate impact of emergency.

2. Damage Assessment - The in-depth survey of damage to public and private structures, agriculture, and the environment.

3. Debris Clearance - The clearing roads of debris by pushing debris to the

197

roadside.

4. Debris Disposal - Placing mixed debris and/or the residue of debris volume reduction operations into an approved landfill.

5. Debris Removal - Picking up debris and taking it to a temporary storage site for sorting and/or volume reduction or to a permanent disposal site. Debris removal also includes demolishing damaged structures and removing the remains of such structures.

6. Public Works Officer - The City of Tulsa Public Works Director for areas within the corporate limits of Tulsa; or the Tulsa County Engineer for the unincorporated areas of Tulsa County.

IV.   SITUATION & ASSUMPTIONS

A. Situation

See the general situation statement and hazard summary in Basic Plan Section II.

This jurisdiction can expect to experience emergency situations that could threaten public health and safety and private and public property and necessitate the need for emergency public works services.

B. Assumptions

1. Public Works equipment and personnel may be employed prior to a disaster in an attempt to reduce its severity or in the aftermath of a disaster to restore government facilities and infrastructure.

2. Local departments and agencies responsible for the public works function probably do not have sufficient resources to cope with a major disaster.

3. The Public Works Department can reasonably be expected to accomplish expedient repair and restoration of essential services and vital facilities, but it will probably be necessary to contract for major reconstruction.

4. Public Works will be able to organize and carry out debris clearance in the aftermath of an emergency, but may require external assistance in debris removal if there are large quantities of debris or if debris includes hazardous materials.

5. Private construction and engineering firms, and equipment rental contractors have staff and equipment resources that may be contracted to carry out public works activities during emergency situations. However,

local government may have to compete with businesses and private individuals seeking those same resources for repairs or reconstruction.

6. Assistance may be available from other jurisdictions through inter-local or mutual-aid agreements. Some types of emergency situations, including tornadoes and floods, may affect large areas, making it difficult to obtain assistance from usual sources.

7. Damage to chemical plants, power lines, gas distribution system, water distribution, sanitary sewer collection systems, and secondary hazards, such as fires, could result in health and safety hazards that may pose a threat to public works personnel.

8. Local landfills and waste disposal facilities may be inadequate to deal with large volumes of debris, and it may be necessary to use alternate methods and facilities for disposal.

V. CONCEPT OF OPERATIONS

A. General

County Maintenance and/or Public Works Department responsibilities during periods of emergency require them to take necessary actions to prevent damage to public services, facilities and streets, and to restore them to normal operations if damaged. County Maintenance and/or Public Works must also support emergency service departments with actions to prevent loss of life and control damage. Priority of work for County Maintenance and/or Public Works during an emergency is the maintenance or restoration of water systems, sewage systems, and main transportation routes in that order.

The general public works tasks to be performed during emergency situations include:

1. For slowly developing emergency situations, take actions to protect government facilities, equipment, and supplies prior to the onset of hazardous conditions.

2. Provide heavy equipment support for search and rescue operations.

3. Survey damage to public facilities, roads, bridges, and other infrastructure.

4. Inspect damaged structures.

5. Clear debris from streets and roads and make repairs to reopen transportation arteries.

6. Make expedient repairs to essential public facilities to restore them to operation or protect them from further damage.

7. Remove debris from public property and manage disposal of debris from public and private property.

8. Assist in controlling public access to hazardous areas.

B. Protecting Resources and Preserving Capabilities

For slowly developing emergency situations, it may be possible to employ public works resources to protect government facilities and equipment essential utilities and thus prevent or reduce damage. Protective actions may include sandbagging, building protective levees, ditching, installing protective window coverings, or removing vital equipment. Public works elements are expected identify buildings and other infrastructure that would benefit from protection and, in coordination with the departments or agencies that occupy those facilities, carry out such protective actions.

If time permits, public works elements are also expected to take action in advance of an emergency situation to preserve response and recovery capabilities by protecting vital equipment and supplies, either in place or by temporarily evacuating it to safer locations. It is desirable that agreements with other jurisdictions to host local resources at risk be developed in advance of an emergency.

C. Search & Rescue (SAR) Support

Public Works may be required to provide heavy equipment support for search and rescue operations, particularly support for search operations in collapsed buildings.

D. Damage Assessment

As the primary local government expertise in construction and maintenance of buildings and other infrastructure resides with the Public Works Department, Public Works personnel are expected to play a primary role in leading the local teams that will make preliminary assessments of damage to public buildings, homes, businesses, roads, bridges, and other infrastructure. Damage assessment procedures and the forms to be used in that process are discussed in Annex P – Damage Assessment.

Public Works personnel shall inspect damaged structures. The purpose of such inspections is to identify unsafe structures and post signs, and if necessary, take

other actions to restrict entry to and occupancy of such structures.
Damaged buildings that pose an immediate threat to public health and safety should be demolished.

E. Debris Clearance and Removal

See Appendix 1 of the City of Tulsa Public Works ERP – Debris Management.

F. Temporary Repairs and Restoration

1. Public Works is expected to make timely temporary repairs to government-owned buildings and other infrastructure that is essential for emergency response and recovery and take action to protect all government buildings and their contents from further damage until they can be repaired. To protect some equipment and records, it may be necessary to relocate them from damaged structures. Personnel should coordinate with building occupants to determine which areas and equipment have the highest priority for protection.

2. Hazardous situations may result in damage to computers that hold vital government records as well as hard copy records, such as building plans, legal documents, tax records, and other documents. When computers or paper records are damaged, it is essential to obtain professional technical assistance to restore them as soon as possible.

3. It is generally infeasible to restore buildings that have suffered major damage during the emergency response. Major repairs will normally have to be postponed until recovery operations commence; such repairs will typically be contracted.

G. Activities By Phases of Management

1. Mitigation

a. Identify vulnerabilities of existing public buildings, roads, bridges, water systems, and sanitary sewer systems to known hazards and take steps to reduce vulnerabilities.

b. Reduce vulnerability of new public facilities to known hazards through proper design and site selection.

c. Develop plans to protect facilities and equipment at risk from known hazards.

d. Install emergency generators in key facilities and have portable

generators available to meet expected needs.

2. Preparedness

   a. Ensure government buildings, roads and bridges, and public works equipment are in good repair.

   b. Ensure there are an adequate number of personnel trained to operate heavy equipment and other specialized equipment.

   c. Stockpile materials needed to protect and repair structures, roads, bridges, and other infrastructure.

   d. Develop general priorities for clearing debris from roads.

   e. Maintain an adequate quantity of barricades and temporary fencing.

   f. Maintain current maps and plans of government facilities, roads, bridges, and utilities.

   g. Review plans, evaluate emergency staffing needs in light of potential requirements, and make tentative emergency task assignments.

   h. Establish and train damage assessment teams.

   i. Execute contingency contracts for emergency equipment and services with local contractors and execute agreements with individuals and businesses to borrow equipment.

   j. Develop procedures to support accomplishment of tasks outlined in this annex.

   k. Ensure that government-owned vehicles and other equipment can be fueled during an electrical outage.

3. Response

   a. If warning is available, take actions to protect government facilities and equipment.

   b. Survey areas affected by a hazard, assess damage, and determine the need and priority for expedient repair or protection to prevent further damage. Report damage assessments to the EOC.

c. Upon request, provide heavy equipment support for SAR operations. See Annex K – Fire and Rescue.

d. Clear roads of debris. See Appendix 1 of the City of Tulsa Public Works ERP – Debris Management.

e. Inspect damaged buildings and structures to determine if they are safe for occupancy.

f. Remove debris from public property and manage proper disposal of all debris.

g. Make repairs to damaged government facilities, utility systems, and equipment, as needed.

h. Coordinate with AEP/PSO to arrange for emergency electrical service if required to support emergency operations.

i. Restrict access to hazardous areas, using barricades and temporary fencing, upon request.

4. Recovery

a. Repair or contract for repairs to government buildings, roads, bridges, and other infrastructure.

b. Support community clean-up efforts.

c. Participate in compiling estimates of damage and of response and recovery costs.

d. Participate in post-incident review of emergency operations and make necessary changes to improve emergency plans and procedures.

VI. TASK ORGANIZATION AND RESPONSIBILITIES

A. General

Most departments within county governments have emergency functions related to their normal duties. County maintenance and/or public works departments will establish workable procedures for the maintenance, direction of repair, and the restoration of vital functions within the community, including use of personnel and equipment to complete priority tasks. A current inventory of available

resources is critical to this planning and prioritization of work. Coordination should also be made with other communities for use of equipment to aid in disaster response.

The Policy Group will approve and coordinate tasks not considered to be within the scope of normal department operations.

Mutual aid agreements should be arranged with neighboring communities and neighboring counties.

Call Okie – 1-800-522-6543 or 811 system should be used and disseminated to the public for use two working days prior to any digging.

B. Task Organization

    1. The function of County Maintenance and or Public Works during emergency situations shall be carried out in the framework of our normal emergency organization described in Section IV.B of the Basic Plan. Preplanning for emergency public works tasks shall be conducted to ensure that staff and procedures needed to manage resources in an emergency situation are in place. County Maintenance and Public Works are responsible for repair of roads, bridges, and access to shelters; emergency sign preparation and assistance to law enforcement for posting signs and erecting barricades; clearance of debris, trees, etc. from roads; maintenance of equipment for emergency use; snow removal and assistance to stranded motorists; provision of earthmoving equipment for emergency use; and other duties as assigned by the EOC.

    2. The Public Works Director for the City of Tulsa shall serve as the Public Works Officer during emergencies affecting areas within the corporate limits of Tulsa.

    3. The County Engineer shall serve as the Public Works Officer during emergencies affecting unincorporated areas of Tulsa County.

    4. The Public Works Officer is assigned primary responsibility for planning, organizing, and carrying out, with the support of those departments and agencies described below, the public works tasks outlined in this annex during emergencies.

C. Assignment of Responsibilities

    1. Under the City of Tulsa/Tulsa County Emergency Operations Plan, the Public Works Officer will:

a. Coordinate certain pre-emergency programs to reduce the vulnerability of local facilities and other infrastructure to known hazards. See City of Tulsa Multi-Hazard Mitigation Plan dated November 2002.

b. Manage the public works function during emergency situations.

c. Oversee the repair and restoration of key facilities and systems and removal of debris in the aftermath of an emergency.

d. Develop procedures for coordinating the efforts of the various local departments and agencies that perform the public works functions and arrange for appropriate emergency training for local personnel.

e. Identify contractors who can provide heavy and specialized equipment support during emergencies and individuals and businesses that may be willing to lend equipment to local government during emergencies.

f. Assist the Resource Manager in maintaining a current list of public works resources. See Annex N, Resource Management.

g. Maintain this annex.

2. The Public Works Department and Tulsa County Engineer's office will:

a. Carry out pre-disaster protective actions for impending hazards, including identifying possible facilities for debris storage and reduction.

b. Conduct damage assessments in the aftermath of disaster. See Annex P, Damage Assessment.

c. Repair damaged government facilities and/or protect such facilities from further damage.

d. Provide heavy and specialized equipment support for SAR operations.

e. Carry out debris clearance and removal. See Appendix 1 of the City of Tulsa Public Works ERP – Debris Management.

f. With the assistance of legal staff, negotiate inter-local agreements for public works support.

g. Develop damage assessment procedures and provide training for damage survey teams.

h. Provide engineering services and advice to the Incident Commander and EOC staff.

i. Safeguard vital engineering records.

3. City of Tulsa and Tulsa County will:

   a. Maintain stockpiles of disaster supplies such as sandbags, plastic sheeting, and plywood.

   b. Maintain reasonable stockpiles of emergency paving materials.

   c. Make emergency repairs to City and County roads, bridges, culverts, and drainage systems.

   d. Supervise debris clearance from the public right-of-way and support debris removal operations.

   e. Emplace barricades where needed for safety.

   f. Provide personnel and equipment to aid in SAR operations as needed.

   g. Provide heavy equipment support for protective actions taken prior to an emergency and for response and recovery operations.

   h. Assist in repairs to government-owned utilities and drainage systems.

4. The City of Tulsa Public Works Department/Tulsa County Engineer's Office will:

   a. Collect and properly dispose of refuse.

   b. Support emergency public works operations with available resources.

5. The Red Cross and the City of Tulsa Public Works Department/Tulsa County Engineers Office will:

   a. Support damage assessment operations.

b. Determine if access to damaged structures should be restricted or if they should be condemned and demolished.

c. Inspect expedient shelter and mass care facilities for safety.

6. The City of Tulsa Telecommunications and Information Services Department will:

a. Restore damaged communications systems.

b. Provide communications support for emergency operations with spare equipment.

7. The City of Tulsa Parks Department/Tulsa County Parks will:

a. Assess damage to parks and recreation facilities and assist in assessing damage to other facilities.

b. Provide personnel and light equipment support for public works operations.

c. Upon request, establish and staff a facility to sort and catalog property removed from damaged government-owned facilities.

VII. DIRECTION & CONTROL

See Section V, Basic Plan.

A. The Mayor of the City of Tulsa and/or Board of County Commissioners shall provide general guidance on the management of public works activities during emergencies and shall be responsible for approving any request for state or federal resources.

B. The Incident Commander (IC) will manage public works resources committed to an incident. If the EOC has not been activated, the IC may request additional resources from local departments and agencies and may request those local officials authorized to activate mutual aid agreements or emergency response contracts to do so to obtain additional resources.

C. When the EOC is activated, the Public Works Officer will manage the emergency public works function from the EOC. The IC shall direct resources committed to the incident site and coordinate through the Public Works Officer to obtain additional resources. The Public Works Officer shall manage resources not committed to the incident site and coordinate the provision of additional resources

from external sources.

D. The Public Works Officer will respond to mission priorities established by the Incident Commander or the [EMC/EOC Supervisor], direct the various departments and agencies with public works resources to accomplish specific tasks, and coordinate the efforts of those departments and agencies in order to achieve overall objectives.

E. The Public Works Officer will identify public and private sources from which needed resources can be obtained during an emergency and coordinate with the Resource Manager to originate emergency procurements or to obtain such resources by lease, rental, borrowing, donation, or other means.

F. In the aftermath of a major emergency or disaster that produces substantial debris that will take a lengthy period to remove, it may be necessary to establish a Debris Removal Task Force to manage debris removal and disposal that continues in operation after the EOC is deactivated. See Appendix 1 of the City of Tulsa Public Works ERP – Debris Management for the organization and responsibilities of this element.

G. Normal supervisors of public works personnel participating in emergency operations will exercise their usual supervisory responsibilities over such personnel. Organized crews from other jurisdictions responding pursuant to inter-local agreements will normally operate under the direct supervision of their own supervisors. Individual volunteers will work under the supervision of the individual heading the team or crew to which they are assigned.

H. The line of succession for the Public Works Officer is:

1. Assistant Public Works Director; or Assistant County Engineer

2. Deputy Director of Public Works – Development Services (City of Tulsa)

3. Deputy Director of Public Works – Engineering Services (City of Tulsa)

VIII. READINESS LEVELS

A. Readiness Level 4 – Normal Conditions

See the mitigation and preparedness activities in Section V.G of this Annex.

B. Readiness Level 3 – Increased Readiness

1. Review plans and procedures.

2. Inform essential public works personnel.

3. Monitor the situation.

4. Check equipment readiness and correct deficiencies.

5. Check emergency supply status and fill shortages.

C. Readiness Level 2 – High Readiness

1. Monitor the situation.

2. Alert personnel for possible emergency duty.

3. Increase short-term readiness of equipment if possible.

4. Review inter-local agreements and contracts for resource support and alert potential resource providers of possible emergency operations.

5. Identify personnel to staff the ICP and EOC.

D. Readiness Level 1 – Maximum Readiness

1. Mobilize identified public works personnel.

2. Implement plans to protect government facilities and equipment.

3. Ensure equipment is loaded and fueled; consider precautionary deployment of resources.

4. Dispatch personnel to the ICP and EOC when activated.

5. Advise resource suppliers of situation.

6. Continue to monitor the situation.

IX. ADMINISTRATION & LOGISTICS

See Section VII, Basic Plan.

A. Resource Support

1. A listing of local public works and engineering equipment is provided in Appendix 4 of the City of Tulsa Public Works ERP - Resource Management.

2. Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts.

3. If the public works resources available locally (from adjacent jurisdictions) and from businesses pursuant to contracts are insufficient to deal with the emergency situation, assistance may be requested from the State. The Mayor or Chair of the County Commissioners shall approve requests for state aid, which should be forwarded to the Oklahoma Department of Emergency Management (OEM) in Oklahoma City. Cities must request resource support from Tulsa County before requesting assistance from the State.

B. Resource Readiness

1. During periods of increased readiness, work should be undertaken to keep operational equipment at full readiness (full on-board equipment and fuel) and restore equipment out-of-service due to minor problems to operating condition.

2. To the extent possible, shortages in stocks of emergency supplies should be filled during periods of increased readiness. It is desirable to have sufficient supplies to sustain emergency operations without assistance for at least three days.

C. Communications

The public works communications network is depicted in Appendix 3 of the City of Tulsa Public Works ERP – Communications Network.

D. Key Facilities

A listing of key local facilities that have general priority for damage assessment, debris clearance, and repair is provided in Annex I, Law Enforcement. The EMC shall determine the specific priority for public works and engineering work on each of these facilities in the aftermath of an emergency.

E. Reporting

The City of Tulsa Public Works Department/Tulsa County Engineer's Office and other agencies participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC.

Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations. The essential elements of information for the initial emergency report and the situation report are outlined in Section V. of the Basic Plan (Direction and Control).

F. Records

Expenses incurred in conducting emergency response and recovery operations for certain hazards may be recoverable from the responsible party or, in the event a Presidential disaster declaration is issued, partially reimbursed by the federal government. Hence, all public works elements will maintain records of labor, materials, and equipment used and goods and services contracted for during large-scale emergency operations.

G. Post Incident Review

For large-scale emergency operations, the EMC shall organize and conduct a review of emergency operations in accordance with the guidance provided in Section VIII of the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. Public works personnel who participate in the operations should participate in the review.

X. ANNEX DEVELOPMENT & MAINTENANCE

A. The Public Works Officer is responsible for developing and maintaining this annex with the support from organizations specified in Section VIII of the Basic Plan.

B. This annex will be reviewed annually and updated in accordance with the schedule outlined in Section VIII of the Basic Plan.

C. Departments and agencies tasked in this annex will develop SOPs that address assigned tasks.

XI. AUTHORITIES AND REFERENCES

A. Authority

See Section IX, Basic Plan.

B. References

    1. FEMA, Debris Management Guide (FEMA-325).

2. FEMA, Guide for All-Hazard Emergency Operations Planning (SLG-101).

3. FEMA, Reducing Losses in High Risk Flood Hazard Areas: A Guidebook for Local Officials (FEMA-116).

City of Tulsa/Tulsa County
Emergency Operations Plan
Annex J/Appendix 1

City of Tulsa Debris Management Plan

I. **Purpose**

The City of Tulsa recognizes that natural and human-caused disasters have the potential to create debris that can disrupt the quality of life for its citizens, and complicate disaster response and recovery following such disasters. The City of Tulsa also recognizes that planning for such disasters can lessen the impact on the community, economy, and the environment. Therefore, the Tulsa Area Emergency Management Agency has developed this plan to facilitate a rapid response and recovery for debris causing incidents.

II. **Mission**

This Debris Management Plan provides direction to facilitate and coordinate the removal, collection, and disposal of debris following a disaster, against any potential threat to the health, safety, and welfare of the effected citizens, and expected recovery efforts in the impacted area, and address any threat of significant damage to improve private property. The objectives of debris management in the aftermath of an emergency are to:

- Identify and address planning and staff training needs prior to a debris causing event.
- Reopen roads and provide access to facilities that provide essential government and population support services.
- Remove debris from public property.
- Reduce the volume of debris going to disposal facilities to extend the life of those facilities and reduce cost.
- Ensure hazardous materials are segregated from other debris and properly disposed of.
- Expedite recovery efforts in the impacted area.

III. **Scope**

This Debris Management Plan covers the response and recovery to all debris-causing incidents within the Jurisdictional boundaries of City of Tulsa. This plan also covers additional tasks required to maintain jurisdictional disaster debris management readiness, including training, exercises, and plan maintenance.

IV. Alignment with Other Plans

National Response Framework
The National Response Framework2 (NRF) provides the concept of operations for federal response to events by listing the responsibilities for each federal agency and outlining how federal agencies will interact with other public-sector agencies at all levels, the private sector, and nongovernmental organizations (NGOs). The NRF also emphasizes the importance of personal preparedness by individuals and households. This plan aligns with the Emergency Support Functions (ESF) #3: Public Works and Engineering Annex,3 and ESF #14: Long-Term Community Recovery and Mitigation Annex4 of the Department of Homeland Security's (DHS) NRF by providing for coordination of disaster debris operations through all levels of government using the National Incident Management System5 (NIMS) organization structure.

State Comprehensive Emergency Management Plan
The State of Oklahoma Department of Emergency Management Emergency Operations Plan provides the concept of operations for state agency response to disaster events by listing the responsibilities for each agency and outlining how state agencies will interact with each other and other regional and local public-sector agencies.

City of Tulsa/Tulsa County Emergency Plans
This plan is intended to serve in a complimentary capacity with Annex J (ESF-3), and it aligns with other plans within the City of Tulsa/Tulsa County Emergency Operations Plan.

V. Plan Maintenance and Update
This plan was assembled by City of Tulsa Streets and Stormwater , and Tulsa Area Emergency Management with input from multiple departments. These teams should meet at least once a year To review and update the plan as needed.

Plan Revisions
Because of changes in staffing, organization, and external factors, this plan will be reviewed annually and updated as needed. To the extent possible, mid-review period changes to the plan will be avoided. In the event a revision is required outside of the normal review period, it is the responsibility of the Plan Manager to ensure that revised pages are distributed to plan holders. During plan review, specific attention will be directed to key plan components, including specific assigned roles and responsibilities, reviewing and updating contracts contact information for internal staff and external resources, and the location and status of identified Debris Management Sites (DMS).

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1 http://www.fema.gov/pdf/emergency/nrf/nrf-esf-03.pdf
2 http://www.fema.gov/pdf/emergency/nrf/nrf-esf-14.pdf
3
http://www.ok.gov/OEM/Programs_&_Services/Planning/State_Emergency_Operations_Plan_-_EOP.html

VI. Situation and Assumptions

This chapter provides an overview of the types, amounts, and distribution of natural or human-caused incidents that may occur in City of Tulsa. It also provides tools to estimate debris volumes following an incident. Finally, it provides a list of the planning assumptions that were used to develop this plan.

Types of Hazards

The City of Tulsa is susceptible to a variety of natural or human-caused incidents that may create disaster debris. A listing of potential debris causing incidents and the types of most common debris are listed in Table 2-1.

TABLE 2-1
Characteristics of Disaster Events Possible in City of Tulsa

Incident	Debris Characteristics	Regional Probability	Debris Impact
Flooding	Construction/demolition waste, municipal solid waste, and problem waste, including sediment, vegetative waste, animal carcasses, and hazardous materials deposited on public and private property. Much of the debris from flooding events may be considered problem waste because of contamination from wastewater, petroleum, or other substances.	High	Moderate
Earthquake	Primarily construction/demolition waste and municipal solid waste intermixed with problem waste.	Moderate	High
Urban, Wild land, and Wild land/Urban Interface Fires	Burned vegetative waste, burned construction demolition waste, and problem waste, including ash and charred wood waste and ash covered items.	Low	Low
Ice Storms	Primarily vegetative waste from broken tree limbs and branches. May also include construction/demolition waste and putrescible waste from extended power outages.	High	High
Tornado	Construction/demolition waste, municipal solid waste, and problem waste, including vegetative waste, brick, rock, vehicles and hazardous materials deposited on public and private property.	High	High
Landslides	Sediments and construction/demolition waste possibly contaminated with problem waste.	Low	High

TABLE 2-1
Characteristics of Disaster Events Possible in City of Tulsa

Incident	Debris Characteristics	Regional Probability	Debris Impact
Plant Disease	Variable amounts of vegetative debris that might require special handling as problem waste with specific disposal characteristics.	Low	Moderate
Animal Disease	Variable amounts of putrescible waste that might require special handling as problem waste with specific disposal instructions.	Low	Moderate
Nuclear, Chemical, or Biological Accident	Various amounts of contaminated soil, water, construction/demolition waste, and/or municipal solid waste that would require special handling as problem waste with specific disposal instructions.	Moderate	Moderate

VII.   Debris Estimates

The types and amounts of debris produced by an incident depend on the magnitude, duration, and intensity of the incident itself. The potential impacts resulting from two different debris scenarios were considered when creating this plan. The first is a tornado that has the potential to create a moderate to high amount of debris, and the second is a significant Ice Storm that has the potential to create a moderate to high amount of debris.

Situation and Assumptions

Natural and man-made disasters precipitate varying types of debris that include, but is not limited to such things as trees, sand, gravel, building/construction materials, vehicles, personal property, etc. This debris management plan will be based on the waste management approach of reduction, reuse reclamation, resources recovery, incineration and land filling.

Situation

The type and quantity of debris generated by a disaster situation is a function of the type of event, the locations of impact, and the magnitude, intensity, and duration.

The type and quantity of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.

The type and quantity of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of removal and disposal methods utilized to address the debris problem, including how quickly the problem can be addressed, and the associated costs that will be incurred.

Assumptions

Assumptions are unknown but expected events or actions that are used to develop the plan. The following assumptions were made during the development of this plan:

An emergency situation requiring debris removal may occur at any time.

City of Tulsa may have insufficient resources to remove the debris created by a major emergency or disaster and accomplish other recovery task.

If local debris removal capabilities are insufficient, the Mayor, City of Tulsa may issue a local disaster declaration and request assistance from the State in debris removal. If the local emergency situation is of such magnitude that the Governor requests a Presidential Disaster Declaration and such a declaration is approved, Federal resources could become available.

For major emergencies or disaster, private contractors will be needed to collect, reduce the volume of and dispose of debris.

The amount of debris resulting from a major natural or man-made disaster may exceed the City of Tulsa/Tulsa County removal and disposal capabilities.

Citizens will assist in removing debris from the immediate area of their homes and businesses, but will generally need government assistance in hauling it away for disposal.

The City of Tulsa may contract for additional resources to assist in the debris removal, reduction, and disposal capabilities.

Citizens are often willing to help their neighbors in removing debris; proper public information can encourage such cooperative action, speeding up the process and reducing costs.

Organized Volunteer Originations Active in Disasters (VOAD) groups.

Local, state, and federal agencies may have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short- as well as long-term, following a major natural disaster.

VIII.   Concept of Operations

This section provides information on how City of Tulsa will carry out debris management operations, including: response levels, organization, roles and responsibilities, communications strategies, and health and safety strategies.

A. Plan Activation

This plan will be used by City of Tulsa staff when a command structure is established in response to a debris-causing incident that impacts all or part of the jurisdiction or neighboring jurisdictions.

B. Debris Management Response Levels

Debris management operations are categorized into three response levels. The current response level of City of Tulsa/Tulsa County will be established by the Incident Commander or Debris Manager, and is triggered by the geographic scope and impact of an actual or anticipated incident.

C. Debris Management Operational Phases

Response to debris management events are characterized by the three phases described below and may overlap based on the incident.

D. Normal Operations

1. Developing local and regional resource list of contractors who can assist local governments in all phases of debris management.
2. Developing sample contracts with generic scopes of work to expedite the implementation of their debris management strategies.
3. Identifying and updating pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event.
4. Developing site selection criteria checklist to assist in identifying and updating potential debris storage sites.
5. Identify and coordinating with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs.
6. Developing and coordinating pre-scripted announcements with the Public Information Office (PIO) regarding debris removal process, collection times, temporary storage sites use of private contractors, environmental and health issues, etc. City of Tulsa Communication's Office will utilize local radio and television stations, social media, 211, and 311 regarding the debris removal process. The Public Information Officer will maintain a current list of media contact list.

E. Increased Readiness

City of Tulsa will move to the increased readiness phase when a natural or human-caused incident capable of creating disaster debris threatens the region. During this time, staff will complete the following tasks:

1. Review and update plans, standard operating procedures, generic contracts, and   checklists relating to debris removal, storage, reduction, and disposal operations.
2. Alert local departments that have debris removal responsibilities to ensure that personnel, facilities, and equipment are ready and available for emergency use.
3. Relocate personnel and resources out of harm's way and stage in areas where they can be effectively mobilized.
4. Review potential local, and regional, debris management sites that may be used in the response and recovery phases in the context of the impeding threat.

5. Review resource listing of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of the disaster.

F. Response

Debris management response operations are designed to address immediate or short-term effects of a debris causing incident. During the response phase, staff will initiate the following tasks:

1. Activate debris management plan and coordinate with damage assessment team.
2. Begin documenting costs.
3. Begin debris clearance from transportation routes, based on debris removal priorities.
4. Coordinate and track resources (public and private).
5. Establish priorities regarding allocation and use of available resources.
6. Identify and activate temporary debris storage and reduction sites (local and regional).
7. Address any legal, environmental, and health issues relating to the debris removal process.
8. Continue to keep public informed through the PIO.

G. Recovery

Debris management response operations are designed to return the community to normalcy following a debris causing incident. During the recovery phase, staff will initiate the following tasks:

1. Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.
2. Continue to document costs.
3. Upon completion of debris removal mission, close out debris sorting and reduction sites by developing and implementing the necessary site restoration actions.
4. Perform necessary audits of operation and submit claim for federal assistance.

H. Incident Command System

City of Tulsa will use the Incident Command System to structure debris management response, and also as outlined in City of Tulsa/Tulsa County Emergency Operations Plan Section IV.A. Based on the size and scope of the incident, debris management staff may act in multiple roles. In an incident that predominantly entails debris operations, for instance, the Debris Manager may act as the Incident Commander or Operations Section Chief. During larger and more complex incidents, the Debris Manager may be assigned to the Operations Section as a branch director or group supervisor.

I. Roles and Responsibilities

The City of Tulsa Streets and Stormwater Department is the Lead Department responsible debris management planning and operations.

J. Debris Management Team

Immediately following a disaster event, City of Tulsa will establish a disaster debris management team, which convenes as a group within the operations section to facilitate successful

coordination following a disaster event. Each member of the team is responsible for implementing debris operations in accordance with the planned goals and objectives, and in compliance with Federal, State, and local laws. The debris management team will be led by the debris management group leader, who will identify staff for the group. The following staff could participate as part of the debris management team:

1. City of Tulsa Departments

    a. Supporting disaster debris management operations will involve multiple departments and divisions within the City of Tulsa.

2. Streets and Stormwater Department (ESF-3)

    a. This department is the lead department responsible for pre-event debris management planning. Division and Operations Management staff will direct debris operations during response and recovery. Debris clearance will normally be managed from the Emergency Operations Center. However, if debris is localized, an incident command operation may be established at the incident site to manage debris clearance.

3. Tulsa Area Emergency Management Agency (ESF-5)

    a. TAEMA is responsible for fulfilling the required responsibilities for ESF-5 Emergency Management.

    b. TAEMA is responsible for providing counsel to the Mayor of the City of Tulsa concerning the emergency declarations for disaster events. TAEMA is responsible for forwarding Emergency Declarations by the Mayor to Oklahoma Department of Emergency Management.

    c. Coordination of damage assessment in both the City of Tulsa. TAEMA will work with Streets and Stormwater ESF-3 Public Works and Engineering to perform a Preliminary assessments being forward to the Oklahoma Department of Emergency Management will coordinate activities and resource needs through the EOC. TAEMA will also liaison with Federal Emergency Management Agency (FEMA) Region Six with resource needs. TAEMA is also the applicant agent for FEMA reimbursement.

4. Contractors and Vendors

    a. Contractors and vendors are often used to augment local resources in support of debris management operations. The City of Tulsa Streets and Stormwater will be the designated department to provide oversight to support agencies, private contractors, trucking companies and waste management firms to facilitate the debris clearance, storage, reduction and disposal following a disaster.   The removal and processing of debris by contractors have advantages and disadvantages;

    b. Advantages: Speed of debris removal may be increased by contracting for additional resources, and if local contractors are used, it may provide local economic benefit.

    c. Disadvantages: Requires detailed contracts, and requires extensive oversight and inspection.

    d. If contractors will be used, the disaster area should be divided into geographic sectors for control purposes and bids solicited based on the estimated quantity of debris in

each sector. In defining sectors, it is desirable to group properties of like type, construction, and will similar vegetation together. This will also facilitate estimating the quantity of debris that needs to be removed.

e. Debris may be removed by one time collection of all debris at each property or using multiple passes to collect different types of material that have been pre-sorted by the property owner.

5. Solid Waste Collection Companies

a. Solid waste collection companies are contracted entities that provide daily municipal solid waste service through the transportation and/or disposal of solid waste. During debris-causing incidents, these companies can be tasked with maintaining existing municipal solid waste service, as well as potentially providing additional resources to assist with debris clearance, processing, and disposal activities.

6. Debris Management Contractors

a. Debris management contractors provide additional resources to assist with debris clearance, removal, separation, and disposal during debris-causing incidents. These contractors can be put under contract prior to an incident to ensure efficient response during or after an actual incident or event. Federal agencies, such as the United States Army Corps of Engineers (USACE) and U.S. Environmental Protection Agency (EPA), may also have contract resources available to assist with debris management operations.

7. Debris Management Monitoring Contractors

a. Debris monitoring contractors provide oversight and documentation of debris management operations. This may include supervising other debris management contractors, documenting debris clearance and disposal operations for potential reimbursement, and operations of temporary debris sorting and reduction sites.

8. Additional Resources

a. This section lists additional resources that are available to support jurisdictional debris management resources.

9. Local, County, and State Resources

a. Additional resources may be available from neighboring jurisdictions.

10. Emergency Communications Strategy

a. City of Tulsa/Tulsa County debris management staff will utilize the following methods to communicate with their own jurisdiction as well as others, during a debris-causing event:

1. OKWIN, City of Tulsa radio system
2. Cellular phone
3. Email
4. Short Message Service (SMS) messages *(i.e. text messages)*

IX. Current Resources

This identifies the internal and external resources that City of Tulsa has for debris clearance, removal, and disposal.

A. Staff

Debris operations staffs are responsible for directing debris operations pre-incident, during, and after an incident. The size and composition of staff needed to deal with debris clearance, removal and disposal depends on the magnitude of the disaster. Debris removal staff likely will be comprised of a combination of full-time personnel, part-time personnel from other agencies, and/or contractors depending on the requirements of the incident. The following table 9-1 is a summary of the Debris positions and the staff that will fill the role during a disaster debris incident.

Table 9-1

Debris Roles, Responsibilities and Training

Debris Management Position	Roles and Responsibilities	Primary and Alternate Staff Identified for Position	Recommended Training and Qualifications
Disaster Removal Manager	Coordinates all debris removal activities related to an incident. Activities include communication among other members of the disaster management team, communication of project status activity and reporting, and dissemination and implementation of policy directives to debris removal personnel.	Streets and Stormwater Director and/or Designee	IS-630, IS-631, IS-632
Debris Collections Supervisor	Oversees collection activities prior to debris arrival at the disposal site and coordinates the debris routing, staffing, and field reporting	Streets and Stormwater Division/ Operations Manager and/or Designee	IS-630, IS-631, IS-632, E-202

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	activities.		
Debris Management Site Supervisor	Manages one or more Debris Management Sites (DMS) and is responsible for overseeing waste separation and environmental protection concerns, as well as filling out paperwork and reporting documentation.	Streets and Stormwater Division/ Operations Manager and/or Designee	IS-630, IS-631, IS-632
Finance, Admin, and Logistics Staff	Track time for personnel, equipment, and incident costs. These positions also assist with contracting and purchasing resources, completing documentation required for reimbursement of expenses, and provides check-in for demobilizing resources.	Identified Staff	IS-630, IS-631, IS-632, IS-703
Quality Assurance	Ensures the debris operations are cost effective. They do this by monitoring the type and amount of debris during collection, sorting, reduction, and disposal.	Contractors	IS-631, IS-632
Structural Engineer	Oversees, inspects, and assesses impacted structures and makes appropriate recommendations on building condemnation and demolition.	Planning or Engineering Staff Contracted Engineer	IS-631, IS-632
Debris Management Subject Matter Expert (SME):	Provides information and advice to command staff working in the operations and planning sections to	Streets and Stormwater Director and/or Designee Public Health	IS-630, IS-631, IS-632, E-202

	help guide disaster operations.	Official	
Public Information Officer	A Public Information Officer (PIO) familiar with debris management issues should be assigned to the Incident Commander or Joint Information Center (JIC), as necessary. Responsibilities include coordinating with PIOs of other agencies to keep the public informed about all debris removal activities and schedules. Immediately after a disaster and throughout the removal and disposal operation, the PIO is responsible for arranging for public notification of all ongoing and planned debris clearance, removal, and disposal activities.	City of Tulsa Communication Department	G-290, E-388, P-403
Legal Staff	Conducts reviews and manages all legal matters in the debris management planning process. In addition to advising the debris management planning staff, the legal department may also perform the following tasks: Contract review Rights of entry permits Community liability Indemnification Condemnation of buildings Land acquisition for DMSs Site closure/restoration and	City of Tulsa Legal Staff	IS-632

	insurance		

B. Equipment

a. During an incident, agency equipment such as trucks, rubber tire loaders, graders, chippers, chain saws, small cranes, dozers and backhoes may be needed to assist with debris clearance and removal operations. Most often these resources will be used for debris clearance from public rights of way in cooperation with the jurisdiction's contract solid waste hauler(s).

b. City of Tulsa Streets and Stormwater will stage equipment in strategic locations within the City, in order to preserve flexibility for personnel and equipment assignments, and allow for the clearing crews to begin work immediately after a disaster.

c. City of Tulsa Streets and Stormwater, maintains a listing of City of Tulsa equipment available for debris operations. Equipment needs will depend on the debris causing incident and will be dictated by the Operations Section and Planning Section during the incident.

C. Technology

a. City of Tulsa has a variety of tools that can be used to assist with debris operations. Each tool or capability is described in detail below:

1. GIS Mapping and Modeling: Geographic Information System mapping and modeling can be used to estimate debris volumes and distributions, plan debris clearance operations, and identify debris clearance priorities.

D. Contract Resources

During an incident it may be necessary to contract with other resource providers to augment the jurisdiction's debris management staff and equipment. These resources can be used to assist with specific tasks such as debris clearance or DMS management, or can be hired to manage the entire debris removal and disposal process. Contractors **CAN NOT** be awarded pre-disaster/stand-by contracts with mobilization costs or unit costs that are significantly higher than what they would be if the contract were awarded post-disaster. City of Tulsa Streets and Stormwater will develop and maintain a list of approved private contractors who have the capability to provide debris clearance, removal and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster. *Tab C: Right of Entry.*

E. Disposal Facilities

During an incident it may be necessary to utilize a variety of resources to dispose of different types of debris. Keep in mind that the amount and type of debris each facility accepts may change based on the size and severity of the incident. *Tab A: Streets and Stormwater Debris Disposal Sites.*

F. Recycling and Composting Facilities

During an incident it may be necessary to utilize a variety of resources to recycle, compost, or otherwise reduce different types of debris. Recycling debris may present an opportunity to reduce the overall cost of disposal. Metals, lumber, and soil are the most likely candidates for recycling. Before local government attempts to operate a recycling operation, it is essential to determine if there is, in fact, a market for the materials sorted out in the recycling process; otherwise the output may simply have to be hauled to a landfill. Specialized contractors may be willing to undertake recycling, particularly if large amounts of debris that are will be sorted.

X. Debris Estimates

Damage assessment is the systematic process of gathering preliminary estimates of   disaster debris quantities and composition; damage costs; and general descriptions of the locale, type, and severity of damage sustained by both the public and private sectors. Initial damage assessments are usually completed within 36 hours of an incident by local, state, federal, and volunteer organizations and provide an indication of the loss and recovery needs. The initial damage assessment is the basis for determining the level of state and federal assistance needed, as well as the types of assistance necessary for recovery. The assessment and may take longer depending on City of Tulsa or the Region's ability to respond to life, safety, and property concerns. The debris assessment should accomplish the following:

1. Estimate the quantity and mix of debris.
2. Determine impact on critical facilities.
3. Identify impact on residential and commercial areas.
4. Identify what additional resources are needed for response and recovery.

A. Damage Assessment Operations

a. Damage assessors will be used to identify estimated debris volumes and geographic dispersion. Damage assessors may also inspect structures and identify other hazards under direction of the Operations Section chief or their designee. In addition software tools including Geographic Information System (GIS) can be used to estimate debris volumes. City of Tulsa Planning and Development, Inspections is responsible for directing damage assessment operations. The following resources will be used to perform damage assessment:

b. City of Tulsa building inspectors.

c. City of Tulsa code-enforcement inspectors.

d. City of Tulsa/Tulsa County Emergency Operations Plan Annex P.

B. FEMA Preliminary Damage Assessment

A joint preliminary damage assessment (JPDA) report is a more detailed assessment that is completed following the initial damage assessment if it is suspected that the incident

has, or will, overwhelm local resources and require federal assistance. The PDA serves two purposes, as follows:

a. The JPDA provides reliable damage estimates, which are used as a basis in applying for assistance and, where justified, the governor's request for a Presidential Disaster Declaration.

b. The JPDA provides for the effective implementation of state and federal disaster relief programs, if a Declaration is made.

c. The JPDA is completed by a team of officials from FEMA, the State Emergency Management Division, Tulsa County and City of Tulsa officials, and the U.S. Small Business Administration. Usually it takes approximately thirty days to complete and compile a PDA and route it through the Governor's office to FEMA.

XI. Debris Clearance and Removal Guidelines

City of Tulsa has developed the following guidance for prioritizing debris removal:

1. Life Safety

2. Situation Stabilization

3. Property Protection

4. Economic Stability and Environmental Protection

These guidelines will assist planning, response, and recovery during disaster debris creating events.

XII. Debris Removal Priorities

The debris removal process must be initiated promptly and conducted in an orderly, effective manner to protect public health and safety following a major or catastrophic event. The first priority is to clear debris from key streets and roadways to provide access for emergency responders into to impacted areas. The need and demand for critical services will be increased significantly following a disaster. The second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified by State and local governments. The third priority for the debris removal teams is the elimination of debris related threats to public health and safety. This includes the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, and facilities that pose a danger to the public. Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party. If access to the area can be controlled, the removal activities may be deferred. *Tab B: Streets and Stormwater Debris Storage Areas.*

A. Emergency Roadway Clearance

1. Following a disaster, the top priority is to clear major streets providing access to critical support facilities such as hospitals, to allow for the movement of emergency vehicles, resumption of critical services, damage assessment. Emergency roadway clearance also facilitates the deployment of external response elements and delivery of emergency equipment and supplies. In initial roadway debris clearance, debris is normally pushed to the side of the road and no attempt is made to remove or dispose of it.

2. Streets and Stormwater is responsible for clearing city streets and associated rights-of-way and for disposal of the debris resulting from the clearing process. The Oklahoma Department of Transportation (ODOT) is responsible for clearing state and federal highways and rights-of-way, and for the disposal of the debris resulting from the clearing process.

3. In this phase, Streets and Stormwater crews equipped with chain saws will generally be needed to cut up fallen trees and limbs. Heavy equipment will be needed to move the remains. If possible, heavy equipment used for moving debris should be equipped with protective cabs and all personnel should wear protective equipment. Fire hydrants, driveway cutouts, and utility valves should be left clear and unobstructed.

4. As electrical systems are often damaged by the same hazards that create substantial debris, Streets and Stormwater crews may need to coordinate their efforts to remove debris with utility crews. Utility crews will verify that the utility is safe before Streets and Stormwater crews enter.

B. Debris Operations

1. Debris-clearing and removal operations predominately focus on public roads and other critical infrastructure; they should be prioritized based on the methodology

XIII. Debris Classification

To facilitate the debris management process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized. The State of Oklahoma has adopted the categories established for recovery operations by the U.S. Army Corps of Engineers following Hurricane Andrew. Debris removed will consist of two broad categories clean wood debris and construction and demolition debris. Definitions of classifications of debris are as follows:

a. Vegetative Debris: Vegetative debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs; and bushes. Burnable debris does not include garbage or construction and demolition material debris. (To be "chipped" and recycled as mulch).

b. Burnable Construction Debris: Burnable construction and demolition debris consists of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative.

c. Non-burnable Debris: Non-burnable construction and demolition debris includes, but is not limited to, creosote timber, plastic, glass, rubber and metal products,

sheet rock, roofing shingles, carpet, tires and other materials as may be designated by coordinating agency. Garbage will be considered non-burnable debris. (To be disposed of at approved landfill).

d. Stumps: Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition. (To be burned, or landfilled).

e. Scrap metal ('white'goods): Scrap metal includes refrigerators, washers, dryers, air conditioning equipment and other metal products designated by the coordinating agency representative. (To be recycled)

A. Ineligible Debris

Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

1. Any material that is found to be classified as hazardous or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. At the coordinating agency representative's direction, this material shall be segregated from the remaining debris in such a way as to allow the remaining debris to be loaded and transported. Standing broken utility poles damaged and downed utility poles and appurtenances, transformers and other electrical material will be reported to the coordinating agency representative. Emergency workers shall exercise due caution with existing overhead and underground utilities and above ground appurtenances, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

XIV. Debris Disposal and Reduction

Once the debris is removed from the disaster site, it will be transported to temporary storage sites. The three methods of disposal are burning, recycling, and grinding/chipping. Grinding and chipping of vegetative material will be utilized as a viable reduction method. Grinding and chipping reduces the volume on a 4 to 1 ratio. For grinding and chipping to be feasible, 25% of volume remaining must have some benefit or use.

The three primary burning methods are open burning, air curtain pit burning, and incineration. Controlled open burning is a cost effective method for reducing clean woody debris in rural areas. Burning reduces the volume by 95%, leaving only ash residue to be disposed of. Air curtain pit burning substantially reduces environmental concerns. The blower unit must have adequate air velocity to provide a "curtain effect" to hold smoke in and feed air to the fire below. Portable incinerators use the same methods as air curtain pit systems. The only difference is that portable incinerators utilize a pre-manufactured pit lieu of an onsite constructed earth/limestone pit.

Metals, wood and soils are prime candidates for recycling. Most of the non-ferrous metals are suitable for recycling. Specialized contractors are available to bid on disposal of debris by recycling if it is well sorted.

XV. Site Close-Out Procedures

Each temporary debris storage and reduction site will eventually be emptied of all material and restored to its previous condition and use.

1. Before activities begin on the site, ground and aerial photos will be taken. Important features such as structures, fences, culverts, and landscaping will be noted. The site will be checked for volatile organic compounds. Random soil samples will be taken.

2. After activities begin, constant monitoring of air quality and soil and waste samples will be taken. Photos, maps, and sketches of the site will be updated. Any fuel spills will be noted.

3. At closeout final testing of soil, water and air quality will be compared to original conditions. All ash will be removed and any remediation actions taken.

XVI. References

FEMA Debris Management Guide (FEMA-325)

Public Assistance Alternative Procedures Pilot Program Guide for Debris Removal (Version 3)

PUBLIC WORKS DEBRIS DISPOSAL SITES

Site No.	Site/Facility Name	Site/Facility Address	Contact Name	Contact Phone No.	Quadrant of City	City Owned	Publicly Owned	Private Owned	Contract	Type of Debris
1	Trash-to-Energy Plant				NW		X	X		All
2	Quarry Landfill	4041 N. 141st E. Ave.		(918) 437-7773	NE		X	X	X	All
3	APAC Landfill	13012 E. Highway 266		(918) 438-0101	NE		X	X		C&D
4	Creek County Landfill	10250 S. 33rd W. Ave.		(918) 299-3755	SW*		X	X		C&D
5	American Environmental Landfill	177th W. Ave. (0.75 mi. north of US-412)		(918) 245-7786	NW*		X	X		All
6	Browning Farris Inc. (BFI)	Red Bird, OK (near Porter)		(918) 355-1688	SW*		X	X		All
7	North Tulsa Sanitary Landfill	4215 E. 56th Str. N.		(918) 425-0558	NE*		X	X		All
8										
9										
10										

* Outside City Limits

Note: "All" - Municipal, sanitary, construction and demolition debris.
C&D - Construction and demolition debris.

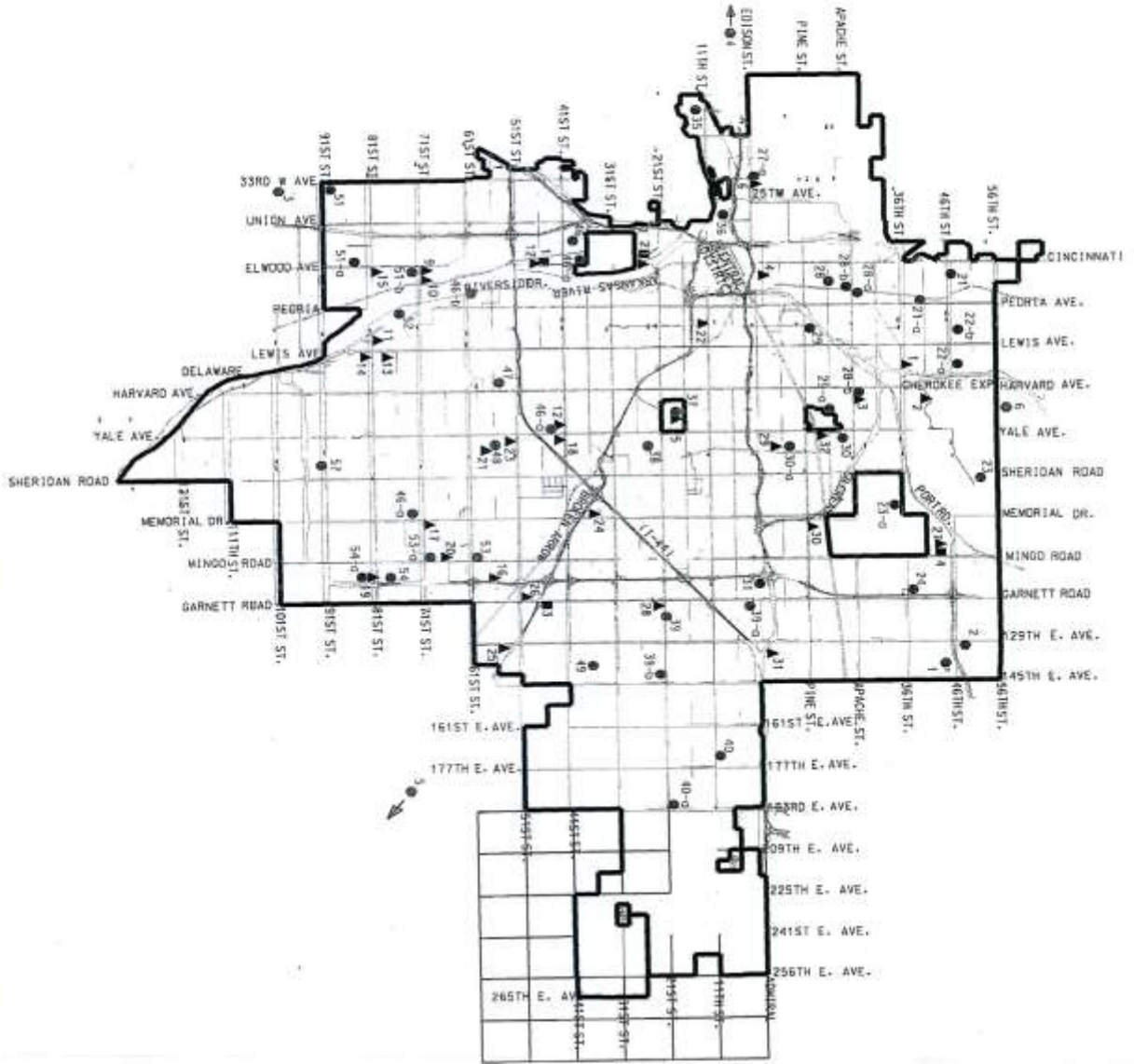TAB A

PUBLIC WORKS DEBRIS STORAGE AREAS

Site No.	Site/Facility Name	Site/Facility Address	Contact Name	Contact Phone No.	Quadrant	City Owned	Publicly Owned	Private Owned	Right-of-Entry
1	Chamberlain Park	4940 North Frankfort Avenue							
2	VoTec	3850 North Peoria				X			
3	Flatrock Acquisition 7 acres	4100 North Lewis							
4	Old Sewer Plant	4900 North Delaware				X			
5	Berry Park	4800 North Wheeling							
6	Mohawk Park					X			
7	Airport Noise Mitigation Property					X			
8	Oklahoma Highway Department Property	3700 North Mingo Valley							
9	Turner Park	3503 East 5 Place				X			
10	Central Senior High School	3300 West Edison					X		
11	Dirty Butter Acquisition	875 East Tecumseh							
12	Crawford Park	2425 North Hartford				X			
13	Apache Street Bridge	900 East Apache				X			
14	Springdale Acquisition	1650 North Wheeling							
15	Ute Park	Ute and Pittsburg							
16	Tulsa Community College North Campus	Harvard and Apache							
17	Clinton Park	Queen and Florence							
18	Coal Acquisition	5200 East Woodrow				X			
19	Maxwell Park	Fulton and Pine				X			
20	Airport Noise Mitigation Lots								
21	Holiday Park	10759 East Admiral				X			
22	Terwilliger Park	5800 West 12 Street				X			
23	West Tulsa Playground								
24	Riverparks	Off Charles Page				X			
25	Fairground parking area							X	
26	Hoover Elementary School	2327 South Darlington							

Site No.	Site/Facility Name	Site/Facility Address	Contact Name	Contact Phone No.	Quadrant	City Owned	Publicly Owned	Private Owned	Right-of-Entry
27	Detention Site	2100 South 119 East Avenue							
28	LC Clark Park	11440 East Admiral Place							
29	Eastland Mall	2100 South 137 East Avenue					X		
30	Flood Acquisition 7 acres	17212 East 11 Street				X			
31	A.B. Jewell	21 Street and 193 East Avenue				X			
32	Philpot Park	1114 West 37 Place							
33	PSO Soccer Complex	3700 South Elwood					X		
34	Johnson Park	6000 South Madison							
35	Marion Park	5600 South Evanston							
36	OU	4502 East 41 Street					-		
37	LaFortune Park								
38	Williams Tract Park	3700 South 136 East Avenue							
39	Nickie Acquisition	9100 South 33 West Avenue				X			
40		8500 South Elwood lots							
41	Southside Sludge Plant Property	71 and Elwood				X			
42	Helmerich Park	7500 South Riverside Drive							
43	Glen Eagles Detention	6100 South Mingo Road							
44	Leake Park	7300 South 77 East Avenue							
45	Union High School	6800 South Mingo Road							
46	Union Intermediate High School	7800 South Garnett Road							
47	TCC Southeast Campus	8300 South 100 East Place							
48	Hunter Park	9100 South Lakewood							
49									
50									

DEBRIS MANAGEMENT Planning Map

LEGEND

■ PW REPORT SITES
▲ PW ALTERNATE STAGING AREAS
● DEBRIS STORAGE SITES
● DEBRIS DISPOSAL SITES

RIGHT OF ENTRY

The undersigned, being the Owner(s) of record of the property, described below, do(es) grant to the City of Tulsa, Right of Entry onto the said property for the purposes hereinafter set forth.

LEGAL DESCRIPTION

The employees, Agents, or Contractors representing the City of Tulsa, shall be permitted the right to enter upon the above described property to_____. All debris, dirt, rock or other material shall be removed from the area. All equipment and material used in the performance of this work shall be removed from the premises upon completion.

DATED at Tulsa, Oklahoma this _____ day of _____, 2003.

_____
, Owner

_____
, Owner

TAB C

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX K
FIRE AND RESCUE

I.   PURPOSE

This annex establishes a sound and effective fire and rescue plan to be used in emergency or disaster situations. The goal of this plan is to ensure a rapid, coordinated response to any emergency to save lives and reduce personal injuries and damage to property. An additional goal is to ensure prompt location and rescue of trapped people in the disaster area and to recover the deceased.

All on-scene management of an incident will be in accordance with the Incident Command System (ICS). The first responder on-scene will assume the Incident Commander's responsibilities, contain the incident and establish the Incident Command Post.

II.   SITUATION AND ASSUMPTIONS

See Basic Plan Section II.

III. CONCEPT OF OPERATIONS

C. General

The responsibilities of the Fire Department in disaster situations are basically the same as those they perform daily. Their primary responsibility is to save life, followed by fire suppression. In addition, selected fire personnel may be trained in specialized skills such as Emergency Medical Technician, First Responder, confined space rescue, hazmat response, and extrication procedures. (See the Appendix to this Annex, for the resources of the Fire Departments within Tulsa County and those other fire services that provide mutual aid.)

IV.   TASK ORGANIZATION AND RESPONSIBILITIES

A. Fire Department

1. Fire suppression

2. Respond to hazardous materials accidents/incidents

3. Assist with radiological protection measures

4. Enforce fire code and conduct fire prevention programs

5. Conduct search and rescue operations

B. Mutual Aid Fire Department

Provide fire units to assist in firefighting, hazmat response, and rescue operations when called upon in accordance with existing agreements.

V.   DIRECTION AND CONTROL

See Basic Plan Section V and Annex I.

VI.   CONTINUITY OF GOVERNMENT

A. Lines of succession for fire department(s) responding will be according to each department's established procedures.

B. Each responding Fire Chief will maintain control of his unit(s).

VII.   ADMINISTRATION AND LOGISTICS

A. Communications

Fire communications networks are shown in Annex B.

B. Resources

A list of available fire departments and their resources is maintained in the TAEMA Resource List.

VIII.   PLAN DEVELOPMENT AND MAINTENANCE

C. The Fire Chief will coordinate the planning of all fire services related to emergency management operations.

D. Responsibility for development and maintenance of this Annex rests with the Fire Chief and the Emergency Management Director.

IX.   AUTHORITIES AND REFERENCES

E. FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local

Government Civil Defense Readiness During Periods of International Crisis.

F. FEMA-127, Attack Environment Manual, Chapter 3; What the Planner Needs to Know About Fire Ignition and Spread.

G. FEMA, Student Manual (SM) 9.2A Support Assistance for Fire Emergencies.

H. FEMA, SM 9, Rescue Skills and Techniques.

I. FEMA, CPG 1-6 Disaster Operations - A Handbook for Local Governments.

J. FEMA, CPG 1-8, Guide for the Development of State and Local Emergency Operations Plans.

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX K: APPENDIX 1
FIRE/RESCUE RESOURCES

COMMUNITY	Berryhill	Bixby	Broken Arrow
Phone # Alternate #	911 446-1211	911 366-0438	259-8359 259-8360
No. of Fire Stations	2	2	6
No. of Base Stations	2	1	1
No. of Mobile Radios	10	12	20
No. of Walkie Talkies	5	25	42
No. Paid Manpower	4	22	133
No. Volunteer Manpower	17	10	
Pumping Engs. in Res.			2
No. Pumping Engines	3	5	6
a. 500 GPM			
b. 750 GPM			
c. 1000 GPM	1		1 (2-1)
d. 1250 GPM	3	3	8
e. 1500 GPM		2	1
No. Ladder Trucks If aerial, give length.		1 – 75'	1 – 105'
No. Elevated Platform			
No. Mini-Pumpers	1		
No. Tank Trucks Gal. Cap. 1,000			1 – 1500 gal.
No. Grass Pumpers	3	3	6
Crash-Fire Rescue	YES - BOTH	YES - BOTH	YES
Underwater Recovery	NO	NO	NO

COMMUNITY	Berryhill	Bixby	Broken Arrow
No. Wreckers			2
No. Rescue Squads	1		1
No. Ambulances			6
No. Trained EMTs	17	7	133
No. First Responders	1	13	
No. Sedans	1	2	5
No. Utility Trucks		2	1
No. Pick-up Trucks			3
No. Self-Contained Air Masks Spare Air Bottles	20 20	20 20	60 80
No. Generators (# KW)	1	4	7
No. Light Systems (# KW)	2	4	6
No. Rad Detection Kits			
Go on Rescue Calls	YES	YES	YES
Mutual Aid Agreements Verbal - Written	Talala, Sapulpa, Sand Springs	All FDs in County	YES – Wagoner County
a.	TULSA		ROLLNG HLLS
b.			COWETA
c.			OAK GROVE
d.			BIXBY/TULSA
No. Boats			
No. Gasoline Trucks			
Other Resources	JAWS	27 PAGERS	Jaws – 4 sets
Other Resources	20 pagers	JAWS	RDCs (2)
Other Resources			9 TICs

COMMUNITY	Collinsville	Glenpool	Jenks
Phone # Alternate #	371-1020	322-2172 322-9460	299-6311 299-4488
No. of Fire Stations	1	1	2
No. of Base Stations	1	1	2
No. of Mobile Radios	8	8	10
No. of Walkie Talkies	12	18	22
No. Paid Manpower	16	14	20
No. Volunteer Manpower	5	20	14
Pumping Engs. in Reserve			
No. Pumping Engines	2	3	4
a. 500 GPM			
b. 750 GPM			
c. 1000 GPM			
d. 1250 GPM	1	1	2
e. 1500 GPM	1	2	2
No. Ladder Trucks If Aerial give length			1 – 55'
No. Elevated Platform		1 – 100'	
No. Mini-Pumpers			
No. Tank Trucks Gal. Cap. 1,000	1 – 2,000 gal.		
No. Grass Pumpers	3	2	2
Crash-Fire Rescue	YES - BOTH	YES – BOTH	YES - BOTH
Underwater Recovery	NO	YES	NO

COMMUNITY	Collinsville	Glenpool	Jenks
No. Wreckers			
No. Rescue Squads		1	
No. Ambulances	2		
No. Trained EMTs	16	6	20
No. First Responders	3	9	22
No. Sedans			
No. Utility Trucks			
No. Pick-up Trucks	1	2	3
No. Self-Contained Air Masks Spare Air Bottles	15 20	22 40	24 12
No. Generators (# KW)	1 – 3500 K 1 – 5000K	1	3
No. Light Systems (#KW)	6		2
No. Rad Detection Kits			
Go on Rescue Calls	YES	YES	YES
Mutual Aid Agreements Verbal - Written			
a.	Collinsville Rural	KEIFER	TULSA-written
b.	Northwest	SAPULPA	GLENPOOL-w
c.	Owasso	MOUNDS	BIXBY-written
d.	Skiatook	JENKS	SAPULPA-w
No. Boats			
No. Gasoline Trucks			
Other Resources	CASCADE	30 PAGERS	JAWS
Other Resources	JAWS	JAWS	CASCADE
Other Resources	AIR BAGS	CASCADE	SWIFT WATER RESCUE

COMMUNITY	Liberty Mounds	Owasso	Sand Springs
Phone # Alternate #	366-7900 549-8518	272-5252 272-2244	246-2549 245-8777
No. of Fire Stations	3	3	2
No. of Base Stations	2	3	3
No. of Mobile Radios	12	17	13
No. of Walkie Talkies	20	29	29
No. Paid Manpower		47	31
No. Volunteer Manpower	24	0	
Pumping Engs. In Res.		1	2
No. Pumping Engines	2	2	3
a. 500 GPM			
b. 750 GPM	1		
c. 1000 GPM	1		
d. 1250 GPM		2	1 QUINT
e. 1500 GPM			4
No. Ladder Trucks If aerial-give length		1 – 75'	1 quint 80' 1,000 gallon
No. Elevated Platform			
No. Mini-Pumpers	2		
No. Tank Trucks Gal. Cap.	3 – 1,000 1,700 2,600	2 – 2,000 gal.	
No. Grass Pumpers	3	3	3
Crash-Fire Rescue	YES – BOTH	YES - BOTH	YES – BOTH
Underwater Recovery	NO	NO	NO

COMMUNITY	Liberty Mounds	Owasso	Sand Springs
No. Wreckers		3	
No. Rescue Squads			1
No. Ambulances	1	4	
No. Trained EMTs	3	46	30
No. First Responders	8		1
No. Sedans	1	3	2 - SUV
No. Utility Trucks			
No. Pick-up Trucks		1	1
No. Self-Contained Air Masks Spare Air Bottles	10 20	19 40	25 25
No. Generators (# KW)	1 – 10 KW	1	
No. Light Systems (# KW)	1 – 10 KW	0	1 – 6KW truck
No. Rad Detection Kits		0	
Go on Rescue Calls	YES	YES	YES
Mutual Aid Agreements Verbal - Written	ALL FDs IN COUNTY	YES	
a.	TULSA	AIR N. GRD	SAPULPA
b.	OKMULGEE	MERCY AM	KEYSTONE
c.			ROCK
d.			TULSA
No. Boats			2
No. Gasoline Trucks			
Other Resources	JAWS		JAWS/LIFT BAG/CONFINE SPACE
Other Resources	2 floating pumps	31 PARAMEDIC	BASICRESCUE HAZMATTEC

COMMUNITY	Sperry	Tulsa	
Phone # Alternate #	288-7772 808-6142	596-9444 596-9977	
No. of Fire Stations	1	30	
No. of Base Stations	1	38	
No. of Mobile Radios	10	123	
No. of Walkie Talkies	10	154	
No. Paid Manpower		692	
No. Volunteer Manpower	13		
Pumping Engs. in Res.		8	
No. Pumping Engines	3	29	
a. 500 GPM			
b. 750 GPM			
c. 1000 GPM			
d. 1250 GPM	1		
e. 1500 GPM	1	35	
No. Ladder Trucks If aerial-give length		9-65' 4-80'	
No. Elevated Platform	1	2 - 75' 1-95' 2-118'	
No. Mini-Pumpers	1	1	
No. Tank Trucks Gal. Cap.	1 1850		
No. Grass Pumpers	3	7	
Crash-Fire Rescue	YES - BOTH	4 (AT TIA)	
Underwater Recovery	NO	NO	

COMMUNITY	Sperry	Tulsa	
No. Wreckers			
No. Rescue Squads	1		
No. Ambulances			
No. Trained EMTs	4	434-B 22-I 50-P	
No. First Responders	6	182	
No. Sedans		48	
No. Utility Trucks			
No. Pick-up Trucks		9	
No. Self-Contained Air Masks Spare Air Bottles	7 15	385 1,100	
No. Generators (# KW)	1	29 (2.5->15 KW)	
No. Light Systems (# KW)	2	5 (3-5 KW)	
No. Rad Detection Kits		4	
Go on Rescue Calls	NO	YES	
Mutual Aid Agreements Verbal - Written		WRITTEN	
a.	OSAGE COUNTY	SPAVINAW	
b.	ROGERS COUNTY	EUCHA	
c.	LIMESTONE FIRE DEPT.	BERRYHILL	
d.		CATOOSA & BLACKDOG	
No. Boats		15 various	
No. Gasoline Trucks		1	
Other Resources	13 PAGERS	42 PAGERS	

Other Resources	JAWS 2	2 HAZTRUCK	
Other Resources		5 AEDs 12 LifePak12s See other lists	
Other Resources	See other resource lists	Arson/ Incident Command Trailer	

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX N
RESOURCE MANAGEMENT

I.   PURPOSE

This annex provides for the proper coordination of resources to respond effectively to an emergency. City/County resources will be the most available during a city/county emergency and should be used accordingly; however, as city/county resources become depleted, mutual aid resources and state resources may be requested.

Resource management is an important part of the National Incident Management System (NIMS). Equipment typing and personnel credentialing are on-going components of the system. Resource managers should be aware of these efforts and adjust their resource lists as more information becomes available from the NIMS Integration Center (NIC).

II. SITUATION AND ASSUMPTIONS

See Basic Plan Section II.

III. CONCEPT OF OPERATIONS

A. General

It is the responsibility of local government to protect lives and property of local citizens. Among the actions to be taken toward this end are the following: Commit all resources necessary to protect lives or property and restore the community to normal. When all local resources have been expended, request assistance through the Oklahoma Department of Emergency Management. Emergency Managers (county/city) should maintain a Resources Management Manual that contains lists of local resources that can be used during an emergency.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

During any emergency, local government will coordinate essential resources to be used to restore essential services and aid disaster victims. The aim of this Resources Management Annex is to utilize available resources and trained personnel to carry out each required task effectively. One of the day-to-day functions of the Emergency Management Director is to ensure that planning, identification, and training of all resources is accomplished prior to any emergency. Among the many resources needed during an emergency are the following:

A. Heavy Equipment

1. Machinery for clearing debris

2. Bulldozers

3. Backhoes

4. Draglines

5. Cranes

6. Excavators

B. Specialized Equipment

   1. Chain saws

   2. Firefighting equipment

   3. Water pumps

   4. Rescue equipment

   5. Generators

   6. Portable toilets

   7. Winches

C. Temporary Shelters

   1. American Red Cross Shelters

   2. Hotels and motels

   3. Salvation Army Shelters

   4. Public facilities

      a. Schools, colleges, and universities

      b. Parks and recreation buildings

      c. County social services shelter

d. Other government buildings

5. Private facilities

a. Churches

b. Clubs and resorts

c. Office buildings

d. Stores

V.   DIRECTION AND CONTROL

The Resource Coordinator, under the direction of the Emergency Management Director, will be responsible for the acquisition, distribution, management, and coordination of resources and supplies. The Resources Management Manual(s) will be used to identify and list available sources from which needed resources can be obtained during emergencies. The Resource Coordinator will develop and maintain the Resources Management Manual for use during times of crisis. Routine checks of supplies and equipment availability will be made to ensure the manual is accurate.

VI.   CONTINUITY OF GOVERNMENT

See Basic Plan Section VI.

VII.   ADMINISTRATION AND LOGISTICS

A. Communications

The communication network required to obtain resources in times of emergency is a responsibility of the EOC Communications Coordinator and must remain functional during an emergency.

B. Resources

A copy of the County Resources Management Manual will be maintained in the EOC for ready reference. The Manual contains the resources of: TFD, TPD, MMRS (RMRS), Tulsa International Airport, Public Works, the Domestic Preparedness Program inventory, TCSO, THD, Telecommunications Dept., County Engineer, the ARC, and others.

C. Records

The Resource Coordinator will keep records of any material, supplies, and equipment used from private sources during an emergency and forward them to City Finance or the County Clerk for settlement following the emergency if required.

VIII.   PLAN DEVELOPMENT AND MAINTENANCE

See Basic Plan Section VIII.

IX.   AUTHORITIES AND REFERENCES

A. Authorities

See Section IX, Basic Plan.

B. References

1. FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.

2. State Emergency Operations Plan, State of Oklahoma.

3. County Resources Management Manual.

4. County Commissioners' Inventory Reports.

All phones are in Area Code 918:

Tulsa County Facilities:

- Highway Maintenance District #1, 3801 N. Harvard Ave., 591-6026

- Highway Maintenance District #2, 5300 W. 31 St., 591-6060

- Highway Maintenance District #3, 5625 S. Garnett Rd., 252-2511

City of Tulsa Facilities:

- Street Maintenance – West Yard, 450 W. 23 St., 596 9711

- Street Maintenance – East Yard, 5675 S. Garnett Rd., 252 0669

Primary Staging Area:

Secondary Staging Area:

NOTE: A County Equipment inventory report is available from the County Commissioners' office at the County Courthouse.

I.   PURPOSE

This Appendix provides the necessary information for locating Staging Areas (SAs) in Tulsa County. Staging areas can be used when dealing with disasters that are within the capabilities of county and city governments as well as when receiving outside assistance from state and federal governments.

II.   SITUATION AND ASSUMPTIONS

See Basic Plan Section II.

III.   CONCEPT OF OPERATIONS

A. General

Both primary and secondary staging areas are identified for Tulsa County.

B. Characteristics

Staging Areas should be large enough to provide for the following:

1. Accommodate parking for all wheel vehicles.

2. Two access roads; entrance and exit.

3. Marked landing zone for rotary wing aircraft.

4. An administrative area for the Staging Area Coordinator and his assistants to accomplish their tasks.

5. Have two types of communication available within the Staging Area.

IV.   STAGING AREA LOCATIONS

A. General

In view of the geographical shape of Tulsa County, two staging areas were selected. The first (primary) is central to the county for the purpose of supporting the central and eastern portions. The second, located to the western side of the county with the intent of supporting the west to central portions. Tulsa International Airport is a third option.

B. Locations

1. Primary Staging Area

   The primary staging area is located at the Tulsa County Fairgrounds, 3800 East 21st Street.

2. Secondary Staging Area

   The secondary staging area is located at the Tulsa Public Works Department, 2300 South Elwood Avenue.

3. Tulsa International Airport.

   Tulsa International Airport is located in the northeastern portion of Tulsa. It is a large municipal airport accommodating international and commercial traffic. The airport is bounded on the west by North Sheridan Road, on the east by North Mingo Road, on the south by East Pine Street, and on the north by Port Road.

Company	**Address**	**Phone #**
Johnny on the Spot	7412 E Seminole St, Tulsa, OK 74115	918 838 0636

* Tulsa County has a contract for Portable Restroom Services with Johnny on the Spot. TAEMA will contact with Johnny on the Spot for Tulsa County Department requests. City of Tulsa Departments will coordinate Portable Restroom Services Requests through City of Tulsa Purchasing.

ANNEX P
DAMAGE ASSESSMENT

I.   PURPOSE

This annex provides guidelines for the assessment of damage resulting from disasters that may occur within the community.

SITUATION AND ASSUMPTIONS

See Basic Plan Section II.

III.   CONCEPT OF OPERATIONS

A. General

Disaster intelligence is a tool for action and involves the complete cycle in which information about an event is collected, processed, evaluated, and disseminated to those who need it. This is a key process in caring for the short and long-term disaster needs of the people in the community. Damage assessment, which is an element of disaster intelligence, is an appraisal or determination of the actual effects on human, economic, and natural resources resulting from an emergency or disaster. Delayed assessments may cause hardship as well as erode confidence in the ability of the community to react in time of emergency. Although a rapid preliminary assessment is desirable and will be reported to the State EOC as soon as possible, a more accurate assessment should be compiled as soon as weather and other local conditions permit. Trained teams should be used to assess actual damage.

IV.   TASK ORGANIZATIONS AND RESPONSIBILITIES

A. General

Disaster intelligence and damage assessment are two functions that must be properly conducted in order to respond to and recover from an emergency or disaster.

B. Task Assignment and Responsibility

1. The Policy Group

The Policy Group is responsible for directing and controlling emergency functions, both public and private, in disaster relief operations.

2. Emergency Management Director

    a. The Emergency Management Director should be located in the EOC and will be responsible to the Policy Group for overseeing all disaster intelligence and damage assessment activities.

    b. Using information received from the Damage Assessment Officer, advise the Policy Group on resource shortfalls and coordinate with volunteer groups, surrounding jurisdictions, and the State EOC to obtain additional resources needed by the community.

    c. Ensure that all damage assessment reports and pertinent information is completed and summarized on the Orion Damage Assessment software which is accessible to and provided by the Oklahoma Department of Emergency Management (OEM)

    d. Insure that coordination is made with OEM and the Federal Emergency Management Agency (FEMA) in scheduling and conducting joint preliminary damage assessments if the joint surveys are required. This coordination will be made through OEM.

3. County Damage Assessment Officer

    a. The Damage Assessment Officer is designated by and responsible to the Emergency Management Director for the operation of damage assessment teams and for receiving and compiling all damage reports.

    b. Activate the teams to assess damage to public and private property, assign teams to the areas that are to be surveyed, and coordinate the surveys with other groups.

    c. Act as a County Level Administrator of the Orion Damage Assessment Tool, ensuring that necessary individuals are granted access and training as needed.

    d. Compile all damage assessment team reports and reports from other sources, such as the American Red Cross. Provide this information to the Emergency Management Director (See Appendix 1).

    e. Assist the Emergency Management Director in establishing the recommended sequence of repairs and priorities for restoration of

facilities by the appropriate service organizations.

    f. As requested, forward American Red Cross damage assessment information along with damage assessment information gathered from other sources to OEM.

4. Damage Assessment Teams

    a. Each Damage Assessment Team will consist of two individuals, consisting of a driver and a damage assessor. Each team is responsible for particular portion of the city or county, as determined by the County Damage Assessment Officer or his designee.

    b. Response activities when a disaster occurs are as follows:

        i. Damage Assessment Teams report to EOC for assignment instructions.

        ii. Damage Assessment Teams will utilize the Orion Damage Assessment tool to record damage information and pictures if the situation permits. <u>NOTE</u>: Team members must not interfere with first responder personnel.

        iii. Teams will periodically synchronize the Orion Damage Assessment tool in order to allow the Damage Assessment Officer at the EOC to receive updated information related to the damage levels.

        iv. The Damage Assessment Officer compiles all information received and provides updated information to the Emergency Management Director.

        v. After Preliminary Damage Assessment (PDA) information is collected, the Emergency Management Director will provide the information to the Policy Group and notify OEM that the information is available on the Orion system.

        vi. OEM will contact the local emergency management jurisdiction to schedule joint damage surveys if they are required.

vii. Following the joint damage surveys, and if a Presidential disaster declaration for individual assistance is declared, OEM will coordinate with the local jurisdiction to establish a disaster assistance center or recovery service center and continue to work with the local government during the individual assistance process.

C. Team Assignments/Sources of Damage Assessment Information

1. The Building Inspections Division of the Tulsa Public Works Department will be responsible for damage assessment within Tulsa's city limits. For details of Tulsa public and private property damage assessment, see Emergency Response Procedures: Natural Hazards Annex, Public Works Department, Draft, 2004.

2. TAEMA will be responsible for damage assessment in the unincorporated areas of Tulsa County.

3. Each other municipality in Tulsa County will be responsible for damage assessment in its jurisdiction, with assistance from TAEMA if requested.

4. As needed and at the discretion of the Emergency Management Director, the County Damage Assessment Officer may utilize resources of other departments to perform the PDA.

5. American Red Cross damage assessment information will be used for cross-referencing and checking purposes.

   a. The American Red Cross, by ARC Regulation 3029, is required to submit a preliminary damage assessment survey of homes to the operations headquarters of the jurisdiction involved in a disaster (TAEMA/EOC) within 24 hours and submit a detailed damage assessment within 72 hours.

   b. At the request of the Red Cross or OEM, the County Damage Assessment Officer will provide a copy of the Red Cross damage survey information to the State EOC.

6. All available damage assessment information gathered by municipalities in Tulsa County will be submitted to TAEMA. TAEMA will consolidate the data and forward the information to OEM.

V.   DIRECTION AND CONTROL

See Basic Plan Section V.

VI.   CONTINUITY OF GOVERNMENT

See Basic Plan Section VI.

VII.   ADMINISTRATION AND LOGISTICS

A. Reports and Records

1. Damage assessment reports will be performed on the Orion Damage Assessment Tool provided by OEM and administrated at a county level by TAEMA.

2. In the event that the Orion system is unavailable, damage assessment will be performed on the Structural Damage Assessment Form, (ODEM Form DA-1), This form will be used to record damage information collected by the Preliminary Damage Assessment Teams.   These forms will be summarized by the Damage Assessment Officer on the Structural Damage Assessment Summary Worksheet, which should be provided to OEM by TAEMA as soon as possible.

3. The County Damage Assessment Officer will continue to refine and update damage estimates and totals following any event and will provide information regarding damage estimates and totals to the Tulsa Area Long Term Recovery Committee, in order to expedite recovery operations per Annex T/ESF#14 Long Term Recovery.

4. Paper Damage Report Forms will be kept on file with TAEMA at the EOC for use if the Orion Damage Assessment Tool becomes unavailable.

5. Storage of data on the Orion system has been contracted to FuturityIT by the Oklahoma Department They are responsible for maintaining electronic records pertaining to damage assessments done utilizing Orion. Backup of data will be the responsibility of TAEMA.

6. In the event that paper documentation must be utilized by PDA teams, sufficient local records will have to be maintained to document all costs to the community caused by the disaster.

B. Individual Relief Assistance

All individual disaster assistance provided by the government will be administered with policies set forth by the Oklahoma Department of Human Services and those federal agencies providing such assistance.

As of the writing of this document The State of Oklahoma Requires the following documentation.

1. A proclamation of a local State of Emergency signed by the Chief Elected Official(s) is necessary. Note: Damage Assessment Reports determine if damage is sufficient to warrant an emergency declaration.

2. An incident created on the Orion Damage Assessment Tool, containing all preliminary damage assessments performed by the local damage assessment teams. If paper documentation was utilized then copies of all Damage Assessment Reports must be provided to OEM.

3. If damage assessment is not performed on the Orion system then a map of the community is needed to show the areas that received major and minor damage. The map should be marked accordingly.

4. Any requests for assistance should be documented and entered into WebEOC.

C. Public Relief Assistance

All public relief disaster assistance provided by the government will be administered with policies set forth by OEM and those federal agencies providing such assistance.

1. The Orion Damage Assessment Tool should be utilized for reporting public sector damage. This information shall be used by the State in determining the need for setting up joint federal/state/local preliminary damage assessments.

2. Following the initial public property damage surveys, the damage assessment officer should continue to work with local department heads to get more detailed information on the type and severity of the damages which occurred to the public sector, as well as accurate insurance information.

3. As this updated information becomes available, it should be entered into the Orion system and OEM notified of changes. Only the major damage and destruction needs to be reported to the State.

4. The OEM will contact the City of Tulsa/Tulsa County jurisdictions to schedule joint damage surveys if necessary for either public assistance or individual assistance.

5. Following the joint damage surveys, and if a Presidential disaster declaration for public assistance (or a Gubernatorial declaration for public assistance) is declared, OEM will set up applicant briefings to begin the public assistance process.

6. A Proclamation of a Local State of Emergency signed by the Chief Elected Official(s) is necessary. Note: Damage Assessment Reports are used to determine if damage is sufficient to warrant a declaration of emergency.

7. Any required Documentation will be made available to TAEMA through OEM.

8. Requests for specific assistance may be made telephonically, by radio, fax, or email. Any requests for assistance should be documented and entered into WebEOC.

VIII.   PLAN DEVELOPMENT AND MAINTENANCE.

See Basic Plan Section VIII.

IX.   AUTHORITIES AND REFERENCES

A. See Basic Plan Section IX.

B. Oklahoma Department of Emergency Management publication: Local Government Guide to Disaster Response Operations.

C. Oklahoma Department of Emergency Management publication: Documenting Disaster Damage for Public Assistance.

D. Emergency Response Procedures: Natural Hazards Annex, Public Works Department, Draft, 2004.

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX Q
HAZARDOUS MATERIALS

I. PURPOSE

The purpose of this annex is to identify and reduce/remove the threat to public health and safety which may result from an accident involving hazardous materials. This annex covers both fixed-site and transportation accidents.

All on-scene management of an incident will be in accordance with the Incident Command System (ICS). The first responder on-scene will assume the Incident Commander's responsibilities, contain the incident and establish the Incident Command Post.

II. SITUATION AND ASSUMPTIONS

See Basic Plan Section II.

III. CONCEPT OF OPERATIONS

A. General

1. Hazardous material accidents require early identification of the hazardous material to formulate a plan of action to handle the emergency. The City of Tulsa and Tulsa County will employ the concepts and principles of the NIMS during emergency response to a hazardous materials incident. Response should be directed toward containing the hazardous material and/or evacuating or sheltering those threatened by potential exposure to the material. After the threat has been stabilized by containment and evacuation/sheltering the next step is to safely clean up the material.

2. The person receiving a report of a hazardous material release should obtain as much information as possible upon being notified of a spill/leak. The form at Appendix 1 serves as a guide to secure critical information that should, if possible, be passed to emergency response personnel prior to their arrival on the scene. Frequently, additional information pertaining to the nature of the hazard is needed. Appendix 2 contains a list of sources of information and potential responding agencies. Contacts should be established early to insure these organizations or agencies can provide timely information or data.

3. Responding units should treat all spills as hazardous until the material(s) can be identified as to their safety.

a. At transportation accident sites, hazardous materials may be identified by shipping papers, ID numbers, placards, labels on containers, the tag number of the vehicle, a long distance telephone number printed on the vehicle, or verbally by the truck driver or railroad conductor/engineer.

b. At fixed-site incidents, pre-fire plans, NFPA 704-Diamond container labels, information obtained from site employees, and the "worst case scenarios" within the "Risk Management Plans" under the 1990 Clean Air Act Amendments may be used to identify hazardous materials contained within the site.

4. To the extent possible, operations should be:

a. Upwind

b. Uphill

c. Upstream

5. Emergency vehicles should be backed in toward the scene and operators should be prepared to move them if conditions worsen.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

See Basic Plan Section IV.

B. Organization

1. The individual designated as the community emergency coordinator (usually the emergency manager) must be notified immediately if a hazardous materials spill or release is large enough to require the activation of the Local Emergency Planning Committee's Emergency Response Plan.

2. Appendix 3, this Annex, depicts a typical layout for a HAZMAT operation. The size of the spill, characteristics of the material, and potential threat determine the structure of the emergency response effort. A small spill may require only an Operations Commander, but a larger spill additionally may require all or part of the following:

a. Incident Commander.

        b. EOC activation.

        c. Staging area.

        d. Decontamination site.

    3. In any case, an incident report should be submitted to the Oklahoma Department of Emergency Management.

C. Task Assignment and Responsibility

    1. Incident Command System (ICS)

        a. The Incident Commander will initially be the first responder present at the scene. As (or/if) the incident progresses and more experienced and trained personnel arrive on site, command may be relinquished to a more experienced person. This will normally be the senior fire service officer, on-site, from the local municipal fire department, or if the incident/accident is outside corporate limits, from the closest municipal department. (The exception to this will be when the accident site is outside corporate limits on a roadway, railroad, or public property; the incident commander will normally be the senior Oklahoma Highway Patrol (OHP) officer present.

           Incident Commander responsibilities are:

           i.   Implementing protective actions.

           ii.   Location of the incident command post.

           iii. Coordinate responding agencies' actions.

           iv. Maintain communications with operations command post, the Emergency Operations Center (EOC), if activated, and others as appropriate.

           v.   Notification of the Okla. Department of Environmental Quality and other appropriate agencies as soon as reasonably possible.

           vi.   Notification of the MERC.

        b. An Operations function, and other members of the ICS team, will be appointed by the Incident Commander, as required, and will

function in accordance with the established Incident Command System.

    c. The Planning function leader will be appointed by the Incident Commander and will be responsible for providing the planning for the response to the incident.

    d. The Logistics function will be led by a person assigned by the Incident Commander to provide to the I/C resources needed to properly respond to the needs of the emergency or disaster.

    e. The Finance function will track the expenses of the response to the incident for the I/C.

2. Oklahoma Department of Environmental Quality

    488-8895 or 271-4468 or 1-800-522-0206

    a. To serve as a local point of contact for the Incident Commander or local in-charge officials for emergency management activities or for the activation of state level response assistance.

    b. To assist in the collection, assimilation, and dissemination of information necessary for the safe management of chemical releases.

    c. To assemble and dispatch, if necessary, specialized technical assistance teams to advise on-scene commanders concerning immediate emergency response actions as related to chemical incidents, water supplies, waste-water treatment, and/or collection and disposal of solid waste.

    d. To advise concerning, and if necessary, mandate appropriate reporting, containment, and cleanup measures needed for protection of the public and the environment.

    e. To participate, as directed by the Department under the State Emergency Operations Plan, in the management of emergency operations in response to a multimedia emergency or a governor declared emergency.

3. Oklahoma Department of Emergency Management

    405-521-2481 or 1-800-800-2481

<ol type="a" start="1">
Coordinate state support as requested by on-scene responders or local Emergency Management Director.
Notifies appropriate state and federal agencies as required.

<ol start="4">
National Response Center

1-800-424-8802

<ol type="a" start="1">
Notifies all appropriate federal authorities.
Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders.

<ol start="5">
CHEMTREC

1-800-424-9300

<ol type="a" start="1">
CHEMTREC is a public service of the Chemical Manufacturers Association and provides immediate advice for those at the scene of emergencies then promptly contacts the shipper/generator of the hazardous materials involved for more detailed assistance and appropriate follow-up.
CHEMTREC operates 24 hours a day, seven days a week. Every effort should be made to keep a phone line open so that the shipper/generator can make contact with the on-scene leaders to provide guidance and assistance.
CHEMTREC provides advice for fixed site as well as transportation emergencies.

<ol start="6">
Call 811 for any incident involving a pipeline (24/7). They will notify all pipeline owners in the area.

V.   DIRECTION AND CONTROL

A. General

Primary direction and control rests with the Incident Commander. Each response agency shall maintain control over its personnel and equipment and shall send a liaison to the command post as required.

B. Procedure

See Appendix 3, this annex for a typical layout for hazardous materials operations.

VI.   CONTINUITY OF GOVERNMENT

See Basic Plan Section VI.

VII.   ADMINISTRATION AND LOGISTICS

A. Records and Forms

1. The Release Notification Form for reporting hazardous materials spills/accidents is found in Appendix 1 to this annex.

2. Information on the Release Notification Form is necessary for responders and may also be important during cleanup and reimbursement procedures.

B. Resources

Agencies with HAZMAT response capabilities and task assignments are responsible for providing and maintaining emergency equipment and supplies necessary for hazardous materials emergency operations.

C. Training

Local emergency response personnel will attend training as specified in 29 CFR 1910.120(q). The Emergency Management Director may coordinate training, but each agency is responsible for certifying competency and maintaining training records for its personnel.

D. Post-Incident Review

The county Emergency Management Director, with the LEPC Chairman and other LEPC members, should review plans and procedures within 10 days of an incident. This review should be attended by those who were directly involved in the emergency for purposes of identifying plan deficiencies and recommending changes.

VIII.   PLAN DEVELOPMENT AND MAINTENANCE

This annex will be reviewed at least annually. It will be the responsibility of the Emergency Management Director, in coordination with the LEPC Chairperson and other committee members (including fire chiefs), to update and maintain this plan.

IX.   AUTHORITIES AND REFERENCES

A. Authorities

See Basic Plan Section IX.

B. References

1. CPG 1-6, "Disaster Operations - A Handbook for Local Governments."

2. NRT-1, "Hazmat Emergency Planning Guide."

3. NRT-1A, "Criteria for Review of Hazardous Materials Emergency Plans."

4. RSPA "Emergency Response Guidebook, 2000."

5. PL99-499, TITLE III, Emergency Planning and Community Right-To Know Act of 1986 (EPCRA).

6. Oklahoma Environmental Quality Act.

7. Oklahoma Hazmat Planning and Notification Act.

8. Oklahoma Emergency Response Act.

9. "Risk Management Plans for Fixed Facilities in Tulsa County under the 1990 Clean Air Act Amendments."

10. For reference go to www.epa.gov/ceppo/lepclist.htm.

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX Q: APPENDIX 1
HAZMAT RELEASE NOTIFICATION

Caller's Name: _____

Caller's Identification: _____
(e.g., Position in organization)

Caller's Telephone Number (Incl. Area Code): _____
(Number where someone can be reached for additional information)

Name and Address of Responsible Party: _____

_____
(Facility Owner/Operator if Fixed Site) _____
(Truck, Rail, or Pipeline Operator if Transportation Incident) _____

_____

Material(s) Released: _____

_____

Is Released Material on Extremely Hazardous List? Yes___No____Unknown____

Location of Release: _____

_____

Include Legal Description Below (If Appropriate & Known)
___1/4___1/4___1/4, Sec.___ Twp.___ Rng.___ County_____

Quantity of Material(s) Released: _____

Released into: (Medium - Air, Water, Soil, etc.)_____

Release – Date_____ Time_____ Duration_____

Any known or anticipated health risks (acute or chronic) associated with the release:

_____

Any medical advice or treatment deemed necessary for any exposed individuals:

_____

Precautions that need to be taken:_____

Additional Information: Injuries_____ Deaths_____ DEQ Notified?_____

Other Info:

Person Receiving Rpt: Date/Time /

<u>NOTE</u>: Call Dept of Environmental Quality (271-4468 or 800-522-0206) if they have not already been notified.

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX Q: APPENDIX 2
FEDERAL/STATE TELEPHONE LIST

Any of the numbers below can be called for information, guidance or assistance.

State Assistance	Phone Number
1. Oklahoma Department of Emergency Management	405-521-2481
	800-800-2481
2. State Department of Environmental Quality (DEQ)	800-869-1400
Hazardous Materials Release (Including Radioactive	
Materials and/or Hazardous Wastes)	800-522-0206*
3. Oklahoma Highway Patrol HQ, OKC	405-424-1616
4. Oklahoma Highway Patrol - Troop B	918-627-0440*
5. Oklahoma Department of Transportation	405-521-2557
6. Oklahoma National Guard	405-228-5000
7. Oklahoma Poison Control Center	405-271-5454
Toll Free (nationwide)	800-222-1222
8. Oklahoma Water Resources Board	405-530-8800
9. Oklahoma Corporation Commission	
Oil & Gas Division	405-521-2301
Pollution Abatement	405-521-2201
Transportation Division	405-521-2251
Railroad Safety	405-521-3407
Motor Carrier Enforcement	405-521-4131
10. State LP Gas Administration	405-521-2458
11. Oklahoma Department of Wildlife	405-521-4600

Federal Assistance	Phone Number
1. National Response Center	1-800-424-8802*
a. Center is staffed by Coast Guard personnel.	
b. Notifies all appropriate federal authorities.	

     c. Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders.

2. US Army Explosive Ordinance Demolition (EOD)
     Fort Sill, Oklahoma

3. Federal Aviation Administration   817-222-5006*
     Fort Worth, Texas

4. US Environmental Protection Agency

5. US Department of Transportation
     Bureau of Motor Carrier Safety   405-605-6011

     Bureau of Railroad Safety   405-231-5889

6. US Department of Energy
     Radiological Assistance Team #4   505-845-4667*
     Emergency Operations Center   202-586-8100*
     Radiation Emergency Assistance/Training Site (REAC/TS) 865-576-1005*
     (For medical information on effects of radiation exposure.) 925-424-6465*

7. Nuclear Regulatory Commission
     Operations Center   301-816-5100*
     Region IV - Arlington, TX   817-860-8100*

8. Center for Disease Control and Prevention (CDC)   800-232-4636
     Atlanta, GA. Emergency Response   770-488-7100*

<u>Private Assistance</u>

CHEMTREC (Operated by Chemical Manufacturers Assn)   800-424-9300*
     Provides immediate advice to emergency responders on fixed-site as well as transportation emergencies. CHEMTREC contacts shipper/producer of the hazardous material(s) involved in the emergency for more detailed assistance and appropriate follow-up. CHEMTREC also maintains contact with the Chlorine Institute for access to the Chlorine Emergency Plan (CHLORREP) and with the Pesticide Safety Team Network (PSTN) operated by the National Agricultural Chemical Association.

* 24 hours a day

COLD ZONE

STAGING
AREA

ISOLATION

WARM
ZONE

RAILROAD

INCIDENT CP

OPERATIONS CP

U.S. HIGHWAY

HOT
ZONE

U.S. HIGHWAY

RAILROAD

DECONTAMINATION
SITE

ISOLATION

COLD ZONE
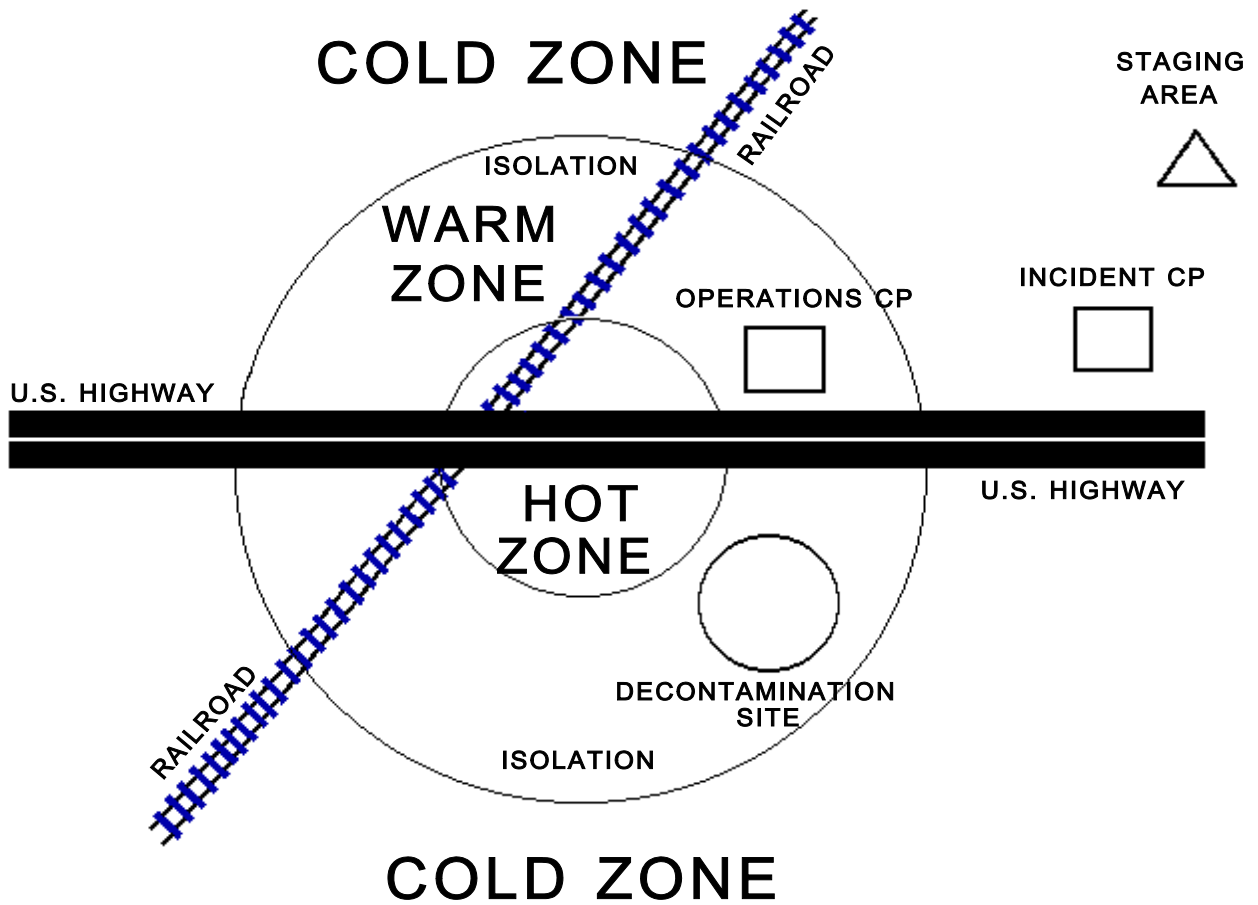
HAZARDOUS MATERIAL: "any substance or material in any form or quantity that poses an unreasonable risk to safety and health and to property when transported in commerce."

U.S. Classes and Divisions Examples of Materials by General Hazard Properties Based on United Nations System Pre-January 1991 (Not All Inclusive)

Class 1
Division 1.1 - Explosive with mass explosion hazard
Class A Explosive
Dynamite, TNT, Black Powder
Explosive; exposure to heat, shock, or contamination could result in thermal hazard

Division 1.2 - Explosive with projection and mechanical hazards
Class A Explosive/Class B Explosive

Division 1.3 - Explosive with fire, minor blast, or minor projection hazard
Class B Explosive
Propellant Explosives, Rocket Motors, Special Fireworks

Division 1.4 - Explosive device with minor explosion hazard
Class C Explosive
Common Fireworks, Small Arms Ammunition

Division 1.5 - Very insensitive explosives
Blasting Agent
Ammonium Nitrate-Fuel Oil Mixtures

Division 1.6 - Extremely insensitive explosives

Class 2
Division 2.1 (Flammable Gas)
Flammable Gas
Propane, Butadiene (inhibited), Acetylene, Methyl Chloride
Under pressure, container may rupture violently (fire and non-fire); may be a flammable, poisonous, a corrosive, an asphyxiant, and/or an oxidizer, may cause frostbite

Division 2.2 (Nonflammable, Non-poisonous Gas
Nonflammable Gas
Carbon Dioxide, Anhydrous Ammonia

Division 2.3 (Poisonous Gas)

Poison A
Arsine, Phosgene, Chlorine, Methyl Bromide

Class 3
Flammable Liquid
Acetone, Amyl Acetate, Gasoline, Methyl Alcohol, Toluene
Flammable; container may rupture violently from heat/fire; may be corrosive toxic and/or thermally unstable

Combustible Liquid
Fuel Oils

Class 4
Division 4.1 (Flammable Solid)
Flammable Solid
Nitrocellulose, Magnesium Ribbon
Flammable, some spontaneously, may be water reactive, toxic, and/or corrosive; may be extremely difficult to extinguish.

Division 4.2 (Spontaneously Combustible material)
Flammable Solid and Liquid
Phosphorus, Pyrophoric Liquids and Solids

Division 4.3 (Dangerous When Wet Material)
Flammable Solid and Liquid
Calcium Carbide, Potassium, Sodium

Class 5
Division 5.1 (Oxidizer)
Oxidizer
Ammonium Nitrate Fertilizer
Supplies oxygen to support combustion; sensitive to heat shock, friction, and/or contamination.

Division 5.2 (Organic Peroxide)
Organic Peroxide
Dibenzoyl Peroxide, Peroxyacetic Acid, Diacetyl Peroxide Solution

Class 6
Division 6.1 (Poisonous Material)
Poison B Irritant
Aniline, Arsenic, Tear Gas
Toxic by inhalation, ingestion, and skin and eye absorption; may be flammable.

Division 6.2 (Infectious Substance)

ORM-A Etiologic Agent
Carbon Tetrachloride, Anthrax, Botulism, Rabies, Tetanus

Class 7
Radioactive Material
Cobalt, Uranium Hexafluoride
May cause burns and biologic effects to energy and matter

Class 8
Corrosive Material
Hydrochloric Acid, Sulfuric Acid, Sodium Hydroxide, Nitric Acid, Hydrogen Fluoride
Disintegration of contacted tissues; may be fuming, water reactive.

ORM-B
Unslaked Lime, Metallic Mercury

Class 9
Miscellaneous Hazardous Material
ORM-C
Dry Ice, Molten Sulfur

ORM-E
Adipic Acid, Polychlorinated Biphenyls (PCBs)

ORM-D
Consumer commodities

Changes to 49 CFR parts 171-179 found in *Federal Register*, Vol. 55, No. 246, Friday, December 21, 1990

No area of the county is exempt from being or becoming involved as a route for transportation of hazardous materials.

Maps on the locations of pipelines within the county and reports are filed with the Corporation Commission by the various corporations and companies. These are updated annually with the revision published by the Corporation Commission and distributed to all political subdivisions.

The official State of Oklahoma Road Map portrays federal and state highways, airports (public and private), and railroads that are all possible routes for the transport/delivery of hazardous materials. Maps of county roads are available at the county courthouse and the Oklahoma Department of Transportation. The Tulsa/Tulsa County Evacuation annex is an additional source of transportations routes from the city/county.

TULSA COUNTY

All Tulsa County Fire Departments, LEPC, and the Hazmat Unit of the Tulsa Fire Department maintain current copies of Tulsa TIER II reports.

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX R
TERRORISM PREPAREDNESS

I.   PURPOSE

This annex provides basic guidance for dealing with the mitigation against, preparedness for, response to, and recovery from any act of terrorism within the State of Oklahoma and specifically within Tulsa County.

II.   SITUATION AND ASSUMPTIONS

A. Situation

1. The City of Tulsa and Tulsa County are vulnerable to terrorist incidents. A significant terrorist attack is considered unlikely. However, the consequences of a major terrorist incident could be catastrophic; hence, mitigating against, preparing for, and responding to, and recovering from such incidents is an important function of government.

2. Terrorism is both a law enforcement and an emergency management problem.

a. Virtually all terrorist acts involve violation of laws. Hence, law enforcement agencies gather and analyze intelligence on terrorists and may develop estimates of their intentions. Access to this criminal intelligence information is necessarily limited, but significant threats must be communicated by law enforcement agencies to those local officials who can implement protective measures and alert emergency responders. Coordination between law enforcement and emergency management personnel is vital to ensure that appropriate readiness actions are taken, while still protecting law enforcement sources and methods.

b. In a terrorist incident, the incident area may be simultaneously a crime scene, a hazardous materials site, and a disaster area that may cross the boundaries of several jurisdictions. There are often competing needs in the aftermath of a terrorist act—law enforcement agencies want to protect the crime scene in order to gather evidence, while emergency responders may need to bring in extensive equipment and personnel to conduct search and rescue operations. It is essential that the incident command team establish operating areas and formulate a plan of action that considers the needs of both groups.

3. Since terrorist acts are violations of local, state, and federal law, the response to a significant local terrorism threat or actual incident may include state and federal response agencies.

4. Local resources for combating terrorist attacks are limited. In the event of a significant terrorist threat or incident, it is anticipated state and federal resources will be requested in order to supplement local capabilities.

5. The presence of chemical or biological agents may not be recognized until sometime after casualties occur. There may be a delay in identifying the agent present and in determining the appropriate protective measures. Such agents may quickly dissipate or be persistent.

6. In the case of an attack with a biological agent, the initial dissemination of the agent may occur outside the local area or even in other countries, but still produce victims in the local area.

B. Assumptions

Terrorist attacks may be directed at government facilities, public and private institutions, business or industry, transportation, and individuals or groups. Such acts may involve: arson; shootings; bombings, including use of weapons of mass destruction (nuclear, chemical, or biological agents); kidnapping or hostage-taking; sabotage; cybercrimes; utility disruption; and other activities.

1. Terrorist attacks may or may not be preceded by a warning or a threat and may at first appear to be an ordinary incident.

2. Attacks may occur at multiple locations and may be accompanied by fire, explosion, or other acts of sabotage.

3. An initial incident may be created to attract emergency responders, then a second attack performed with the purpose of injuring or killing emergency responders.

4. Effective response to a terrorist attack may require:

    a. Specialized equipment to detect and identify chemical or biological agents.

    b. A mass decontamination capability.

    c. The means to treat mass casualties, including conducting triage and using specialized pharmaceuticals that have a narrow window of effect.

      d.   The capability to deal with mass fatalities.

5.   Injuries from a terrorist attack may be both physical and psychological.

6.   Recovery from a terrorist attack can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and mass casualties.

7.   In most cases, significant state and federal terrorist incident response support cannot be provided within the first few hours of an incident. Considerable state and federal terrorism response resources are available, but it may take 6 to 12 hours to activate and deploy such resources on a large-scale.

III.   CONCEPT OF OPERATIONS

A. General

The response to terrorism includes two major functions, crisis management and consequence management, which may be carried out consecutively or concurrently in the case of an incident that occurs without warning. The City of Tulsa and Tulsa County will employ the concepts & principles of the National Incident Management System during emergency response to a terrorist incident.

B. Crisis Management & Consequence Management

    1. Crisis Management

        a. Pre-incident crisis management activities include efforts to define the threat, identify terrorists, and prevent terrorist acts. Post incident crisis management activities include efforts to resolve the terrorist incident, investigate it, and apprehend those responsible. Law enforcement agencies have the lead in terrorism crisis management activities.

           i.   The Tulsa County Sheriff's Office or Tulsa Police Department will have the lead local role in terrorism crisis management depending on jurisdiction. The lead agency will coordinate its efforts with state and federal law enforcement agencies as appropriate.

          ii. The Oklahoma Department of Public Safety (DPS) is the lead state agency for terrorism incident response. DPS will coordinate the state law enforcement response to a potential

terrorist incident and use of state resources to support crisis management activities.

    iii. The Federal Bureau of Investigation (FBI) is the lead federal agency and will manage the federal crisis management response.

b. When a credible threat of terrorist attack exists, TAEMA may activate the EOC or, if security necessitates, activate a specialized facility to facilitate coordinated terrorism crisis management operations. DPS and the FBI shall be invited to provide liaison personnel to participate in crisis management operations and coordinate the use of state and federal resources.

2. Consequence Management

a. Consequence management activities undertaken to deal with effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during consequence management. The lead agencies for crisis management and consequence management should mutually determine when crisis management activities are complete.

b. The Policy Group will determine the person to have the lead local role in a terrorism event based on the nature of the event.

    i. The Oklahoma Department of Emergency Management (OEM) is the lead state agency for terrorism consequence management. OEM will coordinate state resource support for local terrorism consequence management operations.

    ii. FEMA is the lead federal agency for consequence management operations and shall coordinate federal resource support for such operations.

c. The agencies responsible for terrorism consequence management operations shall coordinate their efforts with law enforcement authorities conducting crisis management operations.

C. Implementation of the Incident Command System (ICS)

1. If there is a local incident site, an incident command post (ICP) will be

established in keeping with the Incident Command System and the National Incident Management System. This Incident Command Post will be run by the Incident Commander. The Incident Commander will direct and control responding resources and designate emergency operating areas. Typical operating area boundaries established for a terrorist incident may include:

a. The Crime Scene Boundary defines the crime scene. The crime scene may include the area referred to in technical operations as the "red zone" or "working point". Access to the crime scene may be restricted by federal, state, or local law enforcement personnel. Response activities within the crime scene may require special care in order to protect life and preserve evidence.

b. The Hazmat Boundary defines the hazmat site, which is referred to in hazmat operations as the "hot zone" and may be termed the "isolation area" or "exclusion zone" by other responders, and may include the hazmat upwind "warm zone" utilized for contamination control and rescue staging. Depending on the spread of contaminants, the hazmat site may include some or all of the crime scene. Entry into the hazmat boundary is normally restricted to properly trained response personnel equipped with personal protective equipment and using decontamination procedures.

c. The Incident Boundary includes the crime scene, the hazmat area, the "cold zone" or "support zone" used for incident support operations such as resource staging and casualty collection, and areas where protective actions, such as shelter-in-place or evacuation, may be recommended or mandatory measures imposed, such as quarantine. Ingress and access to this area is normally controlled; if a quarantine is implemented, egress may also be restricted.

2. ICS-EOC Interface

The Incident Commander and the EOC shall agree upon a division of responsibilities. The Incident Commander will normally manage field operations at the incident site and in adjacent areas. The EOC will normally mobilize and provide local resources, assist the Joint Information Center in disseminating emergency public information, organize and implement large-scale evacuation, coordinate care for casualties, coordinate shelter and mass care for evacuees, arrange mortuary support, and, if local resources are insufficient or inappropriate, request assistance from other jurisdictions or the State.

3. Implementation of Unified Command

   As state and federal responders arrive, we expect to transition from an incident command operation to a unified command arrangement as prescribed by the NIMS.

4. If there is no local incident site, which may be the case in incidents involving biological agents, consequence management activities will be directed and controlled from the local EOC. An Incident Commander may be designated. When state and federal response forces arrive, the EOC may be used as a unified command operations center.

D. Coordination of Crisis Management and Consequence Management Activities

   1. Law enforcement agencies involved in crisis management shall keep those responsible for consequence management informed of decisions made that may have implications for consequence management, so resources may be properly postured for emergency response and recovery should consequence management become necessary. Because of the sensitivity of law enforcement sources and methods and certain crisis management activities, it may be necessary to restrict dissemination of some information to selected emergency management and public health officials who have a need to know. And those individuals may have to carry out some preparedness activities surreptitiously.

   2. Until such time as law enforcement and emergency management personnel agree and crisis management activities have been concluded, law enforcement personnel shall participate in incident command and/or EOC operations to advise those carrying out consequence management operations with respect to protection of the crime scene, evidence collection, and investigative results that may have bearing on emergency operations. DPS and the FBI will normally provide personnel to participate in a unified command operation to coordinate state and federal law enforcement assistance.

   3. A Joint Information Center, staffed by local, state, and federal public affairs personnel, may be established as part of the unified command organization to collect, process, and disseminate information to the public.

E. Protective Actions

   1. Responders

      Emergency personnel responding to a terrorist incident must be protected from the various hazards that a terrorist incident can produce. These

include: blast effects, penetrating and fragmenting weapons, fire, asphyxiation, hazardous chemicals, toxic substances, radioactive materials, and disease-causing agents. See the discussion of threat weapons and their effects in Appendix 2. Although the type of protection required varies depending on the hazard, there are three basic principles of protection that apply to all hazards: time, distance, and shielding.

2. Time

   Emergency workers should spend the shortest time possible in the hazard area or exposed to the hazard. Use techniques such as rapid entries to execute reconnaissance or rescue and rotate personnel in the hazard area.

3. Distance

   Maximize the distance between hazards and emergency responders and the public. For chemical, radiological, and explosive hazards, recommended isolation and protective action distances are included in the *Emergency Response Guidebook* (ERG) by the U.S. Department of Transportation.

4. Shielding

   Use appropriate shielding to address specific hazards. Shielding can include vehicles, buildings, protective clothing, and personal protective equipment.

5. The Public

   Protective actions for the public must be selected and implemented based on the hazards present and appropriate instructions and information provided to the public through usual means of warning and public information. Protective actions for the public may include:

6. Evacuation.

7. Shelter-in-place.

8. Access control to deny entry into contaminated areas.

9. Restrictions on the use of contaminated foodstuffs, normally imposed by the Oklahoma State Department of Health or Tulsa Health Department.

10. Restrictions on the use of contaminated public water supplies normally imposed by the Oklahoma State Department of Health or Tulsa Health

Department.

11. For incidents involving biological agents, measures normally recommended and imposed by public health authorities to prevent the spread of disease may include:

    a. Isolation of diseased victims within medical facilities.

    b. Quarantines to restrict movement of people and livestock in specific geographic areas.

    c. Closure of schools and businesses.

    d. Restrictions on mass gatherings, such as sporting events.

F. Requesting External Assistance

1. The Mayor of the City of Tulsa or the Chairperson of the Tulsa Board of County Commissioners will make requests for state assistance. If state resources cannot satisfy the request, the State will request assistance from the federal government or other states.

2. Depending on the severity of the incident, the Mayor or the Chairperson of the Board of County Commissioners may issue a local emergency declaration and request assistance from the Governor. The Governor may declare a State of Disaster for the local area and request the President issue an emergency or disaster declaration for the local area.

G. Coordination of Local Medical Response to Biological Weapons Incidents

As the medical response to an incident involving biological agents must include the local medical community as a group (accomplished through the MERC), the local and state health departments and federal health agencies directing the response should undertake to coordinate the efforts of local medical providers to ensure a consistent approach to health issues is taken. Hence, concise information on the threat, recommendations on what should be done to combat it, and instructions on handling victims must be provided to all hospitals, clinics, nursing homes, home health care agencies, individual physicians, pharmacies, school nursing staffs, and other medical providers. Notification will include, but not be limited to, an alert issued by the MERC through EMResource. The Tulsa Health Department will typically take the lead in coordinating the local medical response. It may request assistance from local professional organizations in providing information to all members of the local medical community.

H. Activities by Phases of Emergency Management

    1. Mitigation

    Carry out anti-terrorist activities, including:

        a. Identify potential terrorist targets and determine their vulnerability. For targets that may produce hazardous effects if attacked, determine the population and special facilities at risk.

        b. Conduct investigations and criminal intelligence operations to develop information on the composition, capabilities, and intentions of potential terrorist groups.

        c. Develop and implement security programs for public facilities that are potential targets. Recommend such programs to private property owners.

        d. Implement passive facility protection programs to reduce the vulnerability of new and existing government-owned facilities believed to be potential targets. Recommend such programs to private property owners.

        e. Encourage all local medical facilities to participate in mass casualty exercises and stock specialized pharmaceuticals, such as chemical agent antidotes.

    2. Preparedness

        a. Conduct or arrange terrorism awareness training and periodic refresher training for law enforcement, fire service, and EMS personnel and for emergency management staff. Conduct training for other agencies such as public works, utilities, and hospitals.

        b. Develop emergency communications procedures that take into account the communications monitoring capabilities of some terrorist groups. Communications procedures will provide redundancy in the event normal communications are disrupted.

        c. Coordination of law enforcement agencies in maintaining terrorist profile information on groups suspected of being active in the local area.

        d. Establish appropriate mutual aid agreements.

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e. Conduct drills and exercise to test plans, procedures, and training.

f. Conduct awareness programs for businesses that handle inventories of potential weapon making materials and chemicals and ask for their cooperation in reporting suspicious activities.

g. If potential terrorist groups appear to be expanding their activities, consider appropriate increased readiness actions.

3. Response

See the Terrorist Incident Response Checklist in Appendix 7.

4. Recovery

i. Decontaminate incident sites and other affected areas. State and/or federal agencies may oversee this effort, which may be conducted by contractors.

ii. Identify and restrict access to all structurally unsafe buildings.

iii. Remediate and cleanup any hazardous materials that have or might enter local water, sewer, or drainage systems.

iv. Provide traffic control for the return of evacuees.

v. For evacuees who cannot return to their homes, assist in arranging temporary housing.

vi. For contaminated areas that cannot be decontaminated and returned to normal use in the near term, develop and implement appropriate access controls.

vii. Investigate cause of incident and prosecute those believed to be responsible.

viii. Maintain records of use of personnel, equipment, and supplies used in response and recovery for possible recovery from the responsible party or reimbursement by the state or federal government.

ix. Conduct critical incident stress management activities.

x. Debrief response personnel, prepare incident report, and update plans and procedures on the basis of lessons learned.

xi. Restore normal services.

IV.   TASK ORGANIZATION AND RESPONSIBILITIES

A. General

1. Local Law Enforcement and Fire Service organizations have the lead responsibility for terrorism preparedness, response, and recovery activities at the local level. The Oklahoma State Bureau of Investigation (OSBI) is the primary state coordinating agency. The FBI is the primary federal coordinating agency. Crime prevention, enforcement, and search & rescue operations are extensions of normal duties in terrorist situations.

2. At the federal level, the DOJ, through the FBI, has been assigned the lead responsibility for management of the U.S. Government response to terrorist incidents. The FBI derives its fundamental legal jurisdiction to deter terrorist incidents from an assortment of federal statutes and Executive Branch directives.

3. The FBI has the lead agency role in crisis management activities that include proactive measures for prevention, immediate incident response, and post incident response, including command of the operational response as the on-scene manager for an incident in coordination with other federal agencies and local and state authorities.

4. FEMA has the lead agency role in consequence management activities that include proactive mitigation measures to reduce the injury and damage from a terrorist act and vigorous, defensive response activities during and after a terrorist incident.

B. Task Assignments and Responsibilities

1. Emergency Management Director is responsible for:

a. Conducting and coordinating the assessment of the terrorism threat within Tulsa County and its cities/towns that include identification of key assets.

b. Developing overall anti-terrorism awareness and prevention programs and coordinating program implementation with local Policy Groups.

c. Coordinating and developing anti-terrorism awareness training programs with all agencies and departments with identified responsibilities.

d. Identifying special considerations that apply to biological, chemical, radiological, and physical threats having unique characteristics.

e. Initiating scheduling and contracting training symposiums, facilities, and facilitators as per instructions from the Policy Group.

f. Notifying the Policy Group of a terrorist incident or threat.

g. Coordinating with local school administrators to confirm that plans and procedures are in place to ensure that staff, faculty, students, and visitors are prepared for and protected during natural and manmade emergencies and disasters.

2. Tulsa County Sheriff/Tulsa Police Dept. are responsible for:

a. Coordinating and assisting the Emergency Management Director in conducting the overall terrorism threat assessment within the county and identifying key assets from a crime-prevention standpoint.

b. Making recommendations concerning access to facilities, security within site locations, and evacuation procedures.

c. Assisting in the development of the security and crime prevention portions of the training program.

d. Coordinating with other agencies/departments concerning response activities and responsibilities in the event of an attack.

e. The Tulsa Police Dept. will provide its staffed, trained, and equipped "Incident Management Team" (IMT) to the scene of a terrorist incident to maintain security and integrity for incident command and the scene.

f. Tulsa Police Dept. Bomb Squad will provide initial explosive and radiological evaluation prior to state or federal assets being requested.

3. Tulsa Fire Department is responsible for:

a. Coordinating and assisting the Emergency Management Director in conducting the threat assessment within the county and identifying key assets from an arson/fire suppression/prevention

standpoint.

    b. Making recommendations concerning the evacuation plans, evacuation of facilities, safety, and firefighting equipment positioning.

    c. Assisting in the development of the fire prevention, warning procedures, and search and rescue portions of the training program.

    d. Coordinating with other agencies/departments concerning response activities and responsibilities in the event of an attack.

    e. Assisting the Emergency Manager in the development and conducting of public and private sector safety and on-site first responder training.

    f. The Hazmat Unit of the Fire Dept. will provide initial chemical, biological, and radiological evaluation prior to state or federal assets being requested. Both TPD and TFD are capable of radiological detection.

    g. May provide Incident Management Team (IMT) personnel to support or coordinate with the Tulsa Police Department.

4. County Engineer/Public Works Department is responsible for:

    a. Coordinating and assisting the Emergency Management Director in conducting the vulnerability assessment of key assets within Tulsa County.

    b. Turning off electric and gas service if needed.

    c. Debris clearance.

    d. Providing engineering advice.

    e. Maintaining roads and bridges.

    f. Assisting with damage assessment of public and private property.

    g. Assisting in radiological, biological, and chemical decontamination operations.

5. EMSA and the MERC will coordinate emergency hospital services and medical support with area hospitals and nursing facilities.

6. The Tulsa Health Department will:

   a. Investigate sanitation conditions and establish safe standards for emergency shelter or disaster relief operations.

   b. Inspect and control distribution of food and water supplies.

   c. Coordinate epidemiological investigations, surveillance, and epidemic control.

   d. Receive and coordinate distribution of a "Push Pack" from the Strategic National Stockpile.

   e. Conduct mass medication distribution.

7. DHS County Office responsibilities, when committed:

   a. Providing provisions/funds for emergency aid.

   b. Coordination with the Red Cross and other related agencies.

8. Oklahoma National Guard, when committed, is responsible for assisting in:

   a. Radiological protection/chemical warfare agent monitoring.

   b. Law enforcement and traffic control.

   c. Search and rescue operations.

   d. Providing military engineer support and assistance in debris clearance.

   e. Providing logistical support with supply, transportation, maintenance, and food service support.

   f. Providing communication support.

   g. Providing assistance, advice, and coordination with operation of the ICS.

   h. Providing chemical, radiological, and biological weapon detection support.

9. State and Federal Support are responsible for:

a. Public welfare assistance.

b. Resources.

c. Law enforcement.

d. Health and medical.

e. Debris clearance.

f. Public information and education.

10. American Red Cross responsibilities, when committed:

a. Providing reception, care, food, lodging, and welfare assistance throughout Tulsa County.

b. Coordinating all personnel relief activities for any type disaster.

c. Operating shelters for disaster relief.

d. Providing damage assessment of private property.

e. Providing first-aid support and blood supply to disaster relief medical operations.

f. Providing counseling service.

11. Salvation Army is responsible for:

a. Supporting shelter/congregate care operations.

b. Providing field canteens.

c. Providing counseling service.

12. Ministerial Alliance/Church Volunteer Groups are responsible for:

a. Assisting with lodging, feeding, and welfare operations in support of disaster relief or relocation.

b. Assisting with reconstruction efforts.

c. Providing volunteer manpower.

        d.   Providing counseling service.

    13. Medical Service Providers are responsible for:

        a.   Emergency medical care for disaster victims.

        b.   Health care.

        c.   Crisis counseling.

    14. Medical Examiner's Office is responsible care of deceased victims.

    15. Transportation Security Administration is responsible for all transportation and security issues involved in a terrorism event requiring federal response.

V.   DIRECTION AND CONTROL

A. In the event of a terrorist attack, the Emergency Management Director will report to and activate the EOC, notify the Policy Group, and call in the Coordinating Group and Operating Staff. The Emergency Management Director will notify the State EOC Duty Officer of the incident.

B. The Sheriff/Police Chief or his representative will report to the EOC. Law enforcement personnel will report to the incident location and immediately perform required law enforcement/security tasks in accordance with applicable standard operating procedures.

C. The Fire Chief or his representative will report to the EOC. The Fire Chief will establish an Incident Command Post and begin Search/Rescue and fire suppression operations. The Fire Chief will assist in implementing a command structure to provide coordination for the event from the EOC.

D. The County Maintenance Foreman/Public Works Director will report to the EOC and initiate action to have any gas lines or electrical power shut down as reported by the Incident Commander.

E. The Tulsa Health Department Director or his/her representative will report to the EOC and alert medical care facilities.

F. The "National Domestic Preparedness Program" Hotline for NBC weapons is 1-800-424-8802; the Helpline is 1-800-368-6498.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan Section VI.

VII. ADMINISTRATION AND LOGISTICS

A. Emergency Authority

See Basic Plan Section VII.

B. Passes

In the event of a terrorist attack within the county, the pass system described in Annex I will be employed for operational, safety, and security reasons.

C. Reports and Records

Operational records and reports will be compiled as deemed necessary by the Policy Group and their safeguard shall be the responsibility of the Emergency Management Director.

D. Reports & Records

1. Situation Report

   During emergency operations for terrorist incidents, a daily situation report should be prepared and distributed to the Policy Group, Emergency Management Director, and other involved participants.

2. Records Relating to Emergency Operations

   a. Activity Logs

      The Incident Command Post and the EOC shall maintain accurate logs recording key response activities and the commitment of resources.

   b. Cost Records for Terrorist Incident Response

      For terrorist incidents, all departments and agencies participating in the emergency response shall maintain detailed records of labor costs, equipment usage, and supplies expended. These records may be used to recover allowable response and recovery costs from the federal government in the event a federal emergency or

disaster declaration is issued by the President.

E. Preservation of Records

As terrorists often target government facilities, government records are at risk during terrorist incidents. To the extent possible, legal, property, and tax records should be protected. The principal causes of damage to records are fire and water. If government records are damaged during the incident response, the EOC should be promptly advised so that timely professional assistance can be sought to preserve and restore them.

F. Post-Incident Analysis

The Mayor of the City of Tulsa or the Chairman of the Tulsa County Board of County Commissioners (or their designees) are responsible for organizing and conducting a post-incident analysis following the conclusion of a significant terrorism incident.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The contents of this annex must be known and understood by those people responsible for its implementation. The Emergency Management Director is responsible for briefing staff members and city/county officials concerning their roles in emergency management and the contents of this annex.

B. The Policy Group will ensure an annual review of this annex is conducted by all officials involved in its execution. The EM Director will coordinate this review and distribute changes to the annex.

IX. DEFINITIONS

A. Anti-terrorism Activities

Use of defensive methods, including intelligence collection, investigation, passive protection of facilities, implementation of physical and personnel security programs, and emergency planning, to combat terrorism.

B. Consequence Management

Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management.

C. Counter-terrorism Activities

Use of offensive measure to combat terrorism, such as use of law enforcement and military resources to neutralize terrorist operations.

D. Crisis Management

Measures taken to define the threat and identify terrorists, prevent terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law enforcement agencies will normally take the lead role in crisis management.

E. Hazmat

Hazardous materials.

F. Technical Operations

Actions to identify, assess, dismantle, transfer, or dispose of WMD or decontaminate persons and property exposed to the effects of WMD.

G. Terrorist Incident

A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

H. Weapons of Mass Destruction

WMD include: (1) explosive, incendiary, or poison gas bombs, grenades, rockets, or mines; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

X. AUTHORITY AND REFERENCES

A. Authority

See Basic Plan Section IX.

B. References

1. U.S. Public Health Service, Tulsa Metropolitan Medical Response System Plan.

2. U.S. Dept. of Defense, Weapons of Mass Destruction/Domestic Preparedness Program Training Guide.

3. U.S. Army Medical Research Institute of Chemical Defense, Field Management of Chemical Casualties Handbook, July 1996.

4. USAMRICD, Medical Management of Chemical Casualties Handbook, 2nd Ed., September 1995.

5. U.S. Army Medical Research Institute of Infectious Diseases, Medical Management of Biological Casualties Handbook, 2nd Ed., August 1996.

6. U.S. Dept. of Health & Human Services, Public Health Service, Centers for Disease Control and Prevention, Food and Drug Administration, Medical Response to Biological Warfare and Terrorism Satellite Broadcast Participant Packet.

7. USAMRICD, Medical Response to Chemical Warfare and Terrorism Satellite Broadcast Participant Textbook, December 1998.

8. Office of The Surgeon General, U.S. Army, Textbook of Military Medicine, Part I, Medical Aspects of Chemical and Biological Warfare, 1997.

9. Presidential Decision Directive 39 (PDD-39), the United States Policy on Counterterrorism.

10. Presidential Decision Directive 62 (PDD-62), the United states Policy on Protection Against Unconventional Threats to the Homeland and Americans Overseas.

11. Department of Defense (DOD) Directives and Chairman Joint Chiefs of Staff CONPLAN 0300-97.

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX R: APPENDIX 1
TERRORIST INCIDENT RESPONSE CHECKLIST

The response actions below are most appropriate for an incident involving conventional weapons, nuclear devices, or chemical agents where there is a specific incident location.

✓	Action Item	Assigned
	INITIAL RESPONSE:	
	1. Deploy response forces	
	2. Activate incident command post at the incident site to direct emergency operations.	
	3. If incident appears to be terrorism-related, ensure law enforcement personnel are advised and respond to the incident site.	
	4. Isolate the area and deny entry. Reroute traffic as needed.	
	5. Determine and report: ▪ Observed indicators of use of chemical/biological weapons ▪ Wind direction and weather conditions at scene ▪ Plume direction, if any ▪ Approximate number of apparent victims ▪ Orientation of victims ▪ Types of victim injuries and symptoms observed ▪ Observations or statements of witnesses	
	6. If possible, determine type of weapon used using appropriate detection equipment, response guides, damage characteristics, and casualty symptoms.	
	7. Establish scene control zones (hot, warm, and cold) and determine safe access routes & location of staging area. Establish initial operating boundaries for crime scene and incident area.	
	8. Implement crowd control measures, if necessary.	
	9. Determine & implement requirements for protective clothing and equipment for emergency responders.	
	10. Establish communications among all response groups.	
	11. Protect against secondary attack.	
	12. Activate the EOC to support scene operations if necessary.	
	13. Determine requirements for specialized response support.	
	14. Make notification to state and federal law enforcement and emergency management agencies.	
	15. Obtain external technical assistance to determine potential follow-on effects.	
	16. Request/deploy hazardous materials response team if appropriate.	
	17. Request/deploy bomb squad or ATF support if appropriate.	

	18. Identify areas that may be at risk from delayed weapon effects. ▪ Determine & implement protective measures for public in those areas. ▪ Determine & implement protective measures for special facilities at risk.	
	19. Extinguish fires and identify potential hazards such as ruptured gas lines, downed power lines, and residual hazardous materials.	
	20. Make notifications to adjacent jurisdictions that may be affected.	
	21. If the effects of the incident could adversely affect water or wastewater systems, advise system operators to implement protective measures.	
✓	**Action Item**	**Assigned**
	MEDICAL MANAGEMENT:	
	22. Advise EMS and hospitals of possibility of mass casualties/contaminated victims through the Medical Emergency Response Center (MERC).	
	23. Establish site for patient triage.	
	24. Establish site for gross decontamination (if appropriate) and a casualty collection area for decontaminated victims located away from the site of primary emergency operation, but accessible by transport vehicles.	
	25. Conduct initial triage and provide basic medical aid to victims in warm zone if protective equipment is not required.	
	26. Conduct gross decontamination of victims showing signs of contamination. Separate victims that show no signs of contamination for evaluation.	
	27. Conduct follow-on triage & treatment of victims in cold zone.	
	28. Transport victims to medical facilities for further treatment.	
	29. Request state and/or federal medical assistance if needed.	
	FATALITY MANAGEMENT:	
	30. Alert Medical Examiner of any potential mass fatality situation and arrange for temporary holding facilities for bodies if necessary. Highlight need to preserve evidence.	
	31. Coordinate with State of Oklahoma Medical Examiner's Office to determine autopsy requirements for victims.	
	32. Transport deceased to morgue, mortuary, or temporary holding facilities.	
	OTHER RESPONSE ACTIONS:	
	33. Request additional response resources if needed. • Activate mutual aid agreements • Request state or federal assistance, as needed	
	34. Designate staging areas for incoming resources from other jurisdictions, state and federal agencies, and volunteer groups separate from operational staging area.	

	35. If evacuation has been recommended:
	   ▪ Activate shelter/mass care facilities to house evacuees.
	   ▪ Provide transportation for evacuees without vehicles.
	   ▪ Provide security for shelters.	

	36. If evacuation of special facilities (schools, nursing homes, hospitals, correctional facilities) has been recommended:
	   ▪ Assist facilities in arranging suitable transportation in carrying out evacuation.
	   ▪ Assist facilities in arranging suitable temporary reception facilities.	

	37. Provide information and instructions to the public.
	   ▪ Activate emergency public information function.
	   ▪ Activate Joint Information Center if necessary.
	   ▪ Identify facilities for use by media.	

	38. Identify, collect, and control evidence and conduct investigations.	
	39. Pursue and arrest suspects.	
	40. Provide security in evacuated areas if feasible.	
	41. Establish and operate access control points for contaminated areas	
	42. For incidents involving biological agents, consider measures to restrict person-to-person transmission of disease such as quarantine, closure of schools and/or businesses, and restrictions on mass gatherings.	
✓	**Action Item**	**Assigned**
	43. Alert human resources agencies to provide disaster mental health services and human services support to victims.	
	44. Determine how pets, livestock, and other animals left in evacuated or contaminated areas will be handled.	
	45. Decontaminate essential facilities and equipment if feasible.	
	46. Request technical assistance from the Tulsa Fire Dept., Hazmat Unit in assessing environmental effects.	

Organization	Provides	Contact No.
CHEMTREC	Technical assistance for hazardous materials incidents.	1-800-424-9300 (24 hours)
CHEM-TEL	Technical assistance for hazardous materials incidents.	1-800-255-3924 (24 hours)
Chem-Bio Help Line (Non-emergency)	Information on chemical & biological agents for state and local emergency planners.	1-800-368-6498 (normal work hours only)
Chem-Bio Hot Line (Emergencies)	Technical assistance regarding chemical & biological agents for state and local emergency responders.	1-800-424-8802 (24 hours)
ODEQ, Radiation Control	Technical assistance for emergency responders for incidents involving radiological materials.	1-405-702-5100
Troop B, Oklahoma Highway Patrol	State law enforcement assistance.	918-627 0440
Tulsa FBI Office	Federal law enforcement assistance.	918-664 3300
Tulsa ATF Office	Federal expertise in explosive devices.	918-581 7731
Tulsa Police Dept. Bomb Squad	Explosive ordnance disposal assistance.	911 or 918 669 6863
63rd Civil Support Team	NBC Detection and Assessment	Call TAEMA

I. CONVENTIONAL WEAPONS, EXPLOSIVES, AND INCENDIARY DEVICES

    A. Weapon Types

        1. Conventional Weapons & Explosives

        Conventional weapons include guns, rocket-propelled grenades, and similar weapons. Explosives include military and commercial explosives, such as RDX, Tritonol, dynamite, and ammonium nitrate & fuel oil (ANFO). The casualty potential of conventional explosive devices may be increased by packing metallic materials such as bolts or nails around the explosive to generate lethal fragments that can inflict casualties at considerable distances.

        2. Incendiary Devices

        Incendiary devices are designed to ignite fires. They may use liquids, such as gasoline or kerosene, or gases, such as propane, as their fuel. Incendiary devices have been a favorite weapon of terrorists due to the ready availability of materials needed to build such devices.

        3. Combination Device

        Conventional explosive and incendiary materials may be used in combination to produce blast damage and fires.

    B. Weapon Effects

        1. Conventional Explosives

            a. Significant blast damage to structures, including building and wall collapse, and blast casualties.

            b. Fragmentation casualties from bomb fragments, debris, and broken glass.

            c. Fires are possible.

        2. Incendiary Devices

            a. Fires.

  b. Secondary explosions are possible.

  c. Burn casualties.

 3. Combination Devices

  a. Significant blast damage to structures, including building and wall collapse, and blast casualties.

  b. Fires.

  c. Fragmentation casualties from bomb fragments, debris, and broken glass.

C. Indications of Use

 1. Conventional Explosives

  a. Prior warning or threat.

  b. Presence of triggering devices, such as blasting caps or timers.

  c. Explosive residue at scene or results from detection instruments.

  d. Indications of deliberately introduced fragmentation materials.

 2. Incendiary Devices

  a. Prior warning or threat.

  b. Multiple fire locations.

  c. Signs of accelerants or results from detection instruments.

  d. Presence of propane/butane cylinders in other than typical locations.

  e. Presence of containers for flammable liquids.

D. Emergency Response Guidance

If hazardous materials are encountered in the response to an attack with conventional explosives or incendiary devices, consult the U.S. Department of Transportation *Emergency Response Guidebook* (ERG) 2008.

E. Response Needs

    1. Personal protective equipment for emergency responders.

    2. Medical evacuation and treatment for mass casualties.

    3. Urban search and rescue teams for collapsed structures.

    4. Firefighting.

    5. Hazmat response team.

    6. Mortuary support for mass fatalities.

    7. Evacuation assistance.

    8. Access control for incident site.

    9. Shelter and mass care for evacuees.

    10. Investigative resources.

II. NUCLEAR DEVICES AND MATERIALS

A. Weapon Types

    1. Radiation Dispersal Device

    Radioactive materials in powder form are packed around conventional explosives. When the explosive device detonates, it disperses the radioactive material over a wide area. Such devices do not require weapons grade radioactive materials; they may be constructed from materials obtained from medical or industrial equipment in common use.

    2. Improvised Nuclear Device (nuclear bomb)

    Use of this type of device is considered highly technical. Terrorists desiring to build such a device must employ highly sophisticated technology and obtain a substantial quantity of weapons-grade fissionable materials and extensive equipment. Previously, this was considered improbable. Recent world events indicate this is a realistic possibility.

    3. Nuclear Weapon

It is conceivable that state sponsored terrorists could use military nuclear weapons.

B. Weapon Effects

All of the weapons listed could spread radioactive materials if detonated, which could pose immediate danger to life at high levels and long-term adverse health effects at lower levels. In addition, each of these weapons can produce both immediate radiological effects and residual radioactive contamination.

1. Radiation Dispersal Device

    a. Some blast damage to structures.

    b. Some blast casualties.

    c. Some fragmentation damage to structures and casualties among people.

    d. Localized radiological contamination.

    e. Fires are possible.

2. Improvised Nuclear Device or Nuclear Weapon

    a. Extensive blast damage to structures, including building and wall collapse.

    b. Significant blast casualties.

    c. Significant fragmentation casualties from debris, broken glass, and other materials.

    d. Extensive radiological contamination.

    e. Extensive fire effects.

3. Indications of Use

    a. Prior warning or threat.

    b. Reports of stolen radiological sources or nuclear materials.

    c. Use of these weapons may produce damage and casualties similar to that produced by a conventional high explosive bomb.

Radiological detection equipment will be used to confirm the presence of radioactive materials.

B. Emergency Response Guidance

    1. Radiation Dispersal Device – ERG Guide 163

    2. Improvised Nuclear Device or Nuclear Weapon – ERG Guide 165

C. Response Needs

    1. Personal protective equipment for emergency responders.

    2. Mass personnel decontamination.

    3. Medical evacuation and treatment for mass casualties.

    4. Urban search and rescue teams for collapsed structures.

    5. Firefighting.

    6. Radiological monitoring and assessment teams.

    7. Mortuary support for mass fatalities.

    8. Evacuation assistance.

    9. Access control for incident site and contaminated areas.

    10. Shelter and mass care for evacuees.

III. CHEMICAL WEAPONS

A. Weapon Types

Letters in parenthesis are military designators for these agents.

    1. Nerve Agents

Nerve agents are some of the most toxic chemicals in the world; they are designed to cause death within minutes of exposure. Lethal doses may be obtained by inhaling the agent in aerosol or vapor form or having the agent deposited on the skin in liquid form. Examples include Sarin (GB), Soman (GD), and V agent (VX).

2. Blister agents

Blister agents cause blisters, skin irritation, damage to the eyes, respiratory damage, and gastrointestinal effects. Their effect on exposed tissue is distractingly painful and can be deadly. Examples include Mustard (H), Lewisite (L), and phosgene oxime (CX).

3. Cyanides

Cyanides disrupt the cell's ability to process oxygen. Cyanides cause rapid respiratory arrest and death. Examples include potassium cyanide, hydrogen cyanide (AC) and cyanogen chloride (CK).

4. Choking Agents

Choking (pulmonary) agents cause eye and airway irritation, chest tightness, and damage to the lungs. These agents include industrial chemicals such as chlorine (CL) and phosgene (CG).

5. Incapacitating Agents

Includes hallucinogens (BZ), vomiting agents, and irritants (CS & CN). These materials cause temporary symptoms such as hallucinations or vomiting, burning and pain on exposed mucous membranes and skin, eye pain and tearing, and respiratory discomfort. The effects of these agents are typically short lived; they are generally designed to incapacitate people and typically do not pose a threat to life.

B. Other Emergency Response Considerations

1. Agent Form

Some nerve and blister agents are normally in liquid form. When used as weapons, most chemical agents are delivered in aerosol form to maximize the area covered, although some may be delivered as a liquid. An aerosol is defined as a suspension or dispersion of small particles (solid or liquids) in a gaseous medium. Dissemination methods range from spray bottles and backpack pesticide sprayers to sophisticated large-scale aerosol generators or spray systems.

2. Persistency

Chemical agents may be either persistent or non-persistent. Non-persistent agents evaporate relatively quickly. Persistent agents remain for longer periods of time. Hazards from both vapor and liquid may exist for

hours, days, or in exceptional cases, weeks, or months after dissemination of the agent.

C. Weapon Effects

The primary effects of chemical agents are to incapacitate and kill people.

1. Minute doses of nerve agents cause pinpointing of the pupils (miosis), runny nose, and mild difficulty breathing. Larger doses cause nausea, vomiting, uncontrolled movement, loss of consciousness, breathing stoppage, paralysis, and death in a matter of minutes. G-agents are non-persistent, while VX is persistent.

2. Blister agents cause eye irritation and reddening of the skin in low doses. Larger doses produce eye and skin blisters, airway damage, and lung damage, causing respiratory failure. Some blister agents, such as mustards, are persistent in soil, while other blister agents are considered non-persistent.

3. The cyanides inhibit the transfer of oxygen in the body and produce intense irritation of the eyes, nose, and throat, breathing tightness, convulsions, and respiratory arrest, causing death. The cyanides are considered non-persistent.

4. Choking agents produce eye and airway irritation and lung damage, which may lead to death. Choking agents are generally non-persistent.

5. Vomiting agents and Irritants have relatively short-term incapacitating effects. These symptoms seldom persist more than a few minutes or hours after exposure, and the agents are considered non-persistent.

D. Indications of Use

1. Prior warning or threat.

2. Explosions that disperse mists, gases, or oily film.

3. Presence of spray devices or pesticide/chemical containers.

4. Unexplained mass casualties without obvious trauma.

5. Casualties exhibit nausea, breathing difficulty, and/or convulsions.

6. Odors of bleach, new mown grass, bitter almonds, or other unexplained odors.

7. Dead birds, fish, or other animals and lack of insects at the incident site and areas downwind.

8. Alarms by chemical detection systems.

E. Emergency Response Guidance

1. Nerve Agents

   Use ERG Guide 153. Antidotes to nerve agents, including atropine and 2-PAM chloride, must be given shortly after exposure to be effective.

2. Blister Agents

   Use ERG Guide 153.

3. Cyanides

   a. If the agent is positively identified as Cyanogen Chloride, use ERG Guide 125.

   b. If the agent is positively identified as Hydrogen Cyanide, use ERG Guide 117.

   c. If you suspect a blood agent (cyanide) has been used, but have not positively identified it, use ERG Guide 123.

4. Choking Agents

   a. If the agent is positively identified as Chlorine, use ERG Guide 124.

   b. If the agent is positively identified as Phosgene, use ERG Guide 125.

   c. If you suspect a choking agent has been used, but have not positively identified it, use ERG Guide 123.

5. Irritants

   a. For tear gas or pepper spray, use ERG Guide 159.

   b. For mace, use ERG Guide 153.

F. Response Needs

    1. Personal protective equipment for emergency responders.

    2. Mass decontamination capability.

    3. Medical evacuation and treatment for mass casualties.

    4. Hazmat response teams.

    5. Mortuary support for mass fatalities.

    6. Evacuation assistance.

    7. Access control for incident site and contaminated areas.

    8. Shelter and mass care for evacuees.

V. BIOLOGICAL WEAPONS

A. Weapon Types

Biological agents are intended to disable or kill people by infecting them with diseases or introducing toxic substances into their bodies. Such agents are generally classified in three groups:

    1. Bacteria and Rickettsia

    Bacteria and rickettsia are single celled organisms that cause a variety of diseases in animals, plants, and humans. Bacteria are capable of reproducing outside of living cells, while rickettsia require a living host. Both may produce extremely potent toxins inside the human body. Among the bacteria and rickettsia that have been or could be used as weapons are:

        a. Anthrax

        b. Plague

        c. Tularemia or "Rabbit Fever"

        d. Q fever (a rickettsial)

    2. Viruses

Viruses are much smaller than bacteria and can only reproduce inside living cells. Among the viruses that could be used as weapons are:

    a. Smallpox

    b. Venezuelan Equine Encephalitis (VEE) & other encephalitides

    c. The Viral Hemorrhagic Fevers (VHF), e.g. Rift Valley Fever

3. Toxins

Toxins are potent poisons produced by a variety of living organisms including bacteria, plants, and animals. Biological toxins are some of the most toxic substances known. Among the toxins that have been or could be used as weapons are:

    a. Botulinum toxins (the most toxic substances on earth)

    b. Staphylococcal Enterotoxins

    c. Ricin (from the castor bean plant)

    d. Mycotoxins

C. Other Emergency Response Considerations

1. Means of Dissemination

    a. Spraying a biological agent in aerosol form may create an inhalation hazard. Many biological agents, such as viruses, may also be readily transmitted from an affected person to others in aerosol form by coughing and sneezing. This can result in the rapid spread of disease-causing agents.

    b. Ingestion in food, water, or other products that have been contaminated with agents.

    c. Some agents may be transmitted by simple contact with the skin or by injection.

2. Unusual Aspects of a Biological Agent Attack

    a. As there are few detection systems for biological agents available, an attack with biological agents may not be discovered until public health authorities or medical facilities observe people becoming

sick with unusual illnesses. Casualties may occur hours, days, or weeks after exposure. Medical investigators will normally undertake to determine the source and cause of such illnesses and how it is spread.

b. In the aftermath of an attack with biological agents, public health agencies will normally take the lead in determining actions that must be taken to protect the public, though state and local governments may implement those actions.

c. There may be no local crime scene or incident site; the initial dissemination of the agent may have occurred in another city or another country and affected travelers may bring disease into the local area.

d. As people affected by some biological agents, such as viruses, are capable of spreading disease to others, the emergency response to a biological attack may have to include medical isolation of affected patients and quarantines or other restrictions on movement of people or animals. It may also be necessary to restrict opportunities for person-to-person transmission by closing schools and businesses or curtailing mass gatherings such as sporting events.

3. Weapon Effects

Biological agents are used to both incapacitate and to kill. Some agents make people seriously ill, but rarely kill those affected; these may create a public health emergency. Others, such as anthrax and many toxins, kill those affected and may create both a public health emergency and a mass fatality situation.

4. Indications of Use

a. If there is a local incident site, the following may be indicators of the use of biological weapons:

i. Advance warning or threat.

ii. Unusual dead or dying animals

iii. Unusual casualties – pattern inconsistent with natural disease or disease that does not typically occur in the local area.

iv. Aerosol containers or spray devices found in other than typical locations of use.

v. Presence of laboratory glassware or specialized containers.

vi. Biohazard labels on containers.

vii. Evidence of tampering with foodstuffs and water distribution systems.

viii. Indications of tampering with heating/air conditioning systems.

b. For many biological agent attacks, medical assessment of affected people, autopsy results, and follow-on medical investigation will be required to confirm the use of biological agents.

D. Emergency Response Needs

1. Personal protective equipment for emergency responders.

2. Decontamination capability.

3. Specialized pharmaceuticals.

4. Medical evacuation and treatment for mass casualties.

5. Public health prevention programs.

6. Mortuary support for mass fatalities.

7. Access control for incident site, if one exists.

8. Personnel support for quarantine operations.

9. Public health investigative resources.

During the response to a terrorist incident, the local resources used for most emergency situations will be used. Because of the potentially great damage, contamination, casualties, and fatalities that may be generated by large-scale terrorist incidents, specialized response resources may be needed from the state and federal government to supplement those available locally. Some of those resources are outlined below. Requests for state or federal resources should be channeled to the local DDC Chairperson.

RESOURCE NEED	SOURCE	RESOURCES
Assessment & Technical Assistance	State:	63rd WMD/Civil Support Team
	Other:	CHEMTREC (1-800-924-9300)
	Federal:	Chemical/Biological Hotline (1-800-368-6498)
		Other WMD/Civil Support Teams
		Military Resources
Hazmat Response Support	State:	
	Federal:	National Response Center
		Regional Response Teams
Medical Care & Public Health Support	Federal:	Disaster Medical Assistance Teams (DMATs)
		Military medical units
		Military hospital support
Radiological Monitoring & Assessment	State:	Okla. Dept. of Environmental Quality
	Other:	Assistance is available from other states pursuant to an interstate compact
	Federal:	US Dept. of Energy Radiation Assistance Program
		US Dept. of Energy Federal Radiological Monitoring & Assessment Center
		US Environmental Protection Agency Radiological Emergency Response Teams
		Military resources
Urban Search & Rescue	State:	
	Federal:	National Urban Search & Rescue System Task Forces
Security, Traffic Control, & Access Control	State:	Dept. of Public Safety
		Parks & Wildlife Dept.
		Forest Service
		National Guard
	Federal:	Military resources
Victim Identification & Mortuary Services	Federal:	FBI
		Disaster Mortuary Teams (DMORTs)

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX R: APPENDIX 5
BOMB THREAT CHECKLIST

1. Keep the caller on the phone as long as possible.

2. Write down the contents of the conversation.

3. Have another person call the Sheriff/Police at <u>911</u>.

4. Do not hang up the receiver of your phone.

5. Notify your supervisor or employer.

6. Time:_____ Date:_____

7. Caller's Exact Words:

_____

_____

_____

QUESTIONS YOU SHOULD ASK:

    1. When is the bomb going to explode?_____

    2. What is the location of the bomb?_____

    3. What does the bomb look like?_____

    4. What kind of bomb is it?_____

    5. Why did you place the bomb?_____

    6. Where are you calling from?_____

    7. What is your phone number?_____

Describe the caller's voice: Check all that apply.

Loud _____ Low Pitch _____ Fast _____ Soft _____ High Pitch _____

Slow _____ Deep _____ Distinct _____ Pleasant ____ Distorted _____

Intoxicated _____ Disguised _____ Stutterer ____ Nasal _____

Language: Excellent _____ Good _____ Fair _____ Tapped _____

City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX S
VETERINARY SERVICES/ANIMAL CARE

I. PURPOSE

This annex establishes coordination procedures for local government agencies, volunteer organizations and veterinary medical personnel in providing care to animals affected by man-made or natural disasters. These procedures provide for emergency medical care, temporary confinement, shelter, food and water, identification and tracking for return to owner and ultimate disposal of dead and unclaimed animals as necessary.

II. SITUATION AND ASSUMPTIONS

See Basic Plan Section II.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency animal care will be provided by private and public professionals based on pre-event coordination and the instructions contained in this document. Additional animal medical care professionals are available and will be utilized according to the size and type of disaster.

2. Animal Control services will be an extension of normal Licensed Animal Control Officer duties. In the event that no such officers are present, responsibility will be local law enforcement personnel coordinating with local animal care professionals.

3. Private shelters, local humane associations and local animal related groups can be an excellent source for both manpower and material resources.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

a. Organization

1. The city/town animal control function will remain as it currently exists. These agencies will function in their normal capacity and, as required, render and receive support and assistance in accordance with existing mutual aid agreements. Local animal care professionals will function in their normal capacity and render assistance in coordination with local animal control agencies. Private and volunteer groups will coordinate with local animal control agencies.

2. Supporting Organizations

    a. Area veterinary clinics

    b. Area humane and volunteer groups

    c. Area boarding and grooming facilities

    d. Area animal products supply stores

    e. State agencies as required

    f. District veterinary representatives

    g. State veterinary, technician and animal control associations

    h. American Zoological Association (AZA)

    i. Wildlife control personnel

    j. Emergency Management

B. Task Assignment and Responsibilities

  1. Responsibilities of the County Animal Care Coordinator

    a. Coordination between county authorities and local animal control and local animal care professionals.

    b. Coordination between local animal control, local animal care professionals and State/Federal organizations.

    c. Coordinate county animal relief activities including but not limited to sheltering, evacuation procedures, long-term boarding, fostering and adoption.

    d. Responsible for coordination and collection of animal rescue and recovery data from local shelters, veterinary clinics and other sources.

  2. Each city/town's animal control agency will be the coordinating lead agency for animal rescue activities. They will coordinate with local animal care professionals. They will coordinate volunteer organizations to provide needed services. In the event there is no local animal control

agency then local law enforcement personnel will coordinate with local animal care professionals to provide animal care.

3. The Oklahoma Veterinary Medical Association's district directors, or in their absences, alternate district directors shall be responsible for coordination of emergency field veterinarians.

4. In the event of a foreign animal diseases outbreak, the lead agency will be the Oklahoma Department of Agriculture, Food and Forestry (ODAFF) working in unified command with USDA/APHIS-VS (Animal/Plant Health Inspection Service – Veterinary Services) and coordinating all necessary activities.

V. DIRECTION AND CONTROL

Local animal control agencies are responsible for animal rescue activities. They are also responsible for coordination of local volunteer organizations. In the event that local animal control agencies are not established, these responsibilities will be local law enforcement agencies that will delegate this authority to local animal care professionals.

Local animal care professionals are responsible for veterinary medical care for affected animals. The coordination of activities will be the responsibility of the County Animal Care Coordinator and the Veterinary Emergency Triad (VET). The VET shall consist of the Oklahoma State Veterinarian (or his/her designee), the USDA/APHIS-VS Area Veterinarian in Charge (or his/her designee) and a designated representative of the Oklahoma Veterinary Medical Association (OVMA) or the State Department of Health in the event of a zoonotic disease.

VI. CONTINUITY OF GOVERNMENT

The order of succession will be in accordance with local Standard Operating Procedures.

VII. ADMINISTRATION AND LOGISTICS

The county animal care coordinator will serve with the county and local emergency management personnel for disaster exercises as well as actual disasters.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The County animal care coordinator shall conference with the VET and local animal control agencies at least once annually to review this annex and ensure that necessary updates and revisions are prepared and implemented.

IX. AUTHORITY AND REFERENCES

    A. Authority

       See Basic Plan Section IX.

    B. Reference

       1. Oklahoma Counties Foreign Animal Disease Response Support Planning Guide, December, 2009 (Original Release).

I. PURPOSE

A Foreign Animal Disease, however caused, could create a catastrophic event in the County. Its far reaching effects would impact not only on the local economy but at the state and national level as well. The threat to the nation's food supply, export losses and eradication cost should not be underestimated. While prevention of a FAD outbreak will always remain the primary goal, contingency plans must be in place no matter what the event. Tulsa County's goal is to contain the possible outbreak of a FAD, thereby protecting lives and property until State and Federal agencies can activate their plans.

It is the policy of Tulsa County quickly to respond to, investigate, coordinate with and take direction from the Oklahoma Department of Agriculture, Food and Forestry (ODAFF) to prevent the introduction of, or the spread of any Foreign Animal Disease (FAD).

This policy will apply to any reported FAD outbreak or highly contagious disease that may or may not become a Public Health concern; and any announced or unannounced chemical or biological attack on any sector of the agriculture community in Tulsa County.

The purpose of this FAD Appendix is to supplement the Emergency Management Plans of Tulsa County and its incorporated and unincorporated cities and towns in the event of a FAD outbreak. The plan was developed in conjunction with existing local plans and the Oklahoma Department of Agriculture, Food, and Forestry (ODAFF) plan. Developing a partnership with the livestock industry, identifying all possible available resources and the development of a communication network between all parties will be critical to the successful implementation of the plan should it ever be needed.

II. SITUATION AND ASSUMPTIONS

See Basic Plan Section II.

III. CONCEPT OF OPERATIONS

A. General

The objectives of the plan are to establish a Multi-Agency Coordinating Group (MACG) of highly educated and experienced members with knowledge of every facet of the livestock industry in Tulsa County. Members of the MACG will be

representatives of the beef, dairy, poultry and hog industries, the feeder industry, the equine industry, local cooperatives, producers, veterinarians as necessary, local government, law enforcement and emergency management. Further, the MACG will consist of representatives from the Board of County Commissioners, local first responders, public health, the county extension agent, communications and public works.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

A. The MACG members will have four primary responsibilities.

    1. Be liaisons for their respective industry and promote education of their peers to the plan and its goals and objectives and the plan's testing component.

    2. Respond to the Emergency Operations Center in the event of a FAD outbreak, rumored outbreak or an announced or unannounced bio-terrorism attack on the industry. Once there, serve as experts in communication with ODAFF and the Tulsa County Emergency Manager.

    3. Communicate with peers, release approved, factual, up-to-date information and data to their respective industries and serve as support to the Emergency Manager in trouble shooting, consequence management and securing any resource that may be needed.

    4. Work with other MACG members in consequence management.

B. The MACG will:

    1. React and respond as needed to all events, real or rumored, by immediately opening the Emergency Operations Center and summoning all MACG members.

    2. To the greatest extent possible:

        a. Evaluate data from all facets of the industry.

        b. As the event progresses, analyze and disseminate only factual information to protect the economic stability of the community and reduce the likelihood of civil unrest.

    3. Determine if the event will pose a public health concern with direction from the Tulsa Health Department.

    4. The MACG will support the on-site Incident Management Team as assigned by the Oklahoma AVIC (Area Veterinarian in Charge) and the

State Veterinarian.

5. Through quarantine procedures implemented by the Sheriff, Oklahoma Highway Patrol (OHP), and the Oklahoma Bureau of Investigation (OSBI), prevent the accidental or intentional spread of the index source.

6. If the FAD is not contained, the event will be managed appropriately in terms of decontamination and will be the responsibility of the local Fire/Emergency Medical Services personnel with the required support and direction of the Oklahoma Department of Agriculture, U.S. Department of Agriculture (USDA), Oklahoma Department of Health, and Environmental Protection Agency (EPA).

7. Investigate, with direction from the Federal Bureau of Investigation (FBI) and the Oklahoma State Bureau of Investigation (OSBI) in cases of suspected terrorist acts to ensure the collection and preservation of evidence for impending criminal cases.

8. Test the plan on a continuing basis, with lessons learned serving as the basis for plan revisions. Plan testing will include participation in local, state, and federal exercises as applicable. Education efforts based on the plan will be focused as follows.

    a. MACG members will be notified of related education opportunities.

    b. The FAD MACG subcommittee chairman will brief the Local Emergency Planning Committee (LEPC) on the progress of the team and any changes in the plan.

    c. Industry representatives will be invited to participate in presentations, seminars, or other related training activities.

    d. MACG presentations may be made to civic groups who make a request.

    e. The MACG members will maintain interaction with FAD subject matter experts at whatever level possible, maintain an active dialogue with animal health officials, and academia to keep informed of the latest developments.

V.   PHASE ONE

After notification of a possible FAD by ODAFF, the Sheriff's Department will send necessary patrol unit(s) to the site and restrict all animal traffic into and out of the

site. At least one Cleaning and Decontamination (C&D) station will be at the site to disinfect all vehicles coming out of the site at a designated ingress/egress point. The Sheriff will have command of the site.

A. Actions

    1. Contain movement of animals from the suspicious premises.

    2. Clean and disinfect all personnel and vehicles exiting the suspicious premises.

VI. PHASE TWO

B. After notification from the Foreign Animal Disease Diagnostician (FADD) of a highly possible or highly probable infected animal, the Sheriff's Department will:

    1. Set up a containment area of one mile (or as determined by the FADD) around the site.

    2. Stop all animal traffic.

    3. Reroute all other animal traffic around the site.

    4. Provide adequate patrol units to secure the site.

    5. Maintain command of the site.

    6. Determine if the EOC will be activated.

B. At least one Cleaning & Decontamination unit will be set up at the designated ingress/egress location outside the one mile (or as determined by the FADD) containment area and all traffic out of the containment area will have to go to that site to be cleaned and decontaminated before leaving the site.

C. Actions

    1. Contain all animal movement within 1 mile (or as determined by FADD) of the suspicious premises.

    2. All vehicles must exit through one cleaning and disinfectant point.

    3. All vehicles entering must belong to the affected premises or residences within the containment zone if not assigned to the incident.

VII.   PHASE THREE

A. After notification of positive confirmation of a FAD at the site, the Sheriff will request the Oklahoma Highway Patrol (OHP) to lock down Tulsa County. No animal traffic will be allowed to come into or go out of the county. At the time of positive confirmation, USDA and the Oklahoma State Veterinarian will assume incident command.

B. All animal carriers will be disinfected before they can leave the county. Law enforcement will be responsible for stopping all animal traffic and ensuring that all animal carriers are disinfected. Cleaning and decontamination units will be strategically located to disinfect all animal carriers.

C. Actions

1. Prevent animal traffic entering and/or leaving the quarantine area.

2. Reroute animal traffic around the quarantined area.

3. Minimize access within 1 mile (or as determined by APHIS-VS) of the quarantined area.

4. Prevent animal traffic from entering or leaving the county until further notice from ODAFF.

VIII.   CONTINUITY OF GOVERNMENT

The order of succession will be in accordance with local Standard Operating Procedures (SOPs).

IX.   ADMINISTRATION AND LOGISTICS

The FAD MACG will work closely with the Tulsa County Emergency Manager for all administration and logistic needs.

X.   PLAN DEVELOPMENT AND MAINTENANCE

The FAD MACG will, at least once annually, review this appendix and ensure that necessary updates and revisions are prepared and implemented.

Annex T:

Emergency Support Function #14

Long-Term Recovery

Primary Agency:	Tulsa County Social Services Tulsa Area Long Term Recovery Committee
Coordinating Agency:	Tulsa Area Emergency Management Agency Oklahoma Volunteer Organizations Active in Disaster
Support Agencies:	City of Tulsa Mayor's Office Board of Tulsa County Commissioner's American Red Cross Tulsa Health Department Tulsa County Policy Group Customer Care Center 211 Oklahoma Department of Emergency Management FEMA City of Tulsa Communications Working in Neighborhoods City of Tulsa Building Inspections

I. Purpose

ESF #14 - Long Term Community Recovery provides direction and priority in focusing recovery efforts to receive and administer disaster aid and programs in order to more efficiently direct materials, manpower, and money to return survivors to a standard of living prior to a similar level as experienced the day prior to an event. Many critical post-disaster concerns will be addressed following a disaster. A coordinated local, state, and federal effort will be required to resolve local issues. ESF #14 establishes a detailed framework of government and non-governmental efforts to restore essential public and social services after a disaster.

II. Concept of Operations

- Recovery from isolated events is usually within the capability of the local community and local resources should be utilized when available.

- Any required assistance from out of county should be requested only after the local jurisdiction has fully committed its own resources to the recovery process. This request should be made through TAEMA who will work with the Oklahoma Department of Emergency Management to fulfill requests.

- County Recovery Assistance – Tulsa County and its municipalities serve as the initial source of disaster response and recovery assistance. When local resources are insufficient to cope with the disaster, state and federal programs may provide direct assistance to affected local governments and/or individuals. Tulsa County must request this assistance.

- State Disaster Assistance - The Oklahoma Department of Emergency Management is charged with the responsibility for developing administrative rules to establish and implement the State Disaster Relief Program. Once adopted, these rules will establish thresholds, allowable reimbursable costs, cost share ratios, and the like. Accompanying these rules will be an administrative plan that will detail the specifics of this state relief program. When promulgated, these rules should incorporate certain general considerations, including:

  o The magnitude of affected population.

  o The impact on a jurisdiction's existing financial resources.

  o The availability of other sources of relief.

  o The assistance to individuals.

  o The assistance to public entities.

  o The assistance to private businesses.

- Federal Disaster Assistance – The Federal Government may through the processes outlined in the Stafford Act, provide multiple avenues for disaster assistance. This assistance is not designed or intended to provide 100% reimbursement for all damages incurred during an emergency or disaster. However this does provide for aid when state and local governments have exhausted their resources. Once the President has formally declared a disaster or emergency situation, Federal assistance will typically be in three forms.

  o Public Assistance – Once a disaster is formally declared, the Governor will appoint a Governor's Authorized Representative (GAR). This representative will conduct meetings for all potential applicants for public disaster

assistance. The GAR will notify each applicant of the date, time, and location of the briefing. Applicants will file a Notice of Interest. The Oklahoma Department of Emergency Management will coordinate with TAEMA to locate a suitable location for a Disaster Recovery Center (DRC). The State Coordinating Officer (SCO) establishes a Public Assistance Office at the DRC. The County in turn will designate a point of contact and office for public and not-for-profit organizations to submit requests for public assistance.

- o Individual Assistance Programs - In a Federally Declared Disaster, State and Federal recovery assistance may be made available to individuals, families, and businesses by making application to FEMA and/or other appropriate agencies. The Small Business Administration may also make low interest loans available to those affected by disasters. Applications will be made through the Disaster Recovery Center.

- o Hazard Mitigation Grant Program - Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707, Public Law 103-181(the Hazard Mitigation and Relocation Assistance Act of 1993), and Public Law 106-390, (the Disaster Mitigation Act of 2000). This section provides for increased federal funding for hazard mitigation measures that follow disaster events, if an approved hazards mitigation plan is in place. These funds can be used to replace and reinforce existing public structures if doing so will lessen the impact and severity of future events.

- • Local Long Term Recovery Efforts- Given the current level of damage thresholds for outside disaster assistance it is likely that Tulsa County and the Municipalities in the County will experience disasters that do not meet the criteria for State or Federal Assistance. While the American Red Cross and other mass care agencies handle immediate human needs such as food, shelter, and clothing during the response phase, meeting survivors' needs in long term recovery falls to the Tulsa Area Long Term Recovery Committee. This committee is tasked with identifying any entities that are capable of bringing assistance to survivors in terms of material support, volunteer support, or financial support. Once identified, the TALTRC will coordinate those entities through established disaster case management processes. The TALTRC will help provide long term recovery services to those who have unmet needs through addressing the following

- o Emotional and Spiritual Needs
- o Construction and Home Repair Needs
- o Other unmet needs

The TALTRC will be tasked with handling one event at a time. Each time a new event occurs, a new TALTRC will need to be created and tasked with handling those recovery efforts.

- Long Term Resiliency- Long term recovery efforts should make a focused effort on utilizing resources in such a manner that resiliency and sustainability are recognized in order to lessen the impact of future events on the community and as a result lessen the overall needs for focused long term recovery in the future. Much of the commitment goes beyond the scope of traditional disaster activities and federal disaster programs. These efforts include but are not limited to
  - o Examination of land use in terms of vulnerability and sustainability
  - o Examination of the supply of housing with a goal of ensuring that there is adequate housing to replace that which is destroyed in an event.
  - o Working with area businesses to develop continuity plans in order to ensure continued operations of the economic base of the disaster area(s).
  - o Ensuring that adequate continuity of operations occurs at a governmental level to provide for a more resilient population that is able to quickly recover from disasters with minimal outside assistance.

- Record keeping - The County, municipalities, and other eligible entities must maintain adequate disbursement and accounting records of the costs incurred on approved disaster work for reimbursement. State and federal audits can occur. Documentation must begin as soon as response begins. See Support Annex D - Financial Management

III. Situation and Assumptions

- Settling claims between victims and insurance companies is a major part of disaster recovery. The insurance industry is developing a mechanism to expedite damage assessment and claims processing. Insurance teams operating in the affected areas can process claims, settle claims, and provide resources to victims. Disaster recovery is accelerated by claim settlements.

- After disaster, many survivors are separated from help by geographic, language or lifeline disruption reasons. These survivors may not seek assistance. Relief agencies must take the initiative to seek these people out.

- Temporary Shelters- Many survivors will leave public shelters to return home to find their homes no longer habitable. Schools and churches can only house survivors for short periods, usually no longer than several days. Longer-Term Shelters will be required.

- See Basic Plan Section II

IV. Task Organization and Responsibilities

- Federal, State, and Local officials will operate out of the Disaster Recovery Center to conduct "outreach" activities in an effort to inform disaster victims concerning what programs are available, location of the DRC, and hours of operations.

- The Tulsa County Policy group is determined is determined by the Chairperson of the Board of County Commissioners. This Policy Group is responsible for all community recovery policy decisions in the County, outside incorporated cities.

- The executive of each municipality is responsible for recovery policy and decisions within their jurisdiction. TAEMA will support incorporated cities during recovery situations, if it is in the scope of TAEMA's role and if requested by elected officials.

- ESF#15- External Affairs will conduct outreach by utilizing all available media resources. Outreach efforts will include verifying all affected residents are informed prior to closing DRC(s).   Surviving media will broadcast public service information as needed. As additional media becomes available, greater dissemination of relief information is anticipated. 211 and the customer care center will take contact information of survivors and pass that information along to the TALTRC Case Managers.

- TALTRC Case Managers will initially canvass the affected areas once response has ended in order to meet with survivors and gather initial information required for intake assessment. Information will also be provided to the TALTRC through OKVOAD partners and 211 who may have gathered initial information during response activities. If resources are available the TALTRC will establish a Long Term Recovery Office near the affected area in order to provide for long term case management of survivors. The TALTRC will also utilize a Public Relations Subcommittee to help spread information related to recovery operations and needed resources.

- ESF#5- Emergency Management will operate in keeping with guidelines established in the Federal Response Plan, The State of Oklahoma Emergency Operations Plan, and The Tulsa County/City of Tulsa Emergency Operations Plan.
  TAEMA will also be responsible for providing information to elected officials regarding the extent of damages within Tulsa County, if the situation is beyond the capability of local resources, and the status of recovery efforts. TAEMA will maintain and operate the EOC, which will serve as the single point of contact for teams arriving in the area.
  TAEMA will coordinate resources from ESF#3- Public Works and Engineering to conduct a Preliminary Damage Assessment. This PDA will capture initial damages for reporting initial magnitude of the event. More detailed damages will be reported once damage assessment teams are able to conduct a more thorough assessment.
- The TAEMA Director will serve as the official point of contact for the Oklahoma Department of Emergency Management. As the primary person responsible for planning, organization, and oversight of team arrivals and departures, the TAEMA Director will appoint a liaison to the DRC/DFO.

  Information collected on both private and public damage is compiled by the TAEMA Director. Determining the extent and level of damage is important in supporting a disaster declaration. Using the criteria for disaster (minor, major, catastrophic), the TAEMA Director applies the current damage assessment to the situation. Damage to public structures, critical facilities, and impact to public welfare is also assessed. Using the state criteria for collecting damage information and critical facilities inventory allows estimates for determining damage impact on the population. When these assessments are developed, they are briefed to the EOC and state officials

- The American Red Cross will provide mass care activities that include sheltering, feeding, and emergency first aid to all disaster victims, as part of a broad disaster relief program

- Tulsa County Social Services will in conjunction with TAEMA oversee the initial creation of the TALTRC for each disaster by providing guidance in the creation of a steering committee which will direct all Long Term Recovery Operations.

- OKVOAD will provide services to the community based on their member organizations missions and mandates. Being comprised of multiple organizations that take on various roles post disaster, the organization has an overarching goal to ensure that survivors are in a situation that is safe, sound and secure. The roles that OKVOAD provides are as varied as the organization themselves. Working in

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conjunction with and as member of the TALTRC each member organization can be counted on to bring at minimum the following roles and skills to the recovery effort.

- o **Adventist Community Services** (ACS) volunteers provide disaster response services through the ACS Disaster Response Ministry to assist individuals, families and communities affected by natural and manmade disasters and unforeseen tragedies. ACS has developed an expertise in Donations Management through Multi Agency Warehouses, Collection and Distribution Centers. During other responses ACS has assisted as requested by feeding survivors and first responders, chain saw teams, debris cleanup and mucking out, temporary roofing, spontaneous volunteer reception centers and in home repair as part of long term recovery.
- o **Children's Disaster Services** (CDS) has been meeting the needs of children by setting up child care centers in shelters and disaster assistance centers across the nation. Specially trained to respond to traumatized children, volunteers provide a calm, safe, and reassuring presence in the midst of the chaos created by tornadoes, floods, wildfires, and other any natural or human caused disaster.
- o **Catholic Charities** provides immediate relief when disasters occur: cash assistance, food, water, personal care supplies, cleaning materials and other needed items. Catholic Charities provides expertise in disaster case management, assessing the needs of disaster survivors and working with them over the long term to meet their needs. Catholic Charities works to collaborate as a network, with Catholic Charities USA coordinating response efforts between agencies and providing technical assistance and funding
- o **Community Food Bank of Eastern Oklahoma** helps to provide emergency food services to survivors of affected areas. By preparing kits of shelf stable items and distributing them through partner agencies the Food Bank provides an important source of nutrition assistance to survivors following a disaster when refrigeration might be unavailable.
- o **Mennonite Disaster Service** specializes in managing volunteer labor. This group works closely with other VOAD partners to provide an important source of volunteer labor for recovery tasks such as roof replacement.
- o **United Methodist Disaster Response of Oklahoma** assist long term recovery by providing expertise in multiple aspects of recovery operations. This organization also works to assist in the long term recovery by working alongside construction crews and organizing labor to provide resources for rebuilding.
- o .**The Southern Baptist Disaster Relief** fills several roles directing after disaster response following a disaster including providing volunteer crews that

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oversee the tarping and securing of a home, cutting down of trees and removing debris.

V. . **Direction and Control**

The Chair of the TALTRC will be responsible for coordination and direction of long term recovery efforts in Tulsa County in response to disaster events.

The Director of TAEMA is responsible for coordination of initial recovery efforts and communication with agencies and organizations that have roles in recovery in order to facilitate creation of a TALTRC Steering Committee

The Director of Tulsa County Social Services will provide guidance and support to the Steering committee in order to facilitate an efficient transition into Long Term Recovery Operations

The State Coordinating Officer will be responsible for oversight and operations of a DFO.

Agency Directors are responsible for enacting their organizational disaster plans and implementing actions necessary for ensuring that the organization acts in a resilient manner and following best practices to provide continuity of operations during recovery.

VI. **Continuity of Operations**
   a. *Lines of Succession*
      The order of succession will be in accordance with individual organizational standard operating procedures
   b. *Operating Records*
      Each involved organizations will be responsible for determining and maintaining the records that are essential for post disaster assignment.

VII. **Administration and Logistics**

See Basic Plan Section H

VIII. **Plan development and Maintenance**
See Basic Plan Section I.

IX. Authorities and References

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act", Public Law 93-288, as amended (Stafford Act)

2. Public Law 106-390, (the Disaster Mitigation Act of 2000)

3. Public Law 93-288, as amended by Public Law 100-707, Public Law 103-181(the Hazard Mitigation and Relocation Assistance Act of 1993)

4. Federal Response Plan

5. State of Oklahoma Emergency Operations Plan

6. Disaster Assistance: A Guide to Recovery Programs FEMA 229

TULSA AREA LONG TERM RECOVERY COMMITTEE

(T.A.L.T.R.C.)

MISSION STATEMENT AND PURPOSE OF THE LONG TERM RECOVERY GROUP

Section 1:   The Tulsa Area Long Term Recovery Committee sets forth these operational procedures to establish and maintain a network within and on behalf of the faith-based, non-profit, governmental, business and other organizations and agencies which will provide a coordinated long-term recovery effort to the _____ Disaster affecting individuals in Tulsa County, Oklahoma, and the surrounding areas.

Section 2:   The Tulsa Area Long Term Recovery Committee will provide coordinated management of the long-term recovery to residents and provide additional long-term assistance to individuals affected by the _____ Disaster who do not have adequate personal resources for basic needs as a result of the disaster.

Section 3:   The Tulsa Area Long Term Recovery Committee will provide spiritual, emotional, physical and financial resources to those affected by the _____Disaster regardless of race, creed, color, gender, sexual orientation, disability or religious preference.

Immediate Needs

Local involvement, committee members, funding, volunteers, secure storage, materials, and non-perishable food. If interested, please call for additional, ongoing needs.

Contact Information
TBD

TULSA AREA LONG TERM RECOVERY COMMITTEE BY-LAWS

ARTICLE 1 Long Term Recovery Group Name
Section 1   The name of the group shall be the Tulsa Area Long Term Recovery Committee (TALTRC)

ARTICLE 2 Mission Statement
Section 1   The mission of the Tulsa Area Long Term Recovery Committee is to provide long-term recovery services to individuals, families and local community businesses affected by the _____ Disaster in Tulsa County and surrounding areas.

ARTICLE 3 Purpose of the Long Term Recovery Committee
Section 1:   The Tulsa Area Long Term Recovery Committee sets forth these operational procedures to establish and maintain a network within and on behalf of the faith-based, non-profit, governmental, business and other organizations and agencies which will provide a coordinated recovery effort to the _____ Disaster affected individuals in Tulsa County, Oklahoma and the surrounding areas.

Section2:   The Tulsa Area Long Term Recovery Committee will provide coordinated management of the long-term recovery to residents and provide additional long-term assistance to individuals, families and local community businesses, affected by the _____Disaster who do not have adequate personal resources for needs as a result of the disaster.

Section 3:   The Tulsa Area Long Term Recovery Committee will provide spiritual, emotional, physical and financial resources to those affected by the _____Disaster regardless of race, creed, color, gender, sexual orientation, disability or religious preference.

ARTICLE 4 Membership
Section 1:   Each participating faith-based, non-profit, governmental, business and other organization and agency providing financial support, material and /or labor for the work of the Tulsa Area Long Term Recovery Committee is considered a Member Organization.

ARTICLE 5 Eligible Voters
Section 1:   Only one (1) representative of each Member Organization shall be eligible to vote on any matter coming before the Tulsa Area Long Term Recovery Committee.

ARTICLE 6   Meetings of the Long Term Recover Committee

Section 1:   All meetings of the Tulsa Area Long Term Recovery Committee will be at the call of the Chair or, in the absence of the Chair, the Co-Chair will call the meeting(s).

Section 2:   Regularly scheduled meetings of the Tulsa Area Long Term Recovery Committee will be established. Notice of these meetings, giving the time, place and proposed agenda shall be electronically transmitted or given by written notice to all individual members.

Section 3:   Special meetings of the Tulsa Area Long Term Recovery Committee may be called, providing the call shall clearly state the purpose of the meeting, and the time and place shall be given electronically or by written notice at least 48 hours in advance to all individual members.

ARTICLE 7   Quorum

Section 1:   A quorum for transaction of business shall consist of at least 50% plus one (1) of the voting individual members.

ARTICLE 8   Officers

Section 1:   There shall be elected from the members of the Tulsa Area Long Term Recovery Committee:

1. A Chair shall preside at all meetings and perform other functions as deemed necessary by Steering Committee.
2. A Co-Chair shall preside at all of the meetings in the absence of the Chair and assist the Chair in all duties where necessary. The Co-Chair or a member of the Steering Committee shall preside in the absence of the Chair or at other times as deemed necessary by the Chair.
3. A Secretary/Treasurer who shall record and preserve all minutes of the meetings and perform other functions as deemed necessary by the Steering Committee. The Treasurer functions shall also be performed by this officer. The treasurer shall receive, deposit and account for any financial matters of the Tulsa Area Long Term Recovery Committee, providing regular financial reports to the members, and perform other functions as deemed necessary by the Steering Committee.
4. Three At-Large Members will be selected as members of the Steering Committee.

ARTICLE 9 Steering Committee

Section 1:   The Steering Committee of the Tulsa Area Long Term Recovery Committee shall provide direction.

Section 2:   The Steering Committee shall meet at the call of the Chair to perform such actions related to administrative overview of the affairs of Tulsa Area Long Term Recovery Committee, including but not limited to:
1. Hiring, evaluating and terminating of staff, whether compensated or volunteer
2. Engaging and executing contracts and agreements
3. Public Relations
4. May call regular and special meetings

Section 3:   Except as otherwise required by law or these By-Laws, the Steering Committee shall have all the authority of Tulsa Area Long Term Recovery Committee in the management of the Tulsa Area Long Term Recovery Committee during such a time as the Tulsa Area Long Term Recovery Committee not meeting and may authorize contracts and agreements as required.

Section 4   A simple majority of the Steering Committee must be present to conduct business.

ARTICLE 10 Sub-committees and Task Forces

Section 1:   The Tulsa Area Long Term Recovery Committee may create such temporary or permanent sub-committees and task forces made up of its members or other persons as agreed upon. The sub-committees and task forces shall have such authority as the Tulsa Area Long Term Recovery Committee directs.

Section 2:   The following are sub-committees of the Tulsa Area Long Term Recovery Committee:

1. **Finance/Resource Committee:** (Donations and Fund Raising) – Works to secure grants, donations and other resources for the Tulsa Area Long Term Recovery Committee and coordinates with other entities (e.g., manufacturers, suppliers, etc.) to secure donations and funding.
2. **Construction/Volunteer Committee:** Oversees the coordination and scheduling of all rebuilding projects to cases approved by the Tulsa Area Long Term Recovery Committee process – a Project Manager function. Coordinates the receiving and hosting of volunteers. Assigns volunteers to the appropriate projects. Communicates with volunteer groups and potential housing options and proper and necessary liability release forms.
3. **Case Management:** Review cases for submission to the Resource/Unmet Needs Committee. This committee also provides and/or marshals professionals to provide counseling to address emotional and spiritual needs of clients.

4. **Resource/Unmet Needs Committee:** Receives and acts on referrals from Case Management Committee. Consists of members and non-members bringing money (cash financial support), materials (donations, equipment, supplies, furniture, appliances, etc.), or muscle (volunteer labor crews and expertise) to meet the needs of individuals who have been served by the Case Management process.

5. **Spiritual & Emotional Care Committee:** Coordinates a collaborative response with local spiritual care providers and mental health professionals to care for the spiritual and emotional care needs of the survivors of the March 30, 2016 Tulsa County and surrounding area tornado. All members of the spiritual and emotional care committee and its participating agencies agree to follow the National VOAD "Points of Consensus" for Disaster Spiritual Care.

6. **Public Relations/Communication Committee:** Utilizes all available forms of media to convey information about the recovery efforts of the TALTRC. These public relation efforts should amplify the critical needs of survivors, assist in resource development, educate the public - including the survivors - and celebrate recovery progress.

ARTICLE 11 Vacancies and Nominating Process

Section 1:   Any Officer vacancy shall be filled by a special election in accordance with these procedures concerning meetings of the Tulsa Area Long Term Recovery Committee.

Section 2:   The Steering Committee shall determine the appropriate process for securing nominations from among members for vacancies of any of the offices, announcing the nomination process and conducting an election.

ARTICLE 12 Fiscal Agent

Section 1:   The Fiscal Agent for Tulsa Area Long Term Recovery Committee shall be _____, which shall accept and disperse donations on behalf of Tulsa Area Long Term Recovery Committee as set out in the Memorandum of Understanding (MOU) between the Tulsa   Area   Long   Term   Recovery   Committee   and _____, a 501©3 agency.

ARTICLE 13 Financial Reports

Section 1:   Financial reports will be produced in accordance with the direction of the Steering Committee and will be subject to the approval of the Individual Members.

ARTICLE 14 Rules

Section 1: Business of the Tulsa Area Long Term Recovery Committee will be conducted in accordance with *Robert's Rules of Order.*

ARTICLE 15 Dissolution of the Long-Term Recovery Committee

Section 1: An exit strategy will be developed that allow for the dissolution of the Tulsa Area Long Term Recovery Committee, that insures that all cases are closed or forwarded to a member agency for completion and the dispersion of assets shall be determined by the Tulsa Area Long Term Recovery Committee and its membership.

APPROVED:

AMENDED: