

**ALTUS/JACKSON COUNTY
EMERGENCY OPERATIONS PLAN**

02 JAN 2014

DAVID WEBB
MAYOR
CITY OF ALTUS

**ALTUS/JACKSON COUNTY
EMERGENCY OPERATIONS PLAN
PROMULGATION**

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

The Altus/Jackson County Emergency Operations Plan provides a comprehensive framework for Altus/Jackson County wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies in Altus/Jackson County.

The Altus/Jackson County Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of Altus/Jackson County government and with the authority vested in me as the Chief Executive Officer of Altus/Jackson County I hereby promulgate the Altus/Jackson County Emergency Operations Plan.

Elizabeth Gray
City Manager, City of Altus

Approval and Implementation:

This plan supersedes the Altus/Jackson County Emergency Operation Plan dated (Jul, 25, 2011).

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the incident commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The Altus/Jackson County Emergency Operations Plan delegates the Mayor David Webb’s authority to specific individuals in the event that he or she is unavailable. The chain of succession in a major emergency or disaster is as follows:

APPROVED BY:

1 Marty Clinton
County Commissioner, District 1

#2 Kirk Butler
County Commissioner District 2

#3 Cary Carrell
County Commissioner, District 3

4 Wayne Cain
Jackson County Emergency Management Director

#5 Elizabeth Gray
City Manager, City of Altus

#6 Lloyd Colston
City of Altus Emergency Management Director

7 Debbie Davis
City Clerk, City of Altus

#8 Robin Booker
Jackson County Court Clerk

Samuel Talamantez
Oklahoma Emergency Management Area Coordinator

Changes

TO: Wayne Cain
Jackson County Emergency Management Director
101 N. Main Street, Room 101
Altus, Oklahoma 73521

TO: Lloyd Colston
Altus Emergency Management Director
1915 N. Main Street
Altus, Oklahoma 73521

Recommended changes, Corrections, Additions, and Deletions to the Emergency Operations Plan

Submit Changes NLT July XX, 20XX

Any user of this plan is encouraged to recommend changes to this plan that the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the Altus 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.

CHANGE:

SHOULD READ:

Submitted By: Name _____

Date _____ Phone Number _____

Email Address _____

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Altus Emergency Management Director	4
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Altus Police Department	1
Altus Fire Department	1
Jackson County EMS	1
Jackson County Sheriff	1
Office of the DHS County Director	1
Commander, OHP Troop M, Altus, OK	1
Chairman, Southwest Chapter of the American Red Cross	1
Jackson County, Health Department	1
Administrator, Jackson County Memorial Hospital	1
City of Altus Mayor	1
City of Altus Public Works Director	1
City of Altus Administrator	1
Town of Blair	1
Town of Duke	1
Town of Eldorado	1
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BASIC PLAN

I. PURPOSE.

- A. This plan has been developed to provide a comprehensive (multi-use) emergency management program for Jackson County, The City of Altus, and Altus Air Force Base. It seeks to mitigate the effects of hazards, prepare for measures to be taken which will preserve life and minimize damage, enhance response during emergencies and provide necessary assistance, and establish a recovery system in order to return the county, cities/towns, and Altus Air Force Base to their normal state of affairs.
- B. This plan attempts to define who does what, when, where, and how, in order to mitigate, prepare for, respond to, and recover from the effects of natural disasters, technological accidents, nuclear incidents and other major incidents/hazards.

II. SCOPE AND SITUATION OVERVIEW.

A. Scope.

- 1. Jackson County is located approximately 150 miles southwest of Oklahoma City. The 2010 census for Jackson County is 26,237. The largest city and county seat, Altus, has a 2010 census of population 19,813. Altus is located at the junction of US numbered Routes 62 and 283. Map mileage is 149 from Altus to Oklahoma City. Located on the east side of Altus is Altus Air Force Base. Altus Air Force Base is the United States Air Forces only Mobility Training Base.

- 1(a) The Jackson County list of tasked agencies in the event of an emergency or disaster are as follows:

B. Situation Overview

- 2. Jackson County is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Potential hazards which may occur in or around the county are, floods, tornadoes (severe weather event), winter storms, civil disorder, earthquakes, drought, dam failure, HAZMAT incident-fixed facility, HAZMAT incident-transportation, nuclear incidents, power failure, radiological incident-transportation, subsidence and rural or urban fires.
- 3. Jackson County has a high vulnerability for severe weather events that can cause multiple injuries and property damage. The population distribution for the county is mainly focused in the City of Altus. Within the City of Altus, there are critical facilities such as multiple schools, medical facilities, nursing

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homes, power substations, water treatment facility, and waste water treatment facility.

III. PLANNING ASSUMPTIONS

1. Jackson County and its cities and towns will continue to be exposed to the hazards identified above as well as others, which 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 or prevent disaster related losses.
4. This plan has been converted to Comprehensive Preparedness Guide 101 to better support emergency and disaster operations through the use of Emergency Support Functions (ESF)s

IV. 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 upon 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 Jackson 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 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 Emergency Operations Center (EOC). The federal government will provide assistance and resources to the state where needed. Federal assistance usually is extended to aid in recovery from major disasters.
3. Day-to-day functions, which do not contribute directly to response actions to an emergency, may be suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of those resources.

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4. A comprehensive emergency management plan is concerned with all types of hazards, which 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. Phases of Management.

1. Mitigation.

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. Mitigation is taking action *now*—before the next disaster—to reduce human and financial consequences later (analyzing risk, reducing risk, insuring against risk). Effective mitigation requires that we *all* understand local risks, address the hard choices, and invest in long-term community well-being. Without mitigation actions, we jeopardize our safety, financial security, and self-reliance.

2. Preparedness.

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action. Ongoing preparedness efforts among all those involved in emergency management and incident response activities ensure coordination during times of crisis. Moreover, preparedness facilitates efficient and effective emergency management and incident response activities.

3. Response.

Response is the actual providing of emergency services during a crisis. These actions help to reduce casualties and damage, and speed recovery. Response activities include warning, evacuation, rescue, and similar operations.

4. 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 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 restoration of non-vital government services and reconstruction in damaged areas. The recovery period offers an opportune time to institute mitigation measures, particularly those related to the recent disaster.

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IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

Most of the departments within County or Municipal government have emergency functions in addition to their normal duties. Consequently, each department is responsible for developing and maintaining its own emergency standing operating procedures to fulfill these responsibilities. Specific responsibilities are outlined under "Task Assignments" and amplified in function specific annexes in this plan.

B. Organization.

1. See Appendix 1, Annex A for Emergency Services Organization.
2. The Jackson County and each city Policy Group is composed of the following:
 - a. Jackson County: The Board of County Commissioners.
 - b. Each City: Mayor and Council members or Trustees.
3. The Emergency Services **Coordination Group** is composed of the following positions as assigned to the officials (coordinators) listed below: (See Appendix 2 to Annex A for names of the officials.)
 - a. **Chief of Operations:** Emergency Management Director appointed by the Policy Group.
 - b. **EOC Staff Coordinator:** Selected by the Emergency Management Director.
 - c. **Law Enforcement Service:** County Sheriff or Chief of Police.
 - d. **Fire/Rescue Service:** Fire Chief.
 - e. **Health/Medical Service:** Jackson County Health Department Administrator.
 - f. **Shelter/Mass Care Service:** Southwest Chapter American Red Cross Executive.
 - g. **Resources Management Service:** Emergency Management Director.
 - h. **Municipal Public Works:** Public Works Director.

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- i. **County Public Works/Maintenance:** County Maintenance Foreman.
 - j. **Independent School District Services** (as required):
Superintendent(s) of Schools.
 - k. **Public Utility Services** (as required): Managers of companies or municipalities that provide natural gas, electricity, water supply, and telephone services within the county.
 - l. **Manpower Services** (as required): To be appointed by the Emergency Management Director.
4. The **Operations Staff** is composed of the following sections. (See Appendix 2 to Annex A for names of the assigned officials.)
- a. **Communications/Message Center Section.**
 - b. **Damage Assessment Section.**
 - c. **Public Information Section.**
 - d. **Warning Section.**
 - e. **Shelter/Evacuation Section.**
 - f. **Administration Section.**
 - g. **Transportation Section.**

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

5. Emergency Service Coordinators.

Emergency service coordinators are directors or supervisors of departments within the county and municipal governments and/or volunteers 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 County or affected municipalities.

6. EOC Support and Special Staff.

EOC support and special staff members are volunteers who have skills and

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training in areas needed to provide a total 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 governmental departments.

C. Task Assignments and Responsibilities.

1. Emergency Management Director is responsible for:
 - a. Coordination of all phases of emergency management.
 - b. EOC communications.
 - c. Public information and education.
 - d. EOC operation.
 - e. Comprehensive emergency management planning.
 - f. EOC staff training.
 - g. Warning system planning.
 - h. Damage assessment planning.
2. County Sheriff/Municipal Law Enforcement is responsible for:
 - a. Maintaining law and order.
 - b. Traffic control.
 - c. Access control of restricted areas.
 - d. Security of vital facilities.
 - e. Operation of the warning system.
 - f. Communication system support.
 - g. Liaison with other law enforcement agencies.
 - h. Search and rescue operation support.
3. Fire Departments are responsible for:
 - a. Fire suppression.

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- b. Fire prevention and education.
 - c. Supporting the operation of the warning system.
 - d. Search and rescue operations.
 - e. Hazardous materials decontamination.
 - f. Hazardous materials operations.
 - g. Assisting in damage assessment.
 - h. Communication system support.
4. County Public Works/ Maintenance Departments and Municipal Public Works Departments are responsible for:
- a. Debris clearance.
 - b. Providing engineering advice.
 - c. Maintaining roads and bridges.
 - d. Assisting with damage assessment of public property.
 - e. Assisting in decontamination operations.
 - f. Providing and maintaining utilities.
5. The Superintendents of Schools for the disaster location are responsible for:
- a. Providing public shelters.
 - b. Providing buses for transportation during disaster relief operations.
6. Jackson County Medical Examiners Office, when committed, is responsible for:
- a. Collecting, identifying, and coordinating interment of deceased victims caused by disaster.
 - b. Coordinating funeral home support of disaster operations.
7. Jackson County Health Department, when committed, is responsible for:

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- 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 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. Radiological protection.
 - b. Law enforcement and traffic control.
 - c. Search and rescue operations.
 - d. Providing military engineer supply 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 is 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:

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- a. Providing reception, care, food, lodging, and welfare assistance throughout Jackson 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 for disaster relief medical operations. The Oklahoma Blood Institute as an alternate source of blood supply.
 - f. Providing counseling service.
12. The Salvation Army 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. Medical Service Providers are responsible for:
- a. Emergency medical care for disaster victims.
 - b. Health care.
 - c. Crisis counseling.
15. The City Clerk has responsibilities for the municipal administrative duties.
16. The County Clerk has responsibilities for county administrative duties.

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17. The City Treasurer has responsibilities for municipal fiscal duties.
18. The County Treasurer has responsibilities for county fiscal duties.
19. The District Attorney is assigned all responsibilities for legal advice for emergency information services and will act on advisory committees.
20. The County Excise Board and the Jackson County District Judge will act with the District Attorney on the Advisory Committee to the Board of County Commissioners.
21. All other County Agencies, officers and employees of the county government will support and implement this plan as directed by the County Commissioner
22. All other Municipal Agencies, officers and employees will support and implement this plan by the directive of the Mayor.

V. DIRECTION AND CONTROL.

- A. **The final responsibility for all emergency management belongs to the elected officials 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 nonroutine matters.
- B. The **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** also acts as liaison with other local, county, state and federal emergency management agencies.
- C. Specific persons in departments/agencies are responsible for fulfilling their responsibilities as stated in this Basic Plan and the annexes thereto. **Department Directors/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.

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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 Directors/ 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/municipal government for the duration of the crisis.

VI. CONTINUITY OF GOVERNMENT.

- A. Succession of Leadership. The line of succession for continuity of government for Jackson County is as follows:

1. County Data
 - a. Chairman, County Commissioners
 - b. Vice Chair, County Commissioners.
 - c. County Commissioner
2. Cities/Towns
 - a. Mayor
 - b. Vice Mayor
 - c. Senior Commissioner, Council member, or Trustee.
3. Line of succession for the Emergency Management Director will be the Deputy Director.
4. 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 normal government operations following a disaster, vital records must be protected. The principal causes of damage to records are fire and

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water; therefore, essential records will be protected accordingly in the County Courthouse or in local safety deposit vaults.

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 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 understanding 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 Emergency Management and those Federal agencies providing such assistance.

E. Consumer Protection.

Consumer complaints pertaining to alleged unfair or illegal business practices will

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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 problems.

H. Management of Manpower (Paid and Volunteer).

The Emergency Management Director will manage manpower, both paid and volunteer.

I. Duplication of Benefits.

No person will receive assistance with respect to any loss for which he 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 feasible and practicable, 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 Director, Oklahoma Department of Emergency Management, 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

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responsible for its implementation. The Emergency Management Director is responsible for briefing staff members and officials concerning their role 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 all officials involved in its execution conduct an annual review of this plan. 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.

- a. Federal Civil Defense Act of 1950, Pub. L. 81- 920 as amended.
- b. Disaster Relief Act of 1974, Pub. L. 93-288 as amended.
- c. Emergency Management and Assistance, 44 U.S. Code 2.1 (Oct. 1, 1980).

2. State of Oklahoma.

- a. Oklahoma Emergency Management Act of 2003.
- b. Compendium of state legislation related to emergency management. Oklahoma Constitution, Art 6 Section 1-6.

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

Resolution Establishing Jackson County Civil Defense
Emergency Services Act and Disaster Program, April 14, 1966.

City-County Agreement for a Joint Civil Defense Program;
entered into on November 9, 1965, between Board of County
Commissioners of Jackson County and the City of Altus,
November 26, 1975 Basic eligibility requirements met for

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participation in EM financial programs as follows:

Altus City Code Section 9-1 to 9-35, April 14, 1966

B. References.

FEMA 20, Publications Catalog

FEMA L-136, Radio Amateur Civil Emergency Service (RACES)

Emergency Operations Plan for the State of Oklahoma.

Oklahoma Department of Emergency Management Digest of State Laws.

APPENDICES

APPENDIX 1 - Incorporation of Federal Response Plan
(Figure 1 National Response Framework)

APPENDIX 2 - Definitions

APPENDIX 3 - List of Acronyms

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APPENDIX 1 INCORPORATION OF FEDERAL RESPONSE PLAN

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 Federal Response Plan 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.

The plan describes the basic mechanisms and structures by which the Federal government will mobilize resources and conduct activities to augment 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 headed by a primary agency, which has been selected based on its authorities, resources, and capabilities in the particular functional area.

The plan 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 plan.

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

ESF #	Title		
1	Transportation	Federal Agency:	Dept. of Transportation
		State Agency:	Dept. of Transportation
		County Agency:	Co. Board of Commissioners
		City Agency:	Altus Street Department
		AAFB:	97 th LRS
2	Communications	Federal Agency:	National Communication System
		State Agency:	Dept. of Emergency Mgmt.
		County Agency:	Jackson County E911
		City Agency:	Altus Emergency Management
		AAFB:	97 th CS
3	Public Works & Engineering	Federal Agency:	U.S. Army Corps of Engineers
		State Agency:	Dept. of Transportation
		County Agency:	Foreman, County Commissioner
		City Agency:	Public Works
		AAFB:	97 th CE/CEX

BASIC PLAN

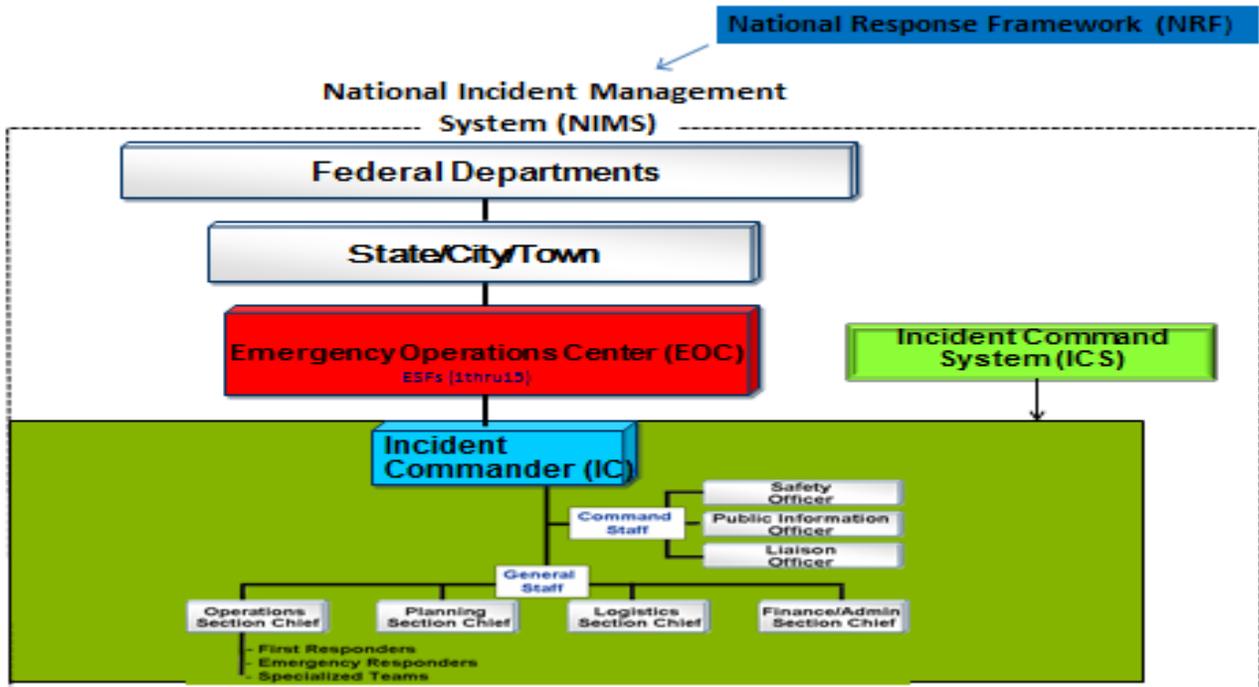
APPENDIX 1
INCORPORATION OF FEDERAL RESPONSE PLAN (CONT)

ESF # Title

4	Firefighting	Federal Agency: State Agency: Rural FD: City Agency: AAFB:	Dept. of Agriculture Dept. of Agriculture Rural Fire Chiefs Altus Fire Chief 97 th CE/CEF
5	Emergency Management	Federal Agency: State Agency: Local Agency: AAFB	Federal Emer. Mgmt. Agency Dept. of Emergency Mgmt. Co. Board of Commissioners 97 th CE/CEX
6	Mass Care	Federal Agency: State Agency: Local Agency: AAFB	American Red Cross American Red Cross American Red Cross 97 th FSS
7	Logistics Manage Support	Federal Agency: State Agency: Local Agency: AAFB	General Services Admin. Dept. of Emergency Mgmt. Co. Board of Commissioners 97 th LRS
8	Health & Medical Serv.	Federal Agency: State Agency: Local Agency: AAFB	Dept. of Health & Human Serv. Dept. of Health Director of County Health 97 th MDG
9	Urban Search & Rescue	Federal Agency: State Agency: Local Agency: AAFB	Federal Emer. Mgmt. Agency Dept. of Public Safety County Sheriff's Office 97 th CES
10	Hazardous Materials	Federal Agency: State Agency: Local Agency: AAFB	Envir. Protection Agency Dept. of Envir. Quality Co. Board of Commissioners 97 th CES
11	Agriculture and Natural Resources	Federal Agency: State Agency: Local Agency: AAFB	Dept. of Agriculture American Red Cross American Red Cross 97 th MDG

BASIC PLAN

12	Energy	Federal Agency: State Agency: County Agency: City Agency: AAFB	Dept. of Energy Dept. of Emergency Mgmt. Co. Board of Commissioners Altus Power 97 th CES
13	Public Safety And Security	Federal Agency: State Agency: County Agency: City Agency: AAFB	97 th SFS
14	Long Term Community Recovery	Federal Agency: State Agency: County Agency: City Agency: AAFB	97 th CES
15	External Affairs	Federal Agency: State Agency: County Agency City Agency: AAFB	97 th PA



(Figure 1 National Response Framework)

BASIC PLAN

APPENDIX 2 DEFINITIONS

AGENCY LIAISON OFFICER (ALO): Persons appointed by Director 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. Disaster requires 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 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 of a nuclear detonation which 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 government for direction, control and coordination.

EMERGENCY PERIOD: The period of time immediately before, and/or immediately following the impact of a catastrophe 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 Director, Federal Emergency Management Agency, Region VI, 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 Director, Region VI Federal Emergency Management Agency to coordinate federal assistance in a declared major disaster area under the provisions of Public Law 93-288.

BASIC PLAN

APPENDIX 2 DEFINITIONS (CONT)

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, 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 WARNING SYSTEM (NAWAS): A protected full-time voice communications system, which 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 Emergency Management Act of 2003.

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

VOLUNTEER SERVICE ORGANIZATION: Any organization, which is non-government, nonprofit whose primary mission is to provide humanitarian support in times of need using public, 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.

BASIC PLAN

APPENDIX 3 LIST OF ACRONYMS

ABLE	ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION
ARC	AMERICAN RED CROSS
ARM	AERIAL RADIOLOGICAL MONITOR
CAP	CIVIL AIR PATROL
CFR	CODE OF FEDERAL REGULATIONS
CFSA	CONSOLIDATED FARM SERVICE AGENCY
DAC	DISASTER APPLICATION CENTER
DEQ	DEPARTMENT OF ENVIRONMENTAL QUALITY
DFO	DISASTER FIELD OFFICE
DHS	DEPARTMENT OF HUMAN SERVICES
DOT	DEPARTMENT OF TRANSPORTATION
DPS	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
EMI	EMERGENCY MANAGEMENT INSTITUTE
EMP	ELECTROMAGNETIC PULSE
EMS	EMERGENCY MEDICAL SERVICE
EOC	EMERGENCY OPERATIONS CENTER
EPA	ENVIRONMENTAL PROTECTION AGENCY
EPCRA	EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW
ACT	
EPI	EMERGENCY PUBLIC INFORMATION
ESF	EMERGENCY SUPPORT FUNCTION
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
IC	INCIDENT COMMANDER
ICS	INCIDENT COMMAND SYSTEM
IS	INDEPENDENT STUDY
NAWAS	NATIONAL WARNING SYSTEM
NOAA	NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION
NRCS	NATIONAL RESOURCES CONSERVATION SERVICE
NUDET	NUCLEAR WEAPONS DETONATION
NWR	NOAA WEATHER RADIO
NWS	NATIONAL WEATHER SERVICE
NWWS	NOAA WEATHER WIRE SERVICE
OEM	OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT
OHP	OKLAHOMA HIGHWAY PATROL
OIC	OFFICER IN CHARGE
OLETS SYSTEM	OKLAHOMA LAW ENFORCEMENT TELECOMMUNICATIONS

BASIC PLAN

APPENDIX 3 LIST OF ACRONYMS (CONT)

OMD	OKLAHOMA MILITARY DEPARTMENT
OSA	OKLAHOMA STATUTES ANNOTATED
OSBI	OKLAHOMA STATE BUREAU OF INVESTIGATION
OSC	ON-SCENE COORDINATOR
PIO	PUBLIC INFORMATION OFFICER
RACES	RADIO AMATEUR CIVIL EMERGENCY SERVICE
RADEF	RADIOLOGICAL DEFENSE
RM	RADIOLOGICAL MONITOR
RO	RADIOLOGICAL OFFICER
RRT	RADIOLOGICAL RESPONSE TEAM
SAR	SEARCH AND RESCUE
SARA	SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT
SARDA	STATE AND REGIONAL DEFENSE AIRLIFT
SOP	STANDARD OPERATION PROCEDURE
USC	UNITED STATES CODE
USDA	UNITED STATES DEPARTMENT OF AGRICULTURE
VOAD	VOLUNTEER ORGANIZATIONS ACTIVE IN DISASTERS

ANNEX A

DIRECTION AND CONTROL

I. PURPOSE.

This annex establishes workable procedures for the development, manning, and operation of control center(s) within Jackson County and the City of Altus to coordinate government's response to emergency situations. The center(s) 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 Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

An effective Emergency Operations Center (EOC) is the key to successful response operations. The gathering of persons in authority, along with supporting staff personnel, 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 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.

1. There are actually three (3) parts to the Direction and Control Organizations. Part one is the Policy Group, which is comprised of the elected officials. This is the group making the highest decisions and/or approvals. Part two is the Coordination Group which is comprised of the major 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(s). Their activities and responsibilities are contained in their respective annexes in the plan. Part three is the Operations Staff, which is comprised of several staff officers, or Officers-in-Charge (OIC) of sections that have many functions that are vital 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

ANNEX A

coordinate with the department or agency heads when necessary.

2. The EOC may be activated by any policy group member when it appears that any portion of Jackson County, City Altus, or Altus Air Force Base is, or may be, threatened with loss of life or extensive property damage.
3. Each department or agency director tasked to serve on the Coordination Group, or his designated replacement, will immediately report to the EOC to direct and coordinate his agency's response to the emergency confronting the community.
4. The appropriate Emergency Management Director(s) will maintain and activate the procedures to recall/assemble the EOC staffs. (See Appendix 3 to this Annex. EOC Activation Checklist.)

B. Organization.

See Section IV, Basic Plan 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.
- b. The policy group will exercise all normal powers contained in the State of Oklahoma Emergency Management Act of 2003, as amended, and local ordinances and resolutions, in performance of direction and control duties for emergencies confronting the citizens.
- 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 Section IV Basic Plan.

2. Emergency Services Coordination Group.

- a. Chief of Operations (selected and appointed by the Policy Group) is responsible for (with assistance by the EOC Staff Coordinator/Deputy):
 - (1) Coordinating EOC staff activities to supply aid to disaster victims or areas.

ANNEX A

- (2) Makes routine decisions and advises the policy group on courses of action and/or decisions required.
- (3) Responsible for insuring that local agencies who have been assigned primary responsibility for any of the emergency support functions identified in the Federal Response Plan, (See Appendix 1 to Basic Plan), are available in the EOC to facilitate coordination with the state and federal agencies providing the assistance.
- (4) Responsible for keeping the EOC in an operational ready state.
- (5) Assigns qualified people to EOC staff positions and keeps a current roster of the staff.
- (6) Responsible for developing an alert system and for alerting the policy group and the EOC staff of any impending emergency.
- (7) Responsible for activating the EOC (after consulting with the policy group if time permits) and recalling the EOC staff.
- (8) Supervises the EOC Operations staff and coordinates with the Coordination Group to assure timely aid or assistance is rendered to victims of the emergency.
- (9) Schedules the EOC staff for a two shift, around the clock, operation.
- (10) Arranges for feeding of the staff.
- (11) Updates the alert/staff roster and this Annex at least once each year.
- (12) Holds briefings for the policy group and the coordination group to update their knowledge of the emergency situation.
- (13) Makes 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.
- (14) Coordinates with the Policy Group and makes provisions for relocating staff members to an alternate EOC if the primary EOC becomes inoperable.

ANNEX A

(15) Makes 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 Section IV, Basic Plan and Annex I, Law Enforcement.

c. Fire and Rescue Coordinator. (Fire Chief).

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

d. County Maintenance Coordinator. (Co. Maintenance Foreman)

See Section IV, Basic Plan and Annex J, Public Works.

City Maintenance Coordinator. (Public Works Director)

See Section IV, Basic Plan and Annex J, Public Works.

e. Health & Medical Coordinator.

(1) See Section IV, Basic Plan and Annex H, Health & Medical.

(2) Closely coordinate activities with the Jackson County Health Department.

f. Shelter/Mass Care Coordinator. Southwest Chapter American Red Cross Chapter Executive.

(1) See Section IV, Basic Plan and Annex F, Human Resources.

(2) Coordinate shelter operations with the Emergency Management Director.

g. Resources Coordinator.

(1) Compile an inventory of personnel, equipment, materials and facilities, which may be needed, in an emergency. This inventory will constitute the Jackson County Resource Data Book.

(2) Provide manpower, supplies, material and/or equipment required by other coordinators to provide relief to the emergency situation.

ANNEX A

- (3) Ration or establish priority use of critical or scarce resources during any emergency.
- (4) Maintain records of all expenditures for emergency resources obtained and give them to the appropriate official for disposition.
- (5) See Annex N, Resources Management.

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.
 - (1) Communications/Message Center.
 - (2) Damage Assessment.
 - (3) Public Information.
 - (4) Administration.
 - (5) Transportation.
 - (6) Warning/Reporting.
 - (7) Shelter Management/Evacuation.

V. DIRECTION AND CONTROL.

See IV A above and Section V, Basic Plan.

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 Section VI, Basic Plan.

ANNEX A

VII. ADMINISTRATION AND LOGISTICS.

A. Emergency Operations Centers.

1. Primary Emergency Operation Centers.

a. Location.

The Jackson County Court House located at 101 North Main is designated as the Emergency Operations Center for Jackson County. Towns in Jackson County may establish EOCs in their facilities as required.

b. Facilities in the Altus EOC.

- (1) The working area includes several offices and the communication center.
- (2) Communications equipment necessary for conducting emergency operations is in place.
- (3) An emergency generator is available for full provide power for the EOC.
- (4) Kitchen facilities at the Altus EOC are adequate to provide food for the EOC staff. Also, restaurants are nearby and food may be catered to the EOC as needed, if the situation permits.

c. Dependent on the type and severity of the situation; city offices and equipment at the city hall, will be available to support emergency operation affecting the city of Altus.

2. Alternate Emergency Operation Centers.

Should the primary county EOC become unusable, an alternate county EOC will be established at either the Jackson County Enforcement Center. Should the Altus Emergency Center become unusable an alternate City Emergency Operation Center will be at the Altus Police Department. Communication equipment will be augmented with any that can be brought from the primary EOC. Radio equipped county-owned vehicles will augment alternate EOC requirements. Nearby restaurants will need to be used for feeding of EOC staff, or food may be catered in as needed.

ANNEX A

3. Incident command post.

During emergency operations it may be necessary to set up an incident command post to coordinate response activities at the onsite location. Incident commanders (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 to provide a history of actions taken will compile a record of major events and response actions. See Appendix 4 Tab B.

3. Other Reports.

Additional report forms can be found in other annexes of this plan.

C. Media.

News conferences will be held at regular intervals. Media personnel may be allowed into the EOC in small numbers when accompanied by the Public Information Officer.

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 Section IX, Basic Plan.

B. References.

ANNEX A

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

Digest of Oklahoma Laws.

FEMA, SLG 101, Guide of All-Hazard Emergency Operation Plans.

FEMA, CPG 1-20, with Chg. 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

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 Disaster Declaration

ANNEX A

APPENDIX 1
EMERGENCY SERVICES ORGANIZATION

JACKSON COUNTY

POLICY GROUP

County Commissioners
Altus City Council|

EOC

COORDINATION GROUP

See Tab A of this Appendix for breakout.

OPERATIONS GROUP

See Tab B of this Appendix for breakout.

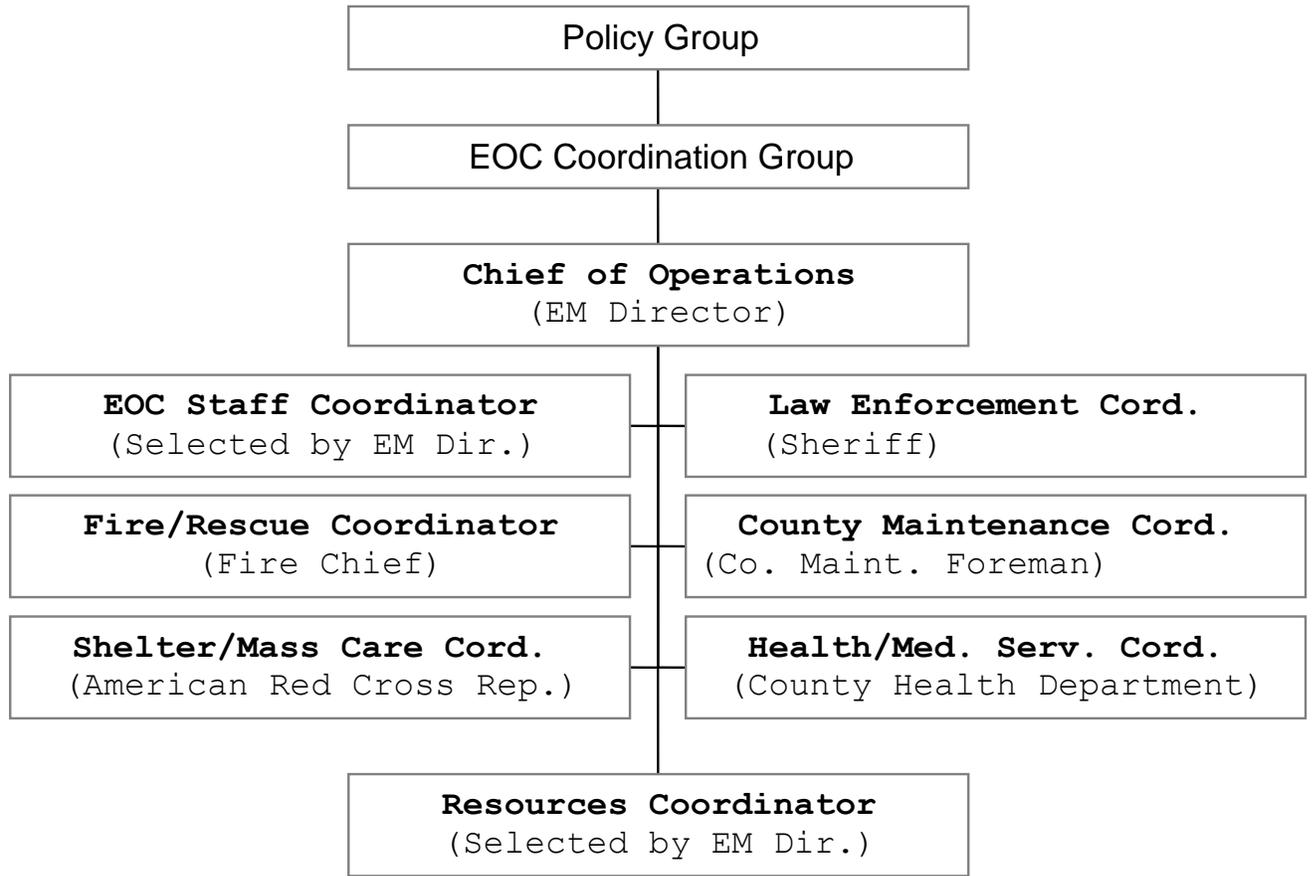
Note: See Appendix 2 to Annex A for position assignments by name.

ANNEX A

ORGANIZATION OF THE
EOC COORDINATION GROUP

Jackson County

TAB A TO APPENDIX 1



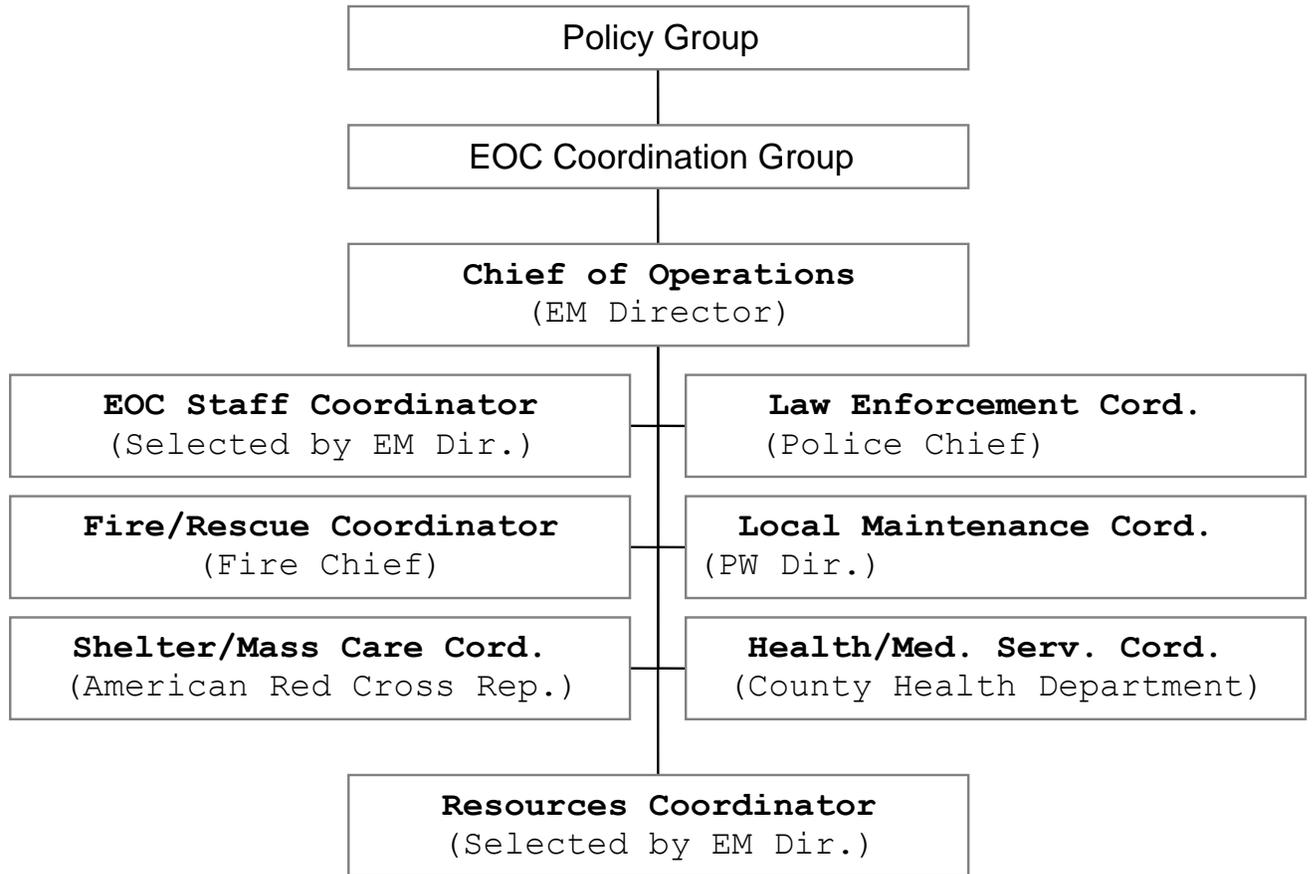
Note: See Appendix 2 of Annex A for specific positions

ANNEX A

TAB B TO APPENDIX 1

ORGANIZATION OF THE
EOC COORDINATION GROUP

Local Municipality

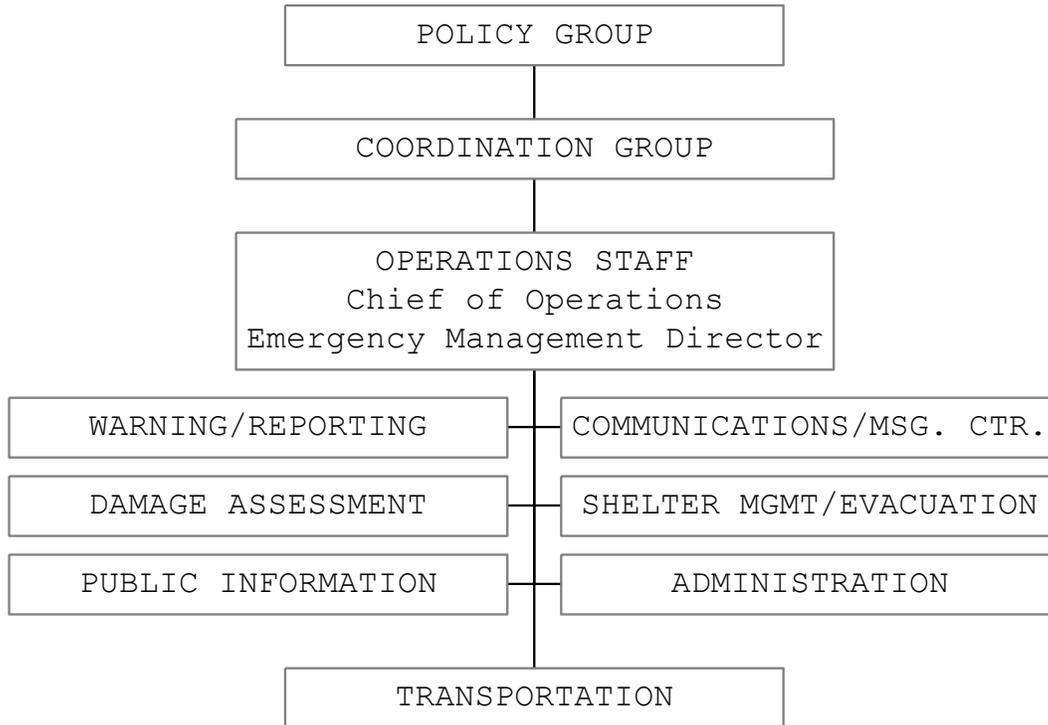


Note: See Appendix 2 of Annex A for specific positions

TAB B TO APPENDIX 1

ANNEX A

ORGANIZATION OF THE
EOC OPERATIONS STAFF



ANNEX A

TAB C County Commissioner Districts

ANNEX A

APPENDIX 2
 ORGANIZATION ASSIGNMENT ROSTER
 JACKSON COUNTY/CITY OF ALTUS

I.	<u>POLICY GROUP/COUNTY:</u>	<u>Name</u>	<u>Phone No.</u>
	County Commissioner:	Courthouse	580-482-4420
	District 1:	Marty Clinton	Shop: 580-482-0395
	District 2:	Anthony Fixico	Shop: 580- 482-4757
	District 3:	Cary Carroll	Shop: 580- 633-2238
	<u>Key personnel</u>		
	Emergency Manager:	Wayne Cain	580-482-0229
	Rural Fire Coordinator:	Mark Gardner	580-562-4882 /580-821-2475
	LEPC Chairperson:	Lloyd Colston	580-482-8336
	DEQ Environmental Specialist:	Cheryl Martin	800-522-0206
	OHP Troop M Commander:	Johnny Freeman	580-477- 2764 / 580-477-2765

II. POLICY GROUP/CITY:.

A.	<u>Altus</u>	City Hall	580-477-1950	
	Mayor:	David Webb	580-482-2202	
	Vice Mayor:	Rick Henry	580-482-0441	580-482-1643

	City Council Members:	Work:	Home:	
	Ward 1	Rick Steen	580-480-3400	580-481-8449
	Ward 1	Rick Henry	580-482-0441	580-482-1643
	Ward 2	Michael T Beason	580-477-0400	
	Ward 2	B.F. Rowland	580-482-7476	580-482-7476
	Ward 3	Perry Shelton	580-917-1468	580-482-2686
	Ward 3	Chad Osborne	580-318-1060	580-471-4995
	Ward 4	Dwayne E. Martin	580-477-1020	
	Ward 4	Mike Patterson	580-481-0380	580-482-0244

	<u>Key personnel</u>	Name:	Work:	Home:
	Emergency Manager:	Lloyd Colston	580-482-8336	580-302-7104
	Assistant EM	Vacant		
	Fire Chief:	Jerry Abbot	580-481-2231	580-XXX-XXXX
	Police Chief:	Tim Murphy	580-482-2209	580-482-0244
	City Administrator:	Elizabeth Gray	580-481-5016	580-XXX-XXXX

B.	<u>Blair</u>	City Hall	580-563-2406
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ANNEX A

Mayor: Blake Roberts 580-563-2790
Vice Mayor: Larry Paxton 580-563-2747
Trustees: Fred Armstrong 580-563-2251
Susan Armstrong 580-563-9280

Key personnel

Emergency Manager: Denny Davis 580-563-2406
Fire Chief: Dennis Davis 580-563-2621
Police Chief: Joe Poulin Jr. 580-563-2406
City Administrator: Karri Orick 580-563-9459

C. **Duke** City Hall 580-679-3400
Mayor: Bobby Baird 580-679-3934
Council members:

Key personnel

Emergency Manager: Dennis Hennessey 580-679-4593
Fire Chief: David Harrod 580-679-4525
Police Chief: Eddie Summers 580-679-4588
City Administrator: Ron Holt

D. **Elmer** City Hall 580-687-4357
Mayor: Tommy Johnston 580-687-5204
Vice Mayor: Unfilled Position
Trustees:

Key personnel

Emergency Manager: **Vacant**
Fire Chief: Ken Butler 580-687-4359 580-471-2509

E. **Headrick** City Hall 580-738-5761
Mayor: Danny Fort 580-318-3040
Vice Mayor: Unfilled Position
Trustees:

Key personnel

Emergency Manager: Unfilled Position
Fire Chief: Jason Finch 580-738-5730 580-301-2905
Police Chief: Unfilled Position

F. **Martha** City Hall 580-266-3300
Mayor: Debbie Dunn

ANNEX A

Key Personnel

Emergency Manager: Don Hervey 580-649-9014
Fire Chief: Don Hervey

G. **Olustee:** City Hall 580-648-2288
Mayor: Brad Pryor
Vice Mayor: Raymond Moody 580-648-2538
Trustees: Ramino Garcia
Chuy Lopez
Gary King Jr

Key Personnel:

Emergency Manager: Vacant
Fire Chief: David Brown 580-648-2468 580-471-8183
Police Chief: Vacant

H. **Eldorado:**
Mayor: Clyde Hill
Vice Mayor: Tom Spradlin 580-471-7347
Trustees:

Key Personnel:

Emergency Manager:
Fire Chief: Tracy Springs 580-481-0236
Police Chief: Mike Tinny 580-512-8944 580-633-2126

III. COORDINATION GROUP:

Chief of Operations (County),
Deputy EM/EOC Ops. Staff Coord.: Wayne Cain 580-482-0229
Law Enforcement/County Sheriff: Roger Levick 580-482-0408
Law Enforcement/City: Tim Murphy 580-482-2209
Fire/Rescue Service, FD: Jerry Abbot (Altus) 580-482-2231
Health/Med.Serv:
(County Health Dept. Admin.) Karen Weaver 580-482-7308
County DHS Director: Rick Steen 580-482-5812
Jackson County Memorial Hosp. Admin.: Bill Wilson 580-482-4781
Shelter/Mass Care Service Shirley Corrigan 580-482-5303
(American Red Cross)
County Maintenance Coordinator
County Maintenance Foreman/PW Dept.
Independent School District Services
(Superintendent(s) of Schools)
Altus Public Schools Mr. Roger Hill 580-481-2100 Altus
Blair Public Schools Mr. Jimmy Smith 580-563-2632 Blair
Duke Public Schools Mr. Kevin Cansler 580-679-3014 Duke

ANNEX A

Eldorado Public Schools	Mr. Harold Hayes	580-633-2219	Eldorado
Navajo Public Schools	Ms. Vicki Nance	580-482-7742	Altus
Olustee Public Schools	Ms. Gaylene Freeman	580-678-2243	Olustee

Floodplain Administrators

Wayne Cain	Jackson County Courthouse 101 N. Main #B101	580-482-0229 Altus, Ok 73521
Phillip Beauchamp Floodplain Admin.	City of Altus Jackson Court House Room 101 N. Main # B101	580-482-1950 Altus, Ok 73521
Blake Roberts Mayor	Town of Blair P.O. Box 458	580-563-2322 Blair, Ok 73526
David Brown Mayor	Town of Olustee P.O. Box 330	580-648-2288 Olustee, Ok 73560

Public Utility Services: (Representatives from each utility)

ELECTRIC: Name of Company, Address, Phone Numbers

Public Service Co. of Oklahoma	Hobart	1-800-288-1608
Southwest Rural Electric	Tipton	1-800-522-1650
Altus Municipal Power	Altus	580-481-2296
Harmon Electric Association (South Part of the County)	Hollis	800-643-7769
Olustee Municipal Power	Olustee	580-648-2288
Eldorado Municipal Power	Eldorado	580-633-2245

NATURAL GAS: Name of Company, Address, and Phone Numbers

CenterPoint Energy.	301 W. Commerce Altus, Ok Emergency	580-482-3831 580-482-6310 888-876-5786
---------------------	---	--

TELEPHONE: Name of Company, Address, and Phone Numbers

Southwestern Bell	220 N. Hudson Altus, Ok	1-800-440-4495
Verizon of Southwest Oklahoma	3000 N. Main Altus, Ok	580-477-4747
United States Cellular	1114 N Main Altus, Ok	580-379-4974
United States Cellular	2001 N Main Altus, Ok	580-379-9000
Sprint	1440 N Main Altus, Ok	580-379-4532
Southwest Oklahoma	Duke, Ok	580-679-3345

ANNEX A

Telephone Company
(Serves Duke and Martha)
Santa Rosa Telephone Co. Vernon, TX 888-886-2217
(Serves Southern Part of County)

IV. EOC DIRECTION AND CONTROL STAFF:

Communications/Message Center

Damage Assessment

Public Information

Warning/Reporting Section

Shelter/Evacuation Section

Administration

Transportation

V. AMERICAN RED CROSS:

Disaster office for Jackson County, 905 N. Willard St., Altus, OK 73521, 580-482-5303.

VI. SALVATION ARMY: Divisional Headquarters for Oklahoma and Arkansas, 5101 N. Pennsylvania, Oklahoma City, 405-840-0735 Altus: 521 W. Broadway, 580-482-8577.

VII. MINISTERIAL ALLIANCE:

VIII. AMATEUR RADIO OPERATORS/CLUB: Altus Area Amateur Radio Association

IX. STORM SPOTTERS: Altus Area Amateur Radio Association

X. OTHER VOLUNTEERS:

ANNEX A

APPENDIX 3
EOC ACTIVATION CHECKLIST

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

- _____ Notify EOC staff first shift assignees as required.
- _____ Activate additional telephones, as required.
- _____ Assign security to EOC entrance.
- _____ Check radios and other communication equipment.
- _____ Brief EOC personnel on the situation.
- _____ Review operating procedures.
- _____ Initiate Departmental Checklists.
- _____ Notify Oklahoma Department of Emergency Management.
- _____ Obtain phones for media use, if required.

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 staffs shift arrangements, housekeeping, and billeting, feeding and administrative support of the EOC staff. He/she is also responsible for coordinating security of the facility with the City Sheriff. He/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 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 alerting 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 staff supervision of the EOC staff and 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

ANNEX A

and EOC staff and administrative items needed for efficient operations; ensure reports are dispatched promptly.

IV. REPORT 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.

TABS

TAB A - Situation Report

TAB B - EOC Daily Log of Events

TAB C - EOC Staffing Roster

TAB D - Security Log

TAB E - Sample Disaster Declaration

ANNEX A

TAB A TO APPENDIX 4

SITUATION REPORT

1. Type of Occurrence _____ Date & Time Occurred _____

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

Phone # _____

3. Number of people: Injured _____ Dead _____

4. Number of dwellings: Damaged _____ Destroyed _____

5. Number of businesses: Damaged _____ Destroyed _____

6. Utilities out of order: _____

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

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

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

10. Agencies/Organizations Notified:

NAME

TELEPHONE

CONTACT

COMMENTS

<u>NAME</u>	<u>TELEPHONE</u>	<u>CONTACT</u>	<u>COMMENTS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Information: _____

Report Received By: _____ Date: _____

Time: _____

ANNEX A

SAMPLE DISASTER DECLARATION

DISASTER EMERGENCY PROCLAMATION

WHEREAS, on, this _____ day of _____ in the year of our Lord, Two Thousand _____ a _____ 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, insure public safety and render emergency relief:
And

WHEREAS, I (WE) _____, County Commissioner/Mayor of _____, Oklahoma, defined 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 Emergency Management Act of 2003, 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 and seal to this instrument on this _____ day of _____ in the year of our Lord, Two Thousand _____, at _____, Oklahoma.

THIS PROCLAMATION SHALL EXPIRE AFTER 48 HOURS, UNLESS OTHERWISE EXTENDED BY ME (US).

County/City Clerk

County Commissioners

County Commissioner/Mayor

NOTE: THIS IS A SAMPLE THAT MAY BE MODIFIED TO IDENTIFY THE POLITICAL SUBDIVISION AND TYPE OF EMERGENCY AS DETERMINED BY THE CHIEF EXECUTIVE WHO ISSUES THE PROCLAMATION.

ANNEX B

COMMUNICATIONS

I. PURPOSE.

This Annex provides information concerning the Jackson County Emergency Communications Systems. Emergency Management officials to manage communications in the event of an emergency will use the procedures outlined in this Annex.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

The Jackson County Emergency Management Communications Networks are based upon using those nets already used 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 effect 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.

B. Communications Officer will:

1. During non-emergency periods, provide advice and technical assistance to the Emergency Management Director in the planning of emergency communications.
2. During emergency operations, supervise all EOC communications activities.
3. Establish an EOC message center and procedures to manage, record and distribute incoming and outgoing messages.

ANNEX B

C. Radio Operators will:

1. Be responsible for proper use of communications equipment and procedures at designated stations.
2. Be responsible for proper handling of messages.

D. Switchboard Operator (if employed) will:

Be responsible for screening and routing of all incoming telephone calls. Those pertaining to emergency operations will be directed to the EOC.

E. Law Enforcement Department.

Law enforcement officers assigned to shelters will provide alternate communications using portable radio units.

V. DIRECTION AND CONTROL.

- A. The Emergency Management Director, under the direction of the Policy Group 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, is responsible for the activation and operation of all communications systems in the EOC and the 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 departmental SOP'S.
- D. During an emergency, the various code systems used for brevity will be discontinued and normal 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 Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Communications Protection.

1. Radio.

ANNEX B

a. Electromagnetic Pulse (EMP).

- (1) One of the effects of a nuclear detonation that is damaging to communications equipment over a wide area is EMP. To avoid EMP, radios will be disconnected from antennas and power sources when an attack warning is received.
- (2) Portable radios will be utilized as a backup during the initial attack period to assist in maintaining limited communications with field operations and shelters.
- (3) Telephones will be utilized as the primary means of communications until they become inoperable.
- (4) 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 that 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 stable, reliable 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

ANNEX B

EOC communications equipment and procedures will be provided by the Communications Officer, as required.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

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

IX. AUTHORITY AND REFERENCES.

A. Authority. See Section IX, Basic Plan.

B. Reference.

1. FEMA, State and Local Communications and Warning Systems Engineering Guidance, CPG 1-37, Washington D.C.
2. FEMA, Chapter 4, Attack Environment Manual, FEMA 128, Washington D.C.
3. FEMA, Section 2, Guide for Increasing Local Government Emergency Management Readiness During Periods of International Crisis, State and Local Guide (SLG) 100.
4. FEMA, Electronic Pulse Protection Guidance, CPG 2-17, Volumes I, II, & III.
5. Oklahoma Department of Emergency Management, Oklahoma RACES Plan.

APPENDICES

APPENDIX 1 - Message Log

APPENDIX 2 - Jackson County/ City of Altus Communications Network

APPENDIX 3 - Operation Secure Information

ANNEX B

APPENDIX 2

JACKSON COUNTY/CITY OF ALTUS COMMUNICATIONS NETWORK

HOW TO USE THE RADIO DATA:

Licensees listed alphabetically

Transmitter City: Nearest city or town

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, Marshall, Highway Patrol, etc.

F = Fire

S = Special Emergency - Ambulance, hospital, lifeguard, rescue, disaster relief, doctors, veterinarians.

R = Highway Maintenance (streets, roads)

Call Sign: FCC Station Identification

Type of Radio and number of units:

CO = Control to:

FB2

BR - Base and Mobile Relay combined.

IO = Inter-system Coordination

PG = Paging and Alerting Receivers

ANNEX B

APPENDIX 2
 JACKSON COUNTY/CITY OF ALTUS COMMUNICATIONS NETWORK

TRANS. LOCATION	AGENCY	RADIO SERV.	FREQ. TX	FREQ. RX	TX TONE	RX TONE	CALL SIGN	BASE	MOBLE	PAGER	W/T
ALTUS	EMERGENCY MGMT.	L	154.025	155.055	103.5	103.5	KNGU993 KCR308	FB2			
ALTUS	ELECTRIC/ UTITLES/ PLANNING	L	154.980	153.800	103.5	103.5	KNJV910	FB2			
ALTUS	WATER/ SEWER DEPT.	L	158.250	158.250	103.5	103.5	KKU227	FB			
ALTUS	PARKS-REC./ SANITATION/ FLEET MAIN.	L	153.965	153.965	103.5	CS	WNKU800	FB			
ALTUS	COUNTY COMMON CHANNEL	L	155.820	155.820	103.5	103.5	KKY422	FB			
ALTUS	ALTUS POLICE/ ANIMAL CONTROL	P	154.650 155.970	155.700 155.970	103.5 103.5	103.5 103.5	KKE535 KKE535	FB2 FB			
ALTUS	ALTUS FIRE	F	154.010	154.445	110.9	110.9	WNH1739	FB2			
ALTUS	JACKSON COUNTY EMS	S	155.265	155.265	103.5	103.5		FB			
ALTUS	JACKSON COUNTY MEMORIAL HOSPITAL	S	155.295	155.295	103.5	CS		FB			
ALTUS	JACKSON COUNTY SHERIFF	P	155.415	155.740	103.5	103.5	WPXC498	FB2			
ALTUS	JACKSON COUNTY COMML.	PW	156.165	158.985	103.5	103.5	WPWY700	FB2			
ALTUS	TEXAS CAR TO CAR	P	154.950	154.950	CS	CS	WXY624				
ALTUS	EMERGENCY MGMT. T/A	L	155.055	155.055	103.5	103.5	KCR308	1			
ALTUS	STATE DISASTER CHANNEL	S	155.235	155.235	151.4	CS	WPXA796	1	2		
ALTUS	MUTUAL AID	S	155.490	155.490	CS	CS	KKE535				
ALTUS	POLICE SPECIAL	P	155.925	155.925	103.5	103.5		FB			
ALTUS	JACKSON COUNTY COMM.	PH	158.985	156.165	103.5	103.5	WPWY700	FB2			
ALTUS	ALTUS PUBLIC SCHOOLS		464.925	464.925	123.0	123.0	WPXB975	FB2			
BLAIR	CITY OF	P	155.625	155.625	114.8	114.8	WNGQ512	FB			
BLAIR	CITY OF	P	453.100	453.100	CS	CS	WNGQ512	FB			
ELDORADO	FIRE DEPT.	PF	453.725	458.725	103.5	103.5	WNPL835	FB2C			
ELDORADO	FIRE DEPT.	PF	158.805	158.805	CS	CS	WPSH995	FB			

ANNEX B

**APPENDIX 2
JACKSON COUNTY/CITY OF ALTUS COMMUNICATIONS NETWORK**

TRANS. LOCATION	AGENCY	RADIO SVC.	FREQ. TX	FREQ. RS	TX TONE	RX TONE	CALL SIGN	BASE	MOBLE	PAGER	W/T
ALTUS	OP.SECURE	P	2.8024	2.8024			WNUW213	FB			
ALTUS	OP.SECURE	P	2.8054	2.8054			WNUW213	FB			
ALTUS	OP.SECURE	P	5.1364	5.1364			WNUW213	FB			
ALTUS	OP. SERCUR	P	5.1414	5.1414			WNUW213	FB			
ALTUS	OP. SECURE	P	7.4784	7.4784			WNUW213	FB			
ALTUS	OP. SECURE	P	7.4814	7.4814			WNUW213	FB			
ALTUS	OP.SECURE	P	7.8064	7.8064			WNUW213	FB			

ANNEX B

Insert in county eop
if county/cities
are listed.

APPENDIX 3
OPERATION SECURE INFORMATION

(State Emergency Communications Using Radio Equipment)

A. The following frequencies are listed, as they should be channelized on the OPERATION SECURE radio if a channelized radio is available in the EOC.

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.

1. CALLSIGNS BY LOCATION

<u>EOC</u>	<u>CALLSIGN</u>
Altus.....	WNUW 213
Ardmore.....	WNUW 217
Beaver.....	WBPV 938
Broken Bow...	WNXT 238
Claremore.....	WNGP 550
Cleveland Co...	WNUW 218
Duncan.....	WNUW 214
Durant.....	WNPV 700
GRDA, Kerr Dam..	WNVZ 971
Guymon.....	WNXT 237
Kingston.....	WNWU 737
Lawton.....	KNGR 730

2. LOCATIONS BY CALLSIGNS

<u>CALLSIGN</u>	<u>EOC</u>
KB38629....	Mobile
KNBV 428....	Santa Fe,NM
KNGR 728....	Rush Springs
KNGR 729....	McAlester
KNGR 730....	Lawton
WBPV 938....	Beaver
WGY 906....	R-6, Denton,
WNBM 839....	Stillwater
WNCH 624....	Tulsa
WNGP 550....	Claremore
WNHG 259....	Tahlequah
WNPV 700....	Durant

TX

ANNEX B

APPENDIX 3 (Cont)
OPERATION SECURE INFORMATION

1. CALLSIGNS BY LOCATION

<u>EOC</u>	<u>CALLSIGN</u>
McAlester.....	KNGR 729
Miami.....	WNPZ 403
Mobile.....	KB38629
OK. City.....	WNUW 216
OK. Co.....	WNUW 211
Ponca City.....	WNUW 215
Pryor Co.....	WNUZ 803
R-6, Denton Tx..	WGY 906
Rush Springs..	KNGR 728
Santa Fe. NM..	KNBV 428
Seminole.....	WPFY 721
Shawnee.....	WNUW 212
Silo.....	WNVG 285
Stillwater.....	WNBM 839
Tahlequah.....	WNHG 259
Tulsa.....	WNCH 624
Wildlife Dept.	WPBK 428

2. LOCATIONS BY CALLSIGNS

<u>CALLSIGN</u>	<u>EOC</u>
WNPZ 403.....	Miami
WNUW 211.....	OK. County
WNUW 212.....	Shawnee
WNUW 213.....	Altus
WNUW 214.....	Duncan
WNUW 215.....	Ponca City
WNUW 216.....	OK. City
WNUW 217.....	Ardmore
WNUW 218.....	Cleveland Co
WNVG 285.....	Silo EOC
WNVZ 971.....	GRDA, Kerr Dam
WNWU 737.....	Kingston
WNUZ 803.....	Pryor
WNXT 237.....	Guymon
WNXT 238.....	Broken Bow
WPBK 428.....	Wildlife Dept
WPFY 721.....	Seminole

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

1. All Stations will initially try to make contact on the following frequency – Net Control on **5.140 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)---5.140 (USB)

The State EOC continuously monitors 5.140 MHz (USB)

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

ANNEX C

WARNING

I. PURPOSE.

This Annex establishes an effective alert and warning system within Jackson County and local municipalities capable of disseminating adequate and timely warning to the county officials and public in the event of threatened disaster.

II. SITUATION AND ASSUMPTIONS.

See Section II Basic Plan.

III. CONCEPT OF OPERATION.

General.

Jackson County will receive alerts or warnings from the Oklahoma Highway Patrol (primary) or the Altus EOC (secondary) dispatcher upon proper notification through the National Attack 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. NAWAS, radio, TV, and Weather Service Teletype (EMWIN) disseminate them.

B. Weather Warning Procedures.

Upon receipt of notification of approaching severe weather (i.e., tornadoes, thunderstorms, floods, etc.) from the National Weather Service, storm watch personnel, other communities in the county or any other official source, the sheriff/police dispatcher will immediately notify the County and/or local EM Director who will direct the Police Department dispatcher, Fire Department senior officer or other responsible individual to sound the warning devices, if required. If communications with the Emergency Director, or those designated as having warning responsibility in Appendix 3, cannot be established, police or fire personnel are authorized to sound the warning devices.

C. Technological Incidents/Hazards.

Warnings will 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 and cable TV when override is available.

ANNEX C

D. National Security.

1. Attack on this nation is a possibility at anytime and could be in any form; nuclear, biochemical, or conventional devices. It is likely that an attack would be preceded by a period of international tension that would provide ample time to inform the public. However, should a surprise attack be launched, warning time may be as little as fifteen minutes. 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 county level of government.
2. Upon receiving an alert/warning at the Jackson County Warning Point from the Oklahoma Highway Patrol NAWAS, or alternate Warning Point in Oklahoma City, the Jackson County Sheriff or the Altus Police Department (secondary) will immediately notify each community police department. Each police department will take action to **immediately activate** the warning signal. The police dispatcher will notify the EM Director. See Appendix 3 for each warning device activation procedures and Appendix 4 for the warning device locations.
3. The EM director upon notification of an attack warning will notify the Commissioners and other county/city 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 to 5 minute steady signal from warning devices, horns or other devices. 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.

2. Attack Warning.

The attack-warning signal is a 3- to 5-minute wavering tone on warning devices or a series of short blasts on horns or other devices. 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.**

ANNEX C

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Task Assignments.

1. Policy Group(s).

- a. Responsible for establishment and maintenance of a workable warning system throughout the county, cities and towns.
- b. Make decisions on actions to be taken based on the seriousness of the warning received. Delegate this authority to the Emergency Director when such warnings require immediate decisions to protect life.

2. EMERGENCY MANAGEMENT Director.

- a. Coordinate warning information with the Policy Group, **when time permits**, and implement their decision on further dissemination of the warning.
- b. Activate the EOC, with concurrence of the Policy Group, and call those persons designated to staff it.
- c. Utilize the EAS and Cable TV circuit warning override to broadcast warnings to the public.
- d. Educate the public on the meaning of warning signals.

3. County Sheriff or Altus Police Department.

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

4. Police Departments.

- a. Altus Police department upon receipt of warning information from the Highway Patrol Warning Point, or from other reliable sources, immediately notify the Sheriff's Department, and:
 - (1) Take action to sound the warning signal.
 - (2) Notify the Emergency Management Director or the designated alternate.
- b. Provide mobile units to warn people in areas not covered by fixed warning devices using vehicle warning devices and bullhorns.

ANNEX C

5. Fire Departments:

- a. Where the Fire Dept. is designated as the warning device control point for the community, duty personnel are responsible for operating the warning devices.
- b. Duty personnel will activate the warning devices when:
 - (1) An attack warning is received.
 - (2) When directed to do so by the Emergency Director or deputy Emergency Director.
 - (3) A serious hazard exists in the community and immediate warning is needed to protect life or property.

6. Jackson County Media Organizations.

- a. The media are responsible for disseminating warning information from authorized sources, concerning potential emergency situations or actual disasters, to the public as rapidly as possible.
- b. Activation of the Emergency Alert System (EAS) is the responsibility of the broadcast station having this EAS 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 Director, **if time permits**, in order to fix 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,

ANNEX C

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 Jackson County is the responsibility of the authority having jurisdiction. The Oklahoma Highway Patrol Troop responsible for the area including Jackson County will notify the primary warning point in Jackson County which is the E 911, or the secondary warning point, the Jackson County Sheriff by radio or telephone, of attack or accidental launch warning, and of any dangerous or severe weather that may be approaching Jackson County.
- d. Warnings received via NAWAS will then be relayed by the sheriff's and E 911 dispatchers 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 over the NWS Teletype circuit. 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 station at Altus, OK (162.425 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**

ANNEX C

the EAS to communicate with the citizens of the county by contacting station KWHW (AM) 1450 in ALTUS). FEMA provides prerecorded messages containing emergency information to be broadcast by EAS stations during an emergency.

- b. Additional EAS broadcast stations in the Operational Area are listed in Appendix 1, 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, volunteers 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 that then disseminates appropriate warnings.

5. Warning devices.

Fixed warning devices are located throughout Jackson County and constitute the primary means of providing initial warning to the public of impending danger. See Appendix 4 this Annex for their locations. Supplemental warning device coverage will be provided by mobile units as required.

6. Newspaper Media.

When time is not critical, camera-ready copy has been prepared for specific emergencies to instruct the public which can be provided to the publishers for insertion into their papers.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

Warning System Testing and Maintenance.

- A. Warning devices will be tested at least once a month.
- B. Each community Emergency Director is responsible for the maintenance and repair of warning devices in each city/town.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

ANNEX C

Each community Emergency Director is responsible for updating this annex and its appendices on an as needed basis.

IX. AUTHORITY AND REFERENCES.

A. Authority.

See Section IX, Basic Plan.

B. References.

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

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

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

APPENDICES

APPENDIX 1 - Jackson County Warning Organizational Chart

APPENDIX 2 - Community Warning

APPENDIX 3 - Warning Device Decision SOP

APPENDIX 4 - Siren Locations within Jackson County

TAB A - Siren Location(s) Map of Altus

TAB B - Siren Location(s) Map of Blair

TAB C - Siren Location(s) Map of Duke

TAB D - Siren Location(s) Map of Eldorado

TAB E - Siren Location(s) Map of Elmer

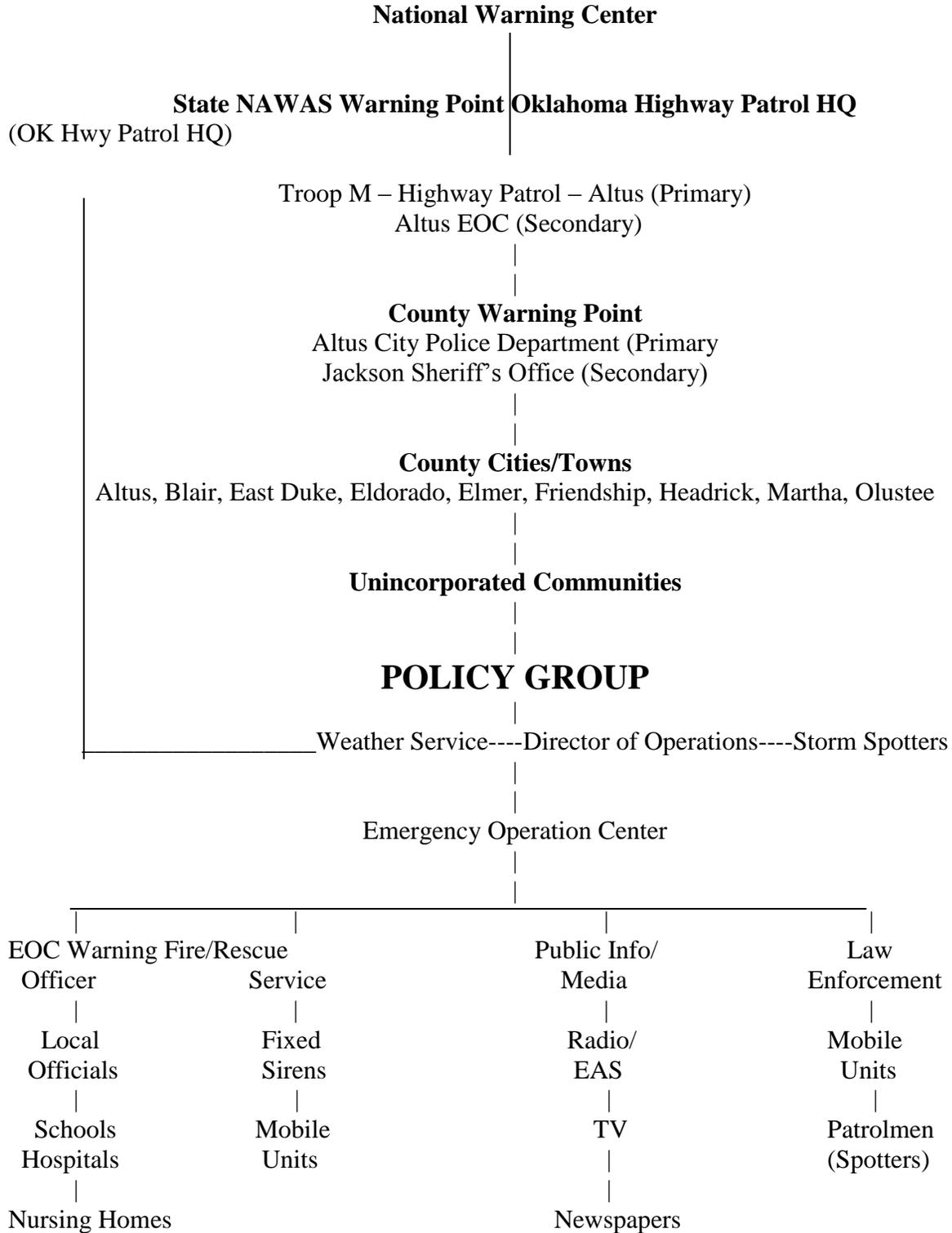
TAB F - Siren Location(s) Map of Headrick

TAB G- Siren Location(s) Map of Martha

TAB H- Siren Location(s) Map of Olustee

ANNEX C

APPENDIX 1
ALTUS/JACKSON COUNTY WARNING ORGANIZATIONAL CHART



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APPENDIX 2
COMMUNITY WARNING

Upon receipt of Severe Weather, Hazardous Material Spill, Wildfire, Attack, or other Danger Warning, the following communities must be notified as soon as possible by the EOC, Jackson County Sheriff's Office or the Altus Police Department. The Jackson County Radio Communications Network is listed in **Annex B**.

All phones in Jackson County are AREA CODE 580:

	FIRE	POLICE	AMBULANCE	EOC
A. Altus	481-2230	482-4121	477-4112	482-8336
B. Blair	563-2051	563-2406	*	563-2051
C. East Duke	*	679-3400	*	
D. Eldorado	633-2221	633-2220	633-2303	633-2221
E. Elmer	*	*	*	
F. Friendship	481-8211	*	*	
G. Headrick	*	*	*	
H. Martha	*	*	*	
I. Olustee	*	648-2455	*	

* TELEPHONE NUMBER FOR THE JACKSON COUNTY SHERIFF IS: 482-0408

ANNEX C

APPENDIX 3

City of Altus

Siren Plan

Authority: The following persons are deemed capable of sounding the sirens in the City of Altus:

1. City Emergency Manager, Deputy City Emergency Manager, or other emergency management official under the direction of the City Emergency Manager
2. Chief of Police or Deputy Chief of Police
3. Fire Chief or Deputy Fire Chief
4. 911 dispatcher under the direction of competent authority

Siren overview:

Sirens are strategically located around the City of Altus. These devices are out-of-door warning devices only. There are not sufficient sirens to cover the entire City. They are not intended to be the sole warning device for the City of Altus. Sirens are part of the warning system in the City of Altus. Other parts of the system include cable override, telephonic, email, and radio networks.

Sirens are activated from the Emergency Operations Center or 911 dispatch center.

Sirens are sounded for not less than three minutes or more than five minutes, except for tests. Tests last less than two minutes.

Citizen Expectation:

The City of Altus expects its Citizens to be informed and prepared. When the sirens sound, the Citizen is expected to go inside their closest shelter, tune their AM or FM radio, television set, or NOAA weather radio to the local broadcast channels and listen for the content of the warning.

Sirens are sounded when:

1. National Weather Service issues a tornado warning with the polygon impacting any part of the City of Altus.
2. A severe thunderstorm warning is issued by the National Weather Service when the warning is issued during a tornado watch period.
3. When a trained Skywarn spotter, police officer, Firefighter, or Emergency Management official reports a funnel to the Emergency Operations Center or 911 dispatch center.
4. Hazardous Materials spill when the plume of the release will impact a significant area of the City. This is determined by Emergency Management or Fire Service modeling the plume.
5. Terrorist attack where the target is known to be within the City of Altus.

ANNEX C

6. Monthly at a time and day determined by emergency management for a test. Tests are not conducted on inclement weather days

APPENDIX 3 City of Altus Siren Plan

7. When the Department of Homeland Security, Department of Public Safety, Department of Emergency Management, or other competent State authority advises of a threat to the life and safety of the Citizens of the City of Altus.
8. At any time the City of Altus Emergency Management Agency officials deem outdoor warning devices should be sounded.

When sirens are sounded, the following steps are taken, as simultaneously as possible:

1. Announcement on 155.055 MHz and 444.650 MHz detailing the hazard and, if time allows, what the Citizen action statement.
2. Cable Override announcement of the hazard and what the Citizen action statement.
3. Alerting by electronic mail, telephonic, etc. as the City develops the process.
4. Telephone call to Base Radar to advise them why the sirens are sounded.
5. Telephone or radio call to the National Weather Service to advise them why the sirens are sounded.

Notification to the media regarding the nature of the hazard and what the Citizen response should be.

ANNEX C

APPENDIX 4
WARNING DEVICE DECISION SOP
for Jackson County, OK

I. SEVERE WEATHER, TORNADOES, HAZARDOUS MATERIALS, WILDFIRE.

- A. Activating the warning devices will be done through the authority of the local Emergency Management Director, or his next in the chain of command.
- B. The chain of command is as follows: (**NOTE:** Each Emergency Management Director that controls warning devices needs to enter applicable information here.)

- 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 police dispatcher has the authority to activate the storm warning devices.
- D. All information received from the public, OHP, police, commercial radio stations, amateur radio, C.B. radio, weather instruments, or any other source should be passed on to Emergency Management Headquarters 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.

II. ATTACK.

When an alert or warning message is received by the Jackson County Sheriff's or Altus Police Department dispatcher 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 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:

Jackson County Sheriff

Chief of Police, Altus

ANNEX C

APPENDIX 5 SIREN LOCATIONS WITHIN INCORPORATED PLACES OF MASTER COUNTY

ALTUS Number of Sirens: 12

Activated from: EOC OR 911

Activated how: Radio Control

Activated by (who): Emergency Manager, Sr. Fireman on Duty, and Dispatch

SOP for Decision to activate:(Primary/Alternate) Emergency Manager
and/or Police Chief or Fire Chief

BLAIR Number of Sirens: 2

Activated from: Fire Station

Activated how: Manual Switch

Activated by: Fire Chief or Police Chief

SOP for Decision to activate:(Primary/Alternate) Fire Chief, or Police Chief.

EAST DUKE Number of Sirens: 1

Activated from: Fire Station

Activated how: Manual

Activated by: Police Chief or Fire Chief

SOP for Decision to activate:(Primary/Alternate) Police Chief and Fire Chief

ELDORADO Number of Sirens: 2

Activated from: Fire Station

Activated how: Manual switch

Activated by: Emergency Manager, Fire Chief and Police Chief

SOP for Decision to activate:(Primary/Alternate) Emergency Manager, Fire Chief and Police
Chief

ELMER Number of Sirens: Zero

Activated from: N/A

Activated how: N/A

Activated by: N/A

SOP for Decision to activate (Primary/Alternate)

ANNEX C

FRIENDSHIP Number of Sirens: Zero

Activated from: N/A

Activated how: N/A

Activated by: N/A

SOP for Decision to Activate (Primary/Alternate):

HEADRICK Number of Sirens: Zero

Activated from: N/A

Activated how: N/A

Activated by: N/A

SOP for Decision to Activate (Primary/Alternate):

MARTHA Number of Sirens: One

Activated from: Fire Department

Activated how: Manual

Activated by: Sr. Fire Personnel or Police Chief

SOP for Decision to Activate (Primary/Alternate): Sr. Fire Personnel or Police Chief

OLUSTEE Number of Sirens: One

Activated from: Fire Station

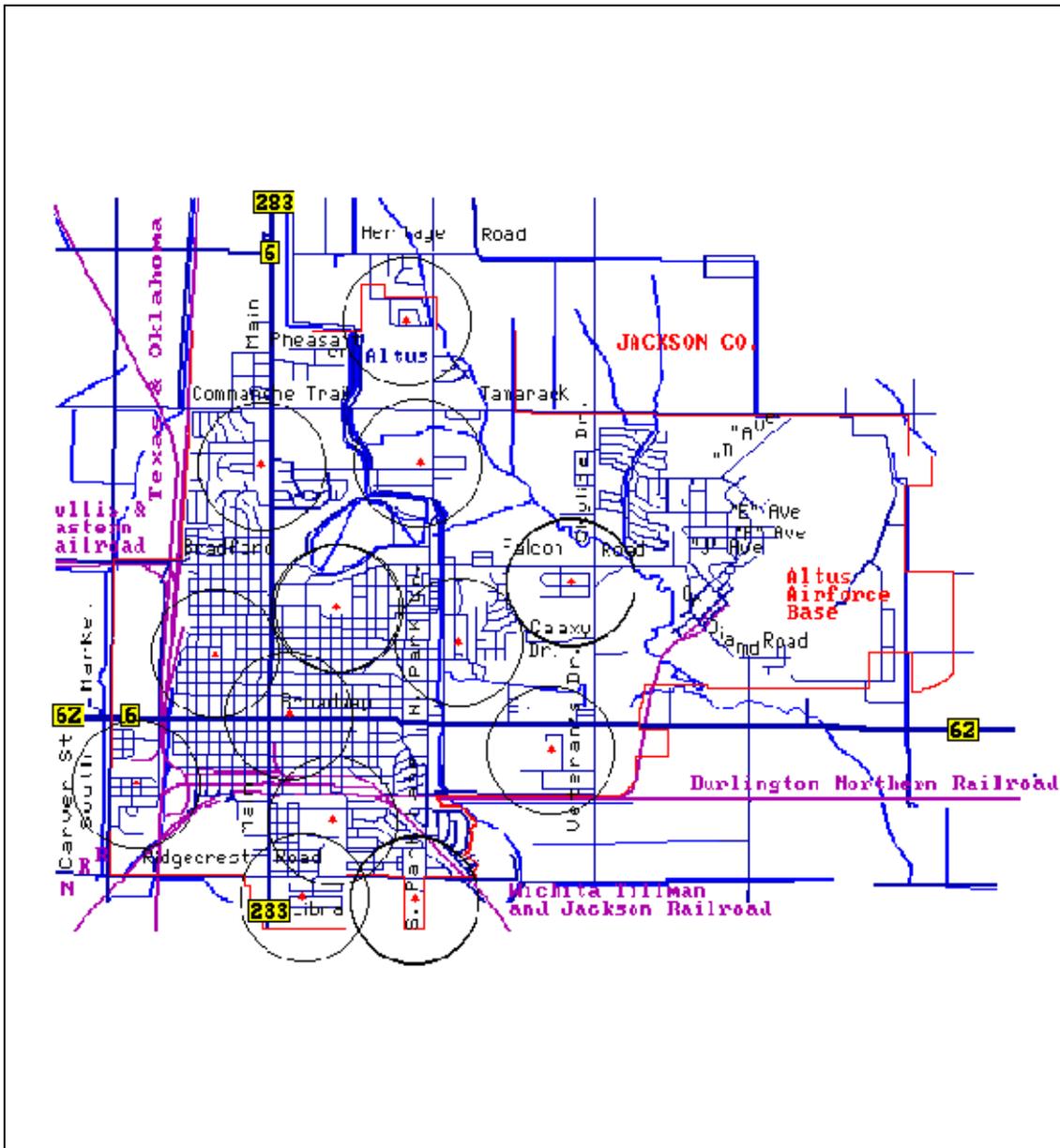
Activated how: Manual

Activated by: Fire Chief, Or Police Chief

SOP for Decision to Activate (Primary/Alternate): Fire Chief or Police Chief

ANNEX C

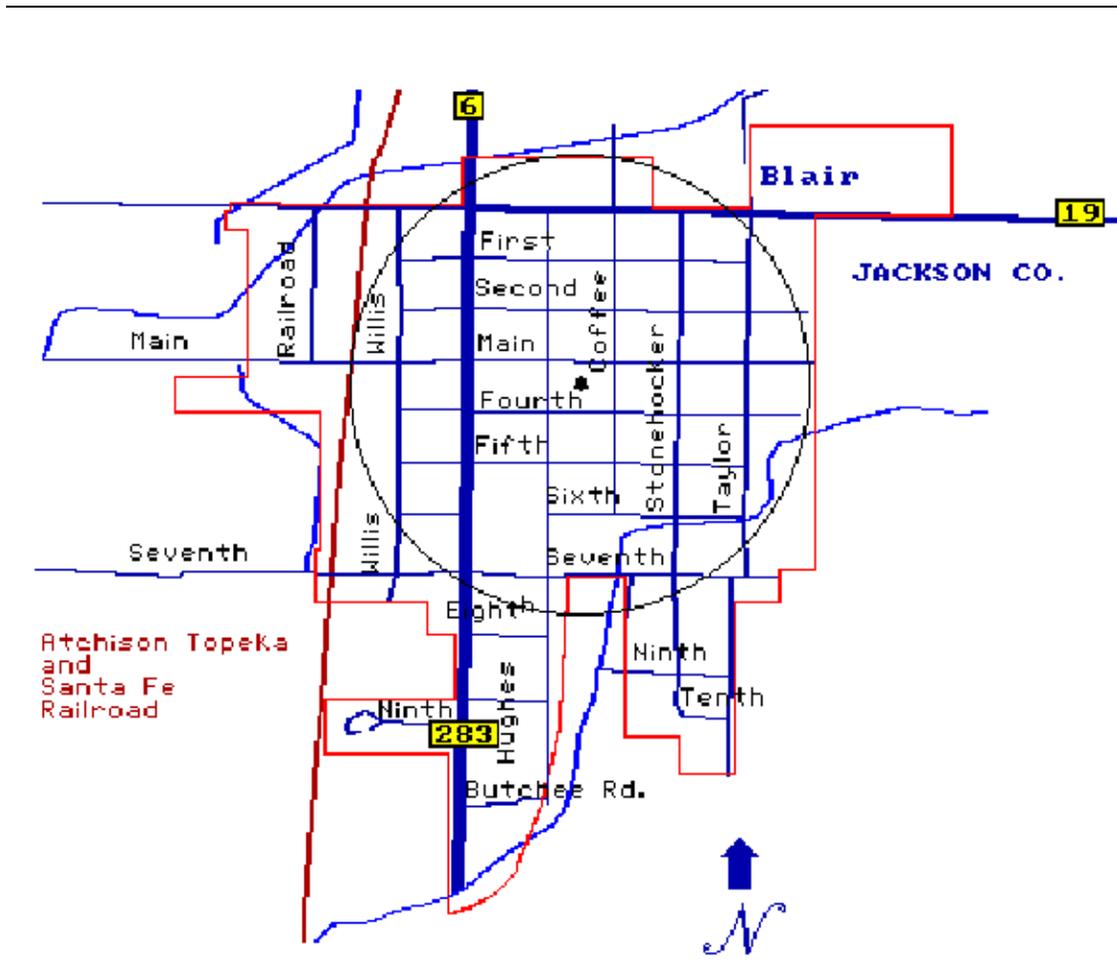
TAB A TO APPENDIX 5
SIREN LOCATIONS, MAP OF ALTUS, OK



ANNEX C

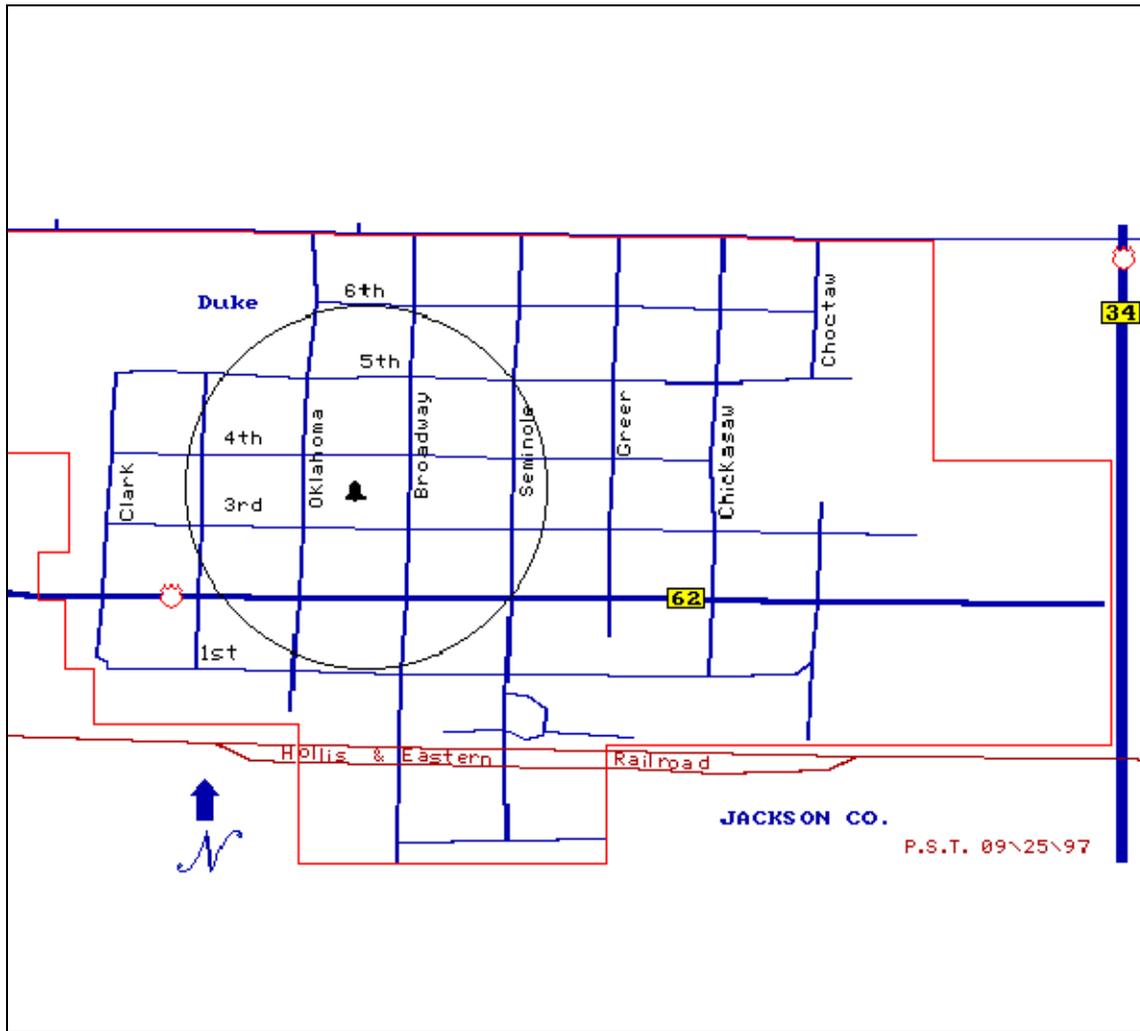
TAB B TO APPENDIX 5

SIREN LOCATION MAP OF BLAIR, OK



ANNEX C

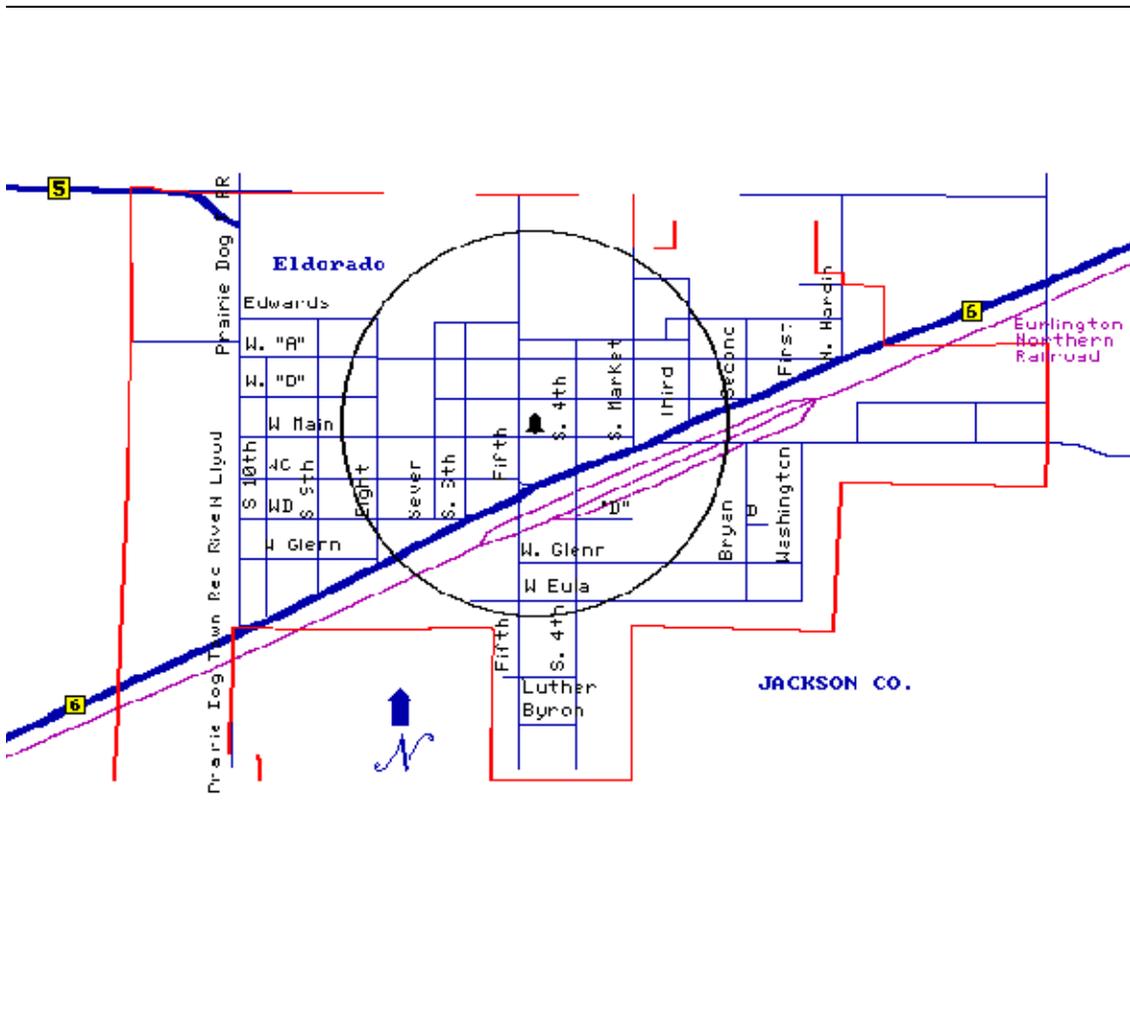
TAB C TO APPENDIX 5
SIREN LOCATION FOR DUKE, OK



ANNEX C

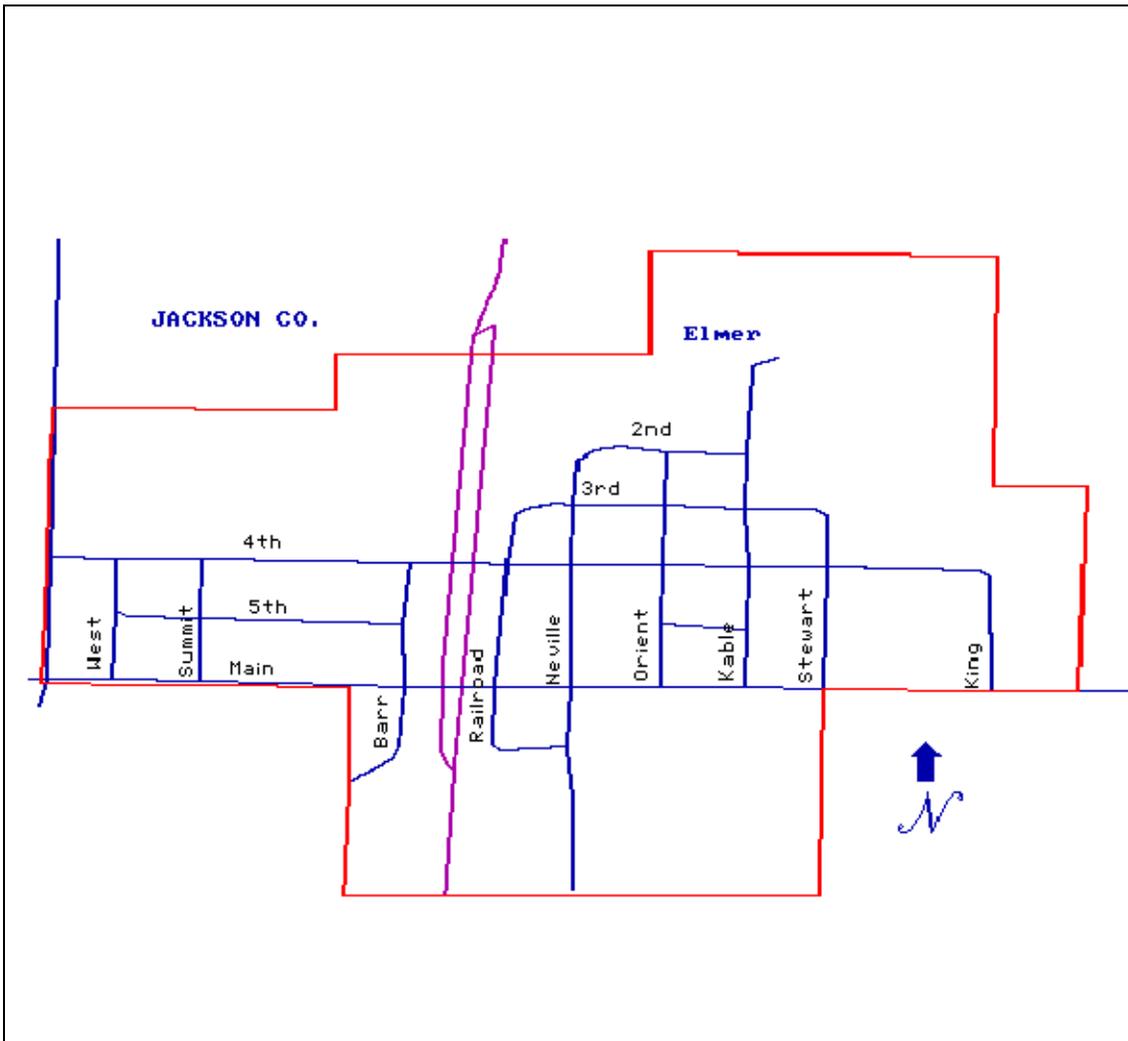
TAB D TO APPENDIX 5

SIREN LOCATION FOR ELDORADO, OK



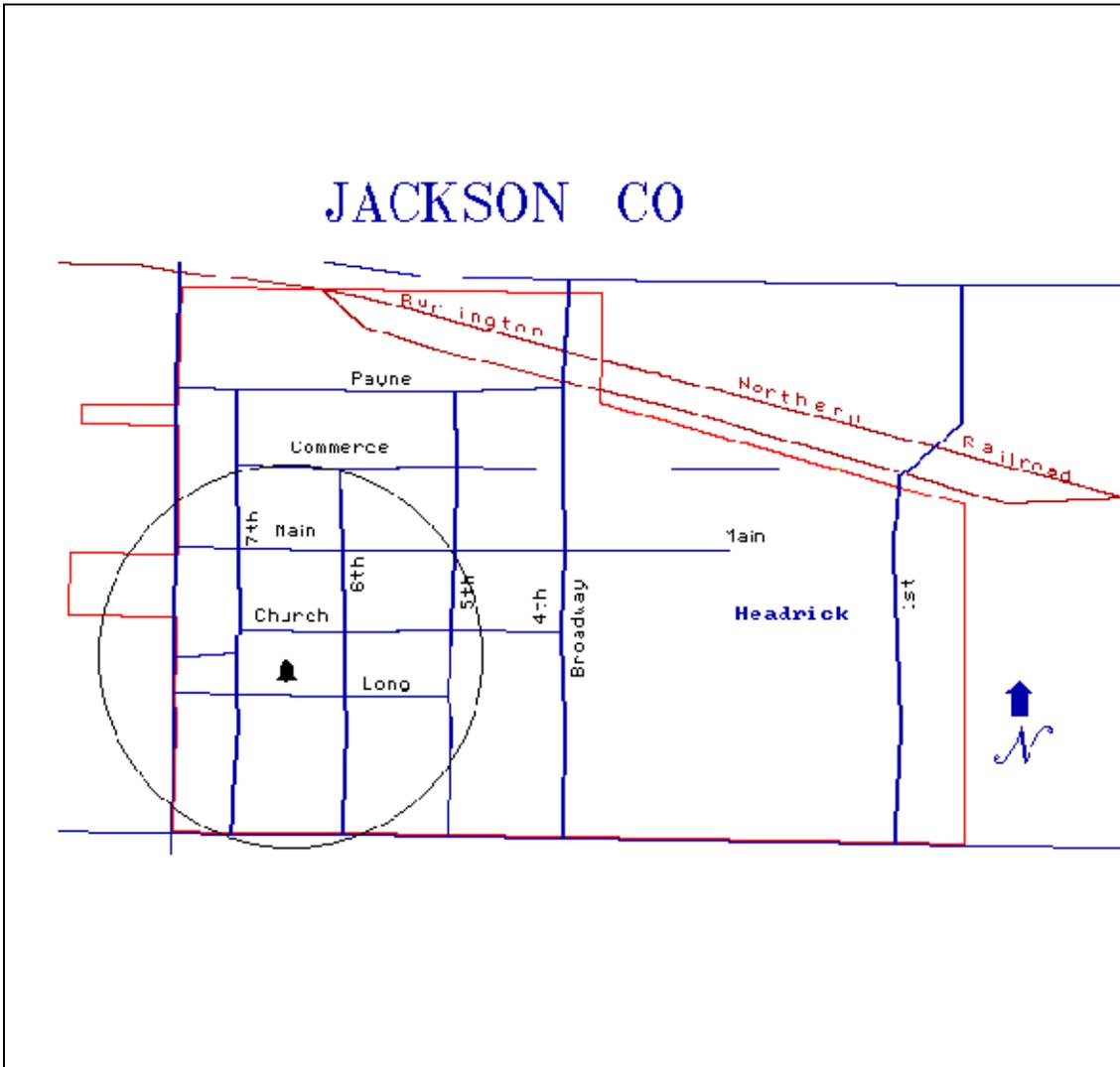
ANNEX C

TAB E TO APPRENDIX 5
SIREN LOCATION FOR ELMER, OK



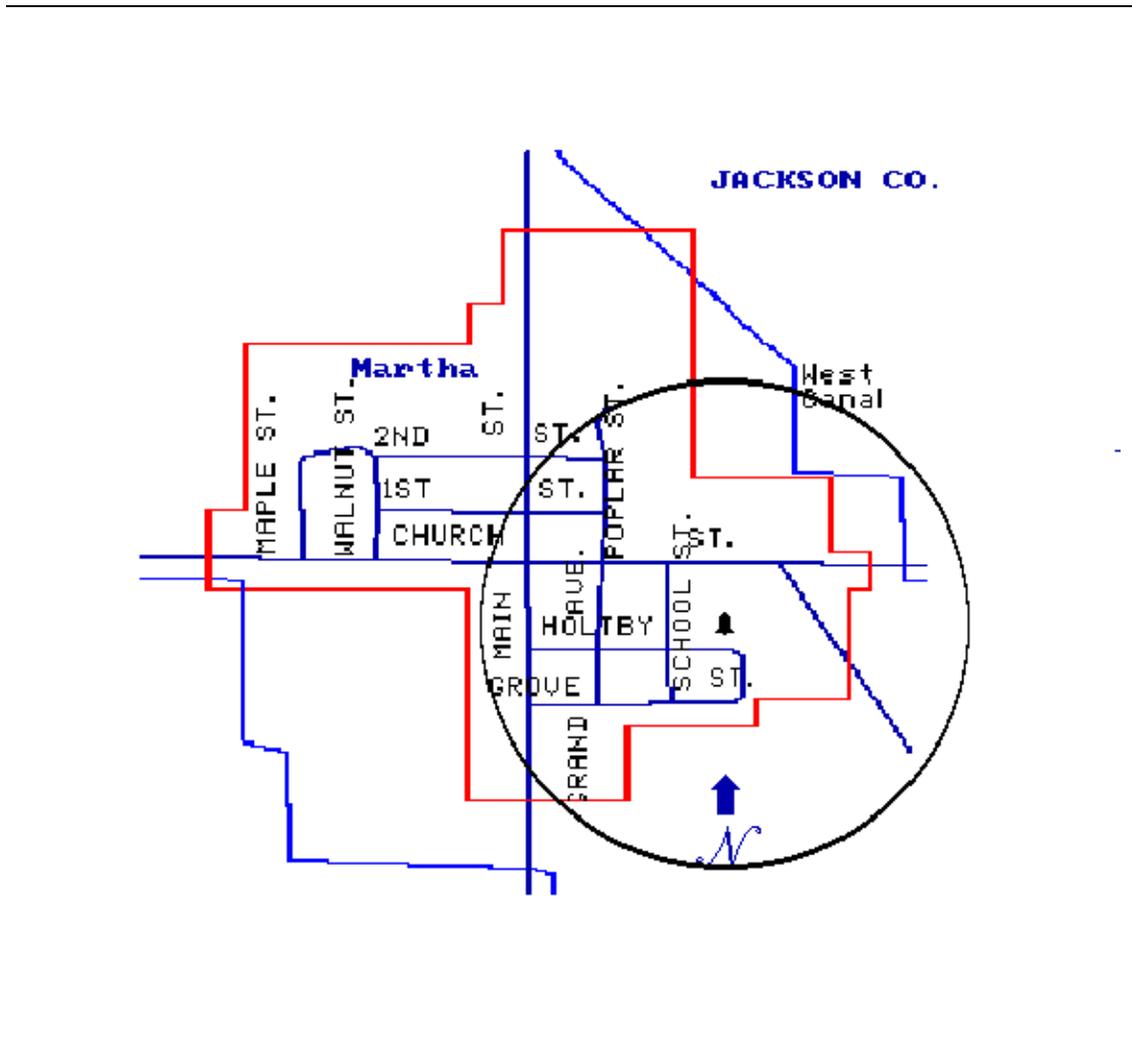
ANNEX C

TAB F FOR APPENDIX 5
SIRENE LOCATION FOR HEADRICK, OK



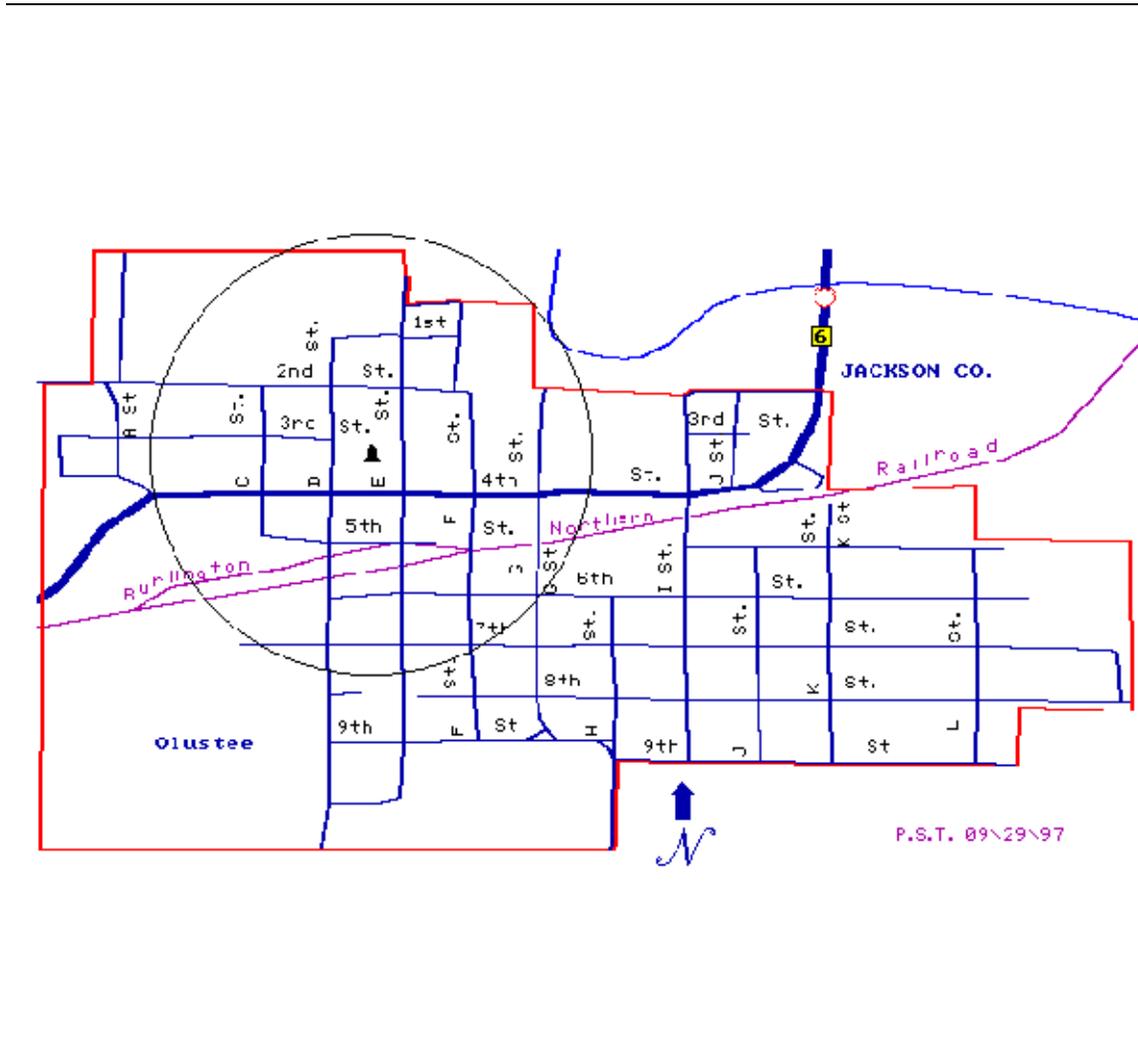
ANNEX C

TAB G FOR APPENDIX 5
SIRENE LOCATION FOR MARTHA, OK



ANNEX C

TAB H FOR APPENDIX 5
SIREN LOCATION FOR OLUSTEE, OK



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 Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

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

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Policy Group.

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

ANNEX D

4. Provide news releases, which have been cleared for release by the proper authorities, for the media.
5. Coordinate information with the Southwest Oklahoma 211 center
6. Check all print media for accuracy of reports.
7. Investigate rumors.
8. Check TV and radio broadcast for accuracy of reports.
9. Maintain a recent record of events.

V. DIRECTION AND CONTROL.

The Public Information Officer is responsible for all education and information programs conducted by the policy group.

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 the annex will work with the PIO as necessary.

IX. AUTHORITIES AND REFERENCES.

A. Authorities. See Section IX, Basic Plan.

B. References.

1. Christensen, Larry. Review of Mass Media Campaigns. Boulder, Colorado; Natural Research and Applications Information Center, University of Colorado.
2. Davenport, Sally S. and Penny Waterstone. Hazard Awareness Guidebook. Austin, Texas; Texas Coastal and Marine Council.
3. FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local

ANNEX D

Government Civil Defense Readiness During Periods of International Crisis.

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

Publications, Pamphlets, Leaflets

REFERENCE: FEMA 20 - PUBLICATIONS CATALOG, for others.

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

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

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

Leaflet (L) 111 - Safety Tips for Earthquakes.

APPENDICES

APPENDIX 1 - News Media Organizations

APPENDIX 2 - Media Access

ANNEX D

APPENDIX 1
NEWS MEDIA ORGANIZATIONS

KEY EAS RADIO Broadcast Stations:

Altus Operational Area
KWHW (AM) 1450 LP 1 580-482-1450
212 W. Cypress Altus

Additional EAS Radio Broadcast Stations in JACKSON COUNTY

KEYB, KKVO, KHIM, KJCM, KQTZ, KRKZ, KHWL

KEY EAS TELEVISION Broadcast Stations:

Altus Operational Area
None

CABLE TV: Cable One

CITY/TOWN PROVIDED BY

Altus	Cable One
Blair	None
Duke	None
Elmer	None
Headrick	None
Martha	None
Olustee	None

IS A SYSTEM FOR LOCAL CABLE TV OVERRIDE AVAILABLE?

Altus	Yes, Audio and Video by the Emergency Management Director and E 911 Center.
Blair	No
Duke	No
Elmer	No
Headrick	No
Martha	No
Olustee	No

NEWSPAPERS:

Name:	Address:	Phone:
ALTUS TIMES	218 W. Commerce	580-482-1221
ELDORADO COURIER	507 W. Main	580-633-2376
ALTUS AVIATOR	115 E. Commerce	580-482-1252

ANNEX D

APPENDIX 2 TO ANNEX D MEDIA ACCESS

I. PURPOSE.

The purpose of this appendix is to establish general policy for providing information to the public and equal access to certified representatives of legitimate 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.
- *6. Nature and severity of injuries.
- *7. Condition of casualties and where treated.

* **Only after notification of next of kin.**

8. Agencies involved in response.
9. Scope of agency involvement.

B. 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 operation.

III. COLLECTION AND DISSEMINATION OF INFORMATION.

ANNEX D

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. He/she will is also responsible for the dissemination of information 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 hookups. **Under no circumstances should appropriate officials release the names of casualties before notification of next of kin.**

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. News media representatives are likewise required to cooperate with agency personnel as directed for safety and efficient operation.

- A. Incident Commander, or his designated representative, will allow such access as consistent with safety and efficient operation.
- B. EOC Public Information Officer will establish rules for media access to the EOC as appropriate to conditions.

ANNEX E

ANNEX E EVACUATION

I. PURPOSE.

This annex was developed to provide orderly and coordinated evacuation procedures for evacuation within Jackson 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 Section II, Basic Plan.

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 Floodplain Administrators (listed in Annex A, Appendix 2), will alert the Sheriff and Altus Police Department to warn all residents within the endangered area of the need to evacuate. It is also necessary to establish a system for the acquisition and effective use of available transportation in Jackson County during disasters.
2. If a dam breach at the Lugert-Altus dam is imminent or occurring at the dam, the Dam Tender, will notify the Altus Police Department Dispatcher by the quickest means available. The dispatcher will notify the County Sheriff's office and all police departments and fire departments in the affected areas so that appropriate actions may be taken to protect lives and property. Additionally, the Dam Tender, will notify Lake Rangers to warn boaters, boating facilities, and the affected county officials.

B. Considerations.

1. There are several factors that must be considered when planning for evacuation. First among these are the characteristics of the hazard itself; magnitude, intensity and duration. These factors determine the number of people to be evacuated, and available time. Another consideration is the availability of evacuation routes, their capacity, and vulnerability to the hazard.
2. If communities within Jackson County, or adjacent counties, are affected by a major disaster, it is possible that other communities in the county may be used as a reception area to provide food and lodging to those evacuated. See

ANNEX E

Appendices to Annex F for a list of emergency shelters that may be used to shelter evacuees.

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 Director, decide which areas of the county need to be evacuated.
- b. Advise Red Cross director of the need for shelters and coordinated use of pre-designated shelters.
- c. Issue evacuation order through emergency service personnel, and the media.
- d. Make a 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 Department of Emergency Management.

2. Transportation 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, sheriff's department, and the PIO who will notify the public.

ANNEX E

- 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 Jackson 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. Resources Coordinator.

- a. Ensure that 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 develops other sources of transportation, which could be made available from the following agencies/sources:
 - (1) United States Post Office.
 - (2) Southwest Transit.
 - (3) Church buses.
 - (4) Oklahoma National Guard.
 - (5) Altus Air force Base Transportation.
 - (6) School districts.
 - (7) Business and commercial sources.

ANNEX E

- d. 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. County/State/Federal Departments & Agencies.

Provide, as requested by the Resources 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 incident site 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 Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

See Section VII, Basic Plan.

ANNEX E

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

Responsibility for updating and revising this Annex rests with the County Emergency Management Director and the Transportation Coordinator in coordination with the Resources Coordinator. Support in this effort of all participating departments and agencies are required.

IX. AUTHORITIES AND REFERENCES.

- A. See Section IX, Basic Plan.
- B. Federal Insurance Administration (FIA), FIA-2, Questions and Answers on the Flood Insurance Program.
- C. FIA-13, Flood Emergency and Residential Repair Handbook.
- D. References:
 - 1. A Guide for Emergency Highway Traffic Regulation, FHWA-SA-88-023, US Department of Transportation, Federal Highway Administration, Office of Traffic Operations.
 - 2. Glossary of Terms and Abbreviations, Transportation Preparedness Planning, DOT P 1945.1C; US Department of Transportation, Research and Special Programs Administration, Office of Emergency Transportation, Washington, DC 20590.
 - 3. Department of Transportation, Crisis Action Plan, Order 1900.7D; US Department of Transportation, Office of the Secretary of Transportation.
 - 4. US Department of Transportation, Region VI, Plan for Civil Transportation in a Defense Emergency, DOT RETCO VI Order 1900 1C.
 - 5. CPG 2-15 Transportation Planning Guidelines for the Evacuation of Large Populations.

ANNEX F

HUMAN RESOURCES

I. PURPOSE.

This annex provides Jackson County including its municipalities, the City of Altus and Altus Air Force Base, 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 Natural Disasters, Man made Disasters, Terrorist Incidents, or other hazaardous situations.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basis Plan.

III. CONCEPT OF OPERATIONS.

General.

- A. Primary responsibility for welfare services to disaster victims is assigned to the Jackson 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. This concept envisions emergency registration, congregate care, clothing distribution, and other assistance to be decentralized into the community requiring support in so far as possible, or from adjacent communities if damage precludes operating in the disaster area.
- B. 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, Churches, Government Buildings, Colleges, and Private Buildings. See local phone books for names, addresses, and phone numbers for coordination purposes.
- C. In the event it becomes necessary to occupy emergency shelters the primary mode of transportation will be busses, supplemented by private vehicles. The Resource Coordinator, if needed, will provide transportation from staging area(s) to designated shelters.
- D. The following criteria is recommended to be used when selecting buildings/shelters for public use.
 1. For tornado shelter, use basements of concrete construction that have a minimum number of windows.

ANNEX F

2. For flood/storm shelter, consider elevation, surrounding topography, and structural integrity.
3. For chemical and biological shelter, consider the location of the hazard, the wind direction, the hazard duration, as well as the ability to "seal off" the structure from the outside hazard combined with the structure's internal ventilation system's capability to operate over long periods of time.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

A. Organization. See Appendix 1 to Annex A.

B. Assignment of Responsibilities.

1. Policy Group.

- a. Development of a complete shelter program. This includes an in-place plan for sheltering local residents and emergency shelter plan for displaced persons in the event of natural disaster or technological accident.
- b. Shelter activities such as:
 - (1) Activating reception centers for registration, lodging, feeding, and sheltering of the local population.
 - (2) Shelter surveys.
 - (3) Marking of shelters.
 - (4) Training of shelter managers.
 - (5) Providing shelter management kits and certain supplies.
 - (6) Providing public information and education.
 - (7) Activating and deactivating shelters as needed.
 - (8) Providing communications capabilities.

2. American Red Cross Executive.

- a. Coordinating all emergency welfare service with the County Policy Group.
- b. Develop and maintain emergency aid agreements with volunteer

ANNEX F

- agencies.
- c. Identify buildings suitable for use as lodging/shelters and make arrangements for their use in 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 person(s) 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 the State of Oklahoma Department of Emergency Management Emergency Operations Center (EOC) when local resources are depleted.
 - i. Maintain communications with other emergency service organizations and operating emergency management 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 operational.
 - o. Coordinate activities of all volunteer agencies during emergency response.
 - p. Establish procedures to receipt and account for supplies procured.
 - q. Keep all emergency management EOCs informed of welfare service activities.
 - r. See Annex A for Disaster Contact for Jackson County American Red

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Cross.

3. Shelter/Mass Care Coordinator.

- a. In coordination with the American Red Cross Executive (coordinator may be the ARC executive), 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 his community.
- g. Identify facilities for lodging/shelter and mass feeding within his community.
- h. Coordinate emergency welfare activities with ongoing emergency operations and the EOC staff.

4. Superintendent(s) of Schools.

Ensure contracts or memorandums of agreement are prepared with county representatives for the use of buses for transport of evacuees as requested by the Transportation Officer. (See Annex A, Appendix 2 for names and phone numbers of superintendents in the county.)

5. County Department of Human Services Director.

- a. Assist in reception and registration of relocatees/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.

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- c. Provide individual assistance.
- d. Purchase clothing for disaster victims when authorized.
- e. Provide financial assistance when needed and authorized.

6. Salvation Army. (as available)

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

- a. Support shelter operations, particularly food service.
- b. Provide clothing and other necessities to relocatees/displaced persons.

7. Oklahoma Volunteer Disaster Response Organizations. (OKVOAD) (See Appendix 2).

to An affiliation of the Oklahoma Conference of Churches, which 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

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available to all who need them and qualify.)

V. DIRECTION AND CONTROL.

Emergency Shelters.

Local residents will be sheltered as directed by county officials.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Shelter Management.

Shelters will be operated in accordance with the 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. Where possible, amateur radio operators could 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 Southwest Chapter American Red Cross Chapter Executive serving Jackson County and the Jackson County Department of Human Services Director.

IX. AUTHORITIES AND REFERENCES.

A. Authorities.

See Section IX, Basic Plan.

B. References.

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

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

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FEMA, Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis; State and Local Guide (SLG) 100. Section 6 is Illustrations of Shelter Upgrading Techniques. Section 13 is Actions to Increase Inventory of Public Shelter. Section 17 is Actions to Increase Operations Readiness of Public Shelter.

FEMA, Shelter Supplies, CPC 83-1.

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

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

FEMA, Shelter System Officer Course, SM-355.

FEMA, Shelter Management Handbook, FEMA-59.

APPENDICES

Appendix 1 - Tornado/Severe Weather Shelters
Tab A - Jackson County Shelters

Appendix 3 - Oklahoma Volunteer Disaster Response Organizations Communication Chain (OKVOAD)

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APPENDIX 1

TORNADO/SEVERE WEATHER SHELTERS

GENERAL.

Since a function of the Emergency Management Director is to maintain a list of tornado shelters, evaluate new construction for suitability, and answer questions from the public concerning tornado shelters. The following criteria are listed for tornado shelters:

- A. Only space located in fully or partially below-grade basements or subbasement must be concrete.
- B. 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 area ways. 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.
- C. The number of shelter spaces can be calculated from the useable floor area divided by six square feet per person.
- D. Citizens should be advised to plan for and prepare emergency shelters in or near the home. Local government facilities should not be relied upon for shelter because of liability issues and the difficulty of obtaining access after normal business hours. Many private shelters exist throughout the county.

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TAB A TO APPENDIX 1
TORNADO/SEVERE WEATHER SHELTERS
Jackson COUNTY

Altus	None
Blair	School
East Duke	School
Eldorado	Emergency Operation Center
Elmer	None
Friendship	None
Martha	None
Headrick	None
Olustee	None

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APPENDIX 2

OKLAHOMA VOLUNTEER DISASTER RESPONSE ORGANIZATIONS
COMMUNICATION CHAIN (Revised Oct 1997)
VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS (VOAD)

- | | |
|---|---|
| 1. Steve Moran, Chairperson
American Red Cross
10151 E. 11 th , Tulsa, OK 74128-3005 | Phone: (405) 972-1111
Moble:
Disaster After Hours: (918) 831-1109 |
| 2. Linda Soos-Davis, Executive Sec.
P.O. Box 53365
Oklahoma City, OK 73152-3365 | Phone: (405) 521-2481
FAX: (405) 521-4053
(24 hr):(800) 800-2481 |

MEMBER ORGANIZATIONS AND THEIR SERVICES:

Adventist Community Services Provides Emergency feeding, clothing, bedding, counseling, child care and manages center to handle Donated Goods.

American Radio Relay League Provides Emergency Communications.

American Red Cross Provides feeding stations, mass or individual shelter, first aid, supplementary medical care and comfort kits.

Baptist General Convention of OK Provides Mobile/Mass Feeding, Child Care and communications services to disaster victims.

Catholic Disaster Relief Provides monetary help to disaster victims.

Christian Church (Disciples of Christ) Provides monetary help to disaster victims.

Church of Jesus Christ of Latter Day Saints Provides volunteers to help disaster victims.

Church of the Brethren Provides cleanup and rebuilding services.

Episcopalian Church Provides monetary help to disaster victims.

OK Mennonite Disaster Services Provides cleanup and rebuilding services to disaster victims.

OK Conference of Churches Provides monetary help to disaster victims.

OK REACT Teams Provides communications, crowd and traffic control.

Presbyterian Church Provides Organization and Funding Services to disaster victims.

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The Salvation Army Provides Spiritual Counseling, Registration, Medical Assistance, Temporary Shelter, Mobile and Mass feeding, Bedding and communications.

United Methodist Church Provides Spiritual & Emotional Counseling and Cash Grants to disaster victims.

ANNEX H

HEALTH AND MEDICAL

I. PURPOSE.

This annex establishes effective, workable procedures that will provide emergency health and medical service to the people of City of Altus/ Jackson County during and after a natural or manmade disaster.

II. CONCEPT OF OPERATIONS.

General.

- A. Emergency medical and public health service will be an extension of normal duties. The magnitude of health/medical care will be adjusted to the size and type of disaster ranging from response to an isolated outbreak/crisis to numerous outbreaks of diseases that potentially threaten the health of the entire citizenship of the County.
- B. Primary concerns of medical and public health officials include monitoring and evaluation of disease outbreaks as well as containment and treatment. This may range from the identification, isolation, and treatment of a small number of specific individuals in the county to evaluation, inoculation and treatment of the entire citizenship of the County. This may also involve assisting other agencies with maintaining a source of pure water and coordination of wastewater disposal under disaster conditions.
- C. In mass casualty situations, funeral home directors and mental health professionals can be extremely useful for counseling victims of a disaster as well as the personnel conducting the response and recovery operations.
- D. The acute care medical system/officials will assume responsibility for “treatment of the ill” including transportation, hospital based evaluation, isolation, treatment, triage and, as appropriate, the development of a temporary morgue.
- E. The public health system/officials will coordinate responsibility for “treatment of the well” including pharmaceutical assets, request and distribution of both the regional and national pharmaceutical stockpiles, inoculation/ prophylaxis of priority personnel and establishment of a distribution plan for treating the public in those instances where evaluation, inoculation/ prophylaxis and treatment of a large segment of the citizenship is required.

III. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Organization.

- 1. The City of Altus/Jackson County emergency health and medical

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organizational structure will remain, as it currently exists. Each medical organization will operate as part of the countywide organization, rendering and receiving support and assistance in accordance with existing mutual aid agreements. The City of Altus/Jackson County Health & Medical Coordinator shall be the County Health Department Administrator unless the Commissioner of Health has appointed another designee will act to coordinate the actions of medical personnel/facilities with each other and with other sources of medical aid.

2. Supporting Organizations.
 - a. County Health Department.
 - b. Area hospitals.
 - c. Medical clinics.
 - d. Medical, dental, veterinarian, nursing and medical technical personnel residing in the county.
 - e. Pharmacies.
 - f. Nursing homes.
 - g. Funeral homes.
 - h. Red Cross personnel and other volunteer resources.
 - i. State agencies as required.
 - j. Emergency Medical Service (EMS) providers, both ground and air systems.
 - k. Medical Emergency Response Center (MERC) in those counties served by a MERC.
 - l. Companies which own and service Portable Toilets.
 - m. Medical Reserve Corps

B. Task Assignment and Responsibilities.

1. The local hospital system is responsible for treating the ill; the Regional MERC can assist them.

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2. Conduct incident operations in accordance with the National Response Plan and the National Incident Management System standards. All operations will use Incident Command System (ICS) as directed by federal law.
3. In instances where ongoing monitoring and surveillance reveal that a threat to the medical health of a large segment of the jurisdiction exists, the County Health Coordinator assumes responsibility for reporting that threat to county, state and federal officials and securing the necessary pharmaceutical resources for responding to that threat. This includes:
 - a. Development of a plan to direct Mass Immunization and/or Prophylaxis. The plan will become an appendix to Annex H. The Health Department will develop Standard Operating Procedures (SOPs) for internal use.
 - b. Capturing and securing the local pharmaceutical stockpile from local pharmacies throughout the county.
 - c. Requesting the delivery of regional and national pharmaceutical stockpiles through the State Department of Health.
 - d. The County Health Coordinator will, in the case of a Public Health Emergency, serve as the Incident Commander or as a member of the local Unified Command.
 - e. Coordinate with the City of Altus/Jackson County Emergency Operations Center for assistance to receive, apportion, and distribute regional and national assets and maintain them in a secure facility.
 - f. Coordinate for manpower to triage, educate, medically evaluate and dispense regional and national assets in dispensable units consistent with need.
 - g. Developing plans in cooperation with the Emergency Operations Center for delivery of pharmaceuticals and/or medical supplies to select sites (MIPS or PODS) in appropriate quantities.
4. In instances where treatment of a large segment of the citizenship appears warranted, the County Health Coordinator assumes responsibility for developing and implementing a plan to inoculate all priority personnel and their families. This includes:
 - a. Obtaining from the Emergency Operations Center a list of priority personnel and coordinating for them to receive mass medication, for the responder and the responder's immediate family prior to commencing mass medication of the general public.

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- b. Developing an identification system for first responders to control future access to MIPS or PODS.
 - c. Providing needed medication and instruction for treatment of the first responders family
 - d. Developing a staffing plan for treating the public and, in cooperation with the Emergency Operations Center, issuing identification credentials and assigning first responders to their duty station upon receipt of treatment.
5. Medical and public health officials work collaboratively with the City of Altus/Jackson County Emergency Management, Law Enforcement, Fire and Rescue, Red Cross, City and County Elected government, private industry, volunteer services to:
- a. Establish central points of distribution (POD's)
 - b. Solicit, recruit, and staff each of the distribution sites with the following types of personnel, but not limited to.
 - i. Physicians, Pharmacists,
 - ii. Nurses,
 - iii. Mental health professionals,
 - iv. Interpreters,
 - v. Fire & Rescue,
 - vi. Law Enforcement/ Security,
 - vii. Red Cross, and
 - viii. Support personnel.
 - ix. Medical Reserve Corps
 - x. Community Emergency Response Teams (CERT)
 - xi. Students
 - c. Arrange for delivery of appropriate pharmaceutical resources to each POD and insure appropriate security of those resources.
 - d. Arrange for transportation of identified or symptomatic individuals identified at each POD to the hospital triage unit via appropriate carrier (ground transport, air-evacuation)
 - e. Provide for rotation of staff as determined by situational needs.
6. Public Health Officials also assume responsibility to identify and arrange for distribution of medications to medical personnel responsible for captive populations in the areas including, but not limited to:
- a. All nursing home staff and clients.

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- b. All clients and staff housed the Department of Corrections.
 - c. All clients and staff housed in mental health treatment centers.
- 7. Public Health Officials also assume responsibility for identifying and treating captive populations that have no attendant medical personnel including:
 - a. Individuals in residence in senior citizen housing projects.
 - b. Individuals in residence at the (jail, college, treatment centers).
 - c. Handicapped, aged and otherwise homebound individuals as identified by local agencies and organizations.
 - d. Individuals in attendance at known special events that may be in progress such as sporting events, charities, reunions, auctions, etc.
- 8. Medical, hospital, and public health officials then work collaboratively with the City of Altus/Jackson County Emergency Management, City/County Law Enforcement and the City of Altus/Jackson County Emergency Operations Center to:
 - a. Solicit, recruit, and staff mobile treatment teams to distribute and supervise the dispensing of medication to captive populations without attendant medical personnel.
 - b. Develop Mobile Strike Teams to include appropriate personnel, both medical (pharmacists, nurses, physicians, etc.) and non-medical (security, transportation, and support), if available.
- 9. Medical and public health officials work with the Public Information Officer (PIO) and the Emergency Operations Center to inform and subsequently educate the public with regard to the threat, planned course of action and appropriate community response to the crisis via radio broadcasts, leaflets, Cable TV and informational pamphlets.
 - a. City of Altus/Jackson County Emergency Operations Center will assist in developing agreements and cooperation between:
 - (1) County medical society, nursing association and other professional groups.
 - (2) All hospitals, clinics, and other medical related facilities.
 - (3) Red Cross and other related organizations.

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b. Planning and coordination of emergency medical services to generally include:

- (1) Monitoring and surveillance for disease outbreaks
- (2) Notification of the City/County Emergency Management in the event of a disease outbreak.
- (3) Securing needed pharmaceutical resources as well as the necessary medical manpower and facilities to respond adequately to the threat posed by a particular disease or health hazard.
- (4) Procuring needed medical resources until the threat has been abated.
- (5) Care of sick and injured.
- (6) Sorting and evacuation of mass casualties.
- (7) Patient transfer between facilities and their transportation.
- (8) Provision of medical, transportation, and other related support to handicapped and elderly persons during emergencies.
- (9) Request the assignment of additional medical professionals to shelters, as established by the Emergency Management Director or other entity responsible for the shelters.

c. Plan and supervise ancillary health services to include:

- (1) Inspection of food and water supplies.
- (2) Insect and rodent control and other health measures to reduce the threat of disease.
- (3) Mass medication programs, when required.
- (4) Environmental health services as needed.

IV. DIRECTION AND CONTROL.

The City of Altus/Jackson County Health Coordinator is responsible for the direction and control of all public health activities. Within each community, the Health and Medical Coordinator will coordinate all public health activities and assist those in the private sector.

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V. CONTINUITY OF GOVERNMENT.

A. Lines of Succession.

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

B. Indispensable Operating Records.

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

VI. ADMINISTRATION AND LOGISTICS.

A. Health Statistics.

1. Vital Statistics. The Health Department will continue to collect vital statistics as under normal operating procedures.
2. Disease Statistics. Data related to disease outbreak will be collected and forwarded to appropriate state and federal officials.

B. Testing and Inspections.

All testing of materials or substances will be accomplished under normal procedures used by the County Health Department or the Department of Environmental Quality. Inspections will be conducted in normal fashion but with increased frequency.

VII. PLAN DEVELOPMENT AND MAINTENANCE.

The County Health Department will coordinate with the Emergency Management Directors, regional medical planning groups, local hospitals, medical personnel and other agencies specified in this annex for this plan's development and maintenance.

VIII. AUTHORITIES AND REFERENCES.

References.

1. FEMA SLG 101, Guide for All-Hazard Emergency Operations Planning.
2. FEMA, CPG 1-6, Disaster Operations - A Handbook for Local Governments.
3. National Response Plan and National Incident Management System
4. Oklahoma State Department of Health MIPS Guidance

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IX. IMPLEMENTATION.

This annex will be implemented upon occurrence of a local disaster at which time a declaration of emergency may be made by county authorities.

APPENDICES

Appendix 1 - Hospitals/Long-Term Care Facilities/Nursing Homes

Appendix 2 - Sources of Health and Medical Assistance

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APPENDIX 1 HOSPITALS\LONG TERM CARE\NURSING HOMES

1. Hospitals, General Medical-Surgical:
 - a. Hospital: Jackson County Memorial Hospital
Address: 1200 East Pecan St. Altus, OK
Phone: 580-482-4781
Capacity: 131 acute care beds 25 bed Skilled Nursing Facility
2. Long-Term Care Facilities\Nursing Homes
 - a. Home: English Village Manor Nursing Home
Address: 1515 Canterbury Blvd. Altus, OK
Phone: 580-477-1133
Administrator: Jan Winters
Administrator: Peggy Risinger Asst.
Licensed for 128 beds
 - b. Home: Grace Living Center
Address: 1059 East Pecan Altus, OK
Phone: 580- 482-8342
Administrator: Linda Christian
Director of Nurses: Gayle Funk RN
Licensed for 90 beds
 - c. Home: Plantation Village Care Center
Address: 2610 Cedar Creek Dr. Altus, OK
Phone: 580-480-1800
Administrator: Wade Brinkman
Asst. Administrator: Teresa Solis
Licensed for 90 beds
 - d. Home: Plantation Village Assisted Living Residential Estates
Address: 2600 Cedar Creek Dr. Altus, OK
Phone: 580-482-6735
Administrator: Teresa Solis
Licensed for 38 beds
 - e. Home: Tamarack Retirement Center (assisted living)
Address: 1224 East Tamarack Rd. Altus, OK
Phone: 580-477-4848
Administrator: Kay Stewart
Residence Service Coordinator: Tori Hovel
Licensed for 108 beds

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e. Home: Grace Living Center Bridges
Address: 2764 N Park Lane. Altus, OK
Phone: 580-480-1800
Administrator: Terri Pearson
Licensed for 21 beds

APPENDIX 2

Jackson COUNTY SOURCES OF HEALTH AND MEDICAL ASSISTANCE

I. Additional sources of assistance and support.

A. County Health Department - See Appendix 2 to Annex A.

B. Medical Emergency Response Center (580)

C. Ambulance Service:
Category of Service provided is EMT Basic Life Support.

Jackson County Emergency Medical Service 1309 N. Park Lane, Altus, OK
Phone: Emergency 911 Bus 580-477-4112
Medical Freq
Category of Service Provided: EMS

Eldorado Emergency Medical Service 580-633-2303
Category of Service Provided is Basic Life Support

OTHER AMBULANCE SERVICE

Air Evac Lifeteam
20959 ECR 160, Altus OK
580-482-0467
Medical Freq XXXX

M.A.S.T. Helicopter, Fort Sill, OK
Phone: Emergency 580-442-4224 Bus 580-442-2815
Medical Freq 155.340

Mediflight 800-522-0212

D. Laboratories:

Pathology Lab, Dr. Beckwith 1200 East Pecan
Altus, OK Phone: 580-482-4781

E. End Stage Renal Disease Facilities:

Davita/Altus Dialysis 205 South Park Lane Suite 300

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Altus, OK Phone: 580-482-1197

F. Home Health Agencies:

Advanced HomeCare Services, Altus, Ok, Phone: 580-480-0841
Carter Healthcare, 3000 N. Main St. Ste D
Altus, Ok, Phone: 580-482-5600

Jackson County Memorial Hospital Home Care/Hospice, 1104 N. Spurgeon St.
Altus, Ok, Phone: 580-481-2320

Sunshine Home Care, 3000 N. Main
Altus, OK, Phone 580-477-2014

G. Listings are in local telephone directories for:

Physicians	Physical Therapists
Dentists	Chiropractic Physicians
Optometrists	Veterinarians
Pharmacies	Funeral Directors/Homes
Counselors	

H. Ambulatory Surgical Centers in Jackson County: Jackson County Memorial Hospital

Mass Medication Standard Operating Procedure

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I. PURPOSE

This document describes procedures needed to provide mass medication (immunization or prophylaxis) to the citizens of Jackson County. It details the current concepts, plans, and capabilities required for a mass medication response in Jackson County, including the identification and coordination of key local emergency responders, critical decisions, and the integration of public and private sector resources for an effective public health response.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The possibility of biological terrorism as well as emerging infectious diseases requires preparations for a mass medication response.
2. The Oklahoma State Department of Health's (OSDH) Mass Immunization/Prophylaxis Strategy (MIPS) is scalable. It includes the 37 sites required for mass smallpox immunization to an ever-increasing number of sites that would be required for antibiotic dispensing. The sites serve the population in the catchment's area. Sites were selected based on population and site requirements for the specific type of medication to be issued.
3. Each local area is responsible to set-up and staff the mass medication sites.
4. Upon the order of the Commissioner of Health, Jackson County will establish a delivery location for medical materiel at the _____ in Altus, Oklahoma.
5. Upon the order of the Commissioner of Health, mass immunizations will be conducted in Jackson County at the _____ to serve residents of Jackson and Greer, Harmon and Kiowa Counties.
6. Upon the order of the Commissioner of Health, mass prophylaxis will be conducted at the following locations to serve the residents identified below:
 - (Jackson County Site)
 - (Jackson County Site Alternate)
 - (Greer County Site)
 - (Greer County Site Alternate)
 - (Harmon County Site)
 - (Harmon County Site Alternate)
 - (Kiowa County Site)
 - (Kiowa County Site Alternate)
7. Jackson County will be expected to dispense to approximately 28,000 people, Greer County will be expected to dispense to approximately 6,000, Harmon County will be expected to dispense to approximately 3,000 people and Kiowa will dispense to approximately 10,000 people.
8. Pre-event preparations require deliberate planning, maximizing readiness for all designated locations, and developing a tiered response (i.e. the identification, planning and exercise for the use of state, federal, assets to include the Strategic National Pharmaceutical Stockpile) for a mass medication event.

B. Assumptions

1. This procedure is based upon the requirements to request and utilize assets from the Strategic National Pharmaceutical Stockpile (SNS).
2. The clinic operations are based upon the need to medicate 100,000 citizens in the timeframe established by OSDH, based upon the etiology. Because the timeframes range from 48 hours to 10 days, based upon the biological agent involved, the response must be scalable.
3. The success of a mass medication site relies on a national-level, coordinated public information campaign to minimize perceived risk and to thwart mass hysteria. This would allow a somewhat controlled response of the victims in being treated for the event.
4. All resources identified and listed will be available and serviceable for the use in supporting this event.

III. CONCEPT OF OPERATIONS

A. General

The responsibility for local mass medication lies with the Jackson County Health Department. The Jackson County Health Administrator will use the Unified Command approach to facilitate MIPS management due to issues of multi-jurisdictional and multi-agency involvement. This enables a collaborative process to establish incident objectives and designate priorities to meet the objectives. The Jackson County Health Administrator in conjunction with the Jackson County Emergency Management Director will serve as the lead officials to develop, update and implement this procedure.

B. Unified Command System

The following common responsibilities for leaders, directors & supervisors are provided as a reference for all positions within the Unified Command System as applicable (See example provided in Attachment A):

1. **Command Staff:** Site commander assigns responsibility for the key staff positions, which may include Public Information Officer, Safety Officer, Liaison Officer, in addition to various others as required.
2. **Operations Section:** Responsible for all activities focused on the functional aspects of the event to reduce the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations.
 - a. The Operations Section Chief manages all incident tactical activities and implements the Incident Action Plan (IAP).
 - b. The Operations Section Chief may have one or more deputies (preferably from another agency). Deputies will be qualified to a similar level as the Operations Section Chief.
 - c. An Operations Section Chief will be designated for each of the operational periods and have direct involvement in the preparation of the Incident Action Plan (IAP) for the period of responsibility.
 - d. Major elements include: Branches, Divisions, Groups, Strike Teams and Single Resources.

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3. **Logistics Section:** Tasked with meeting all the support needs of the event, to include ordering resources through appropriate procurement authorities from off incident locations. It also provides facilities and transportation, supplies, equipment and fueling, food service, communications, and medical services for incident personnel.
 - a. The Logistics Section Chief manages the activities of the section and reports to the Site Commander.
 - b. Major elements include: Traffic Management and Crowd Control; Communications; Security; Transportation; Clerical Staff; Supply; Food for Workers.
4. **Planning Section:** Tasked with collecting, evaluating, and disseminating tactical information pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of the resources assigned to the incident.
 - a. The Planning Section prepares and documents the Incident Action Plan and incident maps as well as disseminating information and intelligence critical to the incident. The Planning Section is led by the Planning Section Chief, and has four primary units and may include a number of technical specialists to assist in evaluating and forecasting requirements for additional personnel and equipment.
 - b. Major elements include: Resource Unit, Situation Unit, Documentation unit, Demobilization Unit, and Technical Specialists.
5. **Finance/Administration Section:** Tasked with the financial tracking and cost analysis aspects of the event.
 - a. This section is led by the Finance/Administration Chief and has functional units for compensation, procurement, and records management. In some of the functional areas (e.g., procurement), an actual unit need not be established if it would consist of only one person. In such a case, a procurement technical specialist would be assigned in the Planning Section instead.
 - b. Major elements include: Compensation/Claims Unit, Procurement Unit, Cost Unit, and Time Unit.
6. **Intelligence Section:** Tasked with the analysis and sharing of information and intelligence are important elements of ICS. In this context, intelligence includes not only national security or other types of classified information but also other operation information, such as risk assessments, medical intelligence (i.e., surveillance), weather information, geo-spatial data, structural designs, toxic contaminant levels and utilities and public works data, that may come from a variety of different sources.
 - a. Traditionally, information and intelligence functions are located in the Planning Section. However, in exceptional situations, the Incident Commander (IC) may need to assign the information and intelligence functions to other parts of the ICS organization. In any case, information and intelligence must be appropriately analyzed and shared with personnel, designated by the IC, who have proper clearance and a “need-to-know” to ensure that they support decision-making.
 - b. The intelligence function can be accomplished and assigned to an ICS organizational structure in one of the following ways:
 - i. Command Staff - Add an Intelligence Officer position reporting directly to the Incident Commander.
 - ii. Planning Section - Used when planning a tactical intelligence but Law Enforcement is not part of our ICS and or Unified Command (UC) Structure (such as our use of Epi Intelligence).

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- iii. Operations Section Branch – This option is used when classified intelligence from a tactical need is accessed for a specific incident. (Law Enforcement is within the ICS/UC element).
- iv. Intelligence Section (a separate General Staff Section) - This option may be most appropriate when an incident is heavily influenced by intelligence factors or when there is a need to manage and/or analyze a large volume of classified or highly sensitive intelligence or information. This option is particularly relevant to a terrorism incident, for which intelligence plays a crucial role throughout the incident life cycle.
- v. The information and intelligence function is also responsible for developing, conducting, and managing information-related security plans and operations as directed by the IC. The information and intelligence function also has the responsibility for coordinating information-and operational-security matters with public awareness activities that fall under the responsibility of the PIO, particularly where such public awareness activities may effect information or operations security.

7. **Common Responsibilities (for all ICS members):** The following is a checklist applicable to all personnel in an ICS organization.

Common Responsibilities	Completed	Time
Receive job assignment from your agency, including: <ul style="list-style-type: none"> • Job assignment (e.g., Strike team, Triage, etc.) • Reporting location • Reporting time • Travel instructions • Any special communications instructions (e.g., radio frequency) 		
Upon arrival, check-in at the designated check-in location		
Check-in with immediate supervisor and receive briefing		
Acquire work materials		
Know your assigned radio frequency for your area of responsibility and ensure that communication equipment is operating properly		
Use clear text and ICS terminology (no codes) in all radio communications.		
Supervisors shall maintain accountability for their assigned personnel with regard as to exact location(s) and personal safety and welfare at all times		
Organize and brief subordinates		
Complete forms and reports required of the assigned position and send through the supervisor to the Documentation Unit		

8. **Common Responsibilities (for ICS leadership):** The following is a checklist applicable to all Unit Leaders, Division and Branch Directors, Group and Team Supervisors. This checklist details duties in addition to those applicable to all positions.

Common Responsibilities for Leaders, Directors, & Supervisors	Completed	Time
Review Common Responsibilities		
Upon check-in, receive briefing from supervisor		
Participate in incident planning meetings, as required		

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Review Incident Action Plan (IAP) for your assigned area (ICS)		
Determine status of unit activities		
Order additional staff as appropriate		
Determine recourses needs		
Confirm staff and supply request and time of arrival		
Assign specific duties to staff; supervise staff		
Develop and implement accountability, safety and security measures for personnel and resources		
Provide Supply Unit with a list of supplies to be replenished		
Maintain unit records, including Unit/Activity Log (ICS 214)		

IV. ASSIGNMENT OF MIPS RESPONSIBILITIES

At the onset of an event (after notified by the OSDH), the Jackson County Health Administrator will notify the Jackson County Emergency Management Director to activate the appropriate portions of the County Emergency Operations Plan. These actions may include:

- A. **POLITICAL CONTACTS:** Establish a point of contact with officials of affected jurisdictions (Chairman of County Board, Mayor, Chairman of Town Board) and determination of the approximate area affected.

- B. **ACTIVATE MIPS:** Alert and activation of the MIPS procedure and providing teams briefings on the following:
 - 1. Procedures, checklists, forms;
 - 2. Point of contact in affected area;
 - 3. Specifics of the disaster;
 - 4. Schedule for receiving assessment information;
 - 5. Procedure for conducting operations; and,
 - 6. Notification of the population that needs to be treated.
 - 7. Mechanism to request pharmaceuticals from one of the following sources:
 - a. Local sources (including medications in the retail market, pursuant to the declaration of a Catastrophic Health Emergency).
 - b. Regional pharmaceutical repositories and Oklahoma State Stockpile (if available).
 - c. Strategic National Stockpile (SNS) request (through the OSDH).
 - 8. Staffing
 - a. Determine Needs
 - b. Activate Credentialing Process
 - c. Deploy/Receive at Delivery Site
 - 9. Provide Public Information (PIO Interface with Locals)
 - a. Plan and Conduct Staff Orientation
 - b. Event
 - c. Mission Assignments
 - 10. Mental Health Assistance

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- a. Setup treatment site (see Physical Requirements List, Site Schematic)
 - b. Notify and Instruct Population to be Treated
11. Activate the Processes and notifications necessary to establish clinics
12. Deactivate the Process
 - a. Close the Site
 - b. Pack Up Equipment/Supplies
 - c. Debrief Staff
 - d. Obtain copy of all ICS forms used in the exercise
13. Produce After Action Report: The Jackson County Emergency Operations Center (EOC) will receive and consolidate initial reports as applicable on:
 - a. Type and location of the emergency or disaster.
 - b. Time or estimated time, of onset.
 - c. Number of persons affected, killed, injured, missing, or in danger.
 - d. Special assistance, manpower or equipment that may be needed to save lives.
 - e. Location, and means of communications e.g., telephone, radio, for follow-up information reports.
 - f. Resource needs.
14. The EOC will provide data collection results and reports to the Policy Group.
 - a. Based on the initial information/data received, the EOC Staff and Coordination Group situation in terms if magnitude of the incident, resources available to deal with the emergency or disaster, and outside assistance (if any) required immediately or at a later time.
 - b. Based on the initial evaluation, the Jackson County Emergency Management Director will notify the State Office of Emergency Management, (OEM) of the activation of the City/County Emergency Operations Plan and advise on the initial situation reports.
 - c. After submission of the initial reports, the EOC will continue to collect, record, and periodically report updated, accurate information/data. This activity will continue through the “response” and “recovery” phases of the event. The Jackson County Emergency Management Director will provide the State OEM with a consolidated update every 24 hours following submission of the initial report notifying the State of emergency operations plan activation.
 - d. All agencies and organizations identified in this document shall:
 - i. Include MIPS activities in organizational training programs and participate in exercises to evaluate procedures and maintain or refine skills.
 - ii. Implement MIPS procedures following an event, as appropriate.
 - iii. Make information available to the City/County EOC or emergency management staff.
 - iv. Assist those organizations with specific MIPS responsibilities as requested.

V. PROCEDURE DEVELOPMENT AND MAINTENANCE

The contents of this procedure must be known and understood by those responsible for its implementation. The Jackson County Emergency Management Director is responsible for

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briefing City/County officials and staff concerning the contents of this procedure. Department Directors are responsible for development and maintenance of the job aids necessary for implementation of this procedure and for briefing their staff on this procedure.

This procedure will be reviewed annually by both the Jackson County Emergency Management Director and Jackson County Health Department Administrator and shall be periodically tested in a simulated emergency exercise in order to provide practical, controlled experience to those tasked with its implementation. An updated procedure will be provided to OSDH by March 1 of each year.

VI. MIPS EXERCISES

A. **DRILL AND EXERCISE STRATEGY:** The OSDH drill and exercise strategy states that each site should be exercised at least once in a four-year period. Only those exercises that meet the criteria set forth in the drill and exercise strategy will be considered MIPS exercises. Exercises must be conducted and reported pursuant to HSEEP and other requirements.

B. **MIPS GOALS AND OBJECTIVES:** The following minimum goals and objectives have been established for the exercises. Local goals and objectives should be added as Goal 5.

Goal 1: Test and improve the OSDH's readiness and ability to provide a statewide mass immunization/prophylaxis response through Mass Immunization and Prophylaxis Sites (MIPS).

Objective 1: Demonstrate the ability to alert, activate, warehouse, distribute and manage the Strategic National Stockpile (SNS) supplies.

Objective 2: Demonstrate the ability to alert, activate, and utilize communications systems (Health Alert Network, call trees, media alerts, redundant communications, etc).

Objective 3: Demonstrate the ability to collect data to enable epidemiological investigations.

Objective 4: Perform an exercise evaluation of MIPS components to identify needed modification to direct continuous improvement.

Goal 2: Test and improve a local health department's readiness and ability to operate a MIPS.

Objective 1: Demonstrate the ability to set-up and operate a MIPS within 12 hours notice.

Objective 2: Demonstrate adequacy of local MIPS plan, including the partnerships, resources, personnel, supplies, clinic flow and setup that are required to meet MIPS guidance requirements.

Objective 3: Perform an exercise evaluation of MIPS components to identify needed modification to direct continuous improvement.

Objective 4: Document exercise planning, exercise activity and exercise evaluation in an Exercise Report.

Goal 3: Increase awareness in the community about public health and enhance knowledge amongst disaster preparedness partners about the role of public health in bioterrorism preparedness and response.

Objective 1: Include discussions about general public health role and

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responsibilities in partner planning meetings and tabletop exercises

Objective 2: Perform an evaluation of partners' knowledge of public health before and after a MIPS exercise.

Objective 3: Allow local media to have access and coverage to MIPS exercise to report event to community and surrounding area.

Goal 4: Test and improve a MIPS ability to operate, using a unified command model.

Objective 1: Demonstrate that the five (5) major activities are assigned to trained, competent staff.

Objective 2: Demonstrate that common responsibilities as well as individual roles and responsibilities are understood and communicated.

Objective 3: Conduct an evaluation of ICS performance and promote continuous improvement based on the after action report.

VII. SOURCES OF PHARMACEUTICALS

Although well-established plans offer an assurance that medical assets from the Strategic National Stockpile will be made available to Oklahoma upon request, there may be circumstances in which prophylaxis or immunization using locally available stockpiles are efficacious.

The Jackson County MIPS plan includes the following to accomplish mass medication of the citizens and responders if assets are not available from SNS or during the time from request of assets to actual receipt.

A. Request for Regional/SNS Assets: Contact the Terrorism Preparedness and Response Service (TPRS) at (405) 271-0900. This line is answered 24/7. TPRS, in consultation with the appropriate partners, will implement procedures for activation of medical stockpiles, as appropriate. The OSDH must know who (from the requesting location) will sign for the SNS assets and the exact site (street address and description of the actual location of the delivery site in the building/facility) where the medications or medical supplies will be delivered. For Jackson County the delivery site is the _____. Prior to delivery, the site will be notified of the estimated time of arrival. The designated SNS signators should be onsite before the delivery arrives to ensure an efficient hand-off of supplies.

Reminder: Other sites may be waiting on the same vehicle to receive for their apportioned supplies.

B. Receiving Assets- When apportioned medical assets are delivered to the Carter County delivery site, the driver will have a Bill of Lading that the SNS Receiving/Distribution Supervisor must sign. The Bill of lading describes how many packages were shipped (all contents packaged/wrapped on a pallet will be considered one package).

C. Inventory Maintenance- A list of supplies will be taped on the pallet. Do a quality check to make sure all items are received. If secondary distribution sites are needed, the contents will need to be repackaged for distribution to the secondary site. The secondary distribution sites

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must track to where the supplies are sent. The dispensing sites must notify the distribution site if the medical supplies are low.

- D. **Additional Supply Requests-** Before requesting more supplies, the distribution site should determine if there are extra supplies at another dispensing site that can be redirected. If it is determined there are no extra supplies in the area, the secondary distribution site administrator needs to contact the County Health Administrator.

Reminder: For most secondary distribution sites, Smallpox assets will not be tracked to other facilities. However, the vials (expiration and lot numbers) will need to be tracked to the correct immunization station.

- E. **Local Suppliers:** The following local sources of pharmaceuticals are known and have agreed to participate in Comanche County:

Name of Facility	Pharmaceuticals Stocked	Contact Information

This information is available according to the Unified Command MOU with local pharmacists.

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JACKSON COUNTY MIPS SITES

This following table should be filled out for each primary site.

Mass Immunization/Prophylaxis will be conducted at:	
Site Name	Jackson County Expo
County	Jackson
City	Altus
Address	300 Todd Lane
Site/Facility contact & phone #	John Thur
Pick up Sites? Y/N	No
Distribution/Delivery Site	Jackson County Expo Center; 300 Todd Lane; Altus, OK 73521
Address of PODs (if applicable)	Altus Community Center; 401 Falcon Road; Altus, OK 73521
Address of PODs	Altus Gymnasium; 521 Katy Drive; Altus, OK 73521
Address of PODs	
Address of PODs	
Address of PODs	
Staging of will be conducted at:	Separate locations for each POD, information given according to UC orders
Vehicles and Education on Mass Immunization will be conducted at	
Driving directions to clinic site (from OKC)	
Traffic flow for clinic (even if using pick-up sites, still need back-up traffic flow)	Traffic flow will be different for each location. This information will be available through the UC.
Drop off point for SNS delivery	
Special Populations Identified:	Information available from the UC
Current Meals on Wheels (MoW) Patients	Information available from the UC
Security	Jackson County Sheriff's Office, Altus Police Department
# of officers	Approximately 50
Designated Treatment Center	Information available from the MERC
Communication Equipment	Information available from the County Emergency Manager
Transportation to Site	Community Emergency Response Teams will be escorted by Sheriff Office

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	escorts
Transportation of vaccine or medication	Same as above
Transportation MOA on file. Date signed:	no

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SPECIAL CONSIDERATIONS

- A. **Public Health/First Responders/and Family Members:** Upon notification to activate the MIPS, initial plans for immunizing / dispensing prophylaxis will be immediately implemented to first responders MIPS staff members and their family members before the general public. This procedure is utilized to ensure that these persons can perform their critical jobs without standing in lines waiting to get their medication/immunization. Remember dispensing site volunteers need to be medicated before the general public. Strike teams dispatched to first responding agencies to accomplish the initial stages of a Mass Immunization or Prophylaxis.
- B. **Special Populations of Concern:** Each local area should develop plans to provide mass medications to special populations such as: nursing homes, correctional facilities, tribal partners, group homes and other sheltered-in populations. At a minimum, these facilities should be listed by name, address with specific 24/7 contact information for a representative of the facility or organization.

VIII. STRIKE TEAMS

The need to immunize or dispense prophylaxis to special needs populations is a critical element in the success of the overall initial standing up of a MIPS. Strike Teams need to be identified to treat the members and the member's families that will be supporting this event. The need to identify who needs vaccine/prophylaxis. Identify resources to accomplish this undertaking. Strike team leaders need to assemble in pre-designated locations with a common secure communication link to branch directors. Review operational objectives and ensure resources available will support tasking. If specialized resources are needed. Make request through strike team leader. Strike teams as a minimum need to consist of a least two vaccinators and one uniformed staff member to ensure security of vaccine or antibiotics are well protected. The strike teams need to have a POC at receiving destination that can assume responsibility of drugs and ideally be able to distribute.

XI. PUBLIC INFORMATION

Communicating effectively during a crisis is the single most important factor in alleviating panic. A Joint Information Center (JIC) will be established and co-located with the MIPS Command Post. Representatives of the Jackson County Health Department, the State Health Department (if possible), and Jackson County emergency services as available will staff the JIC. If the event is a statewide event, the local JIC will be named "Jackson County – Public Information Center" to avoid confusion with the single JIC that will be formed by the State agency partners.

Risk Communication by virtue of its' implications must characteristically be designed to not over reassure the public. Once the biological agent involved and the threat to the public have been identified, the Public Information campaign will be initiated to improve public confidence and compliance. The risk communication information will be revised as needed to address changes in the local community so all citizens can be well informed.

Multi-language informational brochures will be made available to the Spanish-speaking and Native American populace as requested through designated tribal representatives.

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ATTACHMENT A: SAMPLE ICS CHART

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ATTACHMENT B: PUBLIC HEALTH NURSING GUIDELINES

The OSDH updated and publishes public health nursing guidelines that detail the standing orders by the Commissioner for public health staff to issue medications to the public. This information is readily available to all public health nurses. In the event that a nurse is not available, any member of the Regional Preparedness Team can obtain a copy (the most current PHN guidelines are available at BT Division\Strategic National Stockpile\PHN Guidelines).

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ATTACHMENT C: PREVENTATIVE THERAPY ALGORITHM

This information is readily available from all Regional Preparedness Team members.

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ATTACHMENT D: POSITION CHECKLIST AND JOB ACTION SHEETS

MIPS Job Action Sheets are available to members of the Regional Preparedness Teams (BT Division\Strategic National Stockpile\MIPS Job Action Sheets Feb 2005).

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ATTACHMENT E: INCIDENT COMMAND SYSTEM FORMS

ICS Forms are available to members of the Regional Preparedness Teams (BT Division\Incident Command System\ICS Forms). Any Regional Preparedness Team member can readily obtain this information.

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ATTACHMENT F: SUPPLY LIST

A list of basic MIPS supplies should be developed for each location. This information is readily available to all public health nurses and Regional Preparedness Team members.

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ATTACHMENT G: PERSONNEL RESOURCE AND CONTACT INFORMATION

Contact information for each position required to establish and run a MIPS clinic should ideally be 3 persons deep. Contact information for each person should be at least three methods of contact deep (office, home, cell phone, pager).

Please compile a list with the following information for each member of the ICS:

NAME:

ICS POSITION:

ORGANIZATION:

POSITION IN ORGANIZATION:

OFFICE PHONE:

EMAIL:

CELL PHONE:

HOME PHONE:

PAGER:

FAX:

HOME ADDRESS: (if all other methods of communication fail)

ICS TRAINING COMPLETED (including completion dates):

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*****Disclaimer*****

Successful implementation of this plan is contingent upon adequate staffing and resources that currently do not exist at the county level.

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Tab 1: Continuation of Services Priority Grid

Tab 2: Priority Group Recommendations

Tab 3: Containment Measures

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Tab 4: Continuity of Operations Plan (2007 Update)

Tab 5: Workforce Psychosocial Support (2007 Update)

Tab 6: Volunteer Management (2007 Update)

Tab 7: Alternative Care Site (ACS) Planning (2007 Update)

Tab 8: Vulnerable Populations (2007 Update)

Tab 9: Planning for Sheltering of Companion Animals (2007 Update)

I. Introduction

Influenza viruses have the ability to cause sudden, widespread illness in all age groups on a global scale. With influenza being highly transmissible, prone to rapid genetic changes, and harbored in animal reservoirs, it poses an unpredictable pandemic threat. A pandemic occurs when an influenza virus undergoes a shift in one or both of its surface proteins to create a new or “novel” virus to which the general population does not have any immunity. The initial appearance of a novel virus that is easily spread in humans is the first step toward a pandemic. The current trivalent (three virus) vaccine would have no effect on the novel influenza strain and a specific monovalent (single virus) vaccine could take up to six months to be developed and reproduced.

The **Jackson COUNTY** Health Department developed this strategy to prepare for and reduce the effects of an influenza pandemic in **Altus / Jackson COUNTY**.

A. Purpose

The purpose of the **Altus / Jackson COUNTY** Pandemic Influenza Plan is to provide the framework for identifying and responding to an influenza pandemic. This plan is scaleable and flexible, but must necessarily prepare for the “worst case” scenario. This plan is designed to assist in the development of continuity of operations plans throughout the county enabling the citizens of this county to continue to receive necessary services in the event of a pandemic. The plan defines preparedness and response activities that will enhance the effectiveness of response measures during a pandemic. This plan is intended to be used in conjunction with and follows the guidance and direction of the *Oklahoma Pandemic Influenza Management Plan*. This plan is an addendum to the **Altus / Jackson COUNTY** Emergency Operations Plan, Annex H: Health and Medical. All response measures will be conducted in accordance with the National Response Plan (NRP), State of Oklahoma Emergency Operations Plan, *Oklahoma Pandemic Influenza Management Plan*, National Incident Management System (NIMS) doctrine, and all applicable response plans.

B. Scope

This plan identifies the roles, responsibilities, and activities of the **Jackson COUNTY** Health Department and its partners. It also addresses policy issues and provides leadership during a response to a pandemic influenza. It addresses specific responsibilities of key response partners and assists community leaders in preparing and responding by highlighting coordination between multiple agencies during a pandemic. It is expected that healthcare facilities and professionals, essential service providers, local government officials, school systems, and business leaders develop and incorporate plans and procedures to address influenza preparedness and response into their emergency response plans. State and local entities should have credible pandemic preparedness plans in place to address and outline strategies to assist response efforts of a pandemic. This plan is a continuously evolving document. The **Jackson COUNTY** Health Department will review and revise this plan as needed, but at least annually.

II. Planning Assumptions

The following assumptions were made when discussing and developing this plan:

- Pandemics (especially influenza) are expected, but unpredictable and arrive with very little warning. However, it is highly unlikely that a novel strain of influenza would appear in **Jackson COUNTY** first.
- Outbreaks will occur simultaneously throughout the Nation and the world. The **Altus / Jackson County** partners, both public and private, must strive to develop a coordinated plan to sustain essential functions for at least 72 hours without relying on outside resources.
- Effects of influenza on the individual communities will be relatively prolonged (several waves of weeks to months at a time) as compared to other types of disasters.
- Numbers of ill people requiring outpatient medical care and hospitalization will overwhelm the local healthcare systems.
- Risks of exposure and illness in healthcare workers and other first responders will be higher than the general population, therefore, creating more strain on the already overwhelmed healthcare system.
- Disruptions of national and community infrastructures including commerce, utilities, and public safety as the spread of infection will be worldwide.
- Shortages (from mild to severe) of personnel in sectors that provide critical public safety services will result from widespread illness in the community.
- Strategies for stopping the spread of disease (once a pandemic strain has been identified) include personal protection, isolation, antiviral medications, and vaccination. Vaccines may not be available for several months after the pandemic strain is identified.
- Numbers of persons affected will be significant because pandemic influenza will be highly infectious and could result in high levels of morbidity and mortality. People may be asymptomatic while infectious.
- Updates to this plan will include Mortuary Services and Mass Fatality Management (at a minimum) in the future.

III. Concept of Operations

The broad depth, scope and duration of a pandemic will require close coordination of partners at all levels of government (federal, state, regional, county, local and tribal).

The Oklahoma State Department of Health (OSDH) fulfills the following roles/responsibilities:

- The OSDH is responsible for the development, annual review, and implementation of the *Oklahoma Pandemic Influenza Management Plan* by an internal workgroup with established timelines.
- The OSDH Laboratory is integral in surveillance activities by providing viral isolation, antigen detection, and strain identification of influenza viruses.
- The Commissioner of Health and State Health Officer has the primary authority for direction and supervision of the implementation of the plan components.
- The OSDH Terrorism Preparedness and Response Service along with OSDH Community Health Services will collaborate with partners and stakeholders to develop, gain approval of, and distribute a guidance of local and state responsibilities.
- The OSDH Terrorism Preparedness and Response Service along with Community Health Services will ensure that the plan includes a grid of operational responsibilities of state, local, tribal and regional jurisdictions.

Altus / JACKSON COUNTY strives to fulfill its responsibilities by developing this **Altus / JACKSON COUNTY** Pandemic Influenza Plan that addresses the nine essential components of the county response to an influenza pandemic and plans for two additional essential components (guidance expected in 2008).

Command, Control, and Management
Surveillance and Laboratory Diagnosis
Delivery of Vaccine
Acquisition and Delivery of Antiviral Medications
Health Systems and Emergency Response
Community Disease Control and Prevention
Infection Control
Clinical Guidelines
Risk Communication
Mortuary Services and Mass Fatality Management (TBD 2007)
Workforce Development (TBD 2007)

A. Command, Control, and Management

The **JACKSON COUNTY** Health Department will be the lead agency in coordinating the local public health and medical system response to a pandemic in **JACKSON**

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COUNTY. The **JACKSON COUNTY** Health Department will coordinate response efforts with the OSDH and local/county emergency response organizations. Due to the scope and widespread impact of an influenza pandemic, it is anticipated that there will be a scarcity of resources throughout the state and nation. In order to effectively manage the public health and medical system response effort, it is required that all resource requests be coordinated under the provisions of the existing county and State Emergency Operations Plan (EOP) using a NIMS compliant structure. It is essential that a well-defined communication system be established to coordinate resource requests at the community, county, and state level. Local public health officials will coordinate resource requests with the OSDH Situation Room and the **Altus / JACKSON COUNTY** Emergency Manager to ensure effective resource allocation, and to allow for timely requests for Federal assistance.

1. Local Response

The **Altus / JACKSON COUNTY** response will be in accordance with this plan and the *Oklahoma Pandemic Influenza Management Plan*. Municipalities in **JACKSON COUNTY** may enact their own plans, and must work with the **JACKSON COUNTY** Health Department and the appropriate (city and or/county) emergency management agencies to coordinate resources and implement policies needed to provide for the safety of their citizens and continuity of operations for key facilities and critical infrastructure. (See Tab 4)

2. Human Resources

Primary assets consisting of people, communications, and physical infrastructure support all organizations. It is critical that organizations anticipate the impact a pandemic will have on the agencies/organizations ability to continue essential functions. Agencies, businesses and organizations need to ensure reasonable measures are in place to protect the health of personnel during a pandemic. Suggested implementation plans for continuation of essential functions include:

- Limit social contacts to individuals and families by remaining in their households. This should reduce transmission rates within communities and provide protection to households where infection has yet to occur.
- Implement staggered work shift policies for all businesses (government and private) to the extent possible. This allows fewer individuals to be in the workplace at the same time; thereby reducing opportunities for exposure to pandemic influenza.
- Implement policies that allow telecommuting. Agency heads should explore available authorities to implement a work from home plan allowing work to be accomplished without exposure to employee or others in the office that

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may be ill and/or asymptomatic. Computer systems should be evaluated ahead of time to ensure data and information is secure and protected to the extent required for each business.

- Conduct business by e-mail or telephone as opposed to face-to-face meetings.

3. Employee Health

Provision of essential services during a pandemic, both in the government and private sectors, is contingent upon the presence of a healthy workforce. Promoting good employee health, both at home and at work, are essential to the protection of an adequate workforce. Some suggestions include:

- Implement hygiene plans to include mandatory hand washing and frequent cleaning of common areas of the establishment.
- Promote and encourage social distancing by decreasing or canceling unnecessary events or restricting site access.
- Perform temperature checks of employees as they report for duty daily and maintain logs of the data.
- Promote the use of tissues to cover mouths when sneezing or coughing occurs and proper disposal of tissues.
- Use the most appropriate, available masks and gloves for persons who have frequent contact with the public.

4. Community/ Business

Business and community leaders look to the **JACKSON COUNTY** Health Department for assistance in pandemic flu planning to ensure essential services and governmental functions are sustainable during a pandemic.

- Local partners (business and government) will develop pandemic influenza plans in collaboration with the **JACKSON COUNTY** Health Department and local Chambers of Commerce to facilitate continuity of services for the citizens of **JACKSON COUNTY**.
- Military Installations and Military Treatment Facilities (if applicable) should determine and develop a work plan for civilian personnel.

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- Law enforcement officials (County Sheriff's office as well as local law enforcement) should develop plans to protect the force and a continuity of operations plan to ensure necessary public safety is maintained.
- Public Works department should develop plans to maintain essential functions and operations of utilities.
- Emergency Medical Service (EMS) agencies, physician offices and other healthcare organizations (Indian Health Service facilities, Federally Qualified Health Centers, nursing homes, hospice providers, home health agencies, etc.) are encouraged to develop plans for continued operations and protection of employees.
- School Boards of each school system are encouraged to develop a plan addressing closure of schools, cancellation of public events/programs, and other necessary elements.
- Daycare centers are encouraged to develop a plan addressing closure and cancellation of events.
- Institutes of Higher Education should work with the Board of Regents to develop plans addressing cancellation of classes and events.
- **JACKSON COUNTY** Health Department should encourage business to review and distribute pandemic influenza information as widely as possible.

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Individual, Family, and Community Response to Pandemic Flu*

Table 1

Response	Individuals and Families	At School	At Work	Faith-Based, Community and Social Gatherings
Be Prepared	Review Individuals and Families Planning Checklists www.pandemicflu.gov	Review School Planning Checklists www.pandemicflu.gov	Review Business Planning Checklist www.pandemicflu.gov	Review Faith-Based and Community Organizations Preparedness Checklists www.pandemicflu.gov
Be Aware	Identify trusted sources for information; stay informed about availability/use of antiviral medications/ vaccine	Review school pandemic plan; follow pandemic communication to students, faculty, and families	Review business pandemic plan; follow pandemic communication to employees and families	Stay abreast of community public health guidance on availability of large public gatherings and travel
Don't Pass it On	If you are ill...stay home; practice hand hygiene/ cough etiquette; model behavior for your children; consider voluntary home quarantine if anyone ill in household	If you are ill...stay home; practice hand hygiene/ cough etiquette; ensure sufficient infection control supplies	If you are ill...stay home; practice hand hygiene/ cough etiquette; ensure sufficient infection control supplies	If you are ill...stay home; practice hand hygiene/ cough etiquette; modify rites and religious practices that might be facilitate influenza spread
Keep your Distance	Avoid crowded social environments; limit non-essential travel	Prepare for possible school closures; plan home learning activities and exercises; consider childcare needs	Modify face-to-face contact; flexible worksite (telework); flexible work hours (stagger shifts); snow days	Cancel or modify activities, services, or rituals; follow community health social distancing recommendations
Help Your Community	Volunteer with local groups to prepare and assist with emergency response; get involved with your community as it prepares	Contribute to the local health department's operational plan for surge capacity of healthcare (if schools designated as contingency hospitals)	Identify assets and services your business could contribute to the community response to a pandemic	Provide social support services and help spread useful information, provide comfort, and encourage calm

*Adapted from National Strategy for Pandemic Influenza Implementation.

5. County Health Department

The **JACKSON COUNTY** Health Department will:

- a. Develop a Pandemic Preparedness Coordinating Committee representing relevant stakeholders within **JACKSON COUNTY**. This committee will be representative of those persons accountable for decision-making within their agency. It is strongly encouraged to build upon existing motivated committees within the community. Examples of agencies and committees to be considered for this committee may include but not limited to the following: City/County Government, Tribal Government, Military Installations, School Systems, Healthcare Facilities, Local Emergency Planning Committees (LEPC), Turning Point Initiative partners, local

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business community, public works, representatives from Higher Education, American Red Cross, Salvation Army, any other volunteer agencies and faith-based organizations. Committee will meet periodically, annually at a minimum, to revise and review plan.

- b. Prioritize public health services at the **JACKSON COUNTY** Health Department. These services are prioritized to most effectively address the health and safety of the public. The highest priority is to direct efforts towards the emergency response. Efforts should also be directed towards other essential services, which include the control of high-risk communicable diseases, WIC food vouchers, the prevention of pregnancies, and the prevention of high-risk newborn metabolic disorders. See Tab 1 for a guideline of priorities for the continuation of essential services in a pandemic influenza response effort. Note that these are general guidelines and that some priorities may change given the circumstances, staff availability, and the evolution of the event.
- c. Conduct necessary planning and exercises in coordination with the Training, Exercise and Evaluation Program Manager at the OSHD. Exercises must be approved in advance of event.
- d. Assist in the education of governmental officials and other response partners about an influenza pandemic.
- e. Coordinate planning for and implementation of disease containment strategies and authorities.
- f. Support the healthcare system's planning and response efforts to include augmentation of medical surge capacity during mass casualty and mass fatality incidents.

B. Surveillance and Laboratory Diagnostics

The OSDH Acute Disease Service (ADS) is responsible for conducting routine surveillance for influenza.

1. The **JACKSON COUNTY** health department communicable disease nurse will work with ADS to investigate initial case(s) of suspected novel influenza. Communicable Disease Nurses will also assist in contact tracing and active or passive monitoring of contacts to determine if contacts develop symptoms during the observation period.
2. The **JACKSON COUNTY** health department will work with the ADS and Public Health Laboratory in conducting outbreak investigations of influenza. Outbreak

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investigation activities may include working with local healthcare facilities in collecting patient visit and laboratory testing information as well as working with school nurses, tribal health, or occupational health nurses in collecting absentee information from affected institutions (schools, childcare centers, nursing homes, large businesses, etc.). The **JACKSON COUNTY** public health nurses will collaborate with healthcare providers in collecting specimens during a respiratory disease outbreak investigation for virus identification, typing and sub-typing.

3. Healthcare facilities will use EMSsystem® to track bed status daily, or more frequently if necessary or indicated, and report to Medical Emergency Response Center (MERC) on a daily basis. The **JACKSON COUNTY** Health Department will also monitor information submitted on EMSsystem® on a daily basis for situational awareness.
4. Coordinate Influenza-like illness surveillance with military institutions, especially among personnel returning from areas where a novel influenza virus has been identified.
5. Request hospital(s) to inform OSDH of the number of deaths due to pneumonia and influenza.
6. Consider monitoring community impact of absenteeism at major employers.
7. Other surveillance and laboratory functions will be conducted at the state level in accordance with the *Oklahoma Pandemic Influenza Management Plan*.

C. Delivery of Vaccine

Vaccine serves as the most effective preventive method against influenza outbreaks, include pandemics. However, the dissemination of an effective influenza vaccine faces many challenges due mostly to the strain of the virus.

- There will be a significant period of time from the spread of the pandemic and the time it will take to develop an effective vaccine.
- A moderate or severe shortage will likely exist, with the time it will take to develop the vaccine. It is possible that there will not be any vaccine available at all.
- Vaccine will be distributed to populations as per the priority group recommendations. (See Tab 2: Table 1)
- Vaccine delivery will be accordance with county Mass Immunization and Prophylaxis Strategy (MIPS) plan as well as the *Oklahoma Pandemic Influenza Management Plan*. MIPS plans will be reviewed and updated on an annual basis.

D. Acquisition and Delivery of Antiviral Medications

Antiviral medications such as Oseltamivir (Tamiflu®) and Zanamivir (Relenza®) may be useful in controlling and preventing influenza prior to the availability of vaccine. However, the supply of these antiviral medications is limited. Therefore, recommendations are that the antiviral medications be used for treatment measures rather than as a method of prophylaxis. (See Tab 2: Table 2)

Pandemic influenza will have a severe impact on critical infrastructure, and protection of essential personnel must be reflected in priority groups targeted for these antiviral medications and vaccines. The identification of potential target groups will be made in accordance with the *Oklahoma Pandemic Influenza Management Plan* and under the guidance of the Health and Human Services Pandemic Influenza Plan.

The **JACKSON COUNTY** Health Department will:

1. Meet and work with appropriate healthcare facility partners and city/county stakeholders to develop an antiviral allocation and distribution plan.
2. Survey agencies (county, state, federal) and businesses that provide critical infrastructure and enumerate the number of employees whose duties and critical to maintaining essential services such as food and water, safety, utility, law enforcement, etc. (Refer to Appendix X: Recommendation for Identifying Essential Personnel in the *Oklahoma Pandemic Influenza Management Plan 2007*).
3. Survey agencies (county, state, & federal) and businesses that provide critical infrastructure and enumerate the number of employees whose duties are critical to maintaining essential services such as food and water safety, utility services, law enforcement, etc. (Refer to Appendix X: Recommendations for Identifying Essential Personnel in the *Oklahoma Pandemic Influenza Management Plan 2007*).
4. Distribute guidelines for medical providers regarding the use of antiviral medications.
5. Activate a NIMS-compliant Incident Command Structure under the established MIPS plan.
6. Facilitate appropriate use of antiviral medications by healthcare professionals.
7. Monitor adverse reactions to antiviral medications.
8. Work with OSDH on acquisition of antiviral medications.

9. Refer to the *Oklahoma Pandemic Influenza Management Plan* for more detailed information.

E. Health Systems and Emergency Response

Because pandemic influenza is expected to drain the resources of both the public health and medical systems, it is critical that **JACKSON COUNTY** partners enhance existing collaboration to ensure continuity of essential services.

1. Coordinated Response Efforts

The **JACKSON COUNTY** Health Department, in collaboration with regional public health and medical system partners (Metropolitan Medical Response System, Regional Medical Response System, Regional Medical Planning Group, Medical Emergency Response Center (MERC), and Oklahoma Medical Reserve Corps) will:

- Educate healthcare providers about a pandemic influenza and help involve them in planning the community's response.
- Provide technical assistance to hospitals and healthcare facilities to develop organizational plans for responding to an influenza pandemic, addressing staffing issues, medical surge capacity, triage, and infection control within their facilities.
- Work with healthcare providers to develop plans for expanding staffing, through the use of the Medical Reserve Corps.
- Utilize EMSsystem® to issue alerts and gather information to include:
 - Emergency Department Status
 - Number of available Hospital Beds
 - Medical/Surgical
 - ICU/CCU
 - Pediatric
 - Burn
 - Psychiatric
 - Critical Equipment/Supply Inventory Levels
- Mobilize any available volunteer health professionals, through utilization of the Medical Reserve Corps, to supplement public health and medical system staffing in the community.

An influenza pandemic is expected to significantly increase the demand for

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medical services, and it is anticipated to result in medical surge that will overwhelm the healthcare system. Additionally, increased absences and illness of the healthcare workers may necessitate implementation of alternate strategies to manage the demand on the health system.

Effective use of local medical resources will be essential in order to adequately manage the medical surge. Hospitals, EMS agencies, physician offices, clinics, and other healthcare facilities will not be able to operate “as usual” due to this increased demand for service and shortages of staff. It may be necessary to implement strategies designed to suspend non-essential services, use staff in non-traditional ways, forecast increasing demand on services, and build capacity for required equipment and supplies. It is possible that the hospital(s) may not be able to provide anything but austere care and the ill persons will need to be cared for in the home or in alternative care sites.

Community, public health, and medical services providers must work together to plan for and coordinate the local health and medical system response. Local communities should consider developing a health system coalition to discuss, prepare, and plan for the challenges the community will face during an influenza pandemic.

2. Surge Management

Surge management strategies are designed to manage patient flow by coordinating the use of all available resources within the community with the intent to not overwhelm the local medical infrastructure.

During a pandemic, all efforts must be employed to sustain the functionality of the healthcare system, while maintaining an acceptable level of medical care. Hospitals will need to:

- Take steps to increase bed capacity.
- Use volunteer health professionals, as appropriate and available to address critical staffing shortfalls.
- Implement pandemic-specific triage, treatment and patient management procedures.
- Consider alternative mechanisms to treat patients with non-urgent healthcare needs.

3. Staffing Considerations

Staffing will be a major challenge for the healthcare system during a pandemic for

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the following reasons:

- Many healthcare workers will likely become ill.
- Some healthcare workers will choose to stay home and care for sick family members, or care for children/dependents whose normal daycare provider is unavailable.
- Volunteer resources may be in short supply since there are very few healthcare workers who are not currently employed, and use of retired healthcare professionals may be limited during a pandemic.

To address these challenges, the local community should:

- Work with local healthcare professional training programs (i.e. medicine, nursing, allied health, pharmacy, etc.) regarding the use of students in pandemic response efforts.
- Work with county medical society to develop plans for implementation of “house calls” for home bound patients.
- Work with the hospital(s) to develop “just in time” training materials necessary to cross train staff, healthcare personnel that do not normally work in the hospital clinical setting, retired licensed providers returning to the workforce, and volunteers.
- Work with the Medical Reserve Corps to determine current number of volunteers residing in the community, and develop local plans for activation and deployment.

4. Alternative Care Sites

Altus / JACKSON COUNTY (through collaboration with local partners) must identify potential alternative care sites prior to a pandemic. During a pandemic, alternative care sites may be activated to better manage the medical surge affecting hospitals, clinics, and physician offices. These sites would provide supportive care for non-acute patients, and could serve as triage facilities to relieve the burden on hospital emergency departments. The benefits of alternative care sites include:

- Assist individuals who are unable to care for themselves at home.
- Offer transitional care for patients who are stable and transferred from an acute care hospital but are unable to care for themselves at home.

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- Offer support to the medical system as deemed necessary.

5. Supplies and Equipment

Due to the anticipated medical surge, availability of supplies will be limited. Healthcare facilities should:

- Consider increasing stock levels of supplies and equipment needed for pandemic response.
- Determine triggers for ordering additional supplies and equipment.
- Develop strategies for acquiring additional supplies and equipment.
- Develop a process to request additional supplies and equipment through the MERC or OSDH Situation Room if there is not a functional MERC in region.

6. Continuation of Essential Medical Services

Plans to ensure continuation of essential medical services in healthcare facilities must be developed. Examples of essential services include, but are not limited to:

- Trauma
- Acute medical conditions (such as acute coronary syndrome, stroke, internal bleeding, respiratory failure, etc.)
- Obstetrics and neonatal
- Continuation of treatment for chronic medical conditions, such as hemodialysis and infusion centers for chemotherapy.

Healthcare facilities should develop plans for how essential services will continue to be staffed and supplied. In addition, healthcare facilities should distribute educational materials encouraging in-home care of affected family members.

7. Public Health Services

During a pandemic, the **JACKSON COUNTY** Health Department may suspend normal health department operations to provide assistance for alternative care sites and healthcare facilities. The **JACKSON COUNTY** Health Administrator will assess the need to reprioritize department functions and will coordinate mobilization efforts to meet emerging needs of the pandemic within the community. The **JACKSON COUNTY** Health Department will:

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- Identify which health department services can be delayed or suspended during a pandemic.
- Determine the need to suspend routine operations in order to reassign staff to critical duties.
- Set up MIPS sites as needed in accordance with plans already in place. MIPS sites will be needed only if adequate supplies are available.

F. Community Disease Control and Prevention

Guided by the latest evaluation of surveillance, laboratory, epidemiologic, and clinical data, the OSDH will identify, recommend and work with **JACKSON COUNTY** health department to implement appropriate measures at each phase of the pandemic to minimize disease transmission and minimize impact on individuals.

1. Containment

The goal of containment strategies is to limit transmission of a novel influenza virus as much as possible. The ability of containment strategies (isolation, voluntary quarantine, and social distancing) to significantly slow the spread of pandemic influenza may be limited by the short incubation period for influenza, the mode of transmission, the large proportion of asymptomatic infections, and the non-specific nature of clinical illness from influenza infection.

OSDH and the **JACKSON COUNTY** health department will conduct contact tracing and management of contacts on a case-by-case basis. Decisions will be based on the likelihood that the suspected case is infected with a novel influenza strain, the likelihood that the virus is or may become transmitted from person-to-person, and the feasibility of contact tracing.

OSDH and the **JACKSON COUNTY** health department will evaluate and manage ill travelers from affected regions and will provide information to travelers about the symptoms and risk factors associated with the novel influenza virus, instructions for self-monitoring, instructions for isolation should symptoms develop, and mechanism for notifying public health officials in the event of illness.

2. Social Distancing

In the event of a pandemic influenza outbreak, County and City officials may need to implement a number of actions to reduce the potential for transmission of the virus. The **JACKSON COUNTY** Health Administrator will assess the risk to public health based on the current knowledge of the virus and the impact of an

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influenza pandemic on the population and the anticipated benefits of available containment measures. The **JACKSON COUNTY** Health Administrator will make recommendations to key government officials and school system superintendents about actions that should be taken to control the spread of the disease. The situation will be reviewed daily and recommendations to public officials about containment measures will be made.

Social distancing strategies are non-medical measures intended to reduce the spread of disease from person-to-person by discouraging or preventing people from coming in close contact with each other. These strategies could include:

- Closing public and private schools, colleges and universities.
- Suspending non-essential business and government functions, at least temporarily.
- Implementing emergency staffing plans for the public and private sector by considering increased telecommuting and flex scheduling.
- Closing public gathering places such as stadiums, theaters, churches, community centers, and other facilities.
- Utilizing alternate care facilities to minimize the number of individuals reporting to emergency departments.

Implementation of social distancing may create social disruption and significant, long-term economic impacts. It is unknown how the public will respond to these measures. However, these measures will be necessary for containment of the disease.

Specific social distancing strategies that City/County leaders (upon guidance issued by the Commissioner of Health or other State Agency department heads) may implement are:

- Directing government agencies and private sector to implement emergency staffing plans to maintain critical business functions.
- Suspending public events where large numbers of people congregate, including sporting events, concerts, and parades.
- Closing churches, theaters, community centers, and other places where large groups gather.
- Closing public and private schools, colleges and universities.

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JACKSON COUNTY health department will work with large business during pre-pandemic planning to develop methods for implementing adult social distancing measures while maintaining business continuity.

JACKSON COUNTY health department will work toward meeting with local school officials (superintendents, principals and school nurses) during pre-pandemic planning to encourage development of methods for continuing essential nutrition programs (free/reduced breakfast and lunch programs) and education if child social distancing measures are implemented.

OSDH and **JACKSON COUNTY** health department will implement community-based activity restrictions on an as-needed basis. Social distancing may include measures such as: closing schools, canceling large public gatherings, curtailing public transportation and other community activity restrictions maybe recommended. OSDH and **JACKSON COUNTY** health department will consider and make recommendations for their use on a case-by-case basis using current epidemiologic, laboratory and clinical data.

G. Infection Control

Infection control strategies have been developed by the United States Department of Health and Human Services (HHS). The information contained is broad and applicable to all jurisdictions. The discussion includes transmission methods, personal protection equipment (PPE), infectious patient management, hygiene, waste disposal, environmental cleaning and disinfections, and issues specific to healthcare settings. Refer to the *Oklahoma Pandemic Influenza Management Plan* for specific infection control measures.

The **JACKSON COUNTY** Health Department will advise local businesses, schools, and critical infrastructure about infection control, prevention measures and operating with partial staffing through the establishment of working groups. The **JACKSON COUNTY** Health Department will also educate the public about influenza pandemics and steps that can be taken to reduce exposure and infection during a pandemic. Educational materials will be distributed that will discuss infection control practices, including respiratory etiquette (“Cover Your Cough”), hand washing, when to stay home, and when to use a mask and the appropriate use of a mask.

The following personal measures are encouraged to promote infection control:

1. Public Preparation

The most important thing anyone can do in preparation for pandemic influenza is to learn about and practice effective infection control. The transmission of the influenza virus is spread from person-to-person through coughs and sneezes. This can happen when droplets from the cough or sneeze of an infected person travel through the air and reach the mouth or nose of people nearby. Influenza can be

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spread when a person touched droplets, nose drainage or saliva from an infected person, or solid object, and then touches one's own (or someone else's) nose or mouth before washing their hands.

2. Recognizing Symptoms and When to Stay Home

Symptoms of influenza include fever (usually high), headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches, nausea, vomiting, and diarrhea also can occur, and are more common among children than adults. It is important to stay home when experiencing any symptoms of influenza. School and childcare personnel should observe closely, all infants and children for symptoms of illness. Notify the parent if a child develops a fever, chills, cough, sore throat, headache, or muscle aches. Send the child home, if possible, and advise the parent to contact the child's doctor. An ill child should be separated from the general population of the school or childcare facility.

3. Hand washing

Use soap and water to wash hands when they are visibly soiled, or an alcohol-based hand rub when soap and water is not available. Wash hands as soon as possible after sneezing or coughing. Wash hands to the extent possible between contacts with infants and children, such as before meals or feedings, after wiping a child's nose or mouth, after touching objects such as tissues or surfaces soiled with saliva or nose drainage, after diaper changes, and after assisting a child with using the toilet. Wash the hands of infants and toddlers when the hands become soiled. Teach children to wash hands when their hands have become soiled. Teach children to wash hands for 10-20 seconds.

4. Practice good respiratory hygiene and cough etiquette

Anyone with signs or symptoms of a respiratory infection should:

- Cover the nose and mouth when coughing or sneezing.
- Use tissues once to contain respiratory secretions and immediately dispose of them in the nearest receptacle after use.
- Use of handkerchiefs is not recommended.
- Wash hands after having any contact with respiratory secretions and contaminated objects/materials.

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- Avoid contact with individuals at risk until respiratory symptoms have resolved.
- Avoid contact with secretions of people who have respiratory illness.

H. Clinical Guidelines

This section serves as a guide for healthcare providers, with the understanding that the management of influenza is based primarily on sound clinical judgment regarding the individual patient as well as an assessment of locally available resources, such as rapid diagnostics, antiviral drugs, and hospital beds. Early antiviral therapy shortens the duration of illness due to seasonal influenza and would be expected to have similar effects on illness due to novel or pandemic influenza viruses.

Refer to the *Oklahoma Pandemic Influenza Management Plan* for specific details. The *Oklahoma Pandemic Influenza Management Plan* adopted the HHS Pandemic Influenza Supplement on Clinical Guidelines.

I. Risk Communication

Dissemination and sharing of timely and accurate information with the general public will be one of the most important facets of the response to a pandemic. Advising the public of actions they can take to minimize their risk of exposure, or actions to take if they have been exposed, will reduce the spread of the pandemic and may also serve to reduce the anxiety and unnecessary demands on health services.

The **JACKSON COUNTY** Health Department will encourage the development of and participate in Joint Information Systems (JIS). There should be a minimum of one trained Public Information Officer (PIO) (ideally there should be three persons trained) within the health department available to be a part of the JIS and potentially a Joint Information Center (JIC). The goals of the JIS are to provide accurate, consistent, and timely information to the public.

The **JACKSON COUNTY** Health Department will:

- Provide education to the public, including local business owners and school systems about influenza pandemics and steps that can be taken to reduce exposure and infection during a pandemic.
- Educate public officials and first responders about influenza pandemics and steps that being taken to plan for outbreaks.

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- Provide appropriate updates on the pandemic and coordinate with the OSDH Office of Communications regarding messaging.
- Provide information to the public about steps that should be taken to protect against infection, alternate care options, the status of the spread in the community, and containment strategies being implemented.
- Establish a call center to answer citizens' questions and provide education about the pandemic. Use of local 211 systems is encouraged, where available.

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Tab 1: Continuation of Services Priority Grid

Local County Health Department Service	1 (Function cannot be delayed)	2 (Function can be delayed but should be resumed as soon as possible)	3 (Function can be delayed until normal business operations resume)
<i>Disease and Prevention Services</i>			
Pandemic Influenza Response	X		
Other Communicable Disease Containment	X		
TB Active Case Tx. and investigation and PT	X		
Immunization		X	
Adult Health/Take Charge!			X
HIV/STD Contact Investigation/Tx	X		
Routine HIV/STD Clinic		X	
<i>Family Health Services</i>			
WIC Voucher Pickup	X		
WIC Certification-Non Breastfeeding Newborn	X		
WIC Certification-Pregnant		X	
WIC Certification-1-5 years of Age			X
WIC Recertifications*		X	
Family Planning Supply Pickup /Early Start/EC	X		
Family Planning Initial Exam**		X	
Family Planning Annual**			X
Maternity Services		X	
Children First		X	
Child Health/Well Baby		X	
Dental Education			X
Lead Screening			X
Newborn Hearing			X
Routine Newborn Metabolic Screening***			X
General Child Guidance			X
SoonerStart (EI)		X	
<i>Protective Health Services</i>			
Routine Food Protection		X	
<i>Community Health Services</i>			
Health Promotion/Education			X
Turning Point			X

*Voucher issuance should continue until such time that the WIC clinic operations can reasonably resume.

**Family planning initial appointments may be delayed and contraception initiated under Early Start and then continued until clinics can reasonably resume. Family planning annual appointments should be delayed and additional contraception issued until such time the clinic schedule can resume. A PHN Standing Order will need to be in place to continue contraception, other than condoms, beyond the initial Early Start protocol and annual exam timeframe.

***Unless notified by OSDH that immediate follow-up on abnormal metabolic screening is needed.

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Tab 2: Priority Group Recommendations

Table 1: Vaccine Priority Group Recommendations

Tier	Subtier	Population	Rationale
1	A	Vaccine and antiviral manufacturers and other essential to manufacturing and critical support	Need to assure maximum production of vaccine and antiviral drugs
		Medical workers and public health workers who are involved with direct patient contact, other support services essential for direct patient care, and vaccinators (OK 117,000)	Healthcare workers are required for quality medical care (studies show outcome is associated with staff-to-patient ratios). There is little surge capacity among healthcare sector personnel to meet increased demand
		Immediate family members of those involved in direct patient care or supply and distribution of vaccine	A sick family member may increase workforce absenteeism thereby creating disruption in the provision of vaccines or care
1	B	Persons ≥ 65 yrs with 1 or more influenza high-risk conditions, not including essential hypertension (OK 455,000)	Those groups are at high risk of hospitalization and death. Excludes elderly in nursing home and those who are immunocompromised and would not likely be protected by vaccinations.
		Persons 6 mo to 65 yrs with 2 or more influenza high-risk conditions, not including essential hypertension (OK 89,700).	
		Persons 6 mo or older with history of hospitalization for pneumonia or influenza or other influenza high-risk conditions in the post year (OK 95,000).	
1	C	Pregnant women (OK 39,000)	In past pandemics and annual influenza, pregnant women have been at high risk; vaccination will also protect the infant who cannot receive the vaccination

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1	C	Household contacts of severely immunocompromised person who would not be vaccinated due to the likely poor response to vaccine (OK 25,000).	Vaccination of household contacts of immunocompromised and young infants will decrease risk of exposure and infection among those who cannot be directly protected by vaccination.
		Household contacts of children \leq 6 mo old (OK 65,000)	
1	D	Public Health emergency response workers critical to pandemic response (OK 3,500)	Critical to implement pandemic response such as providing vaccinations and managing/monitoring response activities.
		Key government leaders.	Preserve decision-making capacity critical for managing and implementing a response.
2	A	Healthy persons 65 yrs and older (OK 230,000).	Groups that are also at increased risk, but not as high risk as population Tier 1 B
		Persons 6 mo to 65 yrs with 1 high-risk condition (OK 465,000).	
		Persons 6-23 mo old, healthy (OK 728,000).	
2	B	Other public health emergency responders	Includes critical infrastructure groups that have impact on maintaining health (e.g. public safety, transportation of medical supplies and food); implementing a pandemic response; and on maintaining societal functions
		Public safety workers, including police, fire, 911 dispatchers, and corrections facility staff	
		Utility workers essential for maintenance of power, water and sewage system functioning	
		Transportation workers transporting fuel, water, food, medical supplies; as well as public ground transportation	
		Telecommunication/IT for essential network operations and maintenance	
3	A	Other key government health decision-makers.	Other important societal groups for a pandemic response but of lower priority

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4	A	Healthy persons 2-64 yrs not included in above categories.	All persons not included in other groups based on objective to vaccinate all those who want protection.
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Table 2: Antiviral Drug Priority Group Recommendations*

Group	Est. Oklahoma population	Strategy**	Rationale
1. Patients admitted to hospital.***	130,000	T	Consistent with medical practice and ethics to treat those with serious illness and who are most likely to die.
2. Healthcare workers with direct patient contact and emergency medical service providers.	119,600	T	Healthcare workers are required for quality medical care. There is little surge capacity among healthcare sector personnel to meet increased demand.
3. Highest risk outpatient immunocompromised persons and pregnant women.	32,500	T	Groups at greatest risk of hospitalization and death; immunocompromised cannot be protected by vaccine.
4. Pandemic health responders (public health, vaccinators, vaccine and antiviral manufacturers), public safety (police, fire, corrections), and government decision makers.	429,000	T	Groups are critical for an effective public health response to a pandemic.
5. Increased risk outpatients; young children 12-23 mo old, persons \geq 65 yrs old, and persons with underlying medical conditions.	1.1 million	T	Groups are at high risk for hospitalization and death.
6. Outbreak response in nursing homes and other residential settings.	N/A	PEP	Treatment of patients and prophylaxis of contacts is effective in stopping outbreaks; vaccination priorities do not include nursing home residents.
7. Healthcare workers in emergency departments, ICU's, dialysis centers, and emergency medical service providers.	156,000	P	These groups are most critical to an effective healthcare response and have limited surge capacity. Prophylaxis will be best to prevent absenteeism.

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8. Pandemic societal responders (e.g. critical infrastructure groups as defined in the vaccine priorities) and healthcare workers without direct patient contact.	132,600	T	Infrastructure groups that have impact on maintaining health, implementing a pandemic response, and maintaining societal functions.
9. Other outpatients.	2.3 million	T	Include others who develop influenza and do not fall within the above groups.
10. Highest risk outpatients.	325,000	P	Prevents illness in the highest risk groups for hospitalization and death.
11. Other healthcare workers with direct patient contact.	104,000	P	Prevention would best reduce absenteeism and preserve optimal functions.

* The committee focused its deliberations on the domestic U.S. civilian population. NVAC recognizes that the Department of Defense (DOD) needs should be highly prioritized. A separate DOD antiviral stockpile has been established to meet those needs. Other groups also were not explicitly considered in deliberations on prioritization. These include American citizens living overseas, non-citizens in the U.S., and other groups providing national security services such as the Border patrol and U.S. Customs Service.

**Strategy: Treatment (T) requires a total of ten (10) capsules and is defined as one (1) course. Post-exposure prophylaxis (PEP) also requires a single course. Prophylaxis (P) is assumed to require forty (40) capsules (4 courses through more may be needed if community outbreaks last for a longer period).

***There is no data on the effectiveness of treatment at hospitalization. If stockpiled antiviral drug supplies are very limited, the priority of this group could be reconsidered based on the epidemiology of the pandemic and any additional data on effectiveness in this population.

(This document was adapted from the HHS Pandemic Influenza Plan and estimated population modified for Oklahoma.)

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Tab 3: Containment Measures

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Containment Measures for Individuals*

I. Patient Isolation

Isolation is the separation of infected persons from other persons for the period of communicability to prevent transmission. A patient with a suspected or confirmed case of pandemic influenza should be separated from persons who are well, using infection control measures. Strict isolation is confinement of the individual to a room with a separate bed, and direct contact only with person(s) providing care to the infected individual. Ideally, persons who meet the criteria for novel influenza and do not require hospitalization should be isolated in their homes. If home isolation is not feasible, alternative facilities may be needed for isolation of influenza patients.

II. Management of Contacts

Contact tracing, contact monitoring and quarantine of close contacts may be effective during the earliest stages of a pandemic. Because the usefulness and feasibility of these measures will be limited once the pandemic has started to spread, community-based measures that reduce disease transmission by increasing social distance are needed.

Community-based Containment Measures

I. Quarantine of Groups of Exposed Persons

Quarantine is the limitation of freedom of movement by persons or animals that have been exposed to a communicable disease for a period of time equal to the longest usual incubation period of the disease in order to prevent contact with those individuals not exposed. The purpose of quarantine is to reduce influenza transmission by separating exposed persons from others, monitoring exposed persons for symptoms, providing medical care and infection control precautions as soon as symptoms are detected. Groups that might be quarantined include:

- Family members who have been exposed to influenza.
- Groups of individuals at public gatherings where an exposure has been identified.
- Persons on an airplane, cruise ship or enclosed conveyance.
- School students, teachers and school personnel who have been exposed.
- Healthcare providers who are treating influenza cases.

Workplace quarantine allows exposed employees to work, but employees must observe activity restrictions while off duty. Monitoring for signs and symptoms before reporting to work and the use of Personal Protective Equipment while at work are required. This strategy is applicable for persons who provide essential services while minimizing the adverse impact of essential services provision.

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II. Focused Measures to Increase Social Distance

It may be necessary to cancel events, close buildings or restrict access to certain sites or buildings in order limit exposure to influenza cases. Depending on the situation, examples of cancellations or building closures might include:

- Cancellation of public events (concerts, sports events, movies, plays, school events).
- Closure of recreational facilities (community swimming pools, youth clubs, gymnasiums, fitness centers).

III. Community-wide Infection Control Measures

Community-wide infection control measures may decrease the overall magnitude of the outbreak. Persons with signs and symptoms of a respiratory infection, regardless of presumed cause, will be encouraged to:

- Cover the nose/mouth when coughing or sneezing.
- Use tissues to contain respiratory secretions.
- Dispose of tissues in the nearest waste receptacle.
- Perform hand-washing hygiene after contact with respiratory secretions and contaminated objects.

Persons at high risk for complications of influenza will be advised to avoid public gatherings. Disposable surgical-type masks will be used to take care of ill patients to prevent potentially infectious material from reaching the mucous membranes of the healthcare worker's nose or mouth. Mask use may be most important for persons who are at high risk for complications of influenza, those who are unable to avoid contact with infected individuals and for those traveling to seek medical care. The general public should avoid close contact with ill individuals.

IV. Implementation of “Snow Days”

Implementation of “snow days” involves the community in a positive way, is acceptable to most people and is relatively easy to implement. Implementation involves:

- Asking non-essential personnel to stay home.
- Recommend the public acquire and store provisions.

V. Closure of Office Building, Shopping Malls, Schools and Public Transportation

Closure of buildings, schools and public transportation could have a significant impact on the community and workforce. School closings may be effective in decreasing the spread of influenza and may significantly decrease morbidity and mortality among children. These voluntary measures can effectively reduce transmission without explicitly restricting activities.

VI. Widespread of Community Quarantine

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Community-wide quarantine is the most stringent and restrictive containment measure. It involves asking everyone to stay home and restricts travel into or out of an area, except by authorized persons such as public healthcare workers. The quarantine may be applicable to all members of a group of people or community to prevent the further spread of the influenza.

VII. Scaling Back Community Containment Measures

The decision to scale back or discontinue community containment measures will be based on:

- Consistent decrease in the number of confirmed cases.
- Reduction in the number of probable and known cases.
- Verifying effective protective countermeasures are in place.

*Adapted from the U.S. Department of Health and Human Services (HHS) Pandemic Influenza Plan, U.S. Department of Health and Human Services, November 2005. World Health Organization Pandemic Phases

ANNEX H

Level of Influenza Activity	Response	Rationale
<p>Phases 1-2 No novel influenza strains of public health concern in global circulation in humans.</p>	<p>Preparedness planning.</p>	<p>Use recommended response actions for interpandemic influenza prevention and control.</p>
<p>Phases 3-4 Limited novel influenza virus transmission abroad; all local cases (e.g., in Oklahoma or the United States) are either imported or have clear epidemiologic links to other cases.</p>	<p>Consider quarantine of close contacts.</p>	<p>Although individual containment measures may have limited impact in preventing the transmission of pandemic influenza (given the likely characteristics of a novel influenza virus), they may have great effectiveness with a less efficiently transmitted virus and may slow disease spread and buy time for vaccine development.</p>
<p>Phase 5 Limited novel influenza virus transmission in the area (e.g., within Oklahoma or the United States) with either a small number of cases without clear epidemiologic links to other cases or with increased occurrence of influenza among their close contacts.</p>	<p>Quarantine of close contacts.</p>	<p>Same as above.</p>
<p>Phase 6 Sustained novel influenza virus transmission in Oklahoma, with a large number of cases without clear epidemiologic links to other cases. Disease control measures aimed at individuals and groups appear effective.</p>	<p>Focused measures to increase social distance; consider community-based measures.</p>	<p>Selective use of group quarantine (focused measures) early in a pandemic when the scope of the outbreak is focal and limited; may slow the geographic spread and buy time for vaccine development.</p>
<p>Phase 6 Sustained novel influenza activity in Oklahoma, with a large number of cases in persons without an identifiable epidemiologic link at the time of initial evaluation; individual control measures are believed to be ineffective.</p>	<p>Community-level measures to increase social distance; consider coordinated community and business closures, and community wide quarantine.</p>	<p>When disease transmission is occurring in communities around the United State, individual quarantine is much less likely to have an impact and likely would not be feasible to implement. Rather, community measures and emphasizing what individuals can do to reduce their risk of infection may be more effective disease control tools.</p>
<p>Phase 6 Decreases in the number of new cases, unlinked (or “unexpected”) cases, and generations of transmission.</p>	<p>Consider quarantine of contacts.</p>	
<p>Post Pandemic Period Transmission of pandemic influenza has been controlled or eliminated, no new cases.</p>	<p>Active monitoring in high risk populations; continue for 2-3 incubation periods after control or elimination of transmission.</p>	

*Adapted from: HHS Pandemic Influenza Plan; U.S. Department of Health and Human Services, November 2005.

ANNEX H

Tab 4: Continuity of Operations Plan

Continuity of Operations (COOP) is a plan that details how essential functions of agencies will be handled during any emergency or disaster situation that may disrupt normal operations. In a pandemic influenza outbreak, agencies will see a dramatic reduction in the number of staff that will report to work. **JACKSON COUNTY** Health Department will work in conjunction with the OSDH to develop a COOP Plan that ensures the following objectives:

- Ensure the continuous performance of **JACKSON COUNTY** Health Department essential functions during a Pandemic.
- Ensure continuous delivery of essential services to **JACKSON COUNTY** residents (See Tab 1: Continuation of Services Priority Grid)
- Establish Delegations of Authority
- Establish Orders of Succession
- Identify a trained Public Information Officer (PIO) to provide information to the public as necessary.
- Notify all public health staff during a pandemic influenza outbreak, they are considered essential personnel for **JACKSON COUNTY** Health Department.

Currently, OSDH is in the process of COOP Plan development. TPRS along with Community Health Services will assist with COOP Plan development for **JACKSON COUNTY** Health Department.

ANNEX H

Tab 5: Workforce Psychosocial Support

The response to an influenza pandemic will pose substantial physical, personal, social and emotional challenges to healthcare providers, public health officials and other emergency responders and essential service workers. The emotional challenges include responding to:

- Illness and death among colleagues and family members;
- Fear of contagion and/or of transmitting disease to others;
- Shock, numbness, confusion or disbelief;
- Extreme sadness, grief, anger, guilt, exhaustion or frustration;
- Sense of ineffectiveness and powerlessness;
- Difficulty maintaining self-care activities (e.g. getting sufficient rest);
- Prolonged separation from family;
- Concern about children and other family members;
- Constant stress and pressure to continue performing;
- Domestic pressures caused by school closures, disruption in day care or family illness;
- Stress of working with sick or agitated persons and their families and/or with communities under quarantine restrictions; and
- Concern about receiving vaccines and/or antiviral drugs before other persons.

During an influenza pandemic the occupational stresses experienced by healthcare providers and other responders are likely to differ from those faced by relief workers in the aftermath of a natural disaster. Medical and public health responders and their families will be at personal risk for as long as the pandemic continues in their community. Therefore, the state of Oklahoma and **Altus / JACKSON COUNTY** will need to undergo special planning to develop a network of local psychosocial supports to ensure adequate services are in place for public health responders and other occupational work groups involved during the pandemic period during both interpandemic phases and pandemic alert periods.

Altus / JACKSON COUNTY will address the psychosocial needs among the following first responder groups:

- Healthcare workers who provide medical care to ill persons;
- Emergency field workers and other public health personnel who help control the spread of infection;
- First-responder and non-governmental organizations whose employees assist affected groups (e.g., persons in quarantine or isolation);
- Essential service workers whose activities maintain normal functions in the community and minimize social disruption; and
- Family members of all of these groups stated above.

The **JACKSON COUNTY** Health Department will work with the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) and local mental health partners in the county to include but not limited to:

1. Licensed Mental Health Professionals

ANNEX H

- a. Psychiatrists,
 - b. Psychologists,
 - c. Licensed Professional Counselors,
 - d. Licensed Marital and Family Therapists,
 - e. Licensed Social Workers, and
 - f. Licensed Behavioral Practitioners.
2. Other Professionals
- a. Social Workers,
 - b. Primary-Care Clinicians,
 - c. Emergency Department Staff,
 - d. Medical/Surgical Staff,
 - e. Safety and Security Personnel,
 - f. Behavioral Health Staff,
 - g. Practicum Students,
 - h. School Counselors,
 - i. Faith Leaders,
 - j. Community Leaders, and
 - k. Staff of Cultural and Faith Based Organizations.

The OSDH in collaboration with the ODMHSAS and **Altus / JACKSON COUNTY** will ensure that **JACKSON COUNTY** Health administrators, managers and supervisors are familiar with and actively encourage the use of tools and techniques for supporting staff and their families during times of crisis. The ODMHSAS will provide Critical Incident Stress Debriefing before and after a pandemic influenza event.

ANNEX H

Tab 6: Volunteer Management

Recent disasters have greatly increased the national attention given to public health emergency preparedness. These events underscored the need for an emergency “surge” or supplemental health care workforce that can be mobilized to respond immediately to a mass casualty event.

The experiences of New York City hospitals in the aftermath of the World Trade Center destruction were instructive about the issues confronting the use of health care professional volunteers in an emergency or mass casualty event. According to reports, hospital administrators involved in responding to the World Trade Center tragedy reported that they were unable to use medical volunteers when they were unable to verify the volunteer’s basic identity, licensing, credentials and employment. In effect, this precious, needed health workforce surge capacity could not be used.

Congress recognized the need to make optimum use of volunteer health personnel in an emergency and authorized the development of the Medical Reserve Corps and the Emergency System for Advance Registration of Health Professions Volunteers (ESAR-VHP) programs. Health Resources and Services Administration (HRSA) was delegated the responsibility for carrying out the legislation authorizing both of these programs and is assisting each State (and Territory) in establishing a standardized, volunteer registration system. These state-based systems include readily available, verifiable, up-to-date information regarding the volunteer’s identity, licensing, credentialing, accreditation, and privileging in hospitals or other medical facilities.

Oklahoma has consolidated the MRC and ESAR-VHP programs into the Oklahoma Medical Reserve Corps (OKMRC). The OKMRC provides a state level infrastructure designed to provide the ability for local OKMRC volunteer coordinators to quickly identify and better utilize health professional volunteers in emergencies and disasters. In addition, the OKMRC will, ultimately, enable the sharing of these pre-registered and credentialed health care professionals across state lines and even nationally.

The primary role of the OKMRC is to coordinate the skills of practicing and retired physicians, nurses and other health professionals as well as other citizens interested in health issues, who are eager to volunteer to address their community's ongoing public health needs and to help their community during large-scale emergency situations. The OKMRC is coordinated by local and state public health officials under Emergency Support Function #8 (or Annex H) during times of emergency. During an influenza pandemic it will be critical for local health officials to have a sufficient pool of credentialed volunteers who are able to be rapidly activated to assist with public health and medical system activities. As a result, local health department must identify a local volunteer coordinator who will work with the OKMRC State Administrator toward the development of a county chapter to function as part of the OKMRC.

The JACKSON COUNTY MRC volunteer coordinator is **Gracie Ruiz RN**

ANNEX H

Tab 7: Alternative Care Site Planning

The following Alternative Care Sites (ACS) have been identified in **Altus / JACKSON COUNTY** to provide healthcare outside the hospital setting.

City: Altus

1. Altus Community Center, Falcon Rd., Altus, Oklahoma 73521
- 2.
- 3.

City: _____

- 1.
- 2.
- 3.

The following community partners have been identified as ACS primary support:

City: Altus

Personnel

1. City of Altus
2. Red Cross
Altus Air Force Base
Medical Reserve Corp.
Jackson County

Supplies and Equipment

1. Walmart
Altus Air Force Base
City of Altus
Privetts Sale
Lee Office Supplies
Jackson County

Support Services

1. City of Altus
2. Altus Air Force Base
Salvation Army
Red Cross
County Commissioners

ANNEX H

Tab 8: Vulnerable Populations

Pandemic influenza may adversely impact persons who have special needs or live in institutions such as, assisted-living facilities, group homes, and jails. Additional planning efforts by these institutions will be necessary. The characteristics of the influenza outbreak may also require additional preparedness and response actions for certain segments of the population. These issues will be considered as the epidemiology of the pandemic is clarified.

The following vulnerable populations have been identified: residential care facilities, incarcerated, medically fragile/ home bound, and socioeconomic disadvantaged. The following **JACKSON COUNTY** health department and partners will help identify special populations.

- List agencies and contact person(s)
 - Example – Meals on Wheels; Jo D Messina @ 580-555-1234
 - Residential facilities
 - Home health agencies
 - Durable medical suppliers
 - DHS
 - Food Pantries/Churches
 - Homeless Shelters

Agency Name and Address	Contact Person(s)	Telephone Number
Jackson County Memorial Home Care 1129 Maple Altus, OK	Verna Taylor	580.481.2320
Jackson County DHS 201 S. Main Altus, OK	Rick Steen	580.480.3400
SW Okla. Comm. Action Group Meals 905 N. Willard Altus, OK	June Billington	580.481.1290
Salvation Army 521 W. Broadway Altus, OK	Capt. Mott	580.482.8577
Plantation Village 2610 Cedar Creek Altus, OK	Yvonne Natchinson	580.480.1800
Home Health Products 1208 E. Tamarack Altus, OK		580.482.0455
Operation Care 700 N. Main		580.480.0028
English Village 1515 Canterbury Altus, OK	Jan Winters	580.477.1133

Tab 9: Planning for Sheltering of Companion Animals

ANNEX H

Pets are a great comfort to people and many pet owners are reluctant to leave their home if they cannot be assured that their pet will receive care. The impact of this on emergency planning was well illustrated during the Hurricane Katrina disaster response. Subsequent federal legislation contained within the Post-Katrina Emergency Management Reform Act of 2006 and the Pets Evacuation and Transportation Standards Act of 2006 has now mandated that federal, state, tribal, and local authorities include planning for animals in their Mass Evacuation Incident Plans. Because this is a relatively new federal directive, state guidance is not yet developed. Presently, Red Cross shelters “DO NOT” allow animals in the shelter facility with the exception of service animals that are trained to assist disabled persons.

With particular reference to pandemic influenza preparedness and response planning, accommodation of pet sheltering and care may be needed to ensure workforce support and to assist individuals who must be placed in an alternate care site. Persons may need to enter an alternate care site because they are ill, or because their primary caretaker is ill and unable to care for their special needs. To begin planning for accommodating pet transportation, sheltering, and care, the **Altus / JACKSON COUNTY** will:

- Collaborate with local veterinarians, municipal animal shelters, and volunteer animal welfare organizations to identify animal shelter locations that may be available during a natural disaster or pandemic.
- Consider criteria for what types of animals (dogs, cats, pet birds) will be permissible in the main animal sheltering locations, and what alternate resources may be needed to handle other types of “companion animals” such as snakes, monkeys, or other exotic pets.
- Begin exploring community resources for animal transportation, tracking, embarkation, care, feeding, and veterinary medical care. These internet sites may provide guidance: www.avma.org/disaster/default.asp or http://www.hsus.org/hsus_field/hsus_disaster_center/

ANNEX I

LAW ENFORCEMENT

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.

II. SITUATION AND ASSUMPTION.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

The Sheriff's Department and local municipal police departments will generally be able to provide adequate law enforcement during emergency situations through existing mutual aid agreements. Emergency operations for law enforcement personnel are simply an expansion of their normal daily responsibilities. It includes maintenance of law and order, traffic, and crowd control.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Organization. See Basic Plan.

B. Task Assignments and Responsibilities.

1. County Sheriff's Department

- a. Coordinate law enforcement in unincorporated areas of the county.
- b. Disseminate warnings throughout the county.
- c. Coordinate relocation traffic control.
- d. Coordinate mutual aid agreements.
- e. Support emergency public safety activities.
- f. Provide for the security, protection, and relocation of inmates in the county jail.

2. Municipal Police Departments.

ANNEX I

- a. Maintain law and order.
- b. Monitor communications for warnings.
- c. Initiate warning system in the municipalities.
- d. Assist the Sheriff by disseminating warnings to other communities.
- e. Provide mobile units for warning & evacuation.
- f. Coordinate security for key facilities to include; financial institutions, markets and one-stop facilities, pharmacies, hospitals (animal hospitals included), liquor stores and taverns, gun and hardware stores.
- g. Provide traffic control during shelter operations or other emergencies.
- h. Provide crowd control as required.
- i. Provide police officers to larger shelters for law enforcement and communications.
- j. Mark expedient emergency shelters.
- k. Provide warning to affected areas when localized flood conditions exists.
- l. Establish mutual aid agreements with cities and towns that are able to assist.
- m. Assist the Sheriff to provide for the security, protection, and relocation of jail inmates.
- n. Assist the Oklahoma Department of Corrections in providing security, protection, and relocation of inmates at the Altus Community Work Center.

V. DIRECTION AND CONTROL.

ANNEX I

The County Sheriff is responsible for coordinating all law enforcement activities within the unincorporated areas of the county. Mutual aid or other police support will function under the direction of his/ her own chief while operating in the county. The Sheriff or his/her representative will direct county law enforcement emergency operations from the County EOC. Altus law enforcement emergency operations will be directed from the Altus EOC by the Altus Police Chief or by his/her representative. Routine operations will be in accordance with standard operating procedures. State and federal support may be called upon after all local enforcement capability and mutual aid support has been exhausted.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Passes.

1. Experience has proven that 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/not 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 1.
2. The following vehicles and their occupants are exempt from pass requirements: marked utility company vehicles, military, city/state government vehicles, 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.

ANNEX I

The Jackson County Law Enforcement communications network information is contained in Annex B. The Sheriff or his or her designee will operate a base station in the county EOC and The Altus Police Chief will operate a base station in the Altus EOC

C. Resources.

A listing of available law enforcement resources are listed in Appendix 2.

D. Key Facilities.

A list of facilities, which may require police protection or increased security, dependent upon the situation, should be maintained by the applicable emergency management director. .

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

Local Law enforcement officials will coordinate all law enforcement operations related to emergency management with the applicable emergency office. A review and update of this Annex will be conducted annually by each law enforcement agency.

IX. AUTHORITY AND REFERENCES.

A. Authorities.

See Section IX, Basic Plan.

B. References.

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

Law and Order Training for Civil Defense Emergency,
Student Manual - Part A SM-2.

Law and Order Training for Emergency Management - Part A
Instructor Guide (IG) IG-2.

Law and Order Training for Civil Defense Emergencies - Part B IG-2.1.

APPENDICES

APPENDIX 1 - Temporary Pass

ANNEX I

TAB A - Sample Disaster Area Passes
APPENDIX 2 - Law Enforcement Resources

Appendix 1
Temporary Pass



**Emergency Management
Official Vehicle
Temporary Pass**

Print Bearer's Name

Valid Until Date/Time

Issued on

Issuing Officer

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 _____

Emergency Management Director

ANNEX I

TAB A TO APPENDIX 1
SAMPLE DISASTER AREA PASSES

1. WORK PASS

<p style="text-align: center;"><u>WORK PASS</u> Authorized by CITY/COUNTY DISASTER UNIT Date _____ Name _____ Address _____ Signed _____</p>
--

2. VISITOR PASS

<p style="text-align: center;"><u>VISITOR PASS</u> Authorized by CITY/COUNTY DISASTER UNIT Date _____ Name _____ Address _____ Signed _____</p>

3. RESIDENT PASS

<p style="text-align: center;"><u>RESIDENT PASS</u> Authorized by CITY/COUNTY DISASTER UNIT Date _____ Name _____ Address _____ Signed _____</p>
--

APPENDIX 2
LAW ENFORCEMENT RESOURCES
JACKSON COUNTY/THE CITY OF ALTUS/ALTUS AIR FORCE BASE

ANNEX I

CITY OR SERVICE	SHERIFF	ALTUS POLICE DEPARTMENT	BLAIR POLICE
Telephone Numbers (and alternate)	580-482-0408	580-482-4121 580-481-2296	580-563-2406 day 580-482-0408 night
# Vehicles w/radio	10	30	3
Portable Generators	0	1	0
Mobile Crime Lab	0	0	0
Total Officers	9	44 Full time	6
Dispatchers	4 fulltime 2 part time	12	3
EMTs	0	0	0
Bomb Disposal	0	0	0
Scuba Trained	0	0	0
Deps/Res/Aux	0	5	4
Walkie-Talkie	9	50	3
Bull Horns	0	1	1
# Aircraft	0	0	0
Communications Van	0	1	0
K-9 Units	0	1	0
OLETS Teletype (Yes/No)	Yes	Yes	No

NOTE: The County Sheriff provides law enforcement for incorporated towns as indicated: **

One Oklahoma Department of Wildlife, Law Enforcement Game Warden, with vehicle and two-way radio system is located at _____. Central Office Ph: OK City 405-521-3719.

ANNEX I

APPENDIX 2 (Cont)
 LAW ENFORCEMENT RESOURCES
 JACKSON COUNTY/THE CITY OF ALTUS/ALTUS AIR FORCE BASE

CITY OR SERVICE	ELDORADO	DUKE	OLUSTEE
Telephone Numbers (and alternate)	580-633-2220	580-679-3400	580-648-2455
# Vehicles w/radio	3	1	2
Portable Generators	0	0	0
Mobile Crime Lab	0	0	0
Total Officers	4	1	3
Dispatchers	0	0	0
EMTs	0	0	1
Bomb Disposal	0	0	0
Scuba Trained	0	0	0
Deps/Res/Aux	2		0
Walkie-Talkie	3	1	3
Bull Horns	0	0	2
# Aircraft	0	0	0
Communication Van	0	0	1
K-9 Units	0	0	0
OLETS Teletype (Yes/No)	No	No	No

NOTE: The County Sheriff provides law enforcement for incorporated towns as indicated: **

One Oklahoma Department of Wildlife, Law Enforcement Game Warden, with vehicle and two-way radio system is located at _____. Central Office Ph: OK City 405-521-3719.

ANNEX J

PUBLIC WORKS

I. PURPOSE.

This Annex establishes procedures and priorities for the use of all county maintenance and/or public works departments in response to an emergency or disaster in Jackson County or within a municipality.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

The County Maintenance and/or Public Works Department responsibilities during periods of emergency require them to take necessary actions to prevent damage to public services, public facilities and streets, and to restore them to normal operations, if damaged. County Maintenance and/or Public Works must also support the Emergency Service Departments with actions to control damage and prevent loss of life. Priority of work for County Maintenance and/or Public Works during an emergency is the maintenance, or restoration, of electric systems, water systems, sewage systems, and main transportation routes in that order.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

Most of the departments within the county/municipal 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 work on 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, neighboring counties, and utility suppliers.

CALL OKIE - 1-800-522-6543 system should be used and disseminated to the

ANNEX J

public for use two working days prior to any digging.

B. Task Organization.

County Maintenance and/or Public Works Departments are responsible for the following:

1. Repair of roads, bridges, and access to shelters.
2. Emergency sign preparation and assistance to law enforcement for posting signs and erecting barricades.
3. Clearing debris, trees, etc. from roads.
4. Maintaining equipment for emergency use.
5. Snow removal and assistance to stranded motorists.
6. Provide earthmoving equipment for emergency use.
7. Other duties as assigned by the EOC.
8. Provide and maintain utilities.

V. DIRECTION AND CONTROL.

See Section V, Basic Plan.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

See Section VII, Basic Plan.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

See Section VIII, Basic Plan.

IX. AUTHORITIES AND REFERENCES.

See Section IX, Basic Plan.

ANNEX K

FIRE AND RESCUE

I. PURPOSE.

This annex establishes a sound and effective fire and rescue plan to be used in emergency or disaster situations. The goal of this plan is to ensure a rapid, coordinated response to any emergency to save lives, reduce personal injuries, and damage to property. An additional goal is to ensure the prompt location and rescue of trapped persons in the disaster area and to recover the deceased.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

The responsibilities of a 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 technicians, advanced first aid, confined space rescue, first responders, rope rescue, swift water rescue, trench rescue, wild land fire suppression, and extraction procedures.(See the Appendix to this Annex, for the resources of the Fire Departments within the county and those other fire services that provide mutual aid.)

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Fire Department.

1. Fire suppression.
2. Operate warning system.
3. Respond to hazardous material accidents/incidents.
4. Assist radiological protection measures.
5. Enforce fire codes and fire prevention programs.
6. Conduct search and rescue operations.

B. Mutual Aid Fire Departments.

ANNEX K

Provide fire units to assist in fire fighting and rescue operations when called upon in accordance with existing agreements.

V. DIRECTION AND CONTROL.

See Section V, Basic Plan 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 attached as an Appendix 1 to this Annex.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

- A. The Fire Chief will coordinate the planning of all fire services related to emergency management operations.
- B. Responsibility for development and maintenance of this Annex rests with the Fire

IX. AUTHORITIES AND REFERENCES.

FEMA-127, Attack Environment Manual, Chapter 3; What the Planner Needs to Know About Fire Ignition

FEMA, Student Manual (SM) 9.2A Support Assistance for Fire Emergencies.

FEMA, SM 9, Rescue Skills and Techniques.

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

APPENDIX 1 FIRE/RESCUE RESOURCES

ANNEX K

Community: ALTUS FIRE DEPARTMENT			
Phone #	580-481-2230	Ambulances	0
Alternate #	580-482-2402	Trained EMTs	1
Fire Stations	2	First Responders	32
Base Stations	1	Sedans	0
Mobile Radios	16	Utility Trucks	2
Pagers	32	Pick-up Trucks	1
Hand-Held Radios	32	SCBAs/Spare Bottles	20/40
Paid Manpower	32	Generators	5
Volunteers	0	Light Systems	ON TRUCKS
Pump Engines	5	Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	1	Boats	0
c. 1000 GPM	3	Mutual Aid with:	
d. 1250 GPM	2	a. Altus Air Force Base	b. Blair
e. 1500 GPM	1	c. Duke	d. Eldorado
Ladder Trucks	1	e. Elmer	f. Friendship
Elev.Platforms	0	g. Martha	h. Olustee
Brush Pumpers	1	i. Warren	j.
Tanker Trucks	0	k.	l.
Rescue Calls (Yes/No)	YES	Other Resources: Jaws of Life, float pump, other special equipment. JAWS OF LIFE.	
Crash-Fire Rescue (Yes/No)	YES		
Underwater Rescue (Yes/No)	NO		
Rescue Squads (Yes/No)	NO		

Note: Indicate numbers of equipment/personnel available.

APPENDIX 1 (Cont)
FIRE/RESCUE RESOURCES

ANNEX K

Community		BLAIR FIRE DEPARTMENT	
Phone #	580-471-7414	Ambulances	0
Alternate #	Same as above	Trained EMTs	1
Fire Stations	1	First Responders	2
Base Stations	yes	Sedans	0
Mobile Radios	7	Utility Trucks	0
Pagers	13	Pick-up Trucks	0
Hand-Held Radios	16	SCBAs/Spare Bottles	12/13
Paid Manpower	0	Generators	1,500 watt
Volunteers	16	Light Systems	2
Pump Engines	3	Wreckers	0
a. 500 GPM	1	Gasoline Trucks	0
b. 750 GPM	0	Boats	0
c. 1000 GPM	0	Mutual Aid with:	
d. 1250 GPM	0	a. Altus	b. Duke
e. 1500 GPM	1	c. Elmer	d. Friendship
Ladder Trucks	0	e. Martha	f. Olustee
Elev.Platforms	0	g. Warren	h.
Brush Pumpers	4	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Jaws of Life, and other special equipment. Engine, Chain Saws, Cutting Torch.	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes		

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Note: Indicate numbers of equipment/personnel available.

APPENDIX 1 (Cont)
FIRE/RESCUE RESOURCES

Community		EAST DUKE FIRE DEPARTMENT	
Phone #	580-679-3400	Ambulances	0
Alternate #	580-679-4525	Trained EMTs	2
Fire Stations	1	First Responders	4
Base Stations	yes	Sedans	0
Mobile Radios	5	Utility Trucks	1
Pagers	15	Pick-up Trucks	0
Hand-Held Radios	17	SCBAs/Spare Bottles	0/0
Paid Manpower	0	Generators	1
Volunteers	13	Light Systems	1
Pump Engines	2	Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	1	Boats	0
c. 1000 GPM	1	Mutual Aid with:	
d. 1250 GPM	0	a. Altus	b. Blair
e. 1500 GPM	0	c. Eldorado	d. Elmer
Ladder Trucks	0	e. Friendship	f. Martha
Elev.Platforms	0	g. Olustee	h. Warren
Brush Pumpers	2	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: N/A	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	No		

Note: Indicate numbers of equipment/personnel available.

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Community		ELDORADO FIRE DEPARTMENT	
Phone #	580-967-3377	Ambulances	0
Alternate #		Trained EMTs	0
Fire Stations	1	First Responders	1
Base Stations	1	Sedans	0
Mobile Radios	3	Utility Trucks	0
Pagers	18	Pick-up Trucks	0
Hand-Held Radios	9	SCBAs/Spare Bottles	8/8
Paid Manpower	0	Generators	1
Volunteers	18	Light Systems	0
Pump Engines	2	Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	1	Boats	0
c. 1000 GPM	1	Mutual Aid with:	
d. 1250 GPM	0	a. Altus	b. Blair
e. 1500 GPM	0	c. Duke	d. Elmer
Ladder Trucks	0	e. Friendship	f. Martha
Elev.Platforms	0	g. Olustee	h. Warren
Brush Pumpers	1	i.	j.
Tanker Trucks	0	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Jaws of Life.	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes		

Note: Indicate numbers of equipment/personnel available.

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Community		Quartz Mountain Fire Department	
Phone #	580-482-0304	Ambulances	0
Alternate #	580-482-3921	Trained EMTs	0
Fire Stations	1	First Responders	6
Base Stations	0	Sedans	0
Mobile Radios	8	Utility Trucks	0
Pagers	8	Pick-up Trucks	1
Hand-Held Radios	2	SCBAs/Spare Bottles	1/1
Paid Manpower	0	Generators	1
Volunteers	8	Light Systems	0
Pump Engines	0	Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	0	Boats	0
c. 1000 GPM	1	Mutual Aid with:	
d. 1250 GPM	1	a. Altus	b. Blair
e. 1500 GPM	0	c. Mangum	d. Martha
Ladder Trucks	0	e. Granite	f. Warren
Elev.Platforms	0	g.	h.
Brush Pumpers	2	i.	j.
Tanker Trucks	2	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Jaws of Life.	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes/1		

Note: Indicate numbers of equipment/personnel available.

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Community ELMER FIRE DEPARTMENT			
Phone #	0	Ambulances	0
Alternate #	0	Trained EMTs	1
Fire Stations	1	First Responders	0
Base Stations	Hess sub station	Sedans	0
Mobile Radios	4	Utility Trucks	0
Pagers	10	Pick-up Trucks	0/0
Hand-Held Radios	1	SCBAs/Spare Bottles	0
Paid Manpower	0	Generators	0
Volunteers	8/9	Light Systems	0
Pump Engines	1	Wreckers	0
a. 500 GPM	1	Gasoline Trucks	0
b. 750 GPM	0	Boats	0
c. 1000 GPM	0	Mutual Aid with:	
d. 1250 GPM	0	a. Altus	b. Blair
e. 1500 GPM	0	c. Duke	d. Eldorado
Ladder Trucks	0	e. Friendship	f. Martha
Elev.Platforms	0	g. Olustee	h. Warren
Brush Pumpers	2	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Jaws of Life. None	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	No		

Note: Indicate numbers of equipment/personnel available.

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Community FRIENDSHIP FIRE DEPARTMENT			
Phone #	580-481-8211	Ambulances	0
Alternate #	580-480-0505	Trained EMTs	0
Fire Stations	2	First Responders	4
Base Stations	0	Sedans	0
Mobile Radios	8	Utility Trucks	0
Pagers	20	Pick-up Trucks	0
Hand-Held Radios	7	SCBAs/Spare Bottles	16/25
Paid Manpower	0	Generators	2
Volunteers	16	Light Systems	2
Pump Engines	2	Wreckers	0
a. 500 GPM	1	Gasoline Trucks	0
b. 750 GPM	0	Boats	0
c. 1000 GPM	0	Mutual Aid with:	
d. 1250 GPM	0	a. Altus	b. Blair
e. 1500 GPM	2	c. Duke	d. Eldorado
Ladder Trucks	0	e. Elmer	f. Martha
Elev.Platforms	0	g. Olustee	h. Warren
Brush Pumpers	4	i. Altus AFB	j.
Tanker Trucks	2	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Jaws of Life. Chain Saws, Ladders,	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	No		

Note: Indicate numbers

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Community MARTHA FIRE DEPARTMENT			
Phone #	580-482-2850	Ambulances	0
Alternate #	580-649-9014	Trained EMTs	0
Fire Stations	1	First Responders	0
Base Stations	1	Sedans	0
Mobile Radios	0	Utility Trucks	0
Pagers	0	Pick-up Trucks	1
Hand-Held Radios	8	SCBAs/Spare Bottles	20/28
Paid Manpower	0	Generators	2 small 1 large
Volunteers	14	Light Systems	1
Pump Engines	4	Wreckers	0
a. 500 GPM	1	Gasoline Trucks	0
b. 750 GPM	1	Boats	0
c. 1000 GPM	1	Mutual Aid with:	
d. 1250 GPM	0	a. Altus	b. Blair
e. 1500 GPM	0	c. Elmer	d. Eldorado
Ladder Trucks	0	e. Friendship	f. Olustee
Elev.Platforms	0	g. Warren	h.
Brush Pumpers	5	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: 3..... 200 GPM Trucks 1 Tractor	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	Yes		

Note: Indicate numbers of equipment/personnel available.

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Community OLUSTEE FIRE DEPARTMENT			
Phone #	0	Ambulances	0
Alternate #	0	Trained EMTs	1
Fire Stations	1	First Responders	10
Base Stations	0	Sedans	0
Mobile Radios	3	Utility Trucks	0
Pagers	14	Pick-up Trucks	0
Hand-Held Radios	14	SCBAs/Spare Bottles	8
Paid Manpower	0	Generators	1
Volunteers	14	Light Systems	Light on pumpers
Pump Engines	2	Wreckers	0
a. 500 GPM	0	Gasoline Trucks	0
b. 750 GPM	1	Boats	0
c. 1000 GPM	0	Mutual Aid with:	
d. 1250 GPM	1	a. Altus	b. Blair
e. 1500 GPM	0	c. Duke	d. Eldorado
Ladder Trucks	0	e. Elmer	f. Friendship
Elev.Platforms	0	g. Martha	h. Warren
Brush Pumpers	2	i.	j.
Tanker Trucks	1	k.	l.
Rescue Calls (Yes/No)	Yes	Other Resources: Jaws of Life.	
Crash-Fire Rescue(Yes/No)	Yes		
Underwater Rescue(Yes/No)	No		
Rescue Squads (Yes/No)	No		

Note: Indicate numbers of equipment/personnel available.

ANNEX L

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 Section II, Basic Plan

III. CONCEPT OF OPERATIONS.

General

A. 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.

B. Animal Control services will be an extension of normal Licensed Animal Control Officers duties. In the event that no such officers are present, responsibility will be local law enforcement personnel coordinating with local animal care professionals.

C. 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

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- 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 director shall be responsible for coordination of emergency field veterinarians.

4. In the event of a foreign animal disease outbreak, the lead agency will be the Oklahoma Department of Agriculture, Food and Forestry (ODAFF) working in a unified command with USDA APHIS-VS and coordinate 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

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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 (SOP's)

VII. ADMINISTRATION AND LOGISTICS.

The county animal care coordinator will serve with the county and local emergency management personnel for disaster exercise 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.

APPENDIX

APPENDIX 1 – Foreign Animal Disease (FAD)

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APPENDIX 1 FOREIGN ANIMAL DISEASE (FAD)

I. PURPOSE.

The occurrence of a Foreign Animal Disease (FAD) whether an intentional criminal or terrorist act or natural occurrence in the County would represent a catastrophic event. 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. The County's goal is to contain the possible outbreak of a FAD, thereby protecting lives and property until State and Federal agency can activate their plans.

It is the policy of the County to quickly respond to, investigate, coordinate with and take direction from the Oklahoma Department of Agriculture, Food and Forestry (ODAFF) to prevent the introduction of, or the spread of any Foreign Animal Disease (FAD).

This policy will apply to any reported FAD outbreak or highly contagious disease that may or may not become a Public Health concern; and any announced or unannounced chemical or biological attack on any sector of the agriculture community in the County.

The purpose of this FAD Appendix is to supplement the Emergency Management Plans of the County and its incorporated and unincorporated cities and towns in the event of a FAD outbreak. The plan was developed in conjunction with existing local plans and the Oklahoma Department of Agriculture, Food and Forestry (ODAFF) plan. Developing a partnership with the live stock 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 Section II, Basic Plan

III. CONCEPT OF OPERATIONS.

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 live stock industry in the county. Members of the MACG will be representatives of the beef, dairy, poultry and hog industry, the feeder industry, the equine industry, local cooperatives, producer, sales, 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

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health, the county extension agent, communications and public works.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

The MACG members will have 4 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 Oklahoma Department of Agriculture Food and Forestry (ODAFF) and the 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.

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 as it 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 County Health Department.
4. The MACG will support the on site Incident Management Team as assigned by the Oklahoma AVIC (Area Veterinarian in Charge) and the State Veterinarian.
5. Through quarantine procedures implemented by the Sheriff, Oklahoma Highway Patrol (OHP) and the Oklahoma Bureau of Investigation (OSBI), prevent the accidental or intentional spread of the index source.
6. If the FAD is not contained, the event will be managed appropriately in terms of decontamination and will be the responsibility of the local Fire/Emergency Medical Services personnel with the required support and direction of the Oklahoma Department of Agriculture, United States Department of Agriculture, (USDA) Oklahoma Department of Health, and Environmental Protection Agency (EPA).

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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 sub-committee 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.

Responses typically will occur in the following Phases:

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.

The site will need at least one patrol unit and one C & D.

Actions:

1. Contain movement of animals to the suspicious premise.
2. Clean and disinfect all personnel and vehicles exiting the suspicious premise.

Phase Two

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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.

At least one Cleaning and 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.

During Phase Two the Sheriff will have command of the site.

It is during Phase Two that the Sheriff will determine if the EOC will be activated.

Actions:

1. Contain all animal movement within 1 mile (or as determined by the FADD) of the suspicious premise.
2. All vehicles must exit through one cleaning and disinfectant point.
3. All vehicles entering must belong to the affected premise or residences within the containment zone, if not assigned to the incident.

(State Veterinarian from Oklahoma Department of Agriculture, Animal Industry Division may send support during this phase.)

Phase Three

After notification of positive confirmation of a FAD at the site, the sheriff will request the Oklahoma Highway Patrol (OHP) to lock down the 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. 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.

Phase Two will still be in effect at the site.

Actions:

1. Prevent animal traffic entering and or leaving quarantined area.

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2. Re-route 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 BY THE OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD AND FORESTRY (ODAFF)

VI. CONTINUITY OF GOVERNMENT.

The order of succession will be in accordance with local Standard Operating Procedures (SOP's)

VII. ADMINISTRATION AND LOGISTICS.

The FAD MACG will work closely with the County Emergency Management Director for all administration and logistic needs.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

The FAD MACG will, at least once annually, review this annex and ensure that necessary updates and revisions are prepared and implemented.

Appendix 1

I. Veterinary Clinics and Hospitals

- | | | |
|--|-----------------------------|--------------|
| a. All Pets Medical Center | 1300 E Tamarack Altus, OK. | 580-301-7053 |
| b. Western Prairie Veterinary Associates | 311 E Tamarack Altus OK | 580-379-0128 |
| c. Westside Animal Clinic | 1621 W. Broadway Altus, OK. | 580-482-1738 |
| d. Sand Creek | Elodrado OK | 580-633-2138 |

I. Veterinarians

- | | |
|-------------------------|--------------|
| a. Charles Freeman DVM | 580-482-1738 |
| b. Joe Freeman DVM | 580-477-1738 |
| c. Kenneth O'Hanlan DVM | 580-301-7053 |
| d. Nicole Rinker DVM | 580-477-1738 |

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III. Animal Shelters and Aide

- a. Altus Animal Aide 580-477-0807 or 580-482-6640 Altus, OK.
- b. Animal Shelter 580-481-2285 Altus, OK.
- c. Hermitage Kennels 580-287-3506 Willow OK.
- d. Outbac Kennels 580-563-2495 Blair, OK.
- e. Shelter Tree Animal 580-250-0084 Lawton, OK.
Rescue Society of Lawton
- f. SWOAN 580-482-8945 Altus, OK.
Southwest Oklahoma Animal Network
- g. Spotted Acres 580-738-5708 Headrick, OK.
Dalmatian Adoption and Rescue

ANNEX N

RESOURCE MANAGEMENT

I. PURPOSE.

This annex provides for the proper coordination of resources to respond effectively to an emergency. County resources will be the most available during a county emergency and should be used accordingly; however, as county resources become depleted, mutual aid resources and state resources may be requested.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

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/town) 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 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.

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B. Specialized Equipment.

1. Chain saws.
2. Fire fighting equipment.
3. Water pumps.
4. Rescue equipment.
5. Generators.
6. Portable Toilets.

C. Temporary Shelters.

1. American Red Cross Shelters.
2. Hotels and motels.
3. Public facilities.
 - a. Schools, colleges and universities.
 - b. Parks and recreation buildings.
 - c. Other government buildings.
4. 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

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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 Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Communications.

The communication network required to obtain resources in times of emergency is a responsibility of the EOC Communications Officer and must remain functional during an emergency.

B. Resources.

A copy of the County Resources Management Manual(s) will be maintained in the EOC for ready reference.

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 the County Clerk for settlement following the emergency, if required.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

See Section VIII, Basic Plan.

IX. AUTHORITIES AND REFERENCES.

A. Authorities. See Section IX, Basic Plan.

B. References.

FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis. State Emergency Operations Plan, State of Oklahoma.
County Resources Management Manual.
County Commissioners Inventory Reports.

APPENDICES

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APPENDIX 1 - Map - Equipment Yard and Staging Area Locations

APPENDIX 2 - Potential Staging Areas

APPENDIX 3 - Listing of Portable Restroom/Toilet Resources

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APPENDIX 1
EQUIPMENT YARD AND STAGING AREA LOCATIONS

All phones are in Area Code 580:

District # 1 6 Miles North and 1/10 of a mile East of the Altus Court House 482-0395
District # 2 801 S. Blain Altus 482-4757
District # 3 312 S. 4th St. Eldorado 633-2238

Primary Staging Area....EOC County Commissioners Office County Court House Altus
Secondary Staging Area. Law Enforcement Center Altus

NOTE: A County Equipment inventory report is available from the County Commissioner's office at the courthouse.

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APPENDIX 2 JACKSON COUNTY POTENTIAL STAGING AREAS

I. PURPOSE.

This Appendix provides the necessary information for locating Staging Areas (SAs) in Jackson County, and the municipalities. The use of Staging Areas is an extension of the Incident Command System and provides for the orderly reception and dispatch of emergency resources. Use of staging areas enhances the response phase of the comprehensive emergency management system during disasters. They 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 Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

A. General.

Both a primary and secondary staging areas are identified for Jackson County.

B. Characteristics.

Staging Areas should be large enough to provide for the following:

1. Accommodate parking for all wheeled 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/her 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 Jackson 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

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county with the intent of supporting the west to central portions.

B. Locations.

1. Primary Staging Area.

The primary staging area is located at the Western Oklahoma State parking lot located at 2801 N. Main in Altus, Ok (See appendix 1).

2. Secondary Staging Area.

The secondary staging area is the Jackson County Expo Center located at 300 Todd Lane, Altus, Ok

3. Quartz Mountain Regional Airport.

The Quartz Mountain Regional Airport is located north of the City of Altus. It is a small municipal airport and should take careful note of the following Airport data.

Latitude:	36-47.00N	Longitude:	98-21.02W
Elevation:	1433')	Location Identification:	KAXS
From City:	03N	Owner:	City of Altus 1-580-477-1950
Runways: 5501' concrete		Airport Contact:	David Scott, 1-580-482-8833
Lights:	VASI	Fuel:	100LL and Jet A
Radio:	122.8	Attended:	Yes

REMARKS:

Runway Lights Dusk-Dawn.

ANNEX N

APPENDIX 3
LISTING OF PORTABLE RESTROOM/TOILET RESOURCES

<u>Name of Company</u>	<u>Address</u>	<u>Phone #</u>
AAA Portable Toilets 6228 Of Altus 8671	1200 N. Main	Mobile Phone: 1-580-481- 1-580-450-
ARA Equip. & Sales 3258 Portable Toilets 1537	2318 W. Gore Blvd., Lawton	1-580-353- 1-580-355-
Big Bobs Lease A John 6592	5202 SW 11 th , Lawton	1-800-348-

ANNEX P

DAMAGE ASSESSMENT

I. PURPOSE.

This annex provides guidelines for the assessment of damage resulting from disasters that may occur within the community.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

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 should 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 observers 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 properly respond to and recover from an emergency or disaster.

B. Task Assignment and Responsibility.

1. The Policy Group.

Responsible for directing and controlling emergency functions, both public and private, in disaster relief operations.

2. The Emergency Management Director responsibilities.

a. The Emergency Management Director should be located in the EOC and will be responsible to the Policy Group for overseeing all disaster

ANNEX P

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. Insure 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. The County Damage Assessment Officer.

- a. It is recommended that the Damage Assessment Officer be located in the EOC and be 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, which 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.

4. Damage Assessment Teams.

- a. The Damage Assessment teams, each of which should consist of a minimum of three individuals, a team leader/recorder, an observer and a driver, are responsible for particular portions (quarters) of the city or county.
- b. Response activities when a disaster occurs are as follows:

ANNEX P

- (1) Damage Assessment Teams report to EOC for assignment instructions.
- (2) 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.
- (3) Teams return the information they collect to the Damage Assessment Officer at the EOC and receive further instructions.
- (4) The Damage Assessment Officer compiles all information received from the teams and provides same to the Emergency Management Director.

5. The American Red Cross (ARC).

- 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 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.

V. DIRECTION AND CONTROL.

See Section V, Basic Plan.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Reports and Records.

1. Damage assessment report forms will be forwarded to OEM.
2. See Appendix 1 for Damage Report Forms.
3. Sufficient records will have to be maintained to document all costs to the community caused by the disaster.

B. Individual Relief Assistance

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All individual disaster assistance provided by the government will be administered with policies set forth by the Oklahoma Department of Emergency Management 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 Section VIII, Basic Plan.

IX. AUTHORITIES AND REFERENCE.

A. See Section IX, Basic Plan.

B. Oklahoma Department of Emergency Management Publication: Local Government Guide To Disaster Response Operations.

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

APPENDICES

Appendix 1 - Damage Assessment for Recovery Operations

Tab A - Structural Damage Assessment Form (OEM Form DA-1)

Tab B - Structural Damage Assessment Summary Worksheet (OEM Form DA-2)

Tab C - Infrastructure Damage Assessment Form Assistance, (OEM Form DA-3)

Tab D - Support Documentation For Business Injury (OEM Form DA-4)

Forms under revision

ANNEX P

APPENDIX 1 TO ANNEX P 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 that 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 that need assistance during emergencies or disasters.
3. In order to determine if state and/or federal recovery assistance can be made available, it is imperative that 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 as a part of their requests.
3. OEM will provide an orderly and continuing means of assistance by the State government to local governments in carrying out their responsibility to alleviate the suffering and damage that results from major disasters and emergencies.

III. INDIVIDUAL ASSISTANCE RECOVERY OPERATIONS:

A. General.

1. The Structural Damage Assessment Form, OEM Form DA-1, will be used to record damage information collected by the Structural Damage Assessment

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Teams. These forms, the results of the survey, will be summarized by the Damage Assessment Officer on the Structural Damage Assessment Summary Worksheet (OEM Form DA-2) that should be provided to OEM as soon as possible.

2. Following the initial structural damage survey that is 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.
3. Copies of these updated assessment forms should be forwarded to the state office as soon as they are completed.
4. OEM will contact the local 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, the State office 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 assistance process.

B. Information Required By The State.

1. A Declaration of a State of Emergency (See Annex A, Appendix 4, Tab E for example) signed by the Chief Elected Official(s). Note: Damage Assessment Reports are used to determine if damage is sufficient to warrant a declaration of emergency.
2. Copies of all Structural Damage Assessment Reports.
3. A map of the community, marked to show the most serious areas, then the major damaged areas, and areas which received minor damage.
4. Any requests for assistance should be documented in writing.

IV. PUBLIC ASSISTANCE RECOVERY OPERATIONS.

A. General.

1. The Infrastructure Damage Assessment Form (OEM Form DA-3), which is used for consolidating and reporting public sector damage (infrastructure) information (See Tab C) is the same form that will be used by the State in determining the need for setting up joint federal/state/local preliminary damage assessments.

ANNEX P

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 of the type and severity of the damages that 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 contact the local jurisdiction to schedule joint damage surveys if they are required 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, the State office will set up applicant briefings to begin the public assistance process.

B. Information Required By The State.

1. A Declaration of a State of Emergency (See Annex A, Appendix 4, Tab E for example) signed by the Chief Elected Official. 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, or a phone call that provides the same type of information.
3. Requests for specific assistance may be made telephonically, by radio, FAX or E-Mail.

V. BUSINESS AND INDUSTRY ECONOMIC INJURY.

A. General.

1. The Supporting Documentation for Business and Industry (OEM DA-4) will be used to record information collected relating to economic loss to business and industry.
2. While the comprehensive structural damage assessment survey is being completed, information should be collected on damage to business and industry. This information will form the basis for a request to the Small Business Administration for a disaster declaration.
3. Copies of the OEM Form DA-4 should be forwarded to the state office as

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soon as they are completed.

B. Information Required By The State.

1. A Declaration of a State of Emergency (See Annex A, Appendix 4, Tab E for example) signed by the Chief Elected Official. 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, or a phone call that provides the same type of information.
3. Requests for specific assistance may be made telephonically, by radio, FAX or E-Mail.

TABS (refer to OEM Handouts)

Tab A - Structural Damage Assessment Form (OEM Form DA-1)

Tab B - Structural Damage Assessment Summary Worksheet (OEM Form DA-2)

Tab C - Infrastructure Damage Assessment Form Assistance, (OEM Form DA-3)

Tab D - Support Documentation For Business Injury (OEM Form DA-4)

ANNEX Q

HAZARDOUS MATERIALS

I. PURPOSE.

The purpose of this annex is to identify and reduce/remove the threat to public health and safety which may result from an accidents involving hazardous materials. This annex covers both fixed-sites and transportation accidents.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan

III. CONCEPT OF OPERATIONS.

General.

- A. Hazardous material accidents require early identification of the hazardous material to formulate a plan of action to handle the emergency. Response should be directed toward containing the hazardous material and/or evacuating those threatened by potential exposure to the material. After the threat has been stabilized by containment and evacuation, if necessary, the next step is to safely clean up the material.
- B. 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, which 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.
- C. Responding units should treat all spills as hazardous until the material(s) can be identified as to their safety.
 1. At transportation accident sites, hazardous shipping papers, ID numbers, placards may identify materials, labels on containers, or verbally by the truck driver or railroad conductor/engineer.
 2. At fixed-site incidents, pre-fire plans, NFPA 704-Diamond container labels and/or information obtained from site employees may be used to identify hazardous materials contained within the site.

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- D. To the extent possible, operations should be:
 - 1. Upwind
 - 2. Uphill
 - 3. Upstream
- E. Emergency vehicles should be backed in and operators should be prepared to move them if conditions worsen.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

A. General.

See Section IV, Basic Plan.

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 Committees' 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. Incident Commander.

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The Incident Commander will initially be the senior 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:

- (1) Implementing protective actions.
- (2) Location of incident command post.
- (3) Coordinate the actions of all responding agencies.
- (4) Maintain communications with operations command post, the Emergency Operations Center (EOC), if activated, and others as appropriate.
- (5) Notification of the Department of Environmental Quality and other appropriate agencies as soon as reasonably possible.

- b. An Operations Chief and other members of the ICS team will be appointed by the Incident Commander as required, and will function in accordance with the established Incident Command System.

2. Oklahoma Department of Environmental Quality.
405-702-6174 or 1-800-522-0206

Provide technical assistance as required.

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 EM director.

- b. Notifies appropriate state and federal agencies as required.

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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.

V. DIRECTION AND CONTROL.

A. General.

Primary direction and control rests with the Incident Commander. Each response agency shall maintain control over their 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 Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Records and forms.

1. The Release Notification form for reporting hazardous materials

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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 equipment and supplies necessary for hazardous materials 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. However, each agency is responsible for certifying competency and maintaining training records for their own personnel.

D. Post-incident review.

The Emergency Management Director along with others on the LEPC, should conduct a review of plans and procedures within ten 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 EM Director, in coordination with others on the LEPC, including fire chiefs, to update and maintain this plan.

IX. AUTHORITIES AND REFERENCES.

A. Authorities. See Section IX, Basic Plan.

B. References.

1. CPG 1-6, "Disaster Operations - A Handbook for Local Governments."
2. NRT-1, "Hazardous Materials Emergency Planning Guide."
3. NRT-1A, "Criteria for Review of Hazardous Materials Emergency Plans."
4. RSPA "Emergency Response Guidebook."
5. PL99-499, TITLE III, Emergency Planning and Community Right-To

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- Know Act of 1986 (EPCRA).
6. Oklahoma Environmental Quality Act.
 7. Oklahoma Hazardous Materials Planning and Notification Act.
 8. Oklahoma Emergency Response Act.

APPENDIXES

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 Tier II Reports as Subject to and Reported
to Planning Under EPCRA

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APPENDIX 1

HAZMAT RELEASE NOTIFICATION

Caller's Name: _____

Caller's Identification: _____
(e.g., Position in organization)

Caller's Telephone Number (Incl Area Code): _____
(Number where someone can be reached for additional information)

Name and Address of Responsible Party: _____
(Facility Owner/Operator
if Fixed Site) _____
(Truck, Rail, or Pipeline Operator
if Transportation Incident) _____

Material(s) Released: _____

Is Released Material on Extremely Hazardous List? Yes__ No__ Unk__

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 ___ LEPC Notified? _____

DEQ Notified? __, NRC (800)424-8802 Notified? __ Other Info _____

Person Receiving Rpt: _____ Date/Time _____ / _____

NOTE: Call Dept of Environmental Quality (405-702-6174 or 800-522-0206) if they have not
already been notified.

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APPENDIX 2
FEDERAL/STATE TELEPHONE LIST

Any of the numbers below can be called for information, guidance, or assistance.

<u>State Assistance</u>	<u>Phone Number</u>
1. Oklahoma Department of Emergency Management	405-521-2481* Toll Free: 1-800-800-2481*
2. State Department of Environmental Quality (DEQ)	405-702-6100
Hazardous Materials Release (Including Radioactive Materials and/or any Hazardous Wastes)	405-702-6174* Toll Free: 1-800-522-0206*
3. Oklahoma Highway Patrol HQ, Oklahoma City	405-424-1616*
4. State Department of Transportation	405-521-2554
5. Oklahoma National Guard	405-425-8275
6. Oklahoma Poison Control Center	405-271-5454* Toll Free: 1-800-522-4611
7. Oklahoma Water Resources Board	405-530-8800
8. Oklahoma Corporation Commission	
Oil & Gas Division	405-521-2301
Pollution Abatement	405-521-2201
Transportation Division	405-521-2251
Railroad Safety	405-521-3407
9. State LP Gas Administration	405-521-2458
10. Oklahoma Department of Wildlife	405-521-4600

* 24 hours a day

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APPENDIX 2

FEDERAL/STATE TELEPHONE LIST (CONT)

Any of the numbers below can be called for information, guidance, or assistance.

Federal Assistance	Phone Number
1. National Response Center a. Center is staffed by Coast Guard personnel. b. Notifies all appropriate federal authorities. c. Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders.	Toll Free: 1-800-424-8802*
2. US Army Explosive Ordinance Disposal (EOD) Fort Sill, Oklahoma	580-442-2313*
3. Federal Aviation Administration Fort Worth, Texas	817-222-5006
4. US Environmental Protection Agency	214-665-2222*
5. US Department of Transportation (Enforcement) Federal Railroad Administration	(Night) 1-800-759-7243 page #8057850 405-231-5889
6. US Department of Energy Radiological Assistance Team Region #4 Emergency Operations Center Radiation Emg. Assistance Center/Trng. Site (REAC/TS) (FOR MEDICAL INFORMATION ON EFFECTS OF RADIATION EXPOSURE)	505-845-4667* 202-586-8100* 423-576-3131*
7. Nuclear Regulatory Commission Operations Center Region IV - Arlington, TX	301-816-5100* 817-860-8100*

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.

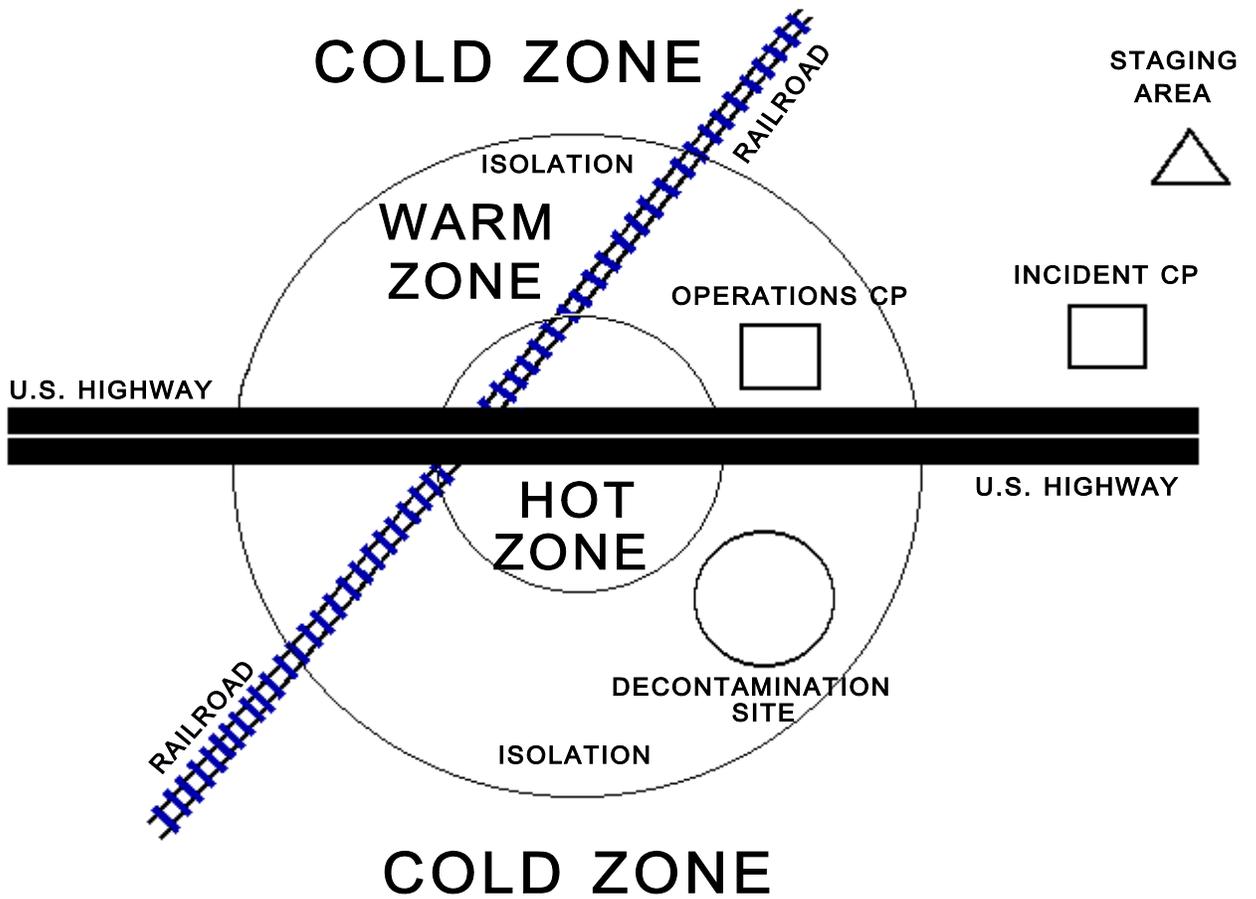
* 24 hours a day

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APPENDIX 3

HAZMAT OPERATIONS
(Typical Site Layout)



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APPENDIX 4 General Characteristics and Examples of Hazardous Materials

HAZARDOUS MATERIAL: "any substance or material in any form or quantity which poses an unreasonable risk to safety and health and to property when transported in commerce."

U.S. Classes and Divisions Properties Based on UN System	U.S. Classes Pre January 1991	Examples of Materials by U.S. Classes and Division	General (Not All Inclusive)	Hazard
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 and	
Division 1.2 - Explosive with projection hazard	Class A Explosive/ Class B Explosive	mechanical hazards		
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 frost-bite	
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	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	Combustible Liquid	Fuel Oils		
Class 4				
Division 4.1 (Flammable Solid)	Flammable Solid	Nitrocellulose, Magnesium Ribbon Phosphorus, Pyrophoric Liquids and Solids Calcium Carbide, Potassium,	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			
Division 4.3 (Dangerous When Wet)	Flammable Solid			
Class 5				
Division 5.1 (Oxidizer)	Oxidizer	Ammonium Nitrate Fertilizer Dibenzoyl Peroxide, Peroxyacetic Acid, Diacetal Peroxide Solution	Supplies oxygen to support combustion; sensitive to heat shock, friction, and/or contamination.	
Division 5.2 (Organic Peroxide)	Organic Peroxide			
Class 6				
Division 6.1 (Poisonous Material)	Poison B Irritant ORM-A	Aniline, Arsenic Tear Gas Carbon Tetrachloride Anthrax, Botulism, Rabies, Tetanus	Toxic by inhalation, ingestion, and skin and eye absorption; may be flammable.	
Division 6.2 (Infectious Substance)	Etiologic Agent			
Class 7				
Radioactive Material	Radioactive Material	Cobalt, Uranium Hexafluoride	May cause burns and biologic effects energy and matter	
Class 8				
Corrosive Material	Corrosive Material	Hydrochloric Acid, Sulfuric Acid, Sodium Hydroxide, Nitric Acid Hydrogen Fluoride Unslaked Lime, Metallic Mercury	Disintegration of contacted tissues; may be fuming, water reactive.	
	ORM-B			
Class 9				
Miscellaneous Hazardous Material	ORM-C ORM-E	Dry Ice, Molten Sulfur Adipic Acid, PCBs		
ORM-D	ORM-D	Consumer commodities		

Changes to 49 CFR parts 171-179 found in *Federal Register*, Vol. 55, No. 246, Friday, December 21, 1990

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APPENDIX 5

TRANSPORTATION ROUTES OF HAZARDOUS MATERIALS

No area of the county is exempt from being or becoming involved as a route for transportation of hazardous materials.

The various corporations and companies file maps on the locations of pipelines within the county and reports with the Corporation Commission. 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, which are all possible routes for the transport/delivery of hazardous materials. Maps of county roads are available at the county courthouse and the state Department of Transportation.

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APPENDIX 6

PRINTOUT OF FACILITIES FILING TIER I OR TIER II
REPORTS AND REPORTED AS SUBJECT TO PLANNING
UNDER EPCRA

The following list (see attached pages) contains names of facilities, addresses, city/town, emergency contact, phone number, 24 hour emergency phone number, and date of last report to the Department of Environmental Quality (DEQ) for facilities that store, use or handle Extremely Hazardous Materials and Hazardous Materials in reportable quantities in the county. Facilities having or using sufficient quantities of Extremely Hazardous Substances (EHS) to be required by EPCRA to participate in the LEPC planning process are indicated by ATrue@ in the EHS update column.

TIER 1

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Name	Address	Emergency Phone Number	24 Hour Phone Number	Contact
Airgas Mid-South—Altus	1721 W. Broadway Altus, OK	866-734-3438	918-295-6214	Ryan Bobsein
Altus Air Force Base	97 CES/CEAN, 400 L Ave. AFB, OK	580-481-6333	580-481-7156	Daniel Donahue
Altus Water Treatment Plant	1427 North Suprgeon	580-481-2270	580-428-5247	Gene Leister Plant Supervisor
APAC Oklahoma-Altus	Rt. 1 Box 242 Altus, OK		580-482-1234	Roy Langford Plant Foreman
Brigham Oil and Gas	Sec 17-2S-23W Eldorado	512-636-1647	512-427-3300	Rick Nelson
Collingwood Grain	701 South Lee	580-482-7100	580-482-7064	Geary James Area Supervisor
Cotton Growers Coop	1509 West Broadway	580-482-3336	580-563-2772	Mike Berry General Manager
Crop Production Services 0515	16828 S US Highway 283 Altus	580-318-1860	580-569-4687	John Ellis Location Manager
Duke Wallboard Plant	.5 Mile West of Duke on Highway 62	580-679-3391	580-480-0521	Jim Kentopp Mine Engineer
Farmers Coop Association-Eldorado	209 South Market, Eldorado	580-633-2274	580-471-8951	Barney Trammell Manager
Gavilon Grain--Headrick	21080 US Hwy 62 Headrick OK	580-738-5000	580-301-3047	Justin Monger Manager
Gilbreath Quarry	7.5 Miles West of Olustee on Highway 6	580-679-3391	580-480-0521	Jim Kentopp
GLB Exploration--Carol Sue #1-20H Lease	Sec. 20-1S-23W Eldorado OK	405-787-0049	405-426-5331	William Operations MGR/Petroleum Engineer
GLB Exploration--Eddie 1-31H	Sec. 31-1S-23W Eldorado OK	405-787-0049	405-426-5331	William Operations MGR/Petroleum Engineer
GLB Exploration--Gladys #1 Lease	Sec. 32-1S-23W Eldorado OK	405-787-0049	405-426-5331	William Operations MGR/Petroleum

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				Engineer
GLB Exploration-- Hatch #1-29H Lease	Sec. 29-1S - 23W Eldorado OK	405-787-0049	405-426-5331	William Operations MGR/Petroleum Engineer
GLB Exploration-- Zeta #1-15	Sec. 15-1S- 23W Eldorado OK	405-787-0049	405-426-5331	William Operations MGR/Petroleum Engineer
Helena Chemical Company-Altus	20369 E CR 158 Altus OK	580-471-8473	580-471-7955	Johnny Hamilton Branch Manager
HOPPES-- BRYCE/DOUGHTY LEASE	SEC 14 T2N- R21W ALTUS OK	940-887-9311	580-471-4808	Randy Riggins
HOPPES--DORA LEASE	SEC 11 T1N- R20W ALTUS OK	940-887-9311	580-471-4808	Randy Riggins
HOPPES-- DOUGHTY SWD LEASE	SEC 14 T2N- R21W ALTUS OK	940-887-9311	580-471-4808	Randy Riggins
HOPPES-- JACKSON "B" LEASE	SEC 31 T1N- R19W ELMER OK	940-887-9311	580-471-4808	Randy Riggins
HOPPES-- L.R.WALLS LEASE	SEC 11 T1N- R20W ALTUS OK	940-887-9311	580-471-4808	Randy Riggins
HOPPES--MATHIS #1 LEASE	SE-SW-SE SEC32 T1N- R19W ELMER OK	940-887-9311	580-471-4808	Randy Riggins
HOPPES--SAM TAYLOR #1 LEASE	SEC4 T1N- R20W ALTUS OK	940-887-9311	580-471-4808	Randy Riggins
HOPPES--TIPTON CENTRALIZED UNIT LEASE	SEC 5 T1S- R19W ELMER OK	940-887-9311	580-471-4808	Randy Riggins
Humphrey's Farmers Union Coop-Asphalt Road	2109 Asphalt Road, Altus	580-687-4495	580-477-2804	Jantz Bain Manager
Humphrey's Farmers Union Coop- Humphreys	303 N Walnut Martha, OK	580-266-3222	580-471-0381	Lynn Scalf
Humphrey's Farmers Union Coop-Olustee	Olustee, OK	580-648-2251	580-648-2527	Terry Bullard
Humphrey's Farmers				

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Union Coop- Thornton L.P.	20964 E CR 1696 Altus, OK	580-477-2804	580-687-4495	Jantz Bane
Mack Energy-- Jackson #A-3	Sec 5-2S-24W Rural OK	580-251-0851	580-467-3952	Randy Smith
Mangum Oil and Gas Blair	.2 Mile West of Highway 283 & 19, Blair, Ok	580-782-5525	580-706-0228	Elaine Smith Owner
Panther Energy-- Anna 28-3H	SW/4 Section 28 T1S R23W Eldorado OK	918-421-2116	254-241-0802	Howard Blankenship Supervisor
Panther Energy-- Betty Jo 1-21H	SW/4 Section 21 T1S R23W Eldorado OK	918-421-2116	254-241-0802	Howard Blankenship Supervisor
Panther Energy-- Pryor 29-2V	SE/4 Section 29 T1S R21W Olustee OK	918-421-2116	254-241-0802	Howard Blankenship Supervisor
Panther Energy-- Reagan 6-1H	SE/4 Section 6 T2S R23W Eldorado OK	918-421-2116	254-241-0802	Howard Blankenship Supervisor
Panther Energy-- Sioux 22-3H	Eldorado OK	918-421-2116	254-241-0802	Howard Blankenship Supervisor
Pinnacle Propane, LLC (Oklahoma) #5	20964 ECR 1969 Altus OK	405-933-0501	713-825-5625	Tammy Elrod Area Manager
Planter Coop-Martha	303 W. 2 nd Martha, Ok.	580-846-9008	580-846-5445	Kenneth Hahn
Poole Chemical Company	2001 Asphalt Road, Altus, OK	580-482-8663	806-362-4210	Kenneth Dixon Plant Manager
PSO-Altus Junction	1 Mile South, .5 Mile West of Highway 62 & 283	580-581-4274	580-531-4184 Dispatcher PSO 580-669- 3709	Larry Cotner, Maintenance Supervisor PSO
Southwest Ready- Mix p2	820 S. Veterans Altus OK	580-591-3710	580-512-2672	Mitchell Young Manager
Southwestern Bell- Altus	220 North Hudson Altus, OK	580-581-6500	908-234-6265	Dereck Baxter Property Manager
SWBELL--BLAIR CO - R63116	115 W. 7TH BLAIR OK	580-581-6500	908-234-6265	Dereck Baxter Property Manager
SWBELL-- ELDORADO CO - R63134	100 S 6TH ST ELDORADO OK	580-581-6500	908-234-6265	Dereck Baxter Property Manager

ANNEX Q

Tier II

Name	Address	Emergency Phone Number	24 Hour Phone Number	Contact
Bar-S Foods— Altus	500 South Bar-S Blvd. Altus, OK	580-481-3841	580-477-4345	Mike Taylor Maintenance Supt.

ANNEX R

TERRORISM PREPAREDNESS

I. PURPOSE.

This annex provides basic guidance for dealing with the mitigation of, preparedness for, response to, and recovery from any act of terrorism within the State of Oklahoma and specifically within the county.

II. SITUATION AND ASSUMPTIONS.

A. Situation.

1. The county has many potential terrorist targets. An attack on any of these targets has the potential for disrupting the community, causing major damage, and creating mass casualty situations.
2. Potential acts of terrorism which could occur in or around the county include but are not limited to political or industrial kidnapping, destruction of power and water plants, injecting communication viruses, air contamination, dam failure, fixed Hazardous Material (HAZMAT) facility destruction, highway HAZMAT incident, rural or urban fires and radiological incidents.

B. Assumptions.

1. As long as individuals or groups are dissatisfied with the activities of governments or religious organizations, they may commit terrorist acts to gain attention for their cause(s). These acts will target the innocent and will most often have a devastating effect on the community.
2. It is possible to prevent terrorists from being successful by promoting public awareness, training key personnel, and minimizing the effects of terrorist acts by recognizing the potential; then, taking necessary actions to safeguard the community.

III. CONCEPT OF OPERATIONS.

A. General.

In order to protect the communities from acts of terrorism, the County Emergency Manager, in conjunction with the County and City/Town Policy Groups must conduct a vulnerability analysis of all facilities, public and private. After identifying possible targets and their relationship to the community's day-to-day activities; it will then be possible to take measures to protect them.

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B. Training.

1. Public awareness and training is key in the prevention of terrorism. Americans are creatures of habit and as such are easy targets for acts of terrorism. Anti-terrorism symposiums are necessary to alert the public that the threat is real. Minor adjustments to individual habits and lifestyles can play a major role in the prevention of terrorist's acts.
2. Revision of departmental Standard Operating Procedures (SOPs) to incorporate anti-terrorism activities into mitigation, preparedness, response, and recovery operations.
3. Assist the private sector in preparing and conducting anti-terrorism training seminars for their employees, installations, and daily activities.

C. Exercises.

Policy groups and private sector leaders, with the assistance of the emergency managers, should conduct exercises as often as is deemed necessary to insure the following:

1. Existing SOPs are valid and workable and weaknesses have been identified and corrected.
2. Everyone understands their role and can accomplish what is expected of them.
3. All necessary safeguards are in place and all supporting activities have been properly identified and coordinated.
4. Everyone understands there is a potential for terrorist activity and they are prepared to cope with it.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

Local Law Enforcement and Fire Service organizations have the lead responsibility for terrorism preparedness, response, and recovery activities. The Oklahoma State Bureau of Investigation (OSBI) is the primary state coordinating agency. Crime prevention and enforcement, and search and rescue operations are an extension of normal duties in terrorist situations.

B. Task Assignments and Responsibilities.

1. Emergency Management Director is responsible for:

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- a. Conducting and coordinating the assessment of the terrorism threat within the county and its cities/towns, which includes identification of, key assets (see attached list of facilities/assets and points of contact in Appendix 2).
 - b. Developing overall anti-terrorism awareness and prevention program 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. Identify special considerations that apply to biological, chemical, radiological, and other areas that have unique activities.
 - e. Initiating scheduling and contracting training symposium facilities and facilitator per instructions of the Policy Groups.
 - f. Coordinating with local school administrators to insure plans and procedures are in place to protect staff, faculty, students and visitors are prepared for and protected during natural and man-made emergencies and disasters (see attached school procedures in Appendix 3).
2. County Sheriff/Local Police are responsible for:
- a. Coordinating and assisting the Emergency Management Director in conducting the overall terrorism threat assessment with the county and identify key assets from a crime prevention stand point.
 - 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.
3. Fire Department is responsible for:
- a. Coordinating and assisting the Emergency Management Director in conducting the threat assessment with the county and identify key assets from an arson/fire suppression prevention standpoint.

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- b. Making recommendations concerning the evacuation plans, evacuation of facilities, safety and fire fighting 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 conduct of public and private sector safety and on site first aid training.
4. County Maintenance/Public Works Department is responsible for:
- a. Coordinating and assisting the Emergency Management Director in conducting the vulnerability assessment of key assets with the 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 property.
 - g. Assisting in radiological and biochemical decontamination operations.
5. County Health Department will:
- a. Coordinate emergency hospital services with area hospitals and nursing facilities.
 - b. Provide victim identification and evacuation of the dead and injured.
 - c. Arrange for temporary mortuary services.
 - d. Investigate sanitation conditions and establishing safe standards for emergency shelter or disaster relief operations.

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- e. Inspect food and water supplies.
 - f. Coordinate medical support and epidemic control.
6. DHS County Office, when committed, is responsible for:
- a. Providing provisions/funds for emergency aid.
 - b. Coordination with the Red Cross and other related agencies.
7. National Guard, when committed, is responsible for assisting in:
- a. Radiological protection.
 - 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.
8. State and Federal Support is responsible for:
- a. Public welfare assistance.
 - b. Resources.
 - c. Law enforcement.
 - d. Health and medical.
 - e. Debris clearance.
 - f. Public information and education.
9. American Red Cross, when committed, is responsible for:
- a. Providing reception, care, food, lodging and welfare assistance throughout the county.
 - b. Coordinating all personnel relief activities for any type disaster.

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- 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.

10. Salvation Army is responsible for:

- a. Supporting shelter/congregate care operations.
- b. Providing field canteens.
- c. Providing counseling service.
- d. See Section IV, Basic Plan.

11. 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.

12. Medical Service Providers are responsible for:

- a. Emergency medical care for disaster victims.
- b. Health care.
- c. Crisis counseling.

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.

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- B. The Sheriff, or his representative, will report to the EOC. Law enforcement personnel will report to the incident location and immediately perform required law enforcement tasks in accordance with applicable standard operating procedures.
- C. The Fire Chief, or his representative, will report to the EOC. The Fire Chief, or his representative, will establish an Incident Command Post and begin Search and Rescue, and Fire Suppression operations.
- 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 County Health Director, or his representative will report to the EOC and alert medical care facilities.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan

VII. ADMINISTRATION AND LOGISTICS.

A. Emergency Authority.

See Section VII, Basic Plan

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 Manager.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

- A. The contents of this annex must be known and understood by those people responsible for its implementation. The County EM Director is responsible for briefing staff members and county officials concerning their role in emergency management and the contents of this annex.
- B.

The Policy Group will ensure all officials involved in its execution conduct an annual review of this annex. The EM Director will coordinate

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this review and distribute changes to the annex

APPENDIX

APPENDIX 1 - Bomb Threat Checklist

APPENDIX 2 – Critical Facilities/Assets

APPENDIX 3 – School Emergency Standard Operating Instructions

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APPENDIX 1 TO ANNEX R 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 at _____.
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:

- a. When is the bomb going to explode?
- b. What is the location of the bomb?
- c. What does the bomb look like?
- d. What kind of bomb is it?
- e. Why did you place the bomb?
- f. Where are you calling from?
- g. What is your phone number?

Describe the caller's voice: Check all that apply.

Loud ___ Low Pitch ___ Fast ___ Soft ___ High Pitch

Slow ___ Deep ___ Distinct ___ Pleasant ___ Distorted

Intoxicated ___ Disguised ___ Stuttered ___ Nasal

Language Excellent ___ Good ___ Fair ___ Tapped

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APPENDIX 2 – CRITICAL FACILITIES/ASSETS

May be Sensitive Information –

Contact the Emergency Management Agency having jurisdiction for information concerning Critical Facilities or Assets within his/her jurisdiction.

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APPENDIX 3 – SCHOOL EMERGENCY STANDARD OPERATING INSTRUCTIONS

School Emergency Plans and SOP's are available from the Superintendent of Schools in each independent school district and from the Principal at the affected school.

Additional school plans are being furnished to the Emergency Management Agency having jurisdiction where the school district or districts are located. These plans are available at the office of the emergency manager.

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APPENDIX 3 – SCHOOL EMERGENCY STANDARD OPERATING INSTRUCTIONS

Jackson County
Emergency Operations Plan

APPROVAL PAGE

To all Recipients:

Effective Date: 24 August 2015.

Transmitted herewith is the new integrated Emergency Operation Plan for Jackson County and the cities/towns therein. This plan supersedes any previous emergency management/civil defense plans promulgated by the county for this purpose. It provides a framework in which the departments of each city, town, and the county can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing All Hazard, Whole Community Planning Group by all jurisdictions of government within Jackson County.

This plan attempts to be all inclusive in combining the four phases of Emergency Management as outlined in State Title 63, which are (1) Mitigation: activities that eliminate or reduce the probability of disaster; (2) Preparedness: activities that governments, organizations, and individuals develop to save lives and minimize damage; (3) Response: activities that prevent loss of lives and property and provide emergency assistance; and (4) Recovery: short and long-term activities that return all systems to normal or improved standards. The recently added mission areas of Prevention and Protection are included.

This plan is in accordance with existing Federal, State, and local statutes. It has been concurred in by the Jackson County Board of County Commissioners, the All Hazard, Whole Community Planning Group and the Oklahoma Department of Emergency Management. It will be revised and updated as required. All recipients are requested to Inform the Jackson County Emergency Management Director of any changes which might result in its improvement or increase its usefulness.

APPROVED BY:



Name Marty Clinton
County Commissioner, District 1



Name Cary Carrell
County Commissioner, District 3



Name Kirk Butler
County Commissioner, District 2

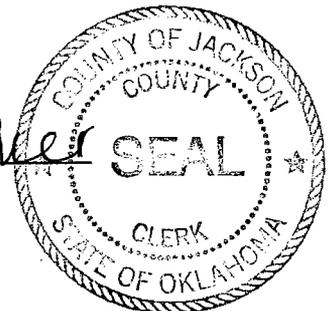


Name Wayne Cain
Emergency Management Director

Steve Palladino
Preparedness and Response Division Manager
Oklahoma Dept. Emergency Management

Attest:


Name Robin Booker
Jackson County Clerk



ALTUS/JACKSON COUNTY

ADDITIONAL PLAN CONCURRENCE

ANEX H: HEALTH AND MEDICAL:

Karen Weaver 9 Sept 2015

KAREN WEAVER, DIRECTOR

Date

Jackson County Health Department

ANNEX I: LAW ENFORCEMENT:

Tim Murphy 9 Sep, 2015

Tim Murphy

Altus Chief of Police

RC 9/9/15

Roger Levick

Jackson County Sheriff

Date

ANNEX J: PUBLIC WORKS

Johnny Barrow 9 Sep 2015

Johnny Barrow

Date

ANNEX K: FIRE AND RESCUE:

Jerry Abbott Kyle DAVIS 9/9/15

~~Jerry Abbott~~ Kyle DAVIS

Date

Altus Fire Chief