# 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.
Approved by:

John Smaligo  
County Commissioner  
District 1

Karen Keith  
County Commissioner  
District 2

Ron Peters  
County Commissioner  
District 3

Dewey F. Bartlett Jr.  
Mayor  
City of Tulsa

Roger Jolliff  
Executive Director  
Tulsa Area Emergency Management Agency

APPROVED  
SEP - 8 2015
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
- Water and Sewer
- Engineering Services
- Developmental Services Manager
- 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
- County Levee District 12
- Jenks Levee District
- EXPO Square

**OTHER AGENCIES**
- Tulsa Area Emergency Management Agency (TAEMA)
- Emergency Medical Services Authority (EMSA)
- LEPC Chairman
- 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
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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
   600 Civic Center, EOC
   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
2015 PLANNING COMMITTEE MEMBERS

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<td>Chuck Jordan</td>
<td>Chief</td>
<td>TPD</td>
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<td>Dr. Bruce Dart</td>
<td>Director</td>
<td>THD</td>
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<td>Johna Easley</td>
<td>Director</td>
<td>MMRS</td>
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<td>Mark Kessler</td>
<td>EMSA Ops Director</td>
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<tr>
<td>Stanley Glanz</td>
<td>Sheriff</td>
<td>TCSO</td>
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<tr>
<td>Terry Ball</td>
<td>Director</td>
<td>Streets &amp; Stormwater</td>
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<td>Clayton Edwards</td>
<td>Director</td>
<td>Water &amp; Sewer</td>
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<tr>
<td>Jamie Ott</td>
<td>Deputy Director</td>
<td>TAEMA</td>
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<tr>
<td>Tom Rains</td>
<td>County Engineer</td>
<td>Tulsa County</td>
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<tr>
<td>Ray Driskell</td>
<td>Chief</td>
<td>TFD</td>
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<tr>
<td>Steve Williamson</td>
<td>President and CEO</td>
<td>EMSA</td>
<td></td>
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<tr>
<td>Roger Jolliff</td>
<td>Executive Director</td>
<td>TAEMA</td>
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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 – 398,121) 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.

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

![Diagram showing the 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. This is the most important phase.

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 to prevent, respond to, recover from, and mitigate against natural disasters, acts of terrorism, and other man-made 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. Investigating sanitation conditions and establishing safe standards for crisis relocation, emergency shelter, or disaster relief operations
   b. Coordinating medical support and epidemic control
   c. Inspecting food and water supplies
   d. 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. 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

g. 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 is managed by the Metropolitan Medical Response System, the Medical Emergency Response Center, the Tulsa County Health Department and other EMS and medical community partners; the medical system is responsible for:

a. Emergency medical care for disaster victims

b. Crisis counseling

c. 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 final 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. He/she makes routine decisions and advises the Policy Group on alternatives when major decisions are required of that body. During emergency operations, he/she is 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. Specific persons in 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 in fact become the 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:

<table>
<thead>
<tr>
<th>City Succession of Leadership</th>
<th>County Succession of Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Mayor</td>
<td>a. Chairman, County Commissioners</td>
</tr>
<tr>
<td>b. City Manager</td>
<td>b. Vice Chair, County Commissioners</td>
</tr>
<tr>
<td>c. Executive Director for Tulsa Industrial Authority/City of Tulsa Chief Economic Development Officer</td>
<td>c. County Commissioner</td>
</tr>
</tbody>
</table>

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 government operations following a disaster, vital records must be protected. The principal causes of damage to records are fire and water; 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 he/she has received financial assistance under any other program or for which he/she has 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 people 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 managers tasked within the plan.

IX. AUTHORITIES AND REFERENCES

A. Legal Authority

1. Federal


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
4. National Response Framework
5. Tulsa Metropolitan Medical Response System Plan
APPENDICES

APPENDIX 1 - Incorporation of National Response Framework (NRF)

APPENDIX 2 - Definitions

APPENDIX 3 - List of Acronyms

APPENDIX 4 - Agency Responsibilities during an Emergency
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.

<table>
<thead>
<tr>
<th>ESF # and Title</th>
<th>Federal Agency</th>
<th>State Agency</th>
<th>Local Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Transportation</td>
<td>U.S. Dept. of Transportation</td>
<td>OK Dept. of Transportation</td>
<td>Tulsa Transit (MTTA)</td>
</tr>
<tr>
<td>2. Communications</td>
<td>National Communication System</td>
<td>OK Dept. of Emergency Management</td>
<td>Board of County Commissioners</td>
</tr>
<tr>
<td>3. Public Works &amp; Engineering</td>
<td>U.S. Army Corps of Engineers</td>
<td>OK Dept. of Transportation</td>
<td>County Maintenance Foreman</td>
</tr>
<tr>
<td>4. Firefighting</td>
<td>U.S. Dept. of Agriculture</td>
<td>OK Dept. of Agriculture</td>
<td>Tulsa Fire Department</td>
</tr>
<tr>
<td></td>
<td>Federal Agency</td>
<td>State Agency</td>
<td>Local Agency</td>
</tr>
<tr>
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<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>5. Information &amp; Planning</td>
<td>Federal Emergency Management Agency</td>
<td>OK Dept. of Emergency Management</td>
<td>Board of County Commissioners</td>
</tr>
<tr>
<td>6. Mass Care</td>
<td>FEMA</td>
<td>OK Dept. of Human Services</td>
<td>American Red Cross</td>
</tr>
<tr>
<td>7. Resource Support</td>
<td>General Services Administration</td>
<td>OK Dept. of Emergency Management</td>
<td>Board of County Commissioners</td>
</tr>
<tr>
<td>8. Health &amp; Medical Services</td>
<td>U.S. Dept. of Health &amp; Human Services</td>
<td>OK State Dept. of Health</td>
<td>Tulsa Health Department</td>
</tr>
<tr>
<td>10. Hazardous Materials</td>
<td>Environmental Protection Agency</td>
<td>OK Dept. of Environmental Quality</td>
<td>Tulsa Fire Department</td>
</tr>
<tr>
<td>11. Food</td>
<td>U.S. Dept. of Agriculture</td>
<td>OK Dept. of Agriculture</td>
<td>Chairman of Ministerial Alliance</td>
</tr>
<tr>
<td>12. Energy</td>
<td>U.S. Dept. of Energy</td>
<td>OK Corporation Commission</td>
<td>Board of County Commissioners</td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPI</td>
<td>EMERGENCY PUBLIC INFORMATION</td>
</tr>
<tr>
<td>ERG</td>
<td>EMERGENCY RESPONSE GUIDEBOOK (USDOT)</td>
</tr>
<tr>
<td>ERP</td>
<td>EMERGENCY RESPONSE PLAN</td>
</tr>
<tr>
<td>ESF</td>
<td>EMERGENCY SUPPORT FUNCTION (NATIONAL RESPONSE PLAN)</td>
</tr>
<tr>
<td>FAD</td>
<td>FOREIGN ANIMAL DISEASE</td>
</tr>
<tr>
<td>FBI</td>
<td>FEDERAL BUREAU OF INVESTIGATION</td>
</tr>
<tr>
<td>FCO</td>
<td>FEDERAL COORDINATION OFFICER</td>
</tr>
<tr>
<td>FD</td>
<td>FIRE DEPARTMENT</td>
</tr>
<tr>
<td>FEMA</td>
<td>FEDERAL EMERGENCY MANAGEMENT AGENCY</td>
</tr>
<tr>
<td>FHWA</td>
<td>FEDERAL HIGHWAY ADMINISTRATION</td>
</tr>
<tr>
<td>FIA</td>
<td>FEDERAL INSURANCE ADMINISTRATION</td>
</tr>
<tr>
<td>FRP</td>
<td>FEDERAL RESPONSE PLAN “NATIONAL RESPONSE FRAMEWORK”</td>
</tr>
<tr>
<td>GAR</td>
<td>GOVERNOR’S AUTHORIZED REPRESENTATIVE</td>
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<td>GRDA</td>
<td>GRAND RIVER DAM AUTHORITY</td>
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<td>HAZMAT</td>
<td>HAZARDOUS MATERIALS</td>
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<td>HERO</td>
<td>HAZARDOUS MATERIAL EMERGENCY RESPONSE ORGANIZATION</td>
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<tr>
<td>HQ</td>
<td>HEADQUARTERS</td>
</tr>
<tr>
<td>IC</td>
<td>INCIDENT COMMANDER</td>
</tr>
<tr>
<td>ICP</td>
<td>INCIDENT COMMAND POST</td>
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<tr>
<td>ICS</td>
<td>INCIDENT COMMAND SYSTEM</td>
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<tr>
<td>IMS</td>
<td>INCIDENT MANAGEMENT SYSTEM</td>
</tr>
<tr>
<td>INCOG</td>
<td>INDIAN NATIONS COUNCIL OF GOVERNMENTS</td>
</tr>
<tr>
<td>IS</td>
<td>INDEPENDENT STUDY (FEMA/EMI)</td>
</tr>
<tr>
<td>JIC</td>
<td>JOINT INFORMATION CENTER</td>
</tr>
<tr>
<td>KHZ</td>
<td>KILOHERTZ</td>
</tr>
<tr>
<td>KM</td>
<td>KILOMETERS</td>
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<tr>
<td>LEPC</td>
<td>LOCAL EMERGENCY PLANNING COMMITTEE</td>
</tr>
<tr>
<td>LP</td>
<td>LIQUID PETROLEUM</td>
</tr>
<tr>
<td>LSB</td>
<td>LOWER SIDEBAND</td>
</tr>
<tr>
<td>MAC</td>
<td>MAYOR’S ACTION CENTER</td>
</tr>
<tr>
<td>MACG</td>
<td>MULTI-AGENCY COORDINATING GROUP</td>
</tr>
<tr>
<td>MERC</td>
<td>MEDICAL EMERGENCY RESPONSE CENTER</td>
</tr>
<tr>
<td>MHZ</td>
<td>MEGAHERTZ</td>
</tr>
<tr>
<td>MMRS</td>
<td>METROPOLITAN MEDICAL RESPONSE SYSTEM</td>
</tr>
<tr>
<td>MR</td>
<td>MOBILE RELAY</td>
</tr>
<tr>
<td>MRC</td>
<td>MEDICAL RESERVE CORPS</td>
</tr>
<tr>
<td>MTTA</td>
<td>METROPOLITAN TULSA TRANSIT AUTHORITY (TULSA TRANSIT)</td>
</tr>
<tr>
<td>NAWAS</td>
<td>NATIONAL WARNING SYSTEM</td>
</tr>
<tr>
<td>NBC</td>
<td>NUCLEAR, BIOLOGICAL, CHEMICAL</td>
</tr>
<tr>
<td>NFPA</td>
<td>NATIONAL FIRE PROTECTION ASSOCIATION</td>
</tr>
<tr>
<td>NIMS</td>
<td>NATIONAL INCIDENT MANAGEMENT SYSTEM</td>
</tr>
<tr>
<td>NOAA</td>
<td>NATIONAL OCEANIC &amp; ATMOSPHERIC ADMINISTRATION</td>
</tr>
<tr>
<td>NRCS</td>
<td>NATIONAL RESOURCES CONSERVATION SERVICE</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>TASK</th>
<th>PRIMARY AGENCY</th>
<th>ASSISTING AGENCIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control access of restricted areas (EOC)</td>
<td>TCSO</td>
<td>TPD</td>
</tr>
<tr>
<td>Control access of restricted areas (scene)</td>
<td>TPD/TCSO</td>
<td>Streets and Stormwater, OK Army National Guard</td>
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<td>City administration and coordination</td>
<td>Mayor’s Office</td>
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<td>Finance Dept.</td>
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<td>Legal Dept.</td>
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<td>Command Post operations</td>
<td>TPD/IMT</td>
<td>TCSO, TFD, Telecommunications Dept., TAEMA</td>
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<td>TPD/IMT</td>
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<td>Tulsa Human Response Coalition</td>
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<td>Damage assessment</td>
<td>TAEMA/Building Inspectors</td>
<td>ARC, other jurisdictions within county</td>
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<td>TAEMA/Building Inspectors</td>
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<td>Debris clearance</td>
<td>Streets &amp; Stormwater/County Engineer</td>
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<td>Deceased victims operations</td>
<td>Medical Examiner</td>
<td>Funeral Directors, TAEMA, THD, MMRSS, TCSS</td>
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<td>TFD</td>
<td>Hospitals and private sector decon teams, 63rd CST, MMRSS</td>
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<td>TAEMA—(See Annex A Appendix 4 Tab E Disaster Declaration)</td>
<td>Telecommunications Dept., TFD, TPD, EMSA, OEM, FEMA, TCSO, MMRSS</td>
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<td>Governor/President</td>
<td>OEM, FEMA</td>
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<td>Mayor, BOCC/Governor/President</td>
<td>TAEMA, OEM, FEMA</td>
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<td>PRIMARY AGENCY</td>
<td>ASSISTING AGENCIES</td>
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<td>-----------------------------</td>
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<td>Emergency management</td>
<td>TAEMA</td>
<td>All agencies</td>
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<td>Other EMS Services</td>
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<td>Streets and Stormwater/</td>
<td>Public Utilities, National</td>
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<td>Guard, USACE</td>
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<td>TAEMA</td>
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<td>EOC staff training</td>
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<td>Epidemic control and</td>
<td>THD</td>
<td>MMRS/RMRS, OSDH</td>
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<td>THD</td>
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<td>State Medical Examiner</td>
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<td>Streets and Stormwater</td>
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<td>Dept.</td>
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<td>TFD</td>
<td>Streets and Stormwater/Water and Sewer, TAEMA, EMSA, MMRS, ODEQ</td>
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<td>OHP, National Guard</td>
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<td>Law enforcement mutual aid</td>
<td>TCSO/TPD</td>
<td>OHP, National Guard, other law enforcement agencies</td>
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<td>Medical support coordination</td>
<td>THD</td>
<td>EMSA, MRC, TFD, MMRS, Other services</td>
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<td>Public information</td>
<td>Mayor’s Office/BOCC</td>
<td>TFD/TPD/TAEMA/THD, EMSA, MMRS, TCSO</td>
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<td>Radiological monitoring</td>
<td>TFD</td>
<td>ODEQ, OEM, National Guard, MMRS, TAEMA</td>
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<td>Resource coordination</td>
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<td>County Engineer/Streets and Stormwater</td>
<td>ODOT, USDOT</td>
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<td>OEM, National Guard, Civil Air Patrol, FEMA</td>
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<td>National Guard</td>
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<td>Severe weather observation</td>
<td>TAEMA/Streets and Stormwater</td>
<td>PSRC, NWS</td>
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<td>Sewage/storm drainage maintenance</td>
<td>Public Works Dept.</td>
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<td>Shelter operations</td>
<td>American Red Cross</td>
<td>TAEMA, Parks Dept., Tulsa Public Schools, THD, MMRS</td>
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<td>ARC</td>
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<td>TPD/TCSO</td>
<td>Streets and Stormwater, Traffic Engineering</td>
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<td>Transportation</td>
<td>Tulsa Transit</td>
<td>Tulsa Public Schools</td>
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<td>Vehicle Maintenance</td>
<td>City Garage/County Garage</td>
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<td>Victim Funds</td>
<td>ARC</td>
<td>DHS, OEM, VOAD</td>
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<td>Victim Provisions</td>
<td>ARC</td>
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<td>Volunteer Manpower</td>
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<td>VOAD</td>
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<td>Warning system activation</td>
<td>TAEMA</td>
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<td>Warning system maintenance</td>
<td>Telecommunications Dept./TAEMA</td>
<td>MMRS (health care system warning)</td>
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<td>Telecommunications Dept./TAEMA</td>
<td>MMRS, THD</td>
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<td>Water supply</td>
<td>Water and Sewer</td>
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City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX A
DIRECTION AND CONTROL

I. PURPOSE

This annex establishes workable procedures for the development, manning, and operation of a control center within the City of Tulsa/Tulsa County to coordinate government's response to emergency situations. The center will be activated when the threat of loss of life and/or excessive property damage may occur. This applies to both natural and manmade disasters.

II. SITUATION AND ASSUMPTIONS

See Basic Plan Section II.

III. CONCEPT OF OPERATIONS

An effective Emergency Operations Center (EOC), also referred to as a “Multi-agency Coordination System” in the National Incident Management System (NIMS), is the key to successful response operations. The gathering of persons in authority, along with supporting staff, in one location facilitates the prompt and effective employment of resources. It also enhances the coordination of activities that will ensure all required tasks are accomplished without duplication of effort. The Emergency Management Director or designee will activate the EOC and alert those persons designated to occupy EOC positions when a danger is recognized.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

A. General

There are three parts to the City/County Direction and Control Organization.

1) Policy Group is comprised of the Mayor and County Commissioners. This is the group making the highest decisions and/or approvals.

2) The Coordination Group is comprised of the major city/county department/agency heads who will coordinate their efforts and apply the actions most needed to the emergency situation at hand. The majority of these service supervisors will be located at the EOC. The coordination of activities of the emergency services will be under the direction of the Chief of Operations and/or Emergency Management Director. Their activities and responsibilities are contained in their respective annexes in the plan.

3) The Operations Staff is comprised of several staff officers, or Officers-in-Charge (OIC) of sections that have many vital functions when operating in emergency situations. The functional responsibilities for each OIC will be
referred to in annexes to this plan. Each OIC will be located in the EOC. He/she will work under the direction of the Emergency Management Director and will coordinate with the Coordination Group when necessary.

4) Any Policy Group member or Coordination Group member may activate the EOC when it appears any portion of the City of Tulsa or Tulsa County is, or may be, threatened with loss of life or extensive property damage.

5) Each department or agency director tasked to serve on the Coordination Group, or his designee, will immediately report to the EOC to direct and coordinate his/her agency’s response to the emergency confronting the community.

6) The appropriate County Emergency Management Director will maintain and activate the procedures to call/assemble the EOC staff. (See Appendix 3 to this Annex--EOC Activation Checklist.)

B. Organization

See Basic Plan Section IV and Appendix 1, this Annex.

C. Task Assignments and Responsibility

1. Policy Group

   a. The elected or legally appointed officials are responsible for the protection of life and property within the boundaries of their jurisdictions.


   c. Control of all crisis operations is vested in the Policy Group and may be delegated to responsible individuals as stated in this plan or to an appropriate designee as shift arrangements dictate.

   d. See Basic Plan Section IV.

2. Emergency Services Coordination Group

   a. Chief of Operations (selected and appointed by the Policy Group) is responsible for (with assistance from the EOC Staff
Coordinator/Deputy):

i. Coordinating EOC staff activities to supply aid to disaster victims or areas

ii. Making routine decisions and advising the Policy Group on courses of action and/or decisions required

iii. Insuring local agencies who have been assigned primary responsibility for any of the emergency support functions identified in the National Response Framework, (See Basic Plan Appendix 1), and are available in the EOC to facilitate coordination with the state and federal agencies providing the assistance

iv. Keeping the EOC in an operationally ready state

v. Assigning qualified people to EOC staff positions and keeping a current roster of the staff

vi. Developing an alert system and for alerting the Policy Group and the EOC staff of any impending emergency.

vii. Responsible for activating the EOC (after consulting with the Policy Group if time permits) and recalling the EOC staff

viii. Supervising the EOC Operations staff and coordinating with the Coordination Group to assure timely aid or assistance is rendered to victims of the emergency

ix. Scheduling the EOC staff for a 24 hour operating period

x. Arranging for feeding of the staff

xi. Updating the alert/staff roster and this Annex at least once each year

xii. Holding briefings for the Policy Group and the Coordination Group to update their knowledge of the emergency situation

xiii. Making provisions for displaying pertinent information (major events/occurrences, damage survey information, requests for assistance, etc.) in the EOC for the Policy
Group and the Coordination Group

xiv. Coordinating with the Policy Group and making provisions for relocating staff members to an alternate EOC if the primary EOC becomes inoperable

xv. Making provisions for notifying all agencies involved in the emergency situation (local, state, federal, and the private sector) that operations have been shifted to the Alternate EOC if the primary EOC becomes inoperable

b. Law Enforcement Coordinator (County Sheriff or Police Chief)

See Basic Plan Section IV and Annex I: Law Enforcement.

c. Fire and Rescue Coordinator (Fire Chief)

See Basic Plan Section IV and Annex K: Fire/Rescue.

d. County Maintenance Coordinator (Co. Maintenance Superintendent)

See Basic Plan Section IV and Annex J: Streets and Stormwater

e. Health & Medical Coordinators

i. See Basic Plan Section IV and Annex H: Health & Medical.

ii. Closely coordinate activities with the Tulsa Health Department.

f. Shelter/Mass Care Coordinator (County American Red Cross Chapter Executive)

i. See Basic Plan Section IV and Annex F: Human Resources.

ii. Coordinates shelter operations with the City/County Emergency Management Director.

g. Resources Coordinator

i. Compiles an inventory of personnel, equipment, materials, and facilities that may be needed in an emergency. This inventory will constitute the county Resource Database.
ii. Provides manpower, supplies, material, and/or equipment required by other coordinators to provide relief to the emergency situation

iii. Rations or establishes priority use of critical or scarce resources during any emergency

iv. Maintains records of all expenditures for emergency resources obtained and gives them to the appropriate official for disposition


3. The EOC Operations Staff

a. Shall provide technical support and advice to the Policy Group and Coordination Group. This staff functions under the supervision of the Emergency Management Director.

b. The Operations Staff is composed of the following sections. Each requires an OIC and other support personnel. TAEMA’s Emergency Response Team is capable of assisting with, and in some cases, handling any of these functions for the City of Tulsa and the unincorporated areas of Tulsa County.

   i. Communications/Message Center

   ii. Damage Assessment

   iii. Radiological Protection

   iv. Public Information

   v. Administration

   vi. Transportation

   vii. Warning/Reporting

   viii. Shelter Management/Evacuation
V. DIRECTION AND CONTROL

See IV.A above and Basic Plan Section V

VI. CONTINUITY OF GOVERNMENT

A. During any large-scale emergency, the EOC will become the center for all local government control. It will be from this center that all decisions and direction will emanate to the public concerning the emergency.

B. Lines of succession for critical personnel have been established and presented in Basic Plan Section IV.

VII. ADMINISTRATION AND LOGISTICS

A. Emergency Operations Centers

1. Primary EOC

   a. Location

      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. Facilities in the Tulsa County EOC

      i. The working area includes an Operations Room, Joint Information Center, Communication Center, Medical Emergency Response Center and several offices.

      ii. Communications (telephones, radios, cell phones computers with internet connection, NAWAS) equipment necessary for conducting emergency operations is in place.

      iii. 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.

      iv. Kitchen facilities in the EOC may be used to service the EOC’s Staff if needed due to 24-hour operational requirements.
c. Additional EOC Support

Dependent on the type and severity of the situation, the city offices and equipment at City Hall will be available to support emergency operations affecting the City of Tulsa.

2. 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.

3. 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 (e.g., fire service or law enforcement officers) will be responsible for establishing such required command posts. See Annex Q, this plan, for typical operation.

B. Reports and Records

The type of emergency dictates the reports required.

1. Initial Disaster Report

This short report is designed to provide the Oklahoma Department of Emergency Management EOC with basic information about any emergency situation. See Appendix 4, Tab A, this Annex. Damage assessment reporting is addressed in Annex P.

2. Events Log

Members of the EOC support staff will compile a record of major events and response actions to provide a history of actions taken. See Appendix 4, Tab B.

3. Other Reports/ICS Forms

Additional report forms used for specific purposes can be found in other annexes of this plan, including Annex R: Section VII: C.
C. Media

News conferences will be held at regular intervals. If necessary, emergency operations will set up a Joint Information Center for media purposes.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Director is responsible for the content of this annex and for its currency. All EOC staff members must be familiar with its content.

IX. AUTHORITY AND REFERENCES

A. Authority

See Basic Plan: Section IX.

B. References

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

2. FEMA 133, Attack Environment Manual, Chapter 9, Application to Emergency Operations Planning

3. Digest of Oklahoma Laws

4. FEMA, CPG 1-5, Objectives for Local Emergency Management

5. FEMA, CPG 1-20, with Chap 1, Emergency Operating Centers Handbook
APPENDICES

APPENDIX 1 - Emergency Services Organization
  TAB A - Organization of the EOC Coordination Group
  TAB B - Organization of the EOC Operations Staff
  TAB C - Map, Tulsa County Commissioner Districts

APPENDIX 2 - Organization Assignment Roster

APPENDIX 3 - EOC Activation Checklist

APPENDIX 4 - EOC Administration Section
  TAB A - Situation Report
  TAB B - EOC Daily Log of Events
  TAB C - EOC Staffing Roster
  TAB D - Security Log
  TAB E - Sample Emergency Declaration
City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX A: APPENDIX 1
EMERGENCY SERVICES ORGANIZATION

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

Policy Group

EOC Coordination Group

Chief of Operations
(EM Director)

EOC Staff Coordinator
(Selected by EM Dr.)

Law Enforcement Coord.
(Sheriff, Police Chief)

Fire/Rescue Coordinator
(Fire Chief)

County Maintenance Coord.
(County Engineer, Streets and Stormwater)

Shelter/Mass Care Coord.
(American Red Cross Rep.)

Health/Med. Serv. Coord.
(County Health Department)

Resources Coordinator
(Selected by EM Director)

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

TULSA COUNTY

---
Policy Group

---
EOC Coordination Group

---
Operations Staff
Chief of Operations
Emergency Management Dir.

---
Warning/Reporting
Communications/Msg Ctr

---
Damage Assessment
Shelter Mgmt/Evacuation

---
Public Information
Administration

---
Transportation
City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX A: APPENDIX 1: TAB C
TULSA COUNTY COMMISSIONER DISTRICTS

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

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, retaining 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

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<th>Organization</th>
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<tr>
<td>County Commissioners - Courthouse</td>
<td>918-596-5000</td>
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<td>District 1 - Commissioner</td>
<td>918-596-5020</td>
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<td>918-591-6026</td>
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<td>Chief Deputy</td>
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<td>District 2 - Commissioner</td>
<td>918-596-5016</td>
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<td>Superintendent</td>
<td>918-591-6060</td>
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<td>Chief Deputy</td>
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<td>Emergency Manager</td>
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<td>Construction Division</td>
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## II. POLICY GROUP/CITY

### A. TULSA

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<td>City Hall</td>
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<td>City Manager</td>
<td>918-576-5199</td>
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<td>Fire Chief</td>
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<td>Police Chief</td>
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<td>City/County Health Department Director</td>
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<td>EMSA President</td>
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### B. BERRYHILL

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<tr>
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### C. BIXBY

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<td>Ward 2:</td>
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<td>Ward 3</td>
<td>918-366-3612</td>
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<td>Ward 4:</td>
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<td>Ward 5:</td>
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<tr>
<td>City Manager</td>
<td>918-366-4430</td>
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<tr>
<td>Fire Chief</td>
<td>918-366-8294</td>
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<tr>
<td>Police Chief</td>
<td>918-366-8294</td>
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<tr>
<td>Emergency Manager</td>
<td>918-366-8294</td>
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### D. BROKEN ARROW –

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<tr>
<td>City Hall</td>
<td>918-251-5311</td>
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<tr>
<td>City Manager</td>
<td>918-259-8419</td>
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<tr>
<td>Emergency Manager</td>
<td>918 259-8400 ext. 8394</td>
</tr>
<tr>
<td>Fire Chief</td>
<td>918-259-2400 ext. 6363</td>
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<tr>
<td>Police Chief</td>
<td>918-259-8400 ext. 8394</td>
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### E. COLLINSVILLE –

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<thead>
<tr>
<th>Role</th>
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<tbody>
<tr>
<td>City Hall/Mayor</td>
<td>918-371-1010</td>
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<tr>
<td>Emergency Manager/Fire Chief</td>
<td>918-371-1020</td>
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<tr>
<td>Police Chief</td>
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### F. GLENPOOL –

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<th>Role</th>
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<tr>
<td>City Hall</td>
<td>918-322-5409</td>
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<tr>
<td>City Manager</td>
<td>918-209-4645</td>
</tr>
<tr>
<td>Fire Chief/Emergency Manager</td>
<td>918-322-2172</td>
</tr>
<tr>
<td>Police Chief</td>
<td>918-322-8110</td>
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### G. JENKS –
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<tr>
<th>Department</th>
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<tr>
<td>City Hall</td>
<td>918-299-5883</td>
</tr>
<tr>
<td>Mayor</td>
<td>918-299-5883</td>
</tr>
<tr>
<td>Vice Mayor</td>
<td>918-299-5883</td>
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<tr>
<td>City/Emergency Manager</td>
<td>918-299-5883</td>
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<tr>
<td>Fire Chief</td>
<td>918-299-5883</td>
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<tr>
<td>Police Chief</td>
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H. OWASSO –

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<tr>
<td>City Hall</td>
<td>918-272-2251</td>
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<tr>
<td>City Manager</td>
<td>918-376-1502</td>
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<tr>
<td>Emergency Manager</td>
<td>918-272-3828</td>
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<td>Fire Chief</td>
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I. SAND SPRINGS –

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<td>City Hall</td>
<td>918-246-2500</td>
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<tr>
<td>Mayor</td>
<td>918-245-0153</td>
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<tr>
<td>Vice Mayor</td>
<td>918-245-6430</td>
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<tr>
<td>City Manager -</td>
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<td>Emergency Manager</td>
<td>918-246-2537</td>
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<tr>
<td>Fire Chief</td>
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<tr>
<td>Assistant Fire Chief</td>
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<tr>
<td>Police Chief</td>
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J. SKIATOOK –

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<td>918-396-3200</td>
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<td>Fire Chief</td>
<td>918-396-1313</td>
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<td>Police Chief</td>
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K. SPERRY –

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<td>City Hall</td>
<td>918-288-7056</td>
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<tr>
<td>Mayor</td>
<td>918-697-4956</td>
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<tr>
<td>Town Administrator</td>
<td>918-855-8089</td>
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<tr>
<td>Fire Chief</td>
<td>918-288-7772</td>
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<tr>
<td>Police Chief/Emergency Manager</td>
<td>918-288-7333</td>
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III. COORDINATION GROUP

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

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<th>Hospital Name</th>
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<tr>
<td>Hillcrest Medical Center</td>
<td>918-579-1000</td>
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<tr>
<td>Hillcrest Hospital South</td>
<td>918-294-4000</td>
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<tr>
<td>St. Francis Hospital, Inc.</td>
<td>918-494-2200</td>
</tr>
<tr>
<td>St. John Medical Center, Inc</td>
<td>918-744-2345</td>
</tr>
<tr>
<td>Oklahoma State University Medical Center</td>
<td>918-599-1000</td>
</tr>
<tr>
<td>Bailey Medical Center, LLC</td>
<td>918-376-8000</td>
</tr>
<tr>
<td>St. John Owasso</td>
<td>918-274-5000</td>
</tr>
<tr>
<td>St. John Broken Arrow</td>
<td>918-274-8000</td>
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<tr>
<td>St. Francis Hospital South</td>
<td>918-307-6000</td>
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<tr>
<td>Tulsa Spine &amp; Specialty Hospital</td>
<td>918-388-5701</td>
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<tr>
<td>Oklahoma Surgical Hospital</td>
<td>918-477-5000</td>
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<tr>
<td>Cancer Treatment Centers of America, Tulsa</td>
<td>918-496-5500</td>
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<tr>
<td>Continuous Care Center of Tulsa</td>
<td>918-744-3044</td>
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<tr>
<td>Kindred Hospital Tulsa</td>
<td>918-663-8183</td>
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<tr>
<td>Pinnacle Specialty Hospital</td>
<td>918-392-2780</td>
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<tr>
<td>Select Specialty Hospital</td>
<td>918-579-7300</td>
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<tr>
<td>Southwestern Regional Medical Center</td>
<td>918-286-5000</td>
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<tr>
<td>Shelter/Mass Care- ARC-Staff Officer</td>
<td>918-831-1109</td>
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Engineering Services

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<tr>
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<tr>
<td>Tulsa County Engineer</td>
<td>918-596-5736</td>
</tr>
<tr>
<td>City of Tulsa Water &amp; Wastewater</td>
<td>918-596-7810</td>
</tr>
<tr>
<td>City of Tulsa Public Works Engineering Services Division Director</td>
<td>918-596-9565</td>
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School Districts

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<tr>
<td>Berryhill Public Schools</td>
<td>918-446-1966</td>
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<td>School District</td>
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<tr>
<td>Bixby Public Schools</td>
<td>918-366-2200</td>
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<tr>
<td>Broken Arrow Public Schools</td>
<td>918-259-4300</td>
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<tr>
<td>Collinsville Public Schools</td>
<td>918-371-2326</td>
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<tr>
<td>Glenpool Public Schools</td>
<td>918-322-9500</td>
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<tr>
<td>Jenks Public Schools</td>
<td>918-299-4411</td>
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<tr>
<td>Keystone Public Schools</td>
<td>918-363-8298</td>
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<td>Liberty Public Schools</td>
<td>918-366-8496 x102</td>
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<tr>
<td>Owasso Public Schools</td>
<td>918-272-5367</td>
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<tr>
<td>Sand Springs Public Schools</td>
<td>918-245-1406</td>
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<td>Skiatook Public Schools</td>
<td>918-396-1792</td>
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<td>Sperry Public Schools</td>
<td>918-288-6258</td>
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<tr>
<td>Tulsa Public Schools</td>
<td>918-746-6517</td>
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<tr>
<td>Union Public Schools</td>
<td>918-357-6001</td>
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**Flood Plain Administrators**

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<tr>
<th>City</th>
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<tr>
<td>City of Bixby</td>
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<td>City of Broken Arrow</td>
<td>918-261-8826</td>
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<td>City of Collinsville</td>
<td>918-371-1010</td>
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<td>City of Glenpool</td>
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<td>City of Sand Springs</td>
<td>918-246-2582</td>
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<td>Town of Skiatook</td>
<td>918-396-3046</td>
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<tr>
<td>Town of Sperry</td>
<td>918-288-2286</td>
</tr>
<tr>
<td>Tulsa County</td>
<td>918-596-5730</td>
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<tr>
<td>City of Tulsa</td>
<td>918-596-1846</td>
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<td>INCOG</td>
<td>918-596-5292</td>
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**Public Utility Services**

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<tbody>
<tr>
<td>ELECTRIC: Public Service Co. Of Oklahoma</td>
<td>918-599-2421</td>
</tr>
<tr>
<td>NATURAL GAS: Oklahoma Natural Gas Co.</td>
<td>918-834-8000</td>
</tr>
<tr>
<td>TELEPHONE: AT&amp;T Telephone Co</td>
<td>918-596-4275</td>
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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

<table>
<thead>
<tr>
<th>Executive Director</th>
<th>918-831-1166</th>
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<tbody>
<tr>
<td>24-Hour Duty Officer</td>
<td>918-831-1109</td>
</tr>
<tr>
<td>24-Hour Staff Pager</td>
<td>918-672-9246</td>
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VI. SALVATION ARMY

Tulsa Chapter
102 North Denver
Tulsa, OK 74103

<table>
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<tr>
<th>Tulsa Area Commander</th>
<th>918-582-7801</th>
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<tbody>
<tr>
<td>Disaster Notification (24 hours)</td>
<td>918-582-7201</td>
</tr>
<tr>
<td>Divisional Headquarters Oklahoma/Arkansas</td>
<td>405-254-1100</td>
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VII. MINISTERIAL ALLIANCE:

<table>
<thead>
<tr>
<th>Tulsa Police Chaplain</th>
<th>918-596-9138</th>
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<tbody>
<tr>
<td>Tulsa Sheriff Chaplain</td>
<td>918-596-5601</td>
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VIII. AMATEUR RADIO RACES/ARES
Tulsa Repeater Organization 146.88-146.94
Tulsa Amateur Radio Club 145.11-443.850

IX. STORM SPOTTERS
   Same as Section VIII.

X. OTHER VOLUNTEERS

| Oklahoma Department of Emergency Management | (405) 521-2481 |
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)

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

_____ 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
EOC ADMINISTRATION SECTION

I. PURPOSE

This section provides instructions for the administration of the EOC; arranges for 24-hour staffing of the EOC and duty rosters; specifies reports required by the Oklahoma Department of Emergency Management; and plans for the expansion of the EOC to accommodate an enlarged staff.

II. GENERAL

The EOC Staff Coordinator, supervised by the Emergency Management Director, is responsible for supervising staff shift arrangements, housekeeping, billeting, feeding, and administrative support of the EOC staff. He is also responsible for coordinating security of the facility with the County Sheriff or Tulsa Police Dept. He or she will also supervise the preparation of recurring reports and their timely transmission. During normal periods the Emergency Management Director will perform these functions.

III. CONCEPT OF OPERATIONS

A. Normal Peacetime Readiness

Prepare and review plans and SOPs for internal EOC operations; inform county officials of EOC status; ensure the EOC is properly equipped for relocation and emergency operations; coordinate with city/county departments to ensure their readiness to conduct operations from the EOC; pre-stock administrative materials, forms, and supplies in the EOC; plan expansion of the EOC into other available space for feeding of the EOC staff during emergency operations.

B. Increased Readiness

Carry on normal readiness responsibilities; advise Policy Group on measures to increase readiness of the EOC and emergency service organizations; initiate notification and mobilization of shelter/mass care organization if required; activate EOC; review EOC procedures; brief EOC staff; make final preparations for emergency operations; obtain necessary supplies not already stocked; coordinate feeding of EOC staff; establish security and EOC pass system if required.

C. Emergency Period

Brief Policy Group regularly on status of operations; exercise supervision of the
EOC staff; exercise other authority delegated by the Policy Group; ensure each EOC element maintains adequate written records of messages, directives, requests, and resulting actions; provide support to emergency service coordinators and EOC staff; provide administrative items needed for efficient operations; ensure reports are dispatched promptly.

IV. REPORT FORMS/ICS FORMS

Situation reports, staffing rosters, readiness reports, and other common reports will be prepared by the administration section based upon input of entire EOC staff and ICS requirements.
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:

<table>
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<tr>
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<th>TELEPHONE</th>
<th>CONTACT</th>
<th>COMMENTS</th>
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Additional Information:_______________________________________________________

____________________________________________________

Report Received By: ____________________________________________

Date: _________________________ Time: _________________________
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# EOC Staffing Roster

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<tr>
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Tulsa City/County Emergency Operations Plan
ANNEX A: APPENDIX 4: TAB E
DISASTER DECLARATION

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
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. He/she is also responsible for developing a communications system to support crisis operations to include 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.

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

D. Radio Operators will be responsible for:

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

2. Proper handling of messages

E. Switchboard Operator (if employed) will be responsible for all incoming telephone calls. Those calls pertaining to emergency operations will be directed to the EOC.

F. 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 ALL CLEAR 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.


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

I. SECURE (State Emergency Communications Using Radio Equipment)

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.

1. 2801 KHz (OS) Day or Night
   Shared with New Mexico

2. 2804 KHz (OS) Day or Night

3. 5135 KHz (OS) Day or Night

4. 5140 KHz (OS) Day or Night
   Fixed Stations only

5. 7477 KHz (OS) Daytime Only

6. 7480 KHz (OS) Day
   Fixed Station Only

7. 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.

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<td>WNXT 238</td>
</tr>
<tr>
<td>Claremore</td>
<td>WNGP 550</td>
</tr>
<tr>
<td>Cleveland Co.</td>
<td>WNUW 218</td>
</tr>
<tr>
<td>Duncan</td>
<td>WNUW 214</td>
</tr>
<tr>
<td>Durant</td>
<td>WNPV 700</td>
</tr>
</tbody>
</table>

82
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.
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


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.
APPENDICES

APPENDIX 1 - Tulsa County Warning Organizational Chart

APPENDIX 2 - Warning Device Decision SOP

APPENDIX 3 - Community Warning

APPENDIX 4 - Siren Locations within Tulsa County
   TAB A - Siren Locations Map of the City of Tulsa
   TAB B - Siren Locations Map of the City of Broken Arrow
City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX C: APPENDIX 1
TULSA COUNTY WARNING ORGANIZATIONAL CHART

National Warning Center

State NAWAS Warning Point

Troop B
Highway Patrol-Tulsa
(Primary)

Oklahoma Highway Patrol Headquarters

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
Local Officials
Schools/Hospitals
Nursing Homes

Fire/Rescue Service
Fixed Sirens

Public Info/Media
Radio/EAS
TV
Newspapers

Law Enforcement
Mobile Units
Patrolmen (Spotters)
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.
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:

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

* Tulsa County Sheriff’s Office telephone number: 596-5601
City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX C: APPENDIX 4
SIREN LOCATIONS WITHIN
TULSA COUNTY INCORPORATED CITIES

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: 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: 92
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 A
SIREN LOCATIONS - MAP OF OWASSO, OK
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


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


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.
APPENDICES

APPENDIX 1 - News Media Organizations

APPENDIX 2 - Media Access
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
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.
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.
City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX E
EVACUATION

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.


D. References


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.

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.


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


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

APPENDICES

APPENDIX 1 - Tornado/Severe Weather Shelters
   TAB A - Tornado/Severe Weather Shelters - Tulsa County

APPENDIX 2 - Tulsa Human Response Coalition Mobilization Plan (Revised June 20, 2003)
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. Primary: The basement must be fully buried, and the floor over the basement must be concrete.

2. Secondary: The basement 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 basements, areas not shielded from exterior windows by interior walls will not be considered as shelter space.

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. Local government facilities should not be relied upon for shelter because of 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.
GENERAL.

Neither the City of Tulsa nor Tulsa County provides public tornado shelters. Any private tornado shelters for family use should be built to specifications of FEMA Publication 320. Any commercial or public tornado shelters for use by large groups of people should be built to specifications of FEMA Publication 361.

Citizens are encouraged to construct tornado shelters meeting the above listed criteria. Citizens are also encouraged to develop a family disaster plan per FEMA and American Red Cross recommendations.
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.

II. 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.

III. 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.
Due to Volunteer Tulsa being dissolved in 2015, the previous plan to coordinate emergent volunteers is no longer applicable. A new plan is being written and will be added to the 2016 update. Prior to the new plan being completed, TAEMA will request assistance from the Oklahoma Department of Emergency Management to coordinate emergent volunteers during a major disaster. TAEMA will notify the ODEM Duty Officer to make this request.

The old plan remains in this document for reference purposes only and will be removed when the new plan is implemented.

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 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. Plan

This version of Emergency Response Plan for emergent volunteers, was written in February 2013 following meetings with:

1. Tulsa Area Emergency Management Agency (TAEMA)

2. City of Tulsa’s Customer Care Center

3. Volunteer Tulsa
C. Purpose

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

D. Plan Maintenance

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

2. A yearly update, in March, will include the plan and 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, Volunteer Tulsa, 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

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1 Groups which emerge following a specific event will only be considered “recognized” for the purposes of this plan if they (1) are approved by the Director of TAEMA or designee, or (2) have signed a Memorandum of
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
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 pandemic

III. OPERATION

A. Distribute Customer Care Center’s phone number (918-596-2100) 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 distributed it to TAEMA and Volunteer Tulsa
4. A liaison at the TAEMA Emergency Operations Center to facilitate communication between Customer Care Center, Volunteer Tulsa, TAEMA,
the MERC, and or the Joint Information Center

5. Liaison will in addition provide updated information on volunteer needs to TAEMA’s Public Information Officer or Joint Information Center for publicizing to the media

C. During this response, City of Tulsa Customer Care and Volunteer Tulsa 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 5 p.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)

IV. NATIONAL INCIDENT MANAGEMENT SYSTEM

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

B. In order to facilitate that alignment, leadership staff and volunteers within Volunteer Tulsa will take the Federal Emergency Management Agency NIMS and ICS Independent Study Courses IS 700 and IS 100, either online or in a classroom setting. Documentation of successful participation in these courses will be forwarded to the Director of TAEMA upon course completion.

VI. POINTS OF CONTACT

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<tr>
<th>Primary Contact:</th>
<th>Secondary Contact:</th>
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<tr>
<td><strong>Tulsa Area Emergency Management Agency</strong></td>
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<tr>
<td>Director</td>
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<tr>
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<td><strong>Volunteer Tulsa</strong></td>
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<tr>
<td>Office: 596-7605</td>
<td>Office: 576-5239</td>
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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 and the Oklahoma Region 7 Metropolitan Medical Response System Plan to ensure that the needs of children are considered during the plans’ development and revision.

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 Medical Reserve Corps and Health Department medical and non-medical volunteers to conduct 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. Pediatric Injury Response Team

The Pediatric Injury Response Team (PIRT) is a team of medical professionals affiliated with the Medical Reserve Corps that is trained
in pediatrics and will respond to a pediatric-specific emergency such as a mass casualty incident or disaster.

2. Pediatric Care Cache

The Metropolitan Medical Response System (MMRS) will maintain a cache of pediatric-specific equipment and medical supplies which can be made available to hospitals, treatment facilities, and shelters in time of disaster.

3. 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. Pediatric Health Care Facilities
Pediatric health care facilities such as hospital emergency rooms, children’s hospitals, pediatrician offices and the community’s clinic system will work together with the Medical Emergency Response Center to rapidly identify the need for a pediatric medical response and make accurate referrals to appropriate facilities in a mass casualty incident or a disaster. Facilities will work with the Metropolitan Medical Response System on an ongoing basis to ensure that pediatric response plans are adequate.

F. 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


City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX H
PUBLIC HEALTH AND MEDICAL
Emergency Support Function #8

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 First Response Agencies

Secondary Support Agencies: Tulsa Area Emergency Management Agency
Tulsa County Law Enforcement Agencies
Tulsa County Fire Departments
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 under ESF #8 include, but are not limited to, individual medical care, community-based public health activities, mental health and medical special 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 support of 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

A. General

1. The medical system is defined as agencies, organizations, and entities that provide care to an individual patient.
2. The public health system is defined as agencies, organizations, and entities that perform 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 special 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 and incident/unified command, and the medical/public health system as a whole.
9. Changes to established medical protocol and public health services may need to be adjusted dependent upon the size and type of disaster.
10. Local ESF-8 has limited resources for mental health and behavioral care and may need to coordinate with other local, state and/or private agencies.
11. 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. TASK ORGANIZATION AND RESPONSIBILITIES

A. Organization

1. The Tulsa City-County Health Department is responsible for protecting the citizens 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 agencies’ Emergency Operations Command Center if needed. The 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 such a public health emergency, TCCHD will be the lead agency for the response.

2. The main mission for the Emergency Medical Services Authority (EMSA) 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 MMRS program for Tulsa County and has staff dedicated to medical system preparedness and response. Besides its operational fleet, EMSA also maintains an equipment and pharmacological cache 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 medical/health agency during a mass casualty incident or any event that compromises the healthcare delivery system.

B. Task Assignment and Responsibilities

1. ESF #8 provides local medical and public health service, supplementation, and coordination in the following core functional areas:

   i. Notification of 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 Mass Immunization Prophylaxis Strategy (MIPS) an annex to the 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.

ox. 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. Provision of medical and public health support for the coordination of mental and behavioral health services to local and state agencies 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 patients and to help ensure all individuals with needs have those needs addressed. This coordination may result in a “task-force” type approach to the At-Risk population. Private care providers and other contract/for-profit health organizations may need to be employed in order to meet the medical At-Risk patient needs.

The Medical At-Risk patient will need to have a clinical condition and will not necessarily include those with sense, mobility, or transportation challenges. The Medical At-Risk Patient will be defined as an individual that meets the following criteria:

- An acute medical complaint from illness or injury
- A chronic medical condition that will worsen into an acute complaint if the patient is unable to maintain his or her normal environment and treatment conditions.
- A medical condition treated through pharmacological means that will worsen into an acute complaint if the medication regimen is not maintained.
- A psychological condition treated through pharmacological means that will worsen into an acute psychotic or behavioral manifestation if the medication
regimen is not maintained.

V. DIRECTION AND CONTROL

The Commissioner of Health for the State of Oklahoma will be responsible for coordinating State Health and Medical services in response to a mass casualty incident or public health emergency. The Tulsa City/County Public Health Director is responsible for the direction and control of all public health activities. Within each community, the Public Health and Medical System will coordinate all public health activities and those of the private sector.

VI. CONTINUITY OF GOVERNMENT

A. Lines of Succession

The order of succession will be in accordance with local Standard Operating Procedures (SOPs).

B. Indispensable Operating Records

Each involved agency will be responsible for determining and maintaining the records that are essential for post disaster assignment.

VII. ADMINISTRATION AND LOGISTICS

A. Health Statistics

1. Medical Emergency Response Center

The MERC interacts with the medical system daily to assess response capability and provide needed information and assistance. The MERC gathers and disseminates data and information on hospital capacity, and medical system impact; provides data analysis and situational awareness to support medical system partners during a disaster or public health emergency.

2. Vital Statistics

The Tulsa City-County Health Department collects vital statistics regarding the health and well-being of the Tulsa-area community as directed under normal operating procedures.

3. Event Detection and Syndromic Surveillance
Health data is captured to identify trends and deviations from normal states of health within the jurisdiction. Data related to specific and relevant symptoms is collected through the Tulsa Area Syndromic Surveillance System (TASSS) and FirstWatch and then analyzed to identify potentially threatening health trends, patterns or geographic clusters of occurrences.

B. Testing and Inspections

All testing of environmental materials or substances will be accomplished under normal procedures used by the Oklahoma State Department of Health or the Oklahoma Department of Environmental Quality. Inspections will be conducted following Standard Operating Procedures.

C. Indispensable Operating Records

Each involved agency will be responsible for determining and maintaining the records essential for post-disaster assignment.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Regional Medical Response System and the Tulsa City/County Health Department will coordinate with the Emergency Management, medical system partners, and other agencies as necessary, to enhance or maintain this plan's.

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.
3. Tulsa City/County Health Department Mass Immunization and Prophylaxis Plan (2012).
4. Tulsa City/County Health Department Pandemic Influenza Plan
5. Regional Medical Response System Plan (2012).


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.
APPENDICES

I. NEEDS STATEMENT

High temperatures and humidity create life-threatening conditions during the summer months 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 cooled environments, and (b) outdoor workers, athletes and others who experience prolonged exposure to the summer sun. This Heat Emergency Action Plan is intended to reduce the loss of life and hospitalization associated with severe heat and humidity and to stimulate service coordination among public, private and non-profit organizations. Accelerated health education throughout the community is a key response to these most severe heat conditions and is supplemental to other initiatives such as the operation of cool stations and the distribution of air conditioners.

II. HEAT EMERGENCY CRITERIA

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 Heat 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
- Visiting Nurses Association
- Outdoor Trade Union Reps
- Life Senior Services
- Day Center for the Homeless
- Appropriate multi-cultural agencies
- Tulsa Housing Authority Office
- Meals on Wheels
- EMSA
- Tulsa County Social Services
- Salvation Army Shelter
- 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 OPERATIONAL PHASE IV

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.

Note: Operational Phase time frames will be adapted as necessary to meet operational needs.

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

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<th>Primary Contact:</th>
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<td>American Red Cross</td>
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<td>Working in Neighborhoods</td>
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**IX. REFERENCES AND AUTHORITY**


Tulsa County Emergency Operations Plan
ANNEX E: APPENDIX 3: TAB A
SAMPLE EXTREME HEAT FLYER (double-sided printing)
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 have 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.


5. TPD 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
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

WORK PASS
Authorized By
Tulsa County Disaster Unit
Date: ____________
Name: ___________________________
Address: _________________________
Signed: _________________________

2. VISITOR PASS

VISITOR PASS
Authorized By
Tulsa County Disaster Unit
Date: ____________
Name: ___________________________
Address: _________________________
Signed: _________________________

3. RESIDENT PASS

RESIDENT PASS
Authorized By
Tulsa County Disaster Unit
Date: ____________
Name: ___________________________
Address: _________________________
Signed: _________________________
### LAW ENFORCEMENT RESOURCES

**TULSA COUNTY**

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**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
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 in December 2007 following meetings with the Backlash Technical Advisory Committee consisting of representatives from:

1. Tulsa Area Emergency Management Agency (TAEMA)
2. Tulsa Human Response Coalition (THRC)
3. 2-1-1 Helpline
4. City of Tulsa Mayor’s Office of Human Rights
5. Islamic Society of Tulsa
6. Jewish Federation of Tulsa
7. Metropolitan Tulsa Urban League (MTUL)
8. Oklahoma Conference for Community & Justice (OCCJ)
9. Tulsa Police Department
10. Tulsa County Social Services
11. Tulsa County Sheriff’s Office (TCSO)
12. Tulsa Health Department (THD)
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

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<th>Secondary Contact</th>
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</tr>
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</table>

**VII. AUTHORITIES AND REFERENCES**


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.
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

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OEM</td>
<td>Oklahoma Department of Emergency Management</td>
</tr>
<tr>
<td>DPS</td>
<td>Department of Public Safety</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>EOP</td>
<td>Emergency Operations Plan</td>
</tr>
<tr>
<td>EMC</td>
<td>Emergency Management Coordinator</td>
</tr>
<tr>
<td>ERP</td>
<td>Emergency Response Plan</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
</tr>
<tr>
<td>IC</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>ICP</td>
<td>Incident Command Post</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
</tr>
<tr>
<td>ODEQ</td>
<td>Oklahoma Department of Environmental Quality</td>
</tr>
<tr>
<td>ODOT</td>
<td>Oklahoma Department of Transportation</td>
</tr>
<tr>
<td>PWD</td>
<td>Public Works Director</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedures</td>
</tr>
<tr>
<td>TAEMA</td>
<td>Tulsa Area Emergency Management Agency</td>
</tr>
<tr>
<td>TCE</td>
<td>Tulsa County Engineer</td>
</tr>
</tbody>
</table>

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
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 interlocal 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).

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.

APPENDICES

APPENDIX 1 – Fire/Rescue Resources
## Fire/Rescue Resources

<table>
<thead>
<tr>
<th>Community</th>
<th>Berryhill</th>
<th>Bixby</th>
<th>Broken Arrow</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone #</strong></td>
<td>911 446-1211</td>
<td>911 366-0438</td>
<td>259-8359 259-8360</td>
</tr>
<tr>
<td><strong>Alternate #</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>No. of Fire Stations</strong></td>
<td>2</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td><strong>No. of Base Stations</strong></td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>No. of Mobile Radios</strong></td>
<td>10</td>
<td>12</td>
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</tr>
<tr>
<td><strong>No. of Walkie Talkies</strong></td>
<td>5</td>
<td>25</td>
<td>42</td>
</tr>
<tr>
<td><strong>No. Paid Manpower</strong></td>
<td>4</td>
<td>22</td>
<td>133</td>
</tr>
<tr>
<td><strong>No. Volunteer Manpower</strong></td>
<td>17</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>Pumping Engs. in Res.</strong></td>
<td></td>
<td>2</td>
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</tr>
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<td><strong>No. Pumping Engines</strong></td>
<td>3</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td><strong>a. 500 GPM</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>b. 750 GPM</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>c. 1000 GPM</strong></td>
<td>1</td>
<td></td>
<td>1 (2-1)</td>
</tr>
<tr>
<td><strong>d. 1250 GPM</strong></td>
<td>3</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td><strong>e. 1500 GPM</strong></td>
<td>2</td>
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</tr>
<tr>
<td><strong>No. Ladder Trucks</strong></td>
<td></td>
<td>1 – 75’</td>
<td>1 – 105’</td>
</tr>
<tr>
<td><strong>If aerial, give length.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>No. Elevated Platform</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>No. Mini-Pumpers</strong></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>No. Tank Trucks</strong></td>
<td></td>
<td></td>
<td>1 – 1500 gal.</td>
</tr>
<tr>
<td><strong>Gal. Cap. 1,000</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>No. Grass Pumpers</strong></td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td><strong>Crash-Fire Rescue</strong></td>
<td>YES - BOTH</td>
<td>YES - BOTH</td>
<td>YES</td>
</tr>
<tr>
<td><strong>Underwater Recovery</strong></td>
<td>NO</td>
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<td>Berryhill</td>
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<td>No. Wreckers</td>
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<td>No. Ambulances</td>
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<td>b.</td>
<td>ROGERS COUNTY</td>
<td>EUCHA</td>
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<tr>
<td>c.</td>
<td>LIMESTONE FIRE DEPT.</td>
<td>BERRYHILL</td>
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<td>d.</td>
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<td>CATOOSA &amp; BLACKDOG</td>
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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.


4. County Commissioners’ Inventory Reports.
APPENDICES

APPENDIX 1 - Equipment Yard and Staging Area Locations

APPENDIX 2 - Potential Staging Areas

APPENDIX 3 - Listing of Portable Restroom/Toilet Resources
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.
**City of Tulsa/Tulsa County Emergency Operations Plan**  
ANNEX N: APPENDIX 3  
LISTING OF PORTABLE RESTROOM/TOILET RESOURCES

<table>
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<tr>
<th>Company</th>
<th>Address</th>
<th>Phone #</th>
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</thead>
<tbody>
<tr>
<td>Aim to Please</td>
<td>PO Box 3821, Broken Arrow 74013</td>
<td>918 606 5675</td>
</tr>
</tbody>
</table>

* Tulsa County has a contract for Portable Restroom Services with Aim to Please. TAEMA will contact Aim to Please for Tulsa County Department requests. City of Tulsa Departments will coordinate Portable Restroom Services Requests through City of Tulsa Purchasing.*
City of Tulsa/Tulsa County Emergency Operations Plan
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 information and Structural Damage Assessment reports (Appendix 1, Tab A) are completed and summarized on the Structural Damage Assessment Summary Worksheet (Appendix 1, Tab B) which will be forwarded to the Oklahoma Department of Emergency Management (OEM) as soon as they become available.

   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 located in the EOC and is 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. 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).

   d. Assist the Emergency Management Director in establishing the recommended sequence of repairs and priorities for restoration of facilities by the appropriate service organizations.

   e. Ensure American Red Cross damage assessment information is included with other damage assessment information to be sent to
4. Damage Assessment Teams

a. The Damage Assessment Teams, which consists of a recommendation of three individuals, including a team leader/recorder, an observer/photographer, and driver are responsible for particular portions of the city or county.

b. Response activities when a disaster occurs are as follows:

i. Damage Assessment Teams report to EOC for assignment instructions.

ii. Damage Assessment Teams record damage information, plot locations on maps, and take pictures if the situation permits. NOTE: Team members must not interfere with first responder personnel.

iii. Teams return the information they collect to the Damage Assessment Officer at the EOC and receive further instructions.

iv. The Damage Assessment Officer compiles all information received from the four sources (in Section C below) and provides same to the Emergency Management Director.

v. After DA intelligence information is collected, the Emergency Management Director will provide the information to the Policy Group and OEM.

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. 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. A copy of the Red Cross damage survey information is provided to the State EOC. (The County Damage Assessment Officer will do this.)

5. All available damage assessment information gathered by municipalities in Tulsa County will be submitted to TAEMA. TAEMA will collate 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 report forms will be forwarded to OEM by TAEMA.

   2. See Appendix 1 for Damage Report Forms.

   3. 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.

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.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

See Basic Plan Section VIII.

IX. AUTHORITIES AND REFERENCES

A. See Basic Plan Section IX.


C. Oklahoma Department of Emergency Management publication: Documenting Disaster Damage for Public Assistance.

APPENDICES

Appendix 1 - Damage Assessment for Recovery Operations
I. PURPOSE

This appendix provides guidelines for conducting on-going damage assessment and reporting operations following a disaster for the purpose of restoring the community to its pre-disaster condition and obtaining assistance from the state and/or federal government.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. When a disaster/emergency occurs which is of such severity and magnitude that effective response is beyond the capabilities of the affected local government, the jurisdiction can request assistance from the state and/or federal government.

2. OEM is the point of contact at the state level of government for communities needing assistance during emergencies or disasters.

3. In order to determine if state and/or federal recovery assistance can be made available, it is imperative the local community/jurisdiction provide accurate and timely damage assessment information to OEM on a continuing basis following a disaster.

B. Assumptions

1. Local communities will develop and train damage assessment teams.

2. Local communities will request state and federal assistance through OEM and provide copies of their damage assessment reports, through their local emergency management office, as a part of their requests.

3. OEM will provide an orderly and continuous means of assistance by the state government to local governments in carrying out its responsibility to alleviate the suffering and damage resulting from major disasters and emergencies.

III. INDIVIDUAL ASSISTANCE RECOVERY OPERATIONS

A. General
1. The Structural Damage Assessment Form, ODEM Form DA-1, will be used to record damage information collected by the Structural Damage Assessment Teams. These forms (the results of the survey) 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.

2. Following the initial structural damage survey, completed shortly after the occurrence of a disaster, the Damage Assessment Teams should conduct a Comprehensive Structural Damage Assessment Survey to get more detailed information of the type and severity of the damages as well as accurate insurance information, again using OEM Form DA-1. During the comprehensive survey, information should be collected on damages to business using the Support Documentation For Business Injury Form, OEM DA-2 (Tab C).

3. Copies of these updated assessment forms should be forwarded by TAEMA to OEM as soon as they are completed.

4. OEM will re-contact the local emergency management jurisdiction to schedule joint damage surveys if they are required.

5. 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.

B. Information Required By The State

1. A proclamation of a local State of Emergency (See Annex A: Appendix 4: Tab E for example) signed by the Chief Elected Official(s) is necessary. Note: Damage Assessment Reports determine if damage is sufficient to warrant an emergency declaration.

2. Copies of all Structural Damage Assessment Reports

3. 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.
IV. PUBLIC ASSISTANCE RECOVERY OPERATIONS

A. General

1. The Notice of Interest, OEM Form 94-01, which is used for consolidating and reporting public sector damage (infrastructure) information (See Tab D), is the form 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 forwarded to OEM either by fax or by phone. Only the major damage and destruction needs to be reported to the State.

4. The OEM will re-contact 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.

B. Information Required By The State

1. A Proclamation of a Local State of Emergency (See Annex A: Appendix 4: Tab E) 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.

2. A copy of the Notice of Interest Form will be sent to OEM upon completion.

3. Requests for specific assistance may be made telephonically, by radio, fax, or email.
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
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

a. Coordinate state support as requested by on-scene responders or
local Emergency Management Director.

b. Notifies appropriate state and federal agencies as required.

4. National Response Center

1-800-424-8802

a. Notifies all appropriate federal authorities.

b. Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders.

5. CHEMTREC

1-800-424-9300

a. 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.

b. 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.

c. CHEMTREC provides advice for fixed site as well as transportation emergencies.

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."
7. Oklahoma Hazmat Planning and Notification Act.
10. For reference go to www.epa.gov/ceppo/leclist.htm.
APPENDICES

APPENDIX 1 - Hazardous Materials Release Notification

APPENDIX 2 - Federal/State Telephone List/Roster

APPENDIX 3 - HAZMAT Operations - Typical Layout

APPENDIX 4 - General Characteristics and Examples of Hazardous Materials

APPENDIX 5 - Transportation Routes of Hazardous Materials

APPENDIX 6 - Printout of Facilities Filing Tier I or II Reports
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 __/____

NOTE: 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.

<table>
<thead>
<tr>
<th>State Assistance</th>
<th>Phone Number</th>
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<tr>
<td>1. Oklahoma Department of Emergency Management</td>
<td>405-521-2481</td>
</tr>
<tr>
<td></td>
<td>800-800-2481</td>
</tr>
<tr>
<td>2. State Department of Environmental Quality (DEQ)</td>
<td>800-869-1400</td>
</tr>
<tr>
<td>Hazardous Materials Release (Including Radioactive Materials and/or Hazardous Wastes)</td>
<td>800-522-0206*</td>
</tr>
<tr>
<td>3. Oklahoma Highway Patrol HQ, OKC</td>
<td>405-424-1616</td>
</tr>
<tr>
<td>4. Oklahoma Highway Patrol - Troop B</td>
<td>918-627-0440*</td>
</tr>
<tr>
<td>5. Oklahoma Department of Transportation</td>
<td>405-521-2557</td>
</tr>
<tr>
<td>6. Oklahoma National Guard</td>
<td>405-228-5000</td>
</tr>
<tr>
<td>7. Oklahoma Poison Control Center</td>
<td>405-271-5454</td>
</tr>
<tr>
<td>Toll Free (nationwide)</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>8. Oklahoma Water Resources Board</td>
<td>405-530-8800</td>
</tr>
<tr>
<td>9. Oklahoma Corporation Commission</td>
<td>405-521-2301</td>
</tr>
<tr>
<td>Oil &amp; Gas Division</td>
<td>405-521-2201</td>
</tr>
<tr>
<td>Pollution Abatement</td>
<td>405-521-2251</td>
</tr>
<tr>
<td>Transportation Division</td>
<td>405-521-3407</td>
</tr>
<tr>
<td>Railroad Safety</td>
<td>405-521-4131</td>
</tr>
<tr>
<td>Motor Carrier Enforcement</td>
<td></td>
</tr>
<tr>
<td>10. State LP Gas Administration</td>
<td>405-521-2458</td>
</tr>
<tr>
<td>11. Oklahoma Department of Wildlife</td>
<td>405-521-4600</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal Assistance</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. National Response Center</td>
<td>1-800-424-8802*</td>
</tr>
<tr>
<td>a. Center is staffed by Coast Guard personnel.</td>
<td></td>
</tr>
<tr>
<td>b. Notifies all appropriate federal authorities.</td>
<td></td>
</tr>
</tbody>
</table>
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*

   Private Assistance

   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
City of Tulsa/Tulsa County Emergency Operations Plan
ANNEX Q: APPENDIX 3
HAZMAT OPERATIONS
(Typical Site Layout)
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 Plan, 2007, 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.
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. For further information concerning local response capabilities to a terrorist incident, refer to the “City of Tulsa/Tulsa County Y2K Plan.”

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 hazardous materials incident.

2. Attacks may occur at multiple locations and may be accompanied by fire, explosion, or other acts of sabotage.

3. A device may be set off to attract emergency responders, then a second device set off for the purpose of injuring or killing emergency responders.

4. Effective response to the use of WMD 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 has 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, we may activate our 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 to manage emergency operations at the site. The [Fire Chief/EMC] will designate 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 two of three members 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 two of three members 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.

   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 for the 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


Preparedness Program Training Guide.


APPENDICES

APPENDIX 1 - Terrorist Incident Response Checklist

APPENDIX 2 – Useful Points of Contact

APPENDIX 3 - Terrorist Weapons, Effects, & Emergency Response Needs

APPENDIX 4 - Specialized Response Resources

APPENDIX 5 - Bomb Threat 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.

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Assigned</th>
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</thead>
<tbody>
<tr>
<td>INITIAL RESPONSE:</td>
<td></td>
</tr>
<tr>
<td>1. Deploy response forces</td>
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<tr>
<td>2. Activate incident command post at the incident site to direct emergency operations.</td>
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<tr>
<td>3. If incident appears to be terrorism-related, ensure law enforcement personnel are advised and respond to the incident site.</td>
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<tr>
<td>4. Isolate the area and deny entry. Reroute traffic as needed.</td>
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<tr>
<td>5. Determine and report:</td>
<td></td>
</tr>
<tr>
<td>▪ Observed indicators of use of chemical/biological weapons</td>
<td></td>
</tr>
<tr>
<td>▪ Wind direction and weather conditions at scene</td>
<td></td>
</tr>
<tr>
<td>▪ Plume direction, if any</td>
<td></td>
</tr>
<tr>
<td>▪ Approximate number of apparent victims</td>
<td></td>
</tr>
<tr>
<td>▪ Orientation of victims</td>
<td></td>
</tr>
<tr>
<td>▪ Types of victim injuries and symptoms observed</td>
<td></td>
</tr>
<tr>
<td>▪ Observations or statements of witnesses</td>
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<tr>
<td>6. If possible, determine type of weapon used using appropriate detection equipment, response guides, damage characteristics, and casualty symptoms.</td>
<td></td>
</tr>
<tr>
<td>7. Establish scene control zones (hot, warm, and cold) and determine safe access routes &amp; location of staging area. Establish initial operating boundaries for crime scene and incident area.</td>
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<tr>
<td>8. Implement crowd control measures, if necessary.</td>
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<tr>
<td>9. Determine &amp; implement requirements for protective clothing and equipment for emergency responders.</td>
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<tr>
<td>10. Establish communications among all response groups.</td>
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<tr>
<td>11. Protect against secondary attack.</td>
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</tr>
<tr>
<td>12. Activate the EOC to support scene operations if necessary.</td>
<td></td>
</tr>
<tr>
<td>13. Determine requirements for specialized response support.</td>
<td></td>
</tr>
<tr>
<td>14. Make notification to state and federal law enforcement and emergency management agencies.</td>
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</tr>
<tr>
<td>15. Obtain external technical assistance to determine potential follow-on effects.</td>
<td></td>
</tr>
<tr>
<td>16. Request/deploy hazardous materials response team if appropriate.</td>
<td></td>
</tr>
<tr>
<td>17. Request/deploy bomb squad or ATF support if appropriate.</td>
<td></td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>MEDICAL MANAGEMENT:</th>
</tr>
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</table>

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.


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.

<table>
<thead>
<tr>
<th>✅ Action Item</th>
<th>Assigned</th>
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<tbody>
<tr>
<td>43. Alert human resources agencies to provide disaster mental health services and human services support to victims.</td>
<td></td>
</tr>
<tr>
<td>44. Determine how pets, livestock, and other animals left in evacuated or contaminated areas will be handled.</td>
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</tr>
<tr>
<td>45. Decontaminate essential facilities and equipment if feasible.</td>
<td></td>
</tr>
<tr>
<td>46. Request technical assistance from the Tulsa Fire Dept., Hazmat Unit in assessing environmental effects.</td>
<td></td>
</tr>
</tbody>
</table>
## USEFUL POINTS OF CONTACT

<table>
<thead>
<tr>
<th>Organization</th>
<th>Provides</th>
<th>Contact No.</th>
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<tbody>
<tr>
<td>CHEMTREC</td>
<td>Technical assistance for hazardous materials incidents.</td>
<td>1-800-424-9300 (24 hours)</td>
</tr>
<tr>
<td>CHEM-TEL</td>
<td>Technical assistance for hazardous materials incidents.</td>
<td>1-800-255-3924 (24 hours)</td>
</tr>
<tr>
<td>Chem-Bio Help Line (Non-emergency)</td>
<td>Information on chemical &amp; biological agents for state and local emergency planners.</td>
<td>1-800-368-6498 (normal work hours only)</td>
</tr>
<tr>
<td>Chem-Bio Hot Line (Emergencies)</td>
<td>Technical assistance regarding chemical &amp; biological agents for state and local emergency responders.</td>
<td>1-800-424-8802 (24 hours)</td>
</tr>
<tr>
<td>ODEQ, Radiation Control</td>
<td>Technical assistance for emergency responders for incidents involving radiological materials.</td>
<td>1-405-702-5100</td>
</tr>
<tr>
<td>Troop B, Oklahoma Highway Patrol</td>
<td>State law enforcement assistance.</td>
<td>918-627 0440</td>
</tr>
<tr>
<td>Tulsa FBI Office</td>
<td>Federal law enforcement assistance.</td>
<td>918-664 3300</td>
</tr>
<tr>
<td>Tulsa ATF Office</td>
<td>Federal expertise in explosive devices.</td>
<td>918-581 7731</td>
</tr>
<tr>
<td>Tulsa Police Dept. Bomb Squad</td>
<td>Explosive ordnance disposal assistance.</td>
<td>911 or 918 669 6863</td>
</tr>
<tr>
<td>63rd Civil Support Team</td>
<td>NBC Detection and Assessment</td>
<td>Call TAEMA</td>
</tr>
</tbody>
</table>
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

2. Improvised Nuclear Device or Nuclear Weapon – ERG Guide 165

C. Response Needs

1. Personal protective equipment for emergency responders.
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.


3. Medical evacuation and treatment for mass casualties.


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.

<table>
<thead>
<tr>
<th>RESOURCE NEED</th>
<th>SOURCE</th>
<th>RESOURCES</th>
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<tbody>
<tr>
<td>Assessment &amp; Technical Assistance</td>
<td>State:</td>
<td>63rd WMD/Civil Support Team</td>
</tr>
<tr>
<td></td>
<td>Other:</td>
<td>CHEMTREC (1-800-924-9300)</td>
</tr>
<tr>
<td></td>
<td>Federal:</td>
<td>Chemical/Biological Hotline (1-800-368-6498)</td>
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<tr>
<td></td>
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<td>Other WMD/Civil Support Teams</td>
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<td>Military Resources</td>
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<tr>
<td>Hazmat Response Support</td>
<td>State:</td>
<td>National Response Center</td>
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<td></td>
<td>Federal:</td>
<td>Regional Response Teams</td>
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<td></td>
<td></td>
<td>Regional Response Teams</td>
</tr>
<tr>
<td>Medical Care &amp; Public Health Support</td>
<td>Federal:</td>
<td>Disaster Medical Assistance Teams (DMATs)</td>
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<td>Military medical units</td>
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<td>Other:</td>
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<td></td>
<td>Federal:</td>
<td>US Dept. of Energy Radiation Assistance Program</td>
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<td>State:</td>
<td>National Urban Search &amp; Rescue System Task Forces</td>
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<td>Federal:</td>
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<tr>
<td>Security, Traffic Control, &amp; Access Control</td>
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<td>Dept. of Public Safety</td>
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<td>Victim Identification &amp; Mortuary Services</td>
<td>Federal:</td>
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<td>Disaster Mortuary Teams (DMORTs)</td>
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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 911.

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 _____

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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

City of Tulsa/Tulsa County Emergency Operations Plan
APPENDICES

APPENDIX 1 – Foreign Animal Disease (FAD)
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 (ODAFFF) 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 (ODAFFF) 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
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

A. 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.