LOGAN COUNTY AND THE CITY OF GUTHRIE

EMERGENCY OPERATIONS PLAN

August, 2011

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RECORD OF CHANGES

DATE	SUBJECT AREA	CHANGE #	POSTED BY
January 2003	Annual Update	2	Don Johnson
July 2007	Manual Update	3	Don Johnson
Aug. 2009	Manual Update	4	David Ball

CHANGES

Submit recommended changes to:

Logan County Emergency Management Director
Courthouse Suite B-2
301 E. Harrison Street
Guthrie, Oklahoma 73044

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

Any user of this plan is encouraged to recommend changes which the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the County Emergency Management Director at the above address for coordination, comment, concurrence, approval and publication. The format of suggested changes should identify the Basic Plan or Annex, Section, Paragraph/Subparagraph and page number to be changed, and the appropriate text.

CHANGE: (Enter text as it now reads.)

SHOULD READ: (Enter text as it should read.)

Submitted by: (Name) _____ (Office) _____

(Date) _____ (Ph. No.) _____

APPROVAL PAGE

LOGAN COUNTY EMERGENCY OPERATIONS PLAN

To all Recipients: September 2011

Enclosed herewith are the changes to the integrated Emergency Operations Plan for Logan 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 emergency management planning by all jurisdictions of government within Logan County.

This plan attempts to be all inclusive in combining the four phases of Emergency Management which are (1) Mitigation: those activities which eliminate or reduce the probability of disaster: (2) Preparedness: Those activities which government, organizations, and individuals develop to save lives and minimize damage; (3) Response: to prevent loss of lives and property and provide emergency assistance; and (4) Recovery: Short-term and long-term activities which return the community to normal or with improved standards.

This plan is in accordance with existing Federal, State and local statutes. It has been concurred by the Logan County Board of County Commissioners, the Oklahoma Department of Civil Emergency Management and the Federal Emergency Management agency. It will be revised and updated as required. All recipients are requested to advise the Logan County Civil Defense/Emergency Management Director of any changes which might result in its improvement or increase its usefulness.

APPROVED BY:

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County Commissioner, District 2

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Mayor, City of Guthrie

DAVID BALL
Logan County EM Director

10/28/11
Delivered to State Offices On

Received by

APPROVAL PAGE

LOGAN COUNTY EMERGENCY OPERATIONS PLAN

To All Recipients: January 2, 2003

Enclosed herewith are the changes to the integrated Emergency Operations Plan for Logan 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 emergency management planning by all jurisdictions of government within Logan County.

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APPROVED BY:

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County Commissioner, District 2

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DON G. JOHNSON
Logan County EM Director

SONIA PRATT
State Planner

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DISTRIBUTION

This Emergency Operations Plan will be distributed as follows:

TO:	NO. OF COPIES
Office of the Logan County Commissioners	4
Logan County Emergency Management Director	1
OK Department of Civil Emergency Management	1
Office of the Logan County Sheriff	1
Chairman, Logan County L.E.P.C.	1
Office of the DHS County Director	1
Director, ACOG, ATTN: Rural Fire Coordinator	1
Commander, OHP Troop A, Oklahoma City, OK	1
Logan County Supervisor, Division IV, DOT	1
Logan County Environmentalist, DEQ	1
Chairman, Logan County Chapter of the American Red Cross	1
Logan County Department of Health	1
Logan County Soil Conservation District	1
Each municipal EM Director in the County (ex Guthrie)(1ea)	4
Administrator, Langston University	1
Each Mayor or City Manager for an Incorporated Jurisdiction Guthrie 3 Marshall 1 Orlando 1 Langston 1 Crescent 1 Mulhall 1 Coyle 1 Meridian 1	10
Logan Hospital and Medical Center	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 Logan County. 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 and the cities/towns to their normal state of affairs.

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

II. SITUATION AND ASSUMPTIONS.

A. Situation.

1. Logan County is located approximately 17 miles north of Oklahoma City. The 2000 census of population for Logan County is 33,924. The largest city and county seat, Guthrie, has a 2000 census of 9,925 population. Guthrie is located on state numbered Route 33 and US numbered Route 77, approximately 1 mile west of the intersection of US Interstate 35 and state numbered route 33. Map mileage is 32 between Guthrie and Oklahoma City.

2. The 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, tornados, winter storms, civil disorder, dam failure, HAZMAT incident - either fixed facility or transportation, nuclear incidents, power failure, radiological incident-transportation, subsidence and rural or urban fires.

B. Assumptions.

1. Logan 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.

III. CONCEPT OF OPERATIONS.

A. General.

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

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 activities are those which eliminate or reduce the probability of a disaster occurring. It also includes those long-term actions which lessen the undesirable effects of unavoidable hazards.

2. Preparedness.

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

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.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

Most of the departments within county 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 functional specific annexes in this plan.

B. Organization.

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

2. The Logan County's and Guthrie's **Policy Groups** are composed of the following people groups:

a. Logan County: The Board of County Commissioners.

b. Guthrie: Mayor and Council members.

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/Civil Defense Director appointed by the Policy Group.

b. **EOC Staff Coordinator:** Selected by the Emergency Management/Civil Defense Director.

c. **Law Enforcement Service:** Police Chief within each recognized municipal jurisdiction, or the County Sheriff.

d. **Fire/Rescue Service:** Fire Chief of each ACOG designated fire district within the county.

e. **Health/Medical Service:** County Chief of Emergency Health Services.

f. **Shelter/Mass Care Service:** County American Red Cross Chapter Executive.

g. **Resources Management Service:** County Emergency Management Director.

h. **County Maintenance/Public Works/Engineering Services:** City Director of Public Works within each recognized municipal jurisdiction, or County Maintenance Foreman for each district.

i. **Independent School District Services:** Superintendent(s) of Schools.

j. **Public Utility Services:** Managers of companies that provide natural gas, electricity and telephone services within the county.

k. **Manpower Services:** To be appointed by the County 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. **Radiological Protection Section.**

e. **Warning Section.**

f. **Shelter/Evacuation Section.**

g. **Education & Training Section.**

h. **Administration Section.**

i. **Transportation Section.**

Note: In the event one or more of the above listed officials is incapacitated or otherwise unable to function, the position will be filled by the assistant/deputy, if assigned; and if unassigned, may be assigned by the Emergency Management Director. See Paragraph VI,A,3 of this plan.

5. Emergency Service Coordinators.

Emergency service coordinators are directors of departments within the county/city governments and 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 city/town.

6. EOC Support and Special Staff.

EOC support and special staff members are volunteers who have skills and 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 government departments.

C. Task Assignments and Responsibilities.

1. Emergency Management Director is responsible for:

a. Coordination of all phases of emergency management.

b. EOC communication capability.

c. Public information and education.

d. Radiological planning & monitoring.

e. EOC operation.

f. Comprehensive emergency management planning.

g. EOC staff training.

h. Warning system planning and operation.

i. Damage assessment planning and conduct.

2. <u>County Sheriff/Law Enforcement</u> is responsible for:

a. Maintaining law and order.

b. Traffic control.

c. Access control of restricted areas.

d. Security of vital facilities.

e. Assisting in operation of the warning system.

f. Communication system support.

g. Radiological monitoring support.

h. Liaison with other law enforcement agencies.

i. Search and rescue operation support.

3. <u>Fire Departments</u> are responsible for:

a. Fire suppression.

b. Fire prevention and education.

c. Assisting in operation of the warning system.

d. Search and rescue operations.

e. Radiological and biochemical decontamination.

f. Radiological monitoring.

g. Hazardous material operations.

h. Assisting in damage assessment.

i. Communication system support.

j. Flood water level monitoring.

4. <u>City/County Maintenance Departments</u> are responsible for:

a. Debris clearance.

b. Providing engineering advice.

c. Maintaining or restoring roads and bridges.

d. Assisting with damage assessment of public property.

e. Assisting in radiological & biochemical decontamination operations.

5. The Superintendents of Schools for the disaster location is responsible for:

a. Providing public shelters.

b. Providing buses for transportation during disaster relief operations.

c. Assist in dissemination of public information through access to the cable television system.

d. Providing building facilities for large scale meetings, temporary mortuary, or temporary storage.

6. 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.

c. Operation of a family assistance center to aid the survivors of disaster casualties.

7. County Health Department, when committed, is responsible for:

a. Investigating sanitation conditions and establish 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. Department of Human Services County Office, when committed, is responsible for:

   a. Distributing provisions/funds for individual 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 support and assistance in debris clearance.

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

   f. Providing communication support.

   g. Providing aerial support with disaster survey, photography, security, and/or firefighting.

10. State and Federal Support, when requested by city/county authorities, is responsible for:

    a. Public welfare assistance.

    b. Resources.

    c. Law enforcement.

    d. Health and medical support.

    e. Debris clearance.

    f. Public information and education.

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

    a. Providing reception, care, food, lodging and welfare assistance throughout Logan County.

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

c. Operating shelters for disaster relief.

d. Providing damage assessment of private property.

e. Providing First Aid Support and blood supply to disaster relief medical operations.

f. Providing counseling service.

12. 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/County Clerks have responsibilities for administrative duties.

16. The City/County Treasurers have responsibilities for fiscal duties.

17. The City Attorney/District Attorney are assigned all responsibilities of legal and emergency information services and will act on an advisory committee.

V. DIRECTION AND CONTROL.

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

B. The City/County Emergency Management Director is responsible for coordinating the emergency management program. He/she makes routine decisions and advises the Policy Group on alternatives when major decisions are required of that body. During emergency operations, he/she is responsible for the proper functioning of the EOC and its staff. The director 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 supervisors will retain control of their employees and equipment during response operations. Standing Operating Procedures are required of each department having responsibilities in this plan. These SOPs must include:

1. Recall of personnel during non-duty hours.

2. Prioritization of tasks to guide recovery work.

3. Procedures to be followed which deviate from normal.

D. During some periods of an emergency, Department Supervisors may be required to remain in the EOC and direct their departments from that facility. During any large scale emergency, the EOC will in fact become the seat of county/city government for the duration of the crisis.

VI. CONTINUITY OF GOVERNMENT.

A. <u>Succession of Leadership</u>. The line of succession for continuity of government for Logan County is as follows:

1a. Logan County

1) Chairman, County Commissioners

2) Vice Chair, Co. Comm.

3) Co. Commissioner

1b. City of Guthrie

1) Mayor

2) Vice Mayor

3) City council members must appoint a Vice Mayor.

2. Line of succession for the Emergency Management Director will be the Deputy Director, then as assigned by the County Commissioners and/or the Mayor of Guthrie.

3. Line of succession for each agency/department head will be 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 cause of damage to records are fire and water; therefore, essential records will be protected accordingly in the City offices, 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 county resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in

accordance with existing or emergency negotiated mutual-aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capability. All agreements and 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. Records of emergency management activities will be maintained at the Office of Emergency Management/Civil Defense.

D. Relief Assistance.

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

E. Consumer Protection.

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

F. Nondiscrimination.

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

G. Administration and Insurance Claims.

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

H. Management of Manpower (Paid and Volunteer).

Manpower, both paid and volunteer, will be managed by the County Emergency Management Director. Direction and supervision will be assigned to the department director responsible for the function to which the manpower is attached.

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 Civil Emergency Management, will arrange for the OHPO to identify any existing historic properties within the designated disaster area. The Logan County Historical Society maintains a register of historical sites in the County.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

A. The contents of this plan must be known and understood by those people responsible for its implementation. The EM Director is responsible for briefing staff members and city/county 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 SOP's.

C. The Policy Group will ensure an annual review of this plan is conducted by all officials involved in its execution. The EM 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 Civil Defense and Disaster Relief Act.

b. Compendium of state legislation related to emergency management.

Oklahoma Constitution, Art 6 Section 1-6.

Oklahoma Code of 1993, Annotated (See Appendix 1).

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

Resolution Establishing Logan County Civil Defense Emergency Services Act and Disaster Program.

City-County Agreement for a Joint Civil Defense Program; entered into on 9 November 1965, between Board of County Commissioners of Logan County and The City of Guthrie, September 29, 1975.

Basic eligibility requirements met for participation in federal financial programs.

B. References.

FEMA 20, Publications Catalog

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

FEMA, Disaster Operations, CPG 1-6, Washington, D.C.

FEMA, Guide for the Development of State and Local Emergency Operations Plans, CPG 1-8, Washington, D. C.

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

Oklahoma Civil Defense Agency. Oklahoma Natural Disaster Plan, Oklahoma City, Oklahoma.

Emergency Operations Plan for the State of Oklahoma.

State of Oklahoma Department of Highways Civil Defense Plan.

NOTE: **The terms "Emergency Management (EM)" and "Civil Defense (CD)"** are synonymous throughout this plan, its annexes, appendices, tabs and attachments.

APPENDIX 1 TO BASIC PLAN
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. A copy of this plan is 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
		Local Agency:	Superintendent of Schools
2	Communications	Federal Agency:	National Communication System
		State Agency:	Dept. of Civil Emergency Mgmt
		Local Agency:	Co Board of Commissioners
3	Public Works & Engineering	Federal Agency:	U.S. Army Corps of Engineers
		State Agency:	Dept. of Transportation
		Local Agency:	Co Board of Commissioners/ Guthrie Dir of Public Works
4	Firefighting	Federal Agency:	Dept. of Agriculture
		State Agency:	Dept. of Agriculture
		Local Agency:	Closest Fire Chief

APPENDIX 1 TO BASIC PLAN
INCORPORATION OF FEDERAL RESPONSE PLAN (CONT)

ESF #	Title		
5	Information & Planning	Federal Agency:	Federal Emergency Management Agency
		State Agency:	Dept. of Civil Emergency Mgmt
		Local Agency:	Co Board of Commissioners
6	Mass Care	Federal Agency:	American Red Cross
		State Agency:	Dept. of Human Services
		Local Agency:	DHS County Director
7	Resource Support	Federal Agency:	General Services Admin.
		State Agency:	Dept. of Civil Emergency Mgmt
		Local Agency:	Co Board of Commissioners
8	Health & Serv. Medical Serv.	Federal Agency:	Dept. of Health & Human
		State Agency:	Dept. of Health
		Local Agency:	Director of County Health
9	Urban Search & Rescue	Federal Agency:	Dept. of Defense
		State Agency:	Dept. of Public Safety
		Local Agency:	Closest Fire Chief
10	Hazardous Materials	Federal Agency:	Environmental Protection Agency
		State Agency:	Dept. of Environmental Qual
		Local Agency:	Closest Fire Chief
11	Food	Federal Agency:	Dept. of Agriculture
		State Agency:	Dept. of Human Services
		Local Agency:	Chairperson, Logan County Red Cross
12	Energy	Federal Agency:	Dept. of Energy
		State Agency:	Dept. of Civil Emergency Mgmt
		Local Agency:	Co Board of Commissioners

APPENDIX 2 TO BASIC PLAN
DEFINITIONS

AGENCY LIAISON OFFICER (ALO): Persons appointed by Director of designated state agencies who shall operate under the Director, Department of Civil 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 the governments 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.

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

PUBLIC FACILITY: Any flood control, navigation, irrigation, reclamation, public power, sewage 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 nongovernment, 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.

APPENDIX 3 TO BASIC PLAN
LIST OF ACRONYMS

ABLE	ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION
ARM	AERIAL RADIOLOGICAL MONITOR
CAP	CIVIL AIR PATROL
CFR	CODE OF FEDERAL REGULATIONS
CFSA	CONSOLIDATED FARM SERVICE AGENCY
CHIP	CAPABILITY AND HAZARD IDENTIFICATION PROGRAM
CPG	CIVIL PREPAREDNESS GUIDE
CRP	CRISIS RELOCATION PLAN
CSP	COMMUNITY SHELTER PLAN
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
HERO	HAZARDOUS MATERIAL EMERGENCY RESPONSE ORGANIZATION
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
ODCEM	OKLAHOMA DEPARTMENT OF CIVIL EMERGENCY MANAGEMENT
OHP	OKLAHOMA HIGHWAY PATROL
OIC	OFFICER IN CHARGE
OLETS	OKLAHOMA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM
OSA	OKLAHOMA STATUTES ANNOTATED
OSBI	OKLAHOMA STATE BUREAU OF INVESTIGATION
OSC	ON-SCENE COORDINATOR
PIO	PUBLIC INFORMATION OFFICER
RACES	RADIO AMATEUR CIVIL EMERGENCY SERVICE

APPENDIX 3 TO BASIC PLAN
LIST OF ACRONYMS (CONT)

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 an emergency operations center within Logan County to coordinate government's response to emergency situations. The center will be activated when a major 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 which 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 city or county Direction and Control Organizations. Part one is the Policy Group which is comprised of the City Council/County Commissioners. This is the group making the highest decisions and/or approvals. Part two is the Coordination Group which is comprised of the major city or 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 coordinated activities of their 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 Chief of operations and will coordinate with the Coordination Group department or agency heads when necessary.

2. The EOC may be activated by the Emergency Management Director or any policy group member when it appears that any portion of Logan County or the City of Guthrie 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 County 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 and Resources Management Act of 1967, 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 (The Emergency Management Director selected and appointed by the Policy Group) is responsible for:

(1) Coordinating EOC staff activities to supply aid to disaster victims or areas.

(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 operationally 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.

(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. (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. Maintenance Coordinator. (County Maintenance Foreman / City 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) Coordinates and tracks the Health and Medical resources in use and/or available during a disaster.

(3) Coordinates activities with the Logan County Health Officer.

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

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

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

g. Resources Coordinator.

(1) Compiles an inventory of personnel, equipment, materials and facilities which may be needed in an emergency. This inventory will constitute the county Resource Data List.

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

(3) Rations or establishes priority use of critical or scarce resources during any emergency.

(4) Maintains records of all expenditures for emergency resources obtained and gives 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 EM Director.

b. The Operations Staff is composed of the following sections. Each may require an OIC and other support personnel.

(1) Communications/Message Center.

(2) Damage Assessment.

(3) Radiological Protection.

(4) Public Information.

(5) Administration.

(6) Transportation.

(7) Warning/Reporting.

(8) Shelter Mgmt/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.

VII. ADMINISTRATION AND LOGISTICS.

A. Emergency Operations Centers.

1. Primary EOC.

a. Location.

(1) The Police Department conference room in the City Hall is designated as the EOC, and county officials will be represented there as necessary. Any foreseeable incident in Logan County qualifying as a disaster would likely have sufficient impact on the city, its communications and emergency services, to justify use of the facility even if the incident does not directly threaten city residents or property.

(2) The County Commissioners' area of the courthouse is designated as the first alternate Emergency Operations Center. In addition, cities and towns in Logan County may establish EOC's in their own facilities as required.

b. Facilities in the EOC.

(1) The working area at each location includes an operations room and communication center. The Staff may eat at a nearby restaurant or have food catered in as needed.

(2) Communications equipment necessary for

conducting emergency operations may have to be moved from the EM Director's office in the courthouse basement.

(3) The City Police Station is equipped with emergency backup power. Emergency backup power is not available at the courthouse.

(4) Data display boards and administrative support are available from city offices, county offices or the police department.

(5) Neither kitchen nor sleeping facilities are available at either facility.

c. Additional EOC Support.

Dependent on the type and severity of the situation, city and county offices, personnel and equipment will be available to support emergency operations.

2. Alternate EOC.

Should either EOC location become unusable, an alternate EOC will be established at the other EOC location. Existing communications equipment will be used and will be augmented with any equipment which can be brought from the primary EOC. Radio equipped, county-operated or city-operated vehicles may be required to augment alternate EOC requirements. Also, the Emergency Management Director will maintain a portable kit to provide for basic EOC operations at any location suitable to the emergency.

3. Incident command post.

During emergency operations it is routine to set up an incident command post to coordinate response activities at the scene. Incident commanders (fire service or law enforcement officers) will be responsible for establishing such required command posts. See Annex Q, Appendix 3, 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 Civil 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.

A record of major events and response actions will be compiled by members of the EOC support staff to provide a history of actions taken. See Appendix 4 Tab B, the Annex.

3. Other Reports.

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

C. Media.

News conferences will be held at regular intervals. The Chief of Operations may allow media personnel into the EOC in small numbers when accompanied by the Public Information Officer. The PIO will be appointed by and be responsible to the Chief of Operations.

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.

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

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

Digest of Oklahoma Laws.

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

FEMA, CPG 1-8, Guide for the Development of State and Local Emergency Operations Plans.

FEMA, CPG 1-10, Guide for the Development of a State and Local Continuity of Government Capability.

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

APPENDIX 1 TO ANNEX A
EMERGENCY MANAGEMENT ORGANIZATION

POLICY GROUP

County Commissioners
(or)
Mayor & Council

++

EOC

COORDINATION GROUP

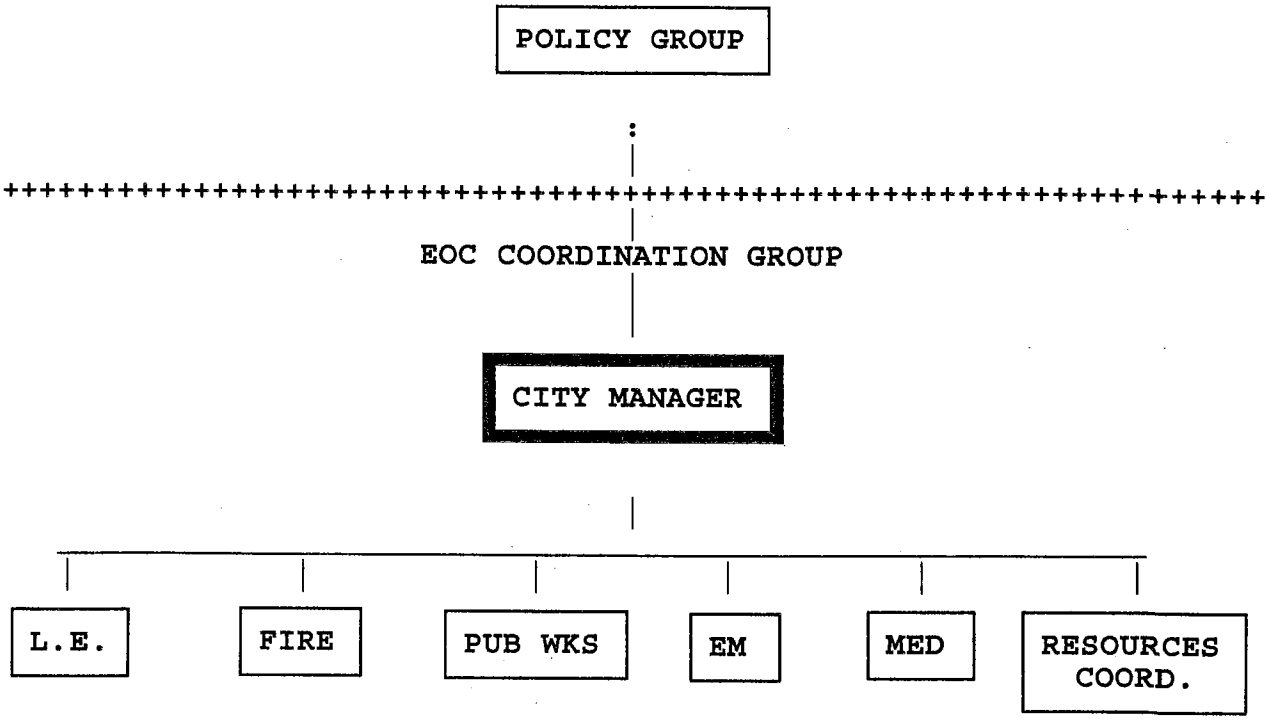
See Tab A of this Appendix for breakout.

OPERATIONS STAFF

See Tab B of this Appendix for breakout.

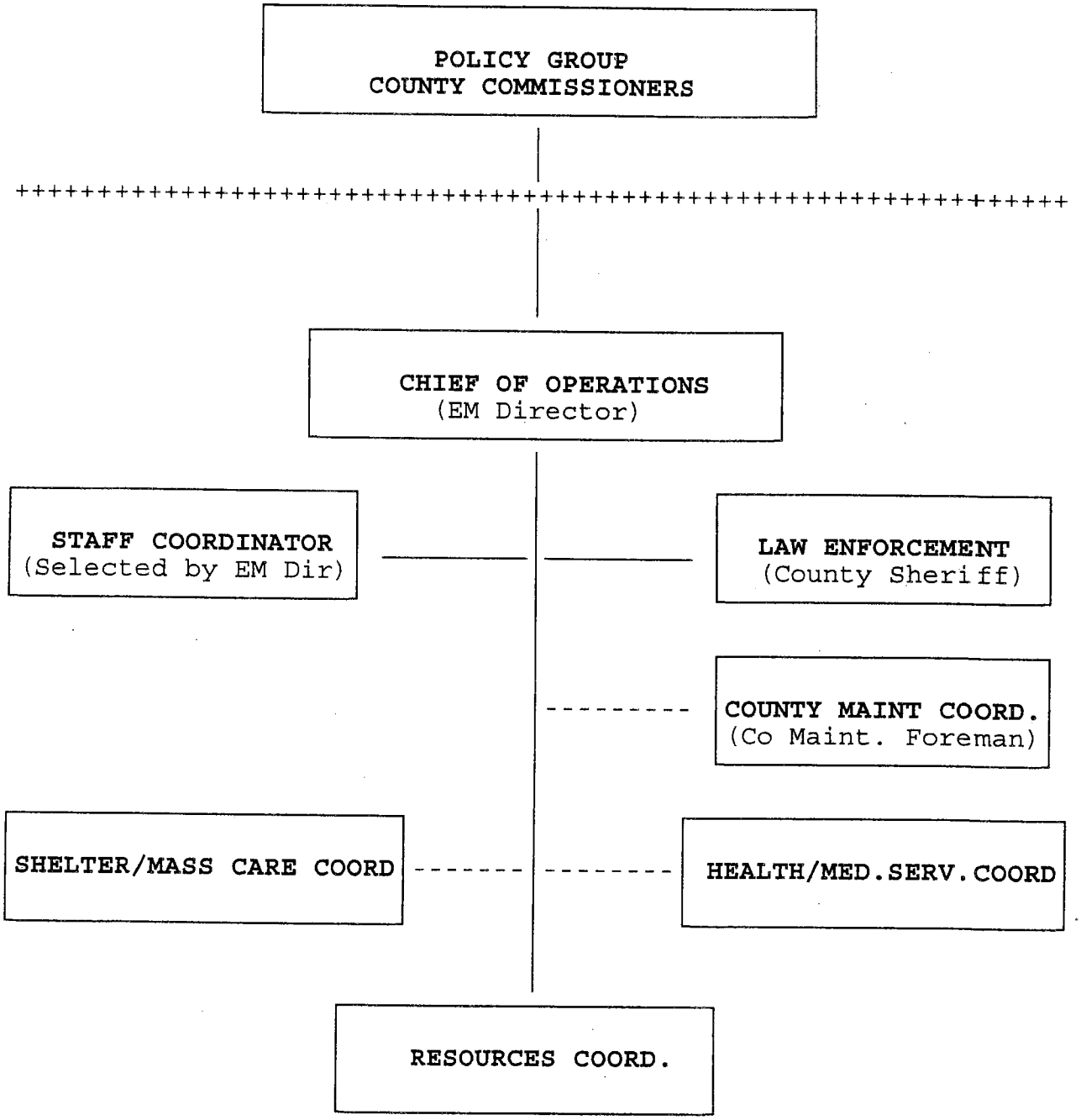
TAB A TO APPENDIX 1 TO ANNEX A

ORGANIZATION OF THE
EOC COORDINATION GROUP FOR THE CITY OF GUTHRIE



Note: See Appendix 2 of Annex A for names of specific positions.

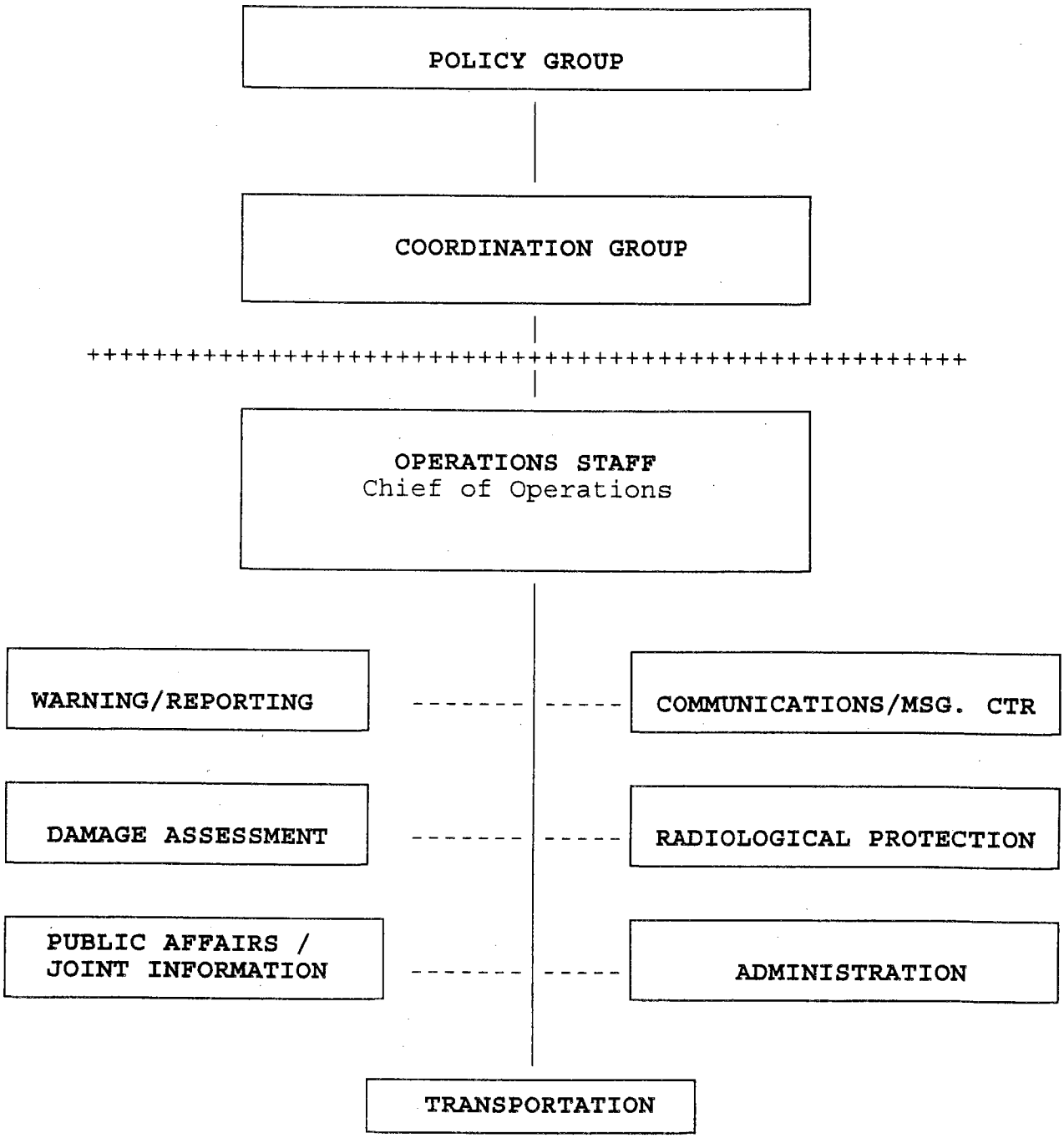
LOGAN COUNTY



Note: See Appendix 2 of Annex A for names of specific positions.

TAB B TO APPENDIX 1 TO ANNEX A
ORGANIZATION OF THE
EOC OPERATIONS STAFF

LOGAN COUNTY



APPENDIX 2 TO ANNEX A

EOC ASSIGNMENT ROSTER

This page is intended to be filled in when operations dictate the need.

I. POLICY GROUP/COUNTY	Name	Phone No.
County Commissioners, Courthouse Office		(AC 405) 282-2124
District # 1		Shop: 282-3581
District # 2		Shop: 282-3405
District # 3		Shop: 969-3388

II. POLICY GROUP/CITY	
Mayor:	282-2489
Vice Mayor:	
C:	
D:	
E:	
F:	
G:	
City Manager:	282-0493

III. COORDINATION GROUP	
Chief of Operations (EM Director)	282-0494
EOC Operations Staff Coord.	
Law Enforcement	282-4100/282-3
Fire/Rescue Service	282-4433
Health / Medical Services	282-6700
DHS County Director	282-4500
Resource Mgmt Services	
Manpower Services	
County Maintenance (Foreman)	
Public Works (City)	282-8400

Superintendent(s) of Schools

Public Utility Services (Representatives from each utility)

ELECTRICITY:
OG&E -
Rural Electric Coop -

NATURAL GAS:
ONG -

TELEPHONE:
Southwestern Bell -

IV. EOC OPERATIONS STAFF

Communications/Message Center

Damage Assessment

Public Information

Radiological Protection

Warning/Reporting Section

Shelter/Evacuation Section

Administration

Transportation

V. AMERICAN RED CROSS POINTS OF CONTACT:
Logan County CHAPTER: (405) 282-1194

Chapter Mailing Address:
Executive Director:
Disaster Contact Chairman:

VI. SALVATION ARMY: Divisional Headquarters for Oklahoma and Arkansas, 5101 N. Pennsylvania, OK City. PH: 405-840-0735

Service Unit Chairperson:

VII. MINISTERIAL ALLIANCE: (See Annex F, Appendix 2.)

VIII. AMATEUR RADIO OPERATORS/CLUB: [Edmond]

IX. STORM SPOTTERS:

X. OTHER VOLUNTEERS:

APPENDIX 3 TO ANNEX A
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.

_____Initiate information collection and display.

_____Activate additional radios and 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 Dept. of Civil Emergency Management.

_____Designate phone for public information.

APPENDIX 4 TO ANNEX A
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 Civil Emergency Management Organization; and plans for the expansion of the EOC to accommodate and enlarged staff.

II. GENERAL.

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

III. CONCEPT OF OPERATIONS.

A. Normal Peacetime Readiness.

Prepare and review plans and SOP's for internal EOC operations; inform city and county officials of EOC status; ensure the EOC is properly equipped for relocation and emergency operations; coordinate with all 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 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

TAB A TO APPENDIX 4 TO ANNEX A

SITUATION REPORT

1. Type of Occurrence _____

2. Date & Time Occurred _____

3. Location _____

4. Reported By _____ Phone # _____

5. Number of people: Injured_____ Dead_____

6. Number of dwellings: Damaged_____ Destroyed _____

7. Number of businesses: Damaged_____ Destroyed _____

8. Utilities out of order: _____

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

10. Help on Scene: Law Enf ____, Fire/Resc ____, Red Cross ____,
. Salvation Army ____, Nat'l Guard____, Other _____

11. What help is needed: Shelter ____, Food ____, Security____,
. Medical ____, Air Support ____, Other _____

12. Agencies/Organizations Notified:

NAME	CONTACT	PHONE	COMMENTS

Additional
Information:_____

_____

Report (Prepared)/(Sent) By: _____
Date: _____Time: _____

TAB B TO APPENDIX 4 TO ANNEX A
EOC DAILY LOG OF EVENTS

DATE	TIME	MESSAGE/EVENT

TAB C TO APPENDIX 4 TO ANNEX A
EOC STAFFING ROSTER

Position Number	Position	Phone Ext.	1st Shift	2nd Shift

TAB D
APPENDIX 4 TO ANNEX A

SECURITY LOG

NAME	AGENCY	TIME IN	I.D. #	TIME OUT

TAB E TO APPENDIX 4 TO ANNEX A
SAMPLE DISASTER DECLARATION

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.

DISASTER EMERGENCY PROCLAMATION

WHEREAS, on _____, a _____ having occurred in the (City of Guthrie) / (Logan County), 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), _____, (Mayor of Guthrie) / (County Commissioners of Logan County), Oklahoma, do find that the aforementioned conditions constitute a threat to the safety and welfare of the (city) / (county), and create an emergency disaster situation within the meaning of Section 683.3, Oklahoma Civil Defense Resources Management Act of 1967, as amended;

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

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

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

_____
(County Commissioner) / (Mayor)

_____
(County Commissioner)

_____
(County Commissioner)

_____
(City) / (County) Clerk

ANNEX B
COMMUNICATIONS

I. PURPOSE.

This Annex provides information concerning the Logan County and the City of Guthrie County emergency communications systems. The procedures outlined in this Annex will be used by emergency management officials to manage communications in the event of an emergency.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

The Logan County and the City of Guthrie emergency Management communications networks are based upon using those nets already used in the course of daily operation. 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 nonemergency 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, external communications with adjacent jurisdictions, and with the Oklahoma State EOC.

B. Communications Officer will:

1. During nonemergency 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.

See Appendix 3, this Annex.

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.

V. DIRECTION AND CONTROL.

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

B. The Communications Officer, under the supervision of the Emergency Management Director, 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 department SOP.

D. During an emergency, the various code systems used for brevity may be discontinued and normal speech may 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.

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 company's 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 personnel and assigned amateur radio operators 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. OK Dept. of Civil Emergency Management, Oklahoma RACES Plan.

APPENDICES

APPENDIX 1 - Message Log
APPENDIX 2 - Lincoln County Communications Network
APPENDIX 3 - Secure Information Handling

APPENDIX 1 TO ANNEX B
MESSAGE LOG

POSITION _____

Message Number	Time In	Message	Action Taken	Forward To	Time Out

APPENDIX 2 TO ANNEX B
GUTHRIE / LOGAN COUNTY

RADIO COMMUNICATIONS NETWORK

Conventional Personality Table

#	Alias	Radio Rx Freq	Radio Tx Freq	Rx Squelch Code Type
1	COMM 1	151.460000	159.345000	TPL
2	COMM 2	151.460000	159.345000	TPL
3	COMM TA	151.460000	151.460000	TPL
4	LOGAN SO	155.775000	154.680000	TPL
5	LOGAN 2	155.775000	154.680000	TPL
6	CD1	151.460000	159.345000	TPL
7	CD2	151.460000	159.345000	TPL
8	MUTL AID	155.490000	155.490000	CSQ
9	GUTHRIE PD	155.610000	154.775000	TPL
10	GUTHRIE FD	155.865000	153.785000	TPL
11	STATE FIRE	154.130000	154.130000	CSQ
12	NOAA OKC	162.400000	N/A	CSQ

Guthrie:

Police	155.610/154.755 (192.8)
Fire Department	155.865/153.785 (94.8)
Public Works	155.760

Crescent:

Police	155.490
Fire	158.835

Coyle:

Police	155.490
Fire	154.130

All other municipalities and rural fire districts:

Fire	154.130

APPENDIX 2 TO ANNEX B
GUTHRIE / LOGAN COUNTY

RADIO COMMUNICATIONS NETWORK

Logan County:	
Sheriff	155.775
Commissioners / Emergency Mgmt	153.860/158.950 (100.0)
Guthrie:	
Police	155.610/154.755 (192.8)
Fire Department	155.865/153.785 (94.8)
Public Works	155.760
Crescent:	
Police	155.490
Fire	155.490
Coyle:	
Police	155.490
Fire	154.130
All other municipalities and rural fire districts:	
Fire	154.130

APPENDIX 3 TO ANNEX B
SECURE COMMUNICATIONS

Logan County does not operate a secure HF radio on the State network.

Information of a sensitive nature shall not be broadcast over any radio, except as essential for preservation of life, and then only at the direction of the Department.

Telephones provide only slightly better security for information; cellular phones can often be monitored by scanner listeners.

Adequate security for most local emergency or disaster operations can be provided by using digital communications such as alphanumeric pagers, or radio encryption. However, users must recognize that even these can be monitored by unauthorized personnel who might have sufficient resources and interest.

The only secure communications available to local officials is written message, handled only by authorized personnel.

ANNEX C
WARNING

I. PURPOSE.

This Annex establishes an effective alert and warning system 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. Logan County and City of Guthrie will receive alerts or warnings from the Logan County Sheriff (primary) or the Guthrie Police Department (secondary) dispatcher.

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. They are disseminated by radio, TV, Weather Service and Law Enforcement teletype.

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 EM Director who will direct the Police Department dispatcher to sound the warning devices, if required. If communications with the EM Director, or those designated as having warning responsibility in Appendix 2, 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 cable TV when override is available.

D. National Security.

1. Attack on this nation, though very unlikely, 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 which 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. Law Enforcement telecommunications is the primary attack warning system used to provide initial warning down to the county level of government.

2. Upon receiving an alert/warning from the Oklahoma Highway Patrol or alternate Warning Point in Oklahoma City, the Sheriff or the Guthrie Police Department (secondary) will immediately notify each community police department. Each police department dispatcher will take action to **immediately activate** the warning signal. The police dispatcher will notify the EM Director. See Appendix 2 for each warning device activation procedures and Appendix 3 for the warning device locations.

3. The EM director upon notification of an attack warning will notify the Commissioners and City Officials as indicated in Appendix 2. The EOC may be activated 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.

3. Flood Warning.

A special warning signal indicating imminent flooding will be sent by warning devices in the City of Guthrie. The flood warning signal is five blasts of 10 seconds each.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

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 EM Director when such warnings require immediate decisions to protect life.

2. EM 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. Logan Sheriff

After receiving the alert/warning (attack, weather, etc.), notify each community in Logan County as shown in Appendix 4, this Annex.

Appendix 4, this Annex.

4. Police Departments.

a. 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 by notifying the person responsible for the warning device control point.

(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.

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 EM Director or deputy EM Director.

(3) A serious hazard exists in the community and immediate warning is needed to protect life or property.

6. Logan County and City of Guthrie 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 EM 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, 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 Civil 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 EOC's throughout the state. There is no NAWAS warning point in Logan County.

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 Civil Emergency Management EOC and the National Guard EOC utilized as backup.

c. Warning within the county is the responsibility of county officials. The Oklahoma Highway Patrol in Oklahoma City is responsible for notifying the Logan County Sheriff's Office, or the secondary warning point, the Guthrie Police Department, by radio or telephone, of

attack or accidental launch warning, and of any dangerous or severe weather that may be approaching Logan County and City of Guthrie.

d. Warnings received via NAWAS will then be relayed by the sheriff's or police dispatcher to other communities within the county as soon as possible after receipt of the warning. (See Appendix 4.)

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 stations at Enid, OK (162.475 MHz), and OK City (162.400 MHz) may be monitored with special radios that receive the continuous weather transmissions.

3. Emergency Alert System (EAS).

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.

4. Skywarn (Storm Spotters).

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

5. Warning devices.

Fixed warning devices are located throughout the City of Guthrie and in other communities in Logan County, these constitute one means of providing initial warning to the public of impending danger. See Appendix 3 this Annex for their locations. Supplemental warning device coverage will be provided by mobile units as required.

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 is responsible for the maintenance and repair of warning devices in each city/town.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

The EM Director is responsible for reviewing and updating this annex and its appendices on an annual 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.

APPENDIX 1 - Logan County Warning Organizational Chart
APPENDIX 2 - Warning Device Decision SOP
APPENDIX 3 - Community Warning
APPENDIX 4 - Siren Locations within Logan County
TAB A - Siren Locations with Guthrie

APPENDIX 1 TO ANNEX C
LOGAN COUNTY NATIONAL WARNING

Nat'l Warning Center(NAWAS)

State NAWAS Warning Pt
(Ok.Hwy Ptrl. Hq.)

Troop A - Highway Patrol - Oklahoma City

Logan County Warning Pt.
Logan County Sheriff Dept. (Primary)
Guthrie Police Dept. (Secondary)

Logan County Cities/Towns

Policy Groups

Weather Service----Director of Operations----Storm Spotter
Emergency Management Director

Emergency Operations Center

Annex A

APPENDIX 2 TO ANNEX C
WARNING DEVICE DECISION SOP
for Logan 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:

1. Civil Defense/Emergency Management Director

2. Deputy or Assistant CD/EM Director

3. Civil Defense/ Emergency Management Operators Officer

4. Police Chief

5. Fire Chief

C. If an incident occurs when the EOC is not manned, and 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 County Sheriff's or 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:

Logan County Sheriff
Chief of Police, Guthrie

LOGAN COUNTY STORM SIREN SITES

LO1-Broadway & Camp

LO2-Kelly & Triplett

LO3-Cedar Valley Golf Course (Hwy 33 between Penn & May)

LO4-Cimarron Golf Course (Hwy 33 & Broadway & Santa Fe)

LO5-Cedar Valley Golf Course (Hwy 33 between Penn & May)

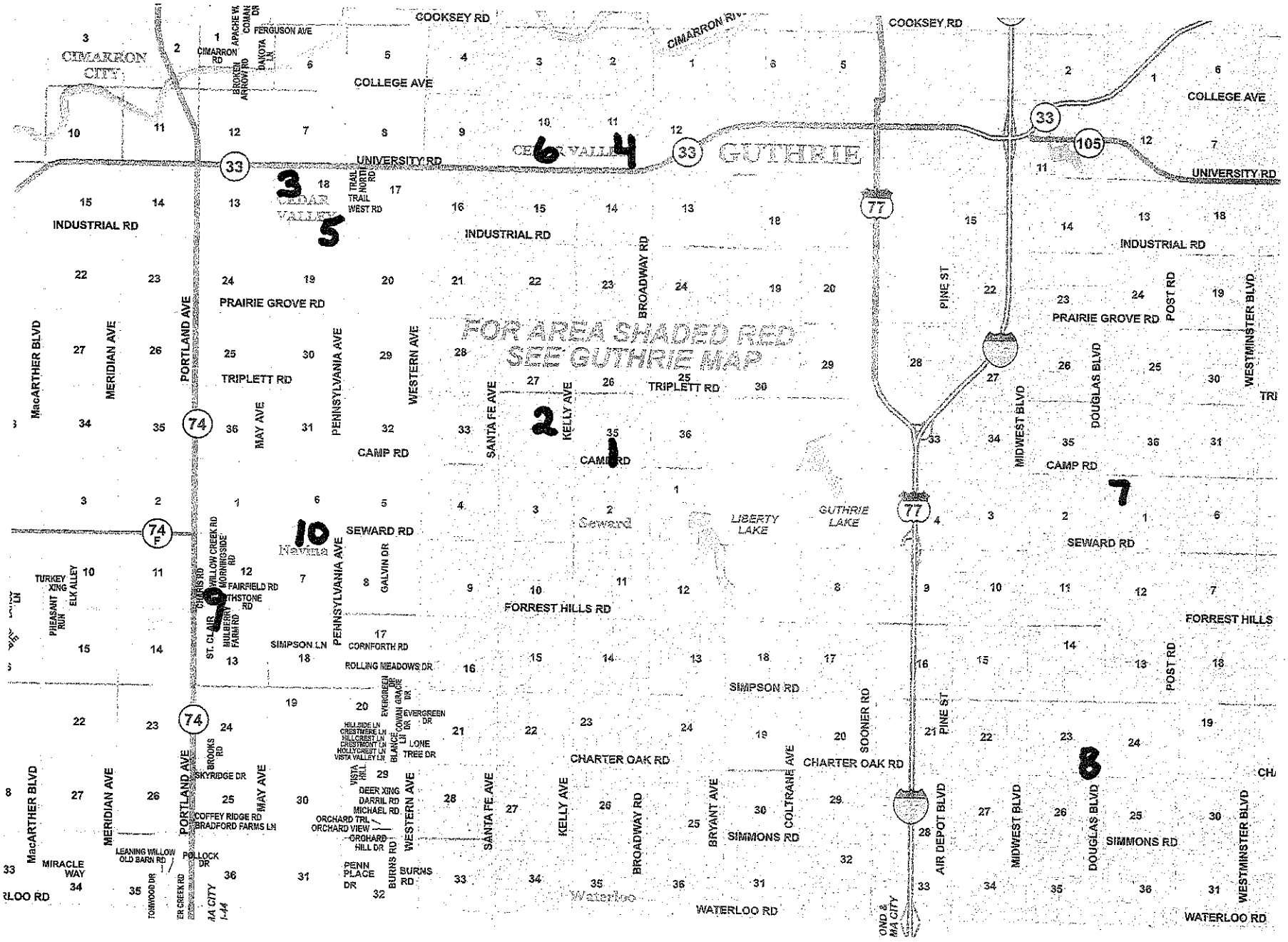
LO6-Cimarron Golf Course (Hwy 33 & Broadway & Santa Fe)

LO7-Sooner Fire Station (Midwest & Camp)

LO8-Woodcrest Fire Station (Douglas & Charter Oak)

LO9-Hwy 74 & Forrest Hills

L10-Seward & May



FOR AREA SHADED RED
SEE GUTHRIE MAP
CIMARRON CITY
CEDAR VALLEY
GUTHRIE
Navina
Seward
Waterloo
LIBERTY LAKE
GUTHRIE LAKE
COOKSEY RD
COLLEGE AVE
UNIVERSITY RD
INDUSTRIAL RD
PRAIRIE GROVE RD
TRIPLETT RD
CAMP RD
SEWARD RD
FORREST HILLS RD
SIMPSON RD
CHARTER OAK RD
SIMMONS RD
WATERLOO RD
MacARTHER BLVD
MERIDIAN AVE
PORTLAND AVE
PENNSYLVANIA AVE
WESTERN AVE
SANTA FE AVE
KELLY AVE
BROADWAY RD
BRYANT AVE
COLTRANE AVE
SOONER RD
PINE ST
MIDWEST BLVD
DOUGLAS BLVD
POST RD
WESTMINSTER BLVD
AIR DEPOT BLVD
MAY AVE
GALVIN DR
SIMPSON LN
CORNFORTH RD
ROLLING MEADOWS DR
EVERGREEN DR
LONE TREE DR
DEER XING
DARRIL RD
MICHAEL RD
ORCHARD TRL
ORCHARD VIEW
ORCHARD HILL DR
BURNS RD
PENN PLACE DR
SKYRIDGE DR
COFFEY RIDGE RD
BRADFORD FARMS LN
POLLOCK DR
LEANING WILLOW
OLD BARN RD
MIRACLE WAY
TURKEY XING
PHEASANT RUN
ELK ALLEY
FAIRFIELD RD
ST. CLAIR
MULBERRY FARM RD
WILLOW CREEK RD
MORNINGSIDE RD
CHARIS RD
BROOKS RD
TOHWOOD DR
FERGUSON AVE
CIMARRON RD
BROKEN ARROW RD
DAKOTA LN
TRAIL NORTH RD
TRAIL WEST RD
1
2
3
4
5
6
7
8
9
10
N

APPENDIX 3 TO ANNEX C
SIREN LOCATIONS

Guthrie Number of Sirens: 14
Activated from: Central Dispatch (or) Civil Defense Office
Activated how: Radio Tone Encoder
Activated by Who: Civil Defense Director (see Annex C Appendix 2)

Communication Contacts for other communities are:

Crescent	Police Department
Coyle	Police Department
Langston	Police Department
Marshall	Fire Department
Mulhall	Fire Department
Orlando	Fire Department

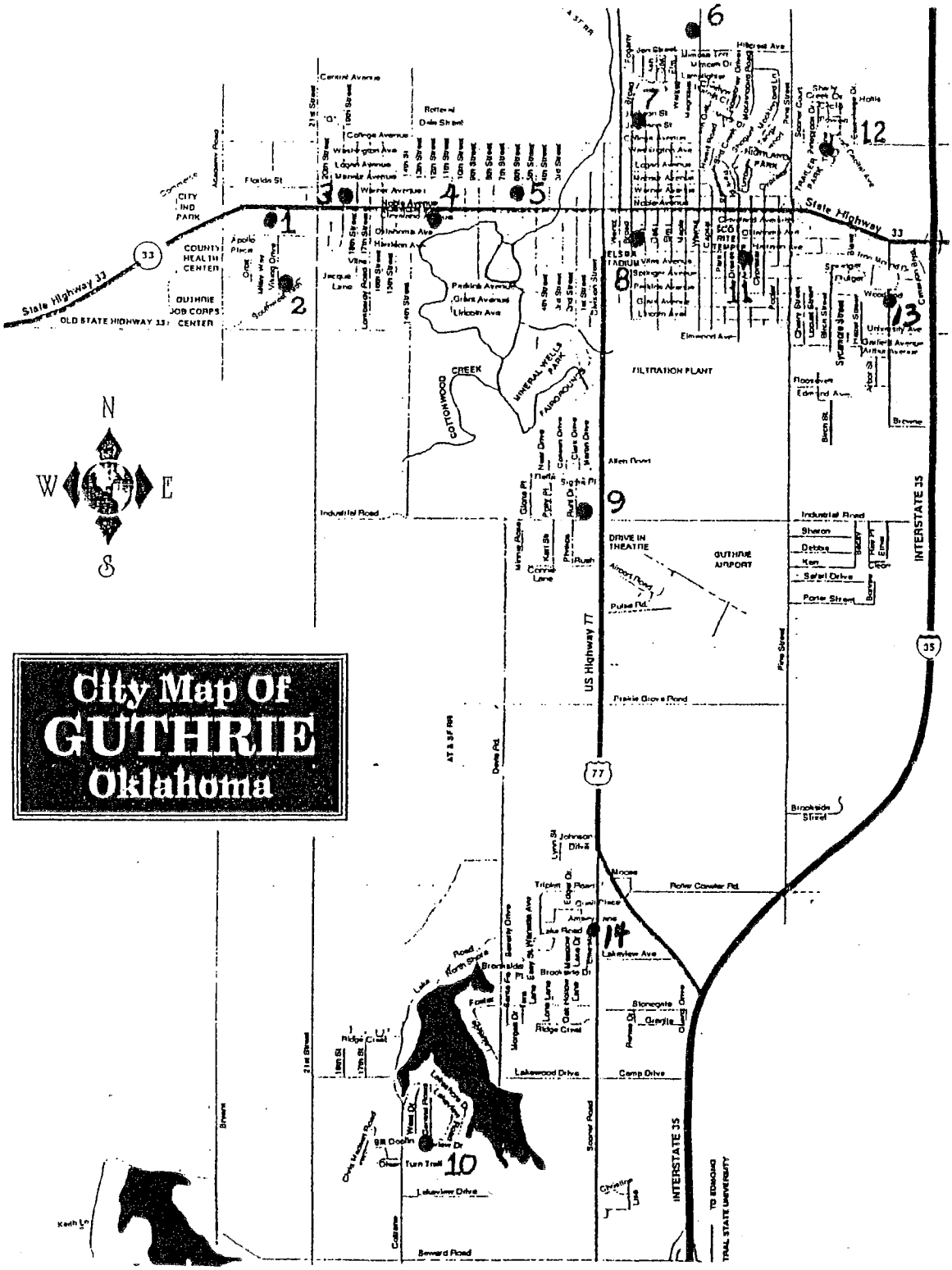
CRESCENT Number of Sirens: 4
Activated from: Fire/Police Departments and City Hall
Activated how: Electrically
Activated by (who): Authorized Personnel
SOP for Decision to activate: (Primary/Alternate) Civil Defense or Deputy Director

COYLE Number of Sirens: 1
Activated from: Fire Department
Activated how: electrically
Activated by: Police/Fire personnell
SOP for Decision to activate: (Primary/Alternate) Civil Defense Director or Police Chief

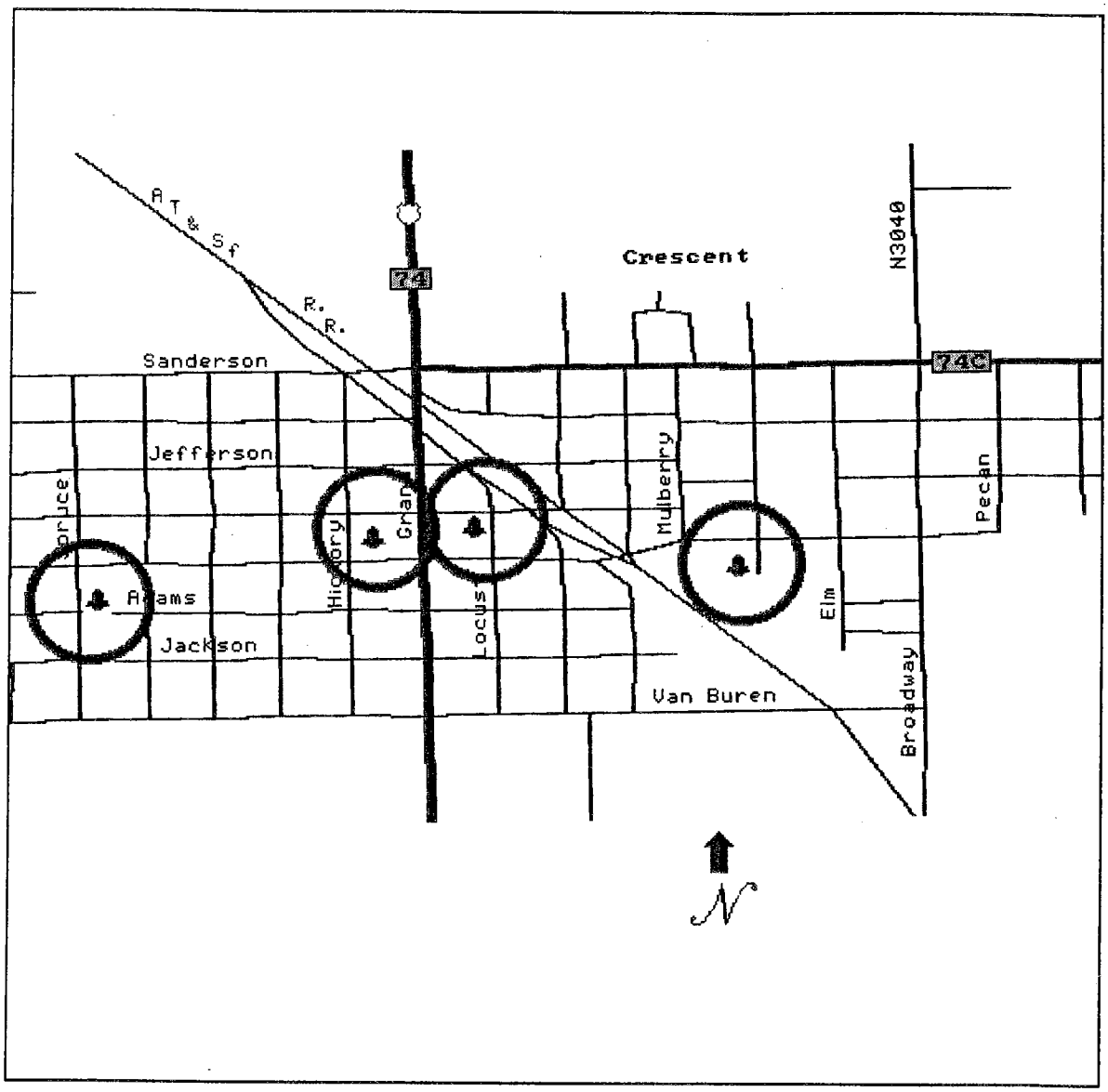
LANGSTON Number of Sirens: 2
Activated from: Switch on pole (university siren from PD office)
Activated how: Manually
Activated by: Officers on duty
SOP for Decision to activate: (Primary/Alternate) Police Chiefs of Langston and the university

MARSHALL Number of Sirens: 1
Activated from: Fire Department
Activated how: Electrically
Activated by: Civil Defense Director or Fire Chief
SOP for Decision to activate: (Primary/Alternate) Civil Defense Director or Fire Chief

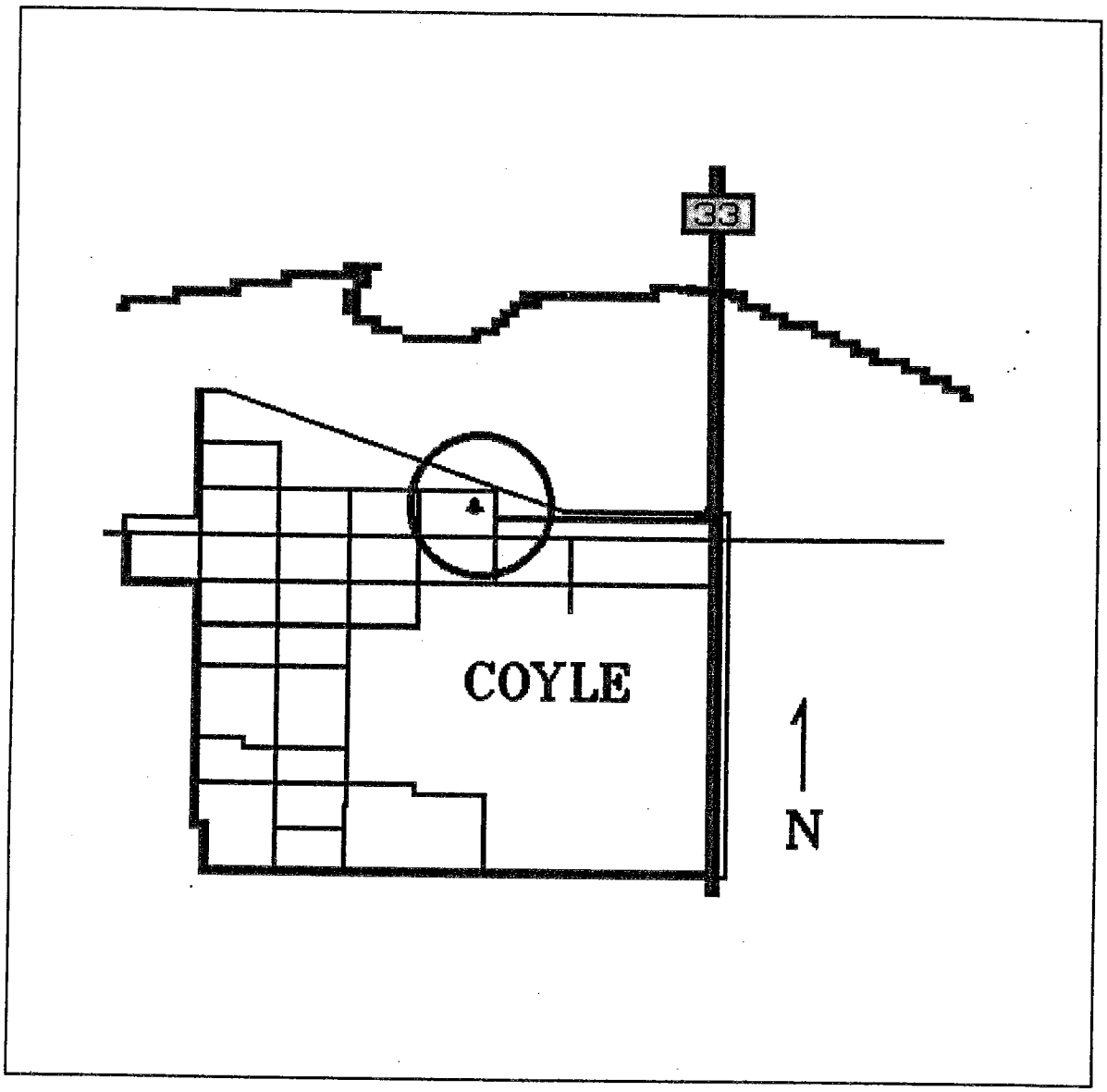
TAB A TO APPENDIX 3 TO ANNEX C
SIREN LOCATIONS, MAP OF Guthrie, OK



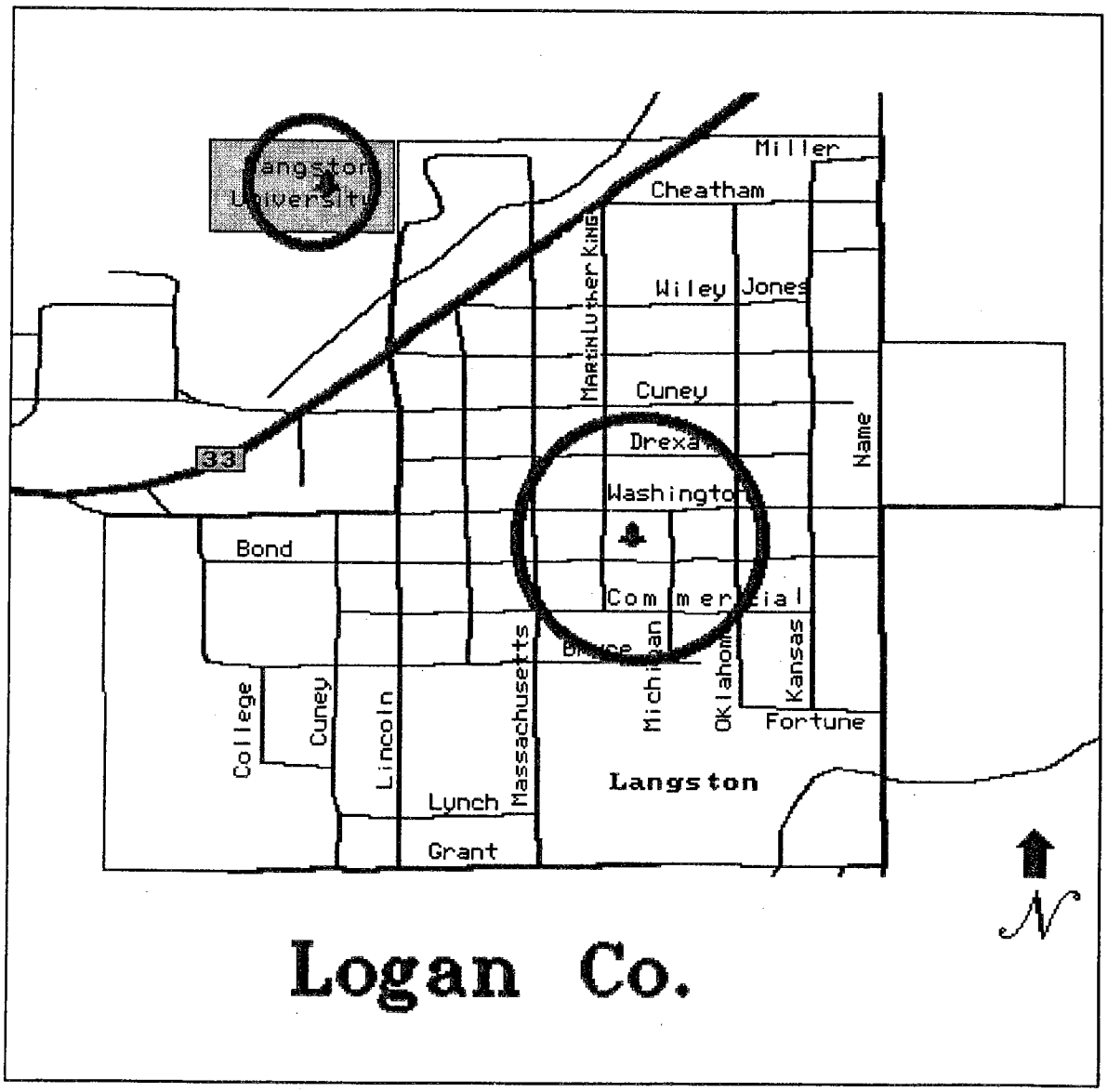
TAB B TO APPENDIX 3 TO ANNEX C
SIREN LOCATIONS, MAP OF CRESCENT, OK



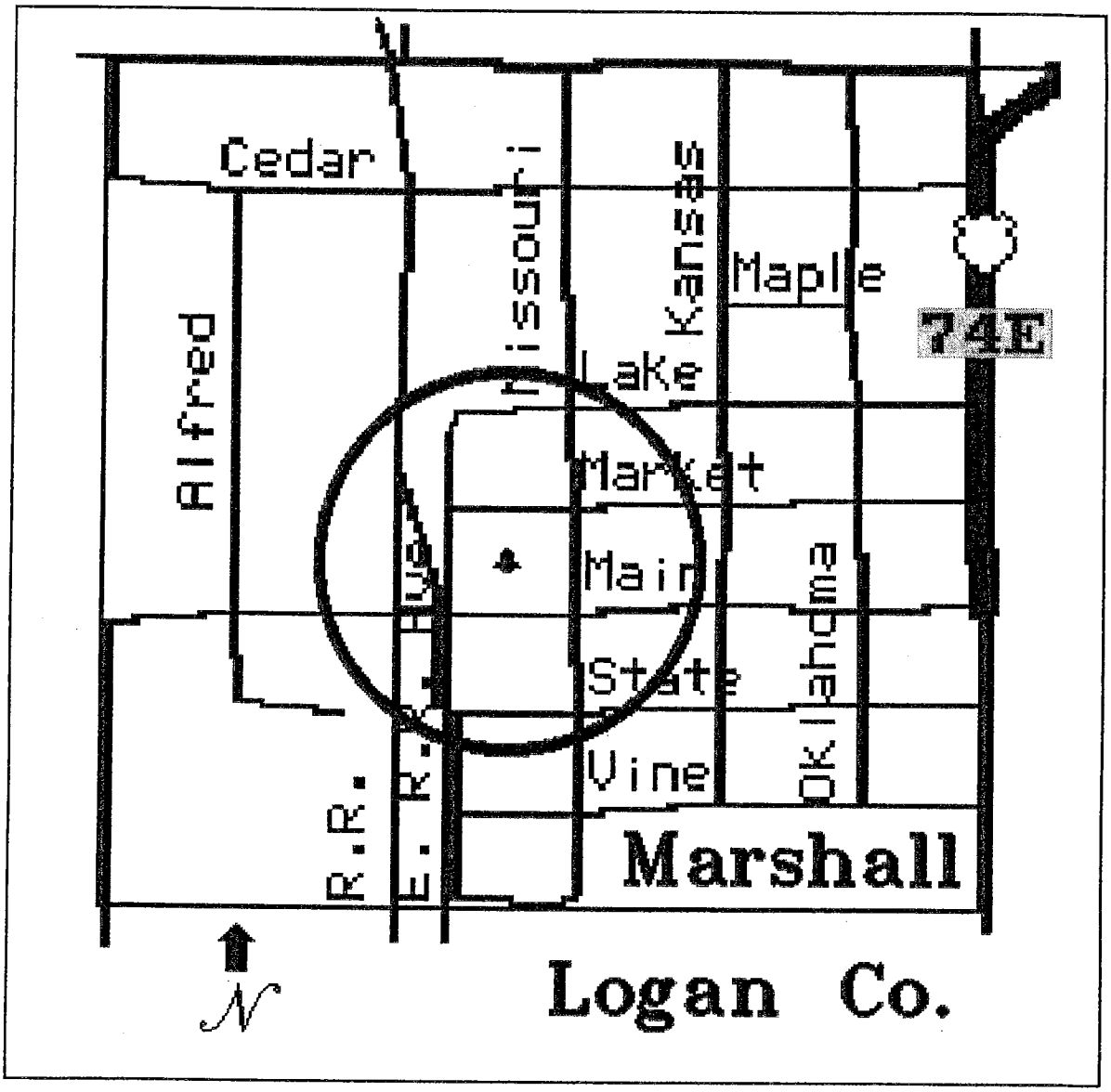
TAB C TO APPENDIX 3 TO ANNEX C
SIREN LOCATIONS, MAP OF COYLE, OK



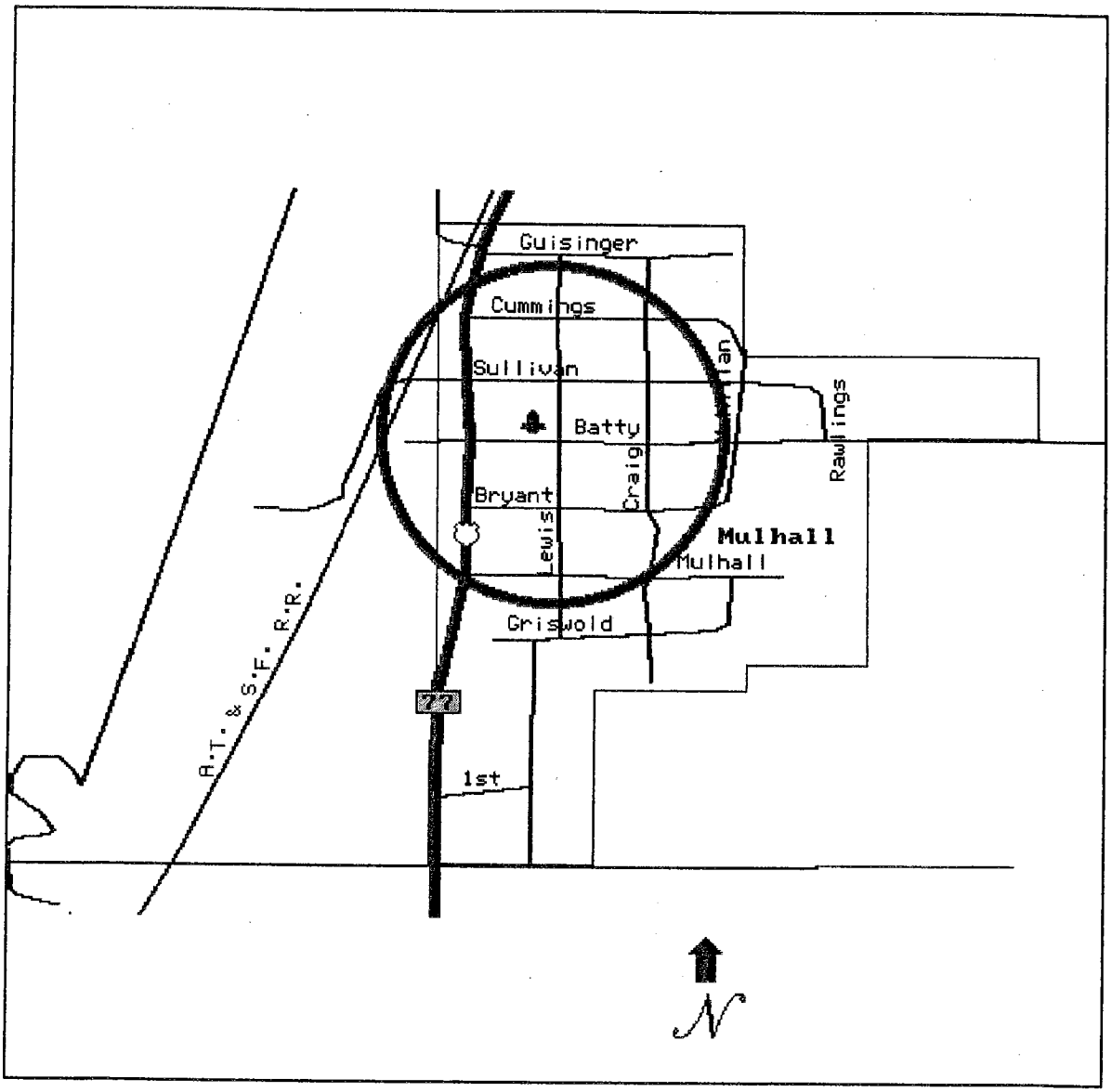
TAB D TO APPENDIX 3 TO ANNEX C
SIREN LOCATIONS, MAP OF LANGSTON, OK



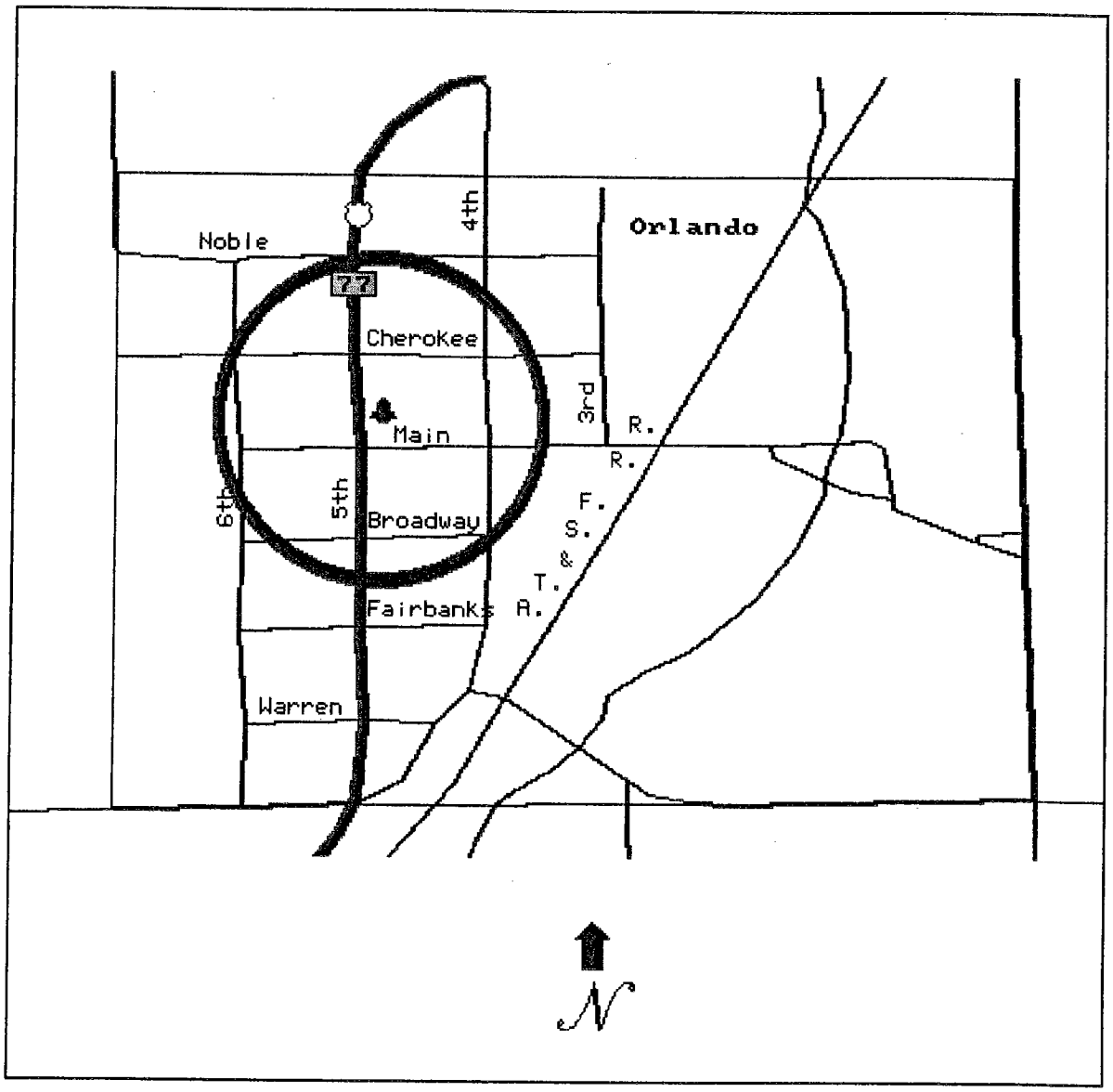
TAB E TO APPENDIX 3 TO ANNEX C
SIREN LOCATIONS, MAP OF MARSHALL, OK



TAB F TO APPENDIX 3 TO ANNEX C
SIREN LOCATIONS, MAP OF MULHALL, OK



TAB G TO APPENDIX 3 TO ANNEX C
SIREN LOCATIONS, MAP OF ORLANDO, OK



APPENDIX 4 TO ANNEX C
COMMUNITY WARNING

Upon receipt of either a Severe Weather, Hazardous Material Spill, Wildfire, Attack, or other Danger Warning, the following communities must be notified as soon as possible by the Logan County Sheriff's Office or the Guthrie Police Department. The Logan county and City of Guthrie radio communications network is listed in Annex B.

All phones in Logan County are AC 405 unless stated:

		FIRE	POLICE	AMBULANCE
A.	Guthrie	282-3535	282-3535	
B.	Coyle	466-3933	466-2666	
C.	Crescent	969-6036	969-2538	
D.	Langston	466-3933	466-2271	
E.	Langston University	466-2250 466-3366	466-2276 466-3370	282-3535
F.	Marshall	580-935-6624		
G.	Mulhall	1-888-969-3473		
H.	Orlando	580-455-2200		
I.	Meridian	586-2211		

* TELEPHONE NUMBER FOR LOGAN COUNTY SHERIFF is: 282-4100

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 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.

4. Provide news releases, which have been cleared for release by the proper authorities, for the media.

5. Check all print media for accuracy of reports.

6. Investigate rumors.

7. Check TV and radio broadcast for accuracy of reports.

8. 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 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

APPENDIX 1 TO ANNEX D

NEWS MEDIA ORGANIZATIONS

RADIO Broadcast Stations

OKLAHOMA CITY ---Operational Area

WKY-AM	930	405-478-2930
KTOK-AM	1000	405-840-0291 405-840-1000
KOMA-AM	1520	405-794-5564

TELEVISION Broadcast Stations: Oklahoma City Area:

KFOR	CHANNEL 4	405-478-1212
KOCO	CHANNEL 5	405-478-3000
KWTV	CHANNEL 9	405-841-8856
OETA	CHANNEL 13	405-848-8501
KOKH	CHANNEL 25	405-843-2525
KOCB	CHANNEL 34	405-478-3434

CABLE Television:

COX COMMUNICATIONS	405-600-8282

NEWS PUBLICATIONS:

Guthrie News Leader	405-282-2222
The Oklahoman	405-232-3311
Associated Press	405-525-2121

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 next of Kin.

8. Agencies involved in response.

9. Scope of agency involvement.

B. Emergency Management will cooperate with the news media.

1. While it is recognized that personnel involved in response to a disaster have certain responsibilities for the protection of life and property, will be under varying degrees of mental and physical stress, and that media presence will likely add to that 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 and to interview personnel when it is consistent with safety and effective operation.

2. We also recognize that the news media **will** collect information and publish a story. Thus, it is in the best interest of local government and the public that the most accurate information is presented as quickly as possible in

order that the public retains confidence in its elected leadership.

III. COLLECTION AND DISSEMINATION OF INFORMATION.

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

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

B. Public Information Officer, will be responsible for collection of information from the Incident Command Post, hospitals, and other sources and agencies, and 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 names of casualties be released before notification of next of kin by appropriate officials.

IV. ACCESS FOR NEWS MEDIA REPRESENTATIVES.

In recognition of the public's right to know as much information as possible about a disaster, the various agencies involved in response will make every effort to cooperate by allowing certified representatives of legitimate news media equal access in information and scenes of response activities as appropriate. 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.

C. Disaster responders other than the PIO, the IC, or other authorized persons should not discuss the incident with the media.

ANNEX E
EVACUATION

I. PURPOSE.

This annex was developed to provide orderly and coordinated evacuation procedures for evacuation within Logan County and City of Guthrie for predictable hazard prone areas as well as those situations which 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, will alert the Sheriff and/or Police Chief to warn all residents within the endangered area and the need to evacuate. The Emergency Manager may also use media system to notify affected residences. The Emergency Manager will coordinate available transportation as necessary.

B. Considerations.

1. There are several factors which 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 Logan County and City of Guthrie, 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.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Organization. See Annex A.

B. Task Assignments.

1. Coordination Group.

a. After coordinating with the Policy Group, the EM Director, decides which areas of the county need to be evacuated.

b. Advise Red Cross director of the need for shelters and coordinated use of predesignated shelters.

c. Issue evacuation order through emergency service personnel and the media.

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

e. Coordinate evacuation with other jurisdictions as required.

f. Establish a Disaster Assistance Center as needed.

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

2. Transportation Coordinator.(designated by the Emergency Manager)

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 and drives provided from all sources.

c. Establish/coordinate pickup points in the area and advise the emergency management director, sheriff's department, and the PIO.

d. Assist the Emergency Management Director in planning the scheduled evacuation of hospitals and nursing homes in the event of a threat to these institutions.

e. Assist the Resources Coordinator in the

development and maintenance of a current vehicle inventory.

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. Develop and coordinate all necessary mutual aid agreements (preferably written) for the acquisition of emergency transportation.

b. Maintain a list of sources for public and private vehicles for use by the Transportation Coordinator or other EOC staff to meet emergency needs.

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

(1) United States Post Office.

(2) Church buses.

(3) Oklahoma National Guard.

(4) School districts.

(5) Business and commercial sources.

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

4. Superintendents of Schools.

a. 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.

b. Provide access to all operations of the local school cable television channel for announcement of emergency information to the public.

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, with 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.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

TAB E TO APPENDIX 4 TO ANNEX A
SAMPLE DISASTER DECLARATION

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.

DISASTER EMERGENCY PROCLAMATION

WHEREAS, on _____, a _____ having occurred in the (City of Guthrie) / (Logan County), 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), _____, (Mayor of Guthrie) / (County Commissioners of Logan County), Oklahoma, do find that the aforementioned conditions constitute a threat to the safety and welfare of the (city) / (county), and create an emergency disaster situation within the meaning of Section 683.3, Oklahoma Civil Defense Resources Management Act of 1967, as amended;

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

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

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

_____
(County Commissioner) / (Mayor)

_____
(County Commissioner)

_____
(County Commissioner)

_____
(City) / (County) Clerk

Responsibility for updating and revising this Annex rests with the County EM Director and the Transportation Coordinator in coordination with the Resources Coordinator. Support in this effort of all participating departments and agencies is 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. State of Oklahoma, Department of Highways, Emergency Highway Traffic Regulation Plan.

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

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

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

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

ANNEX F
HUMAN RESOURCES

I. PURPOSE.

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

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

D. The following criteria is recommended to be used when selecting buildings/shelters for public use.

1. For tornado shelter, residents are urged to seek protection near their current location. Travel, particularly by vehicle is deemed more hazardous than taking shelter in buildings commonly constructed in this area. Residents will be provided information about the tornado threat and instructions for protection by news media and cable television override system as soon as practical.

2. For flood/storm shelter, consider elevation, surrounding geography 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 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) Providing public information and education.

(3) Providing communications capabilities.

2. Logan County and City of Guthrie ARC Executive.

a. Coordinating all emergency welfare service with the County Policy Group.

b. Develop and manage Shelter facilities for residents of Logan County and the City of Guthrie. Considerations should include special needs groups

including unaccompanied children and the aged.

c. Management of shelter operations will include basic subsistence, medical needs, transportation coordination, personnel accounting, staffing, supplies, and communications.

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 monitoring the reception activities for processing the local population prior to and during a crisis.

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

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

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

e. Coordinating emergency welfare activities with ongoing emergency operations and the EOC staff.

4. Superintendent(s) of Schools.

a. 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.

b. Operate the cable television station as necessary to support dissemination of emergency information to residents of Guthrie.

c. Provide the use of school buildings and facilities for emergency shelters to be managed by ARC.

5. County DHS 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.

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. (See Appendix 3).

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 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, any emergency services personnel available 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 American Red Cross Chapter Executive serving the county and the as well as the County DHS County 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 1-19.

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

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-11.

FEMA, Shelter System Officer Course, SM-355.

FEMA, Shelter Management Handbook, FEMA-59.

APPENDICES

Appendix 1 - Tornado/Severe Weather Shelters

APPENDIX 1 TO ANNEX F
TORNADO/SEVERE WEATHER SHELTERS

GENERAL.

Since a function of the Emergency Management Director is to provide information to the public concerning tornado shelters, the following criteria are listed for tornado shelters:

A. 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 transportation safety and the difficulty of obtaining access after normal business hours. Private shelters may exist throughout the county.

B. Shelter space should be located in fully or partially below-grade basements or subbasements made of concrete.

C. Three types of potential tornado space are distinguished.

1. Ideal: The basement must be fully buried, and the floor over the basement must be concrete.

2. Alternate: 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.

3. Emergency: Any permanent structure - use the lowest level, and get as many walls as possible between people and the outside. Stay away from glass. Protect people from small flying debris including broken glass.

APPENDIX 2 TO ANNEX F
OKLAHOMA VOLUNTEER DISASTER RESPONSE ORGANIZATIONS
COMMUNICATION CHAIN (Revised Oct 1996)
VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS (VOAD)

1. Jon Wallace, President Phone: (918) 582-7201
Tulsa Salvation Army ext 530 P.O. Box 397, Tulsa, OK 74101

2. Golan Winkler, 1st Vice Chair Phone: (918) 747-5697
Church of the Brethren 3345 S. Louisville, Tulsa, OK 74135

3. Carol Smith, Secretary/Treasurer Phone: (918) 831-1209
Tulsa Red Cross FAX: (918) 831-1134
10151 E. 11th Street, Tulsa, OK 74128

MEMBER ORGANIZATIONS AND THEIR SERVICES:

Adventist Community Services - Provides Emergency feeding, clothing, bedding, counseling, child care and manages centers 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.

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

ANNEX H
HEALTH AND MEDICAL

I. PURPOSE.

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

Logan County EOP supports the Logan County Health Department in their responsibility for mass medicating entire county population as referenced in the Logan County Mass Immunization and Prophylaxis Strategy (MIPS) Plan.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

A. Emergency medical and public health service will be an extension of normal duties. Health/medical care will be adjusted to the size and type of disaster.

B. One of the primary concerns of public health officials is disease control. This involves the detection and control of disease causing agents, maintaining a source of pure water, and continuation of waste water disposal under disaster conditions.

C. In mass casualty situations, funeral home directors can be extremely useful for counseling victims of a disaster and the personnel conducting the response and recovery operations.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Organization.

1. The Logan County and City of Guthrie emergency health and medical organizational structure will remain as it currently exists. Each medical organization will operate as part of the county wide organization, rendering and receiving support and assistance in accordance with existing mutual aid agreements. The Logan County Health & Medical Coordinator 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. Logan Hospital & Medical Center.

c. Medical clinics.

d. Medical, dental, veterinarian, nursing and medical technical personnel residing in the county.

e. Pharmacies.

f. Funeral homes.

g. Red Cross personnel and other resources.

h. State agencies as required.

i. Companies which own and service Portable Toilets.

B. Task Assignment and Responsibilities.

1. County Health Coordinator is responsible for:

a. 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.

b. Planning and coordinating emergency medical services to include:

(1) Care of sick and injured.

(2) Sorting and evacuation of mass casualties.

(3) Patient transfer between facilities and their transportation.

(4) Responsible for providing medical, transportation, and other related support to handicapped and elderly persons during emergencies.

c. Plan and supervise 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) Immunization programs, when required.

(4) Environmental health services as needed.

d. Assignment of doctors and nurses to larger shelters in coordination with the Emergency Management Director responsible for the shelter.

e. Coordinate with pharmacist and distributors of pharmaceuticals on the protection, movement, and distribution of critical medical supplies.

f. Develop a system to assemble medical personnel and equipment needed in an emergency.

2. Each City's Medical Coordinator acting on behalf of the County Health Coordinator is responsible for coordinating all medical and health service activities within the city. These responsibilities include those listed in paragraph IV, 1 above. He will inform the County Medical officer of all actions taken to ensure complete coordination of medical relief efforts.

a. He will also coordinate all support requirements, such as transportation or communication, with the EOC staff to ensure prompt support of medical requirements.

b. He will maintain current personnel rosters, facility lists and material location needed in emergencies to meet medical needs.

V. DIRECTION AND CONTROL.

The Logan 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 those of the private sector.

VI. CONTINUITY OF GOVERNMENT.

A. Lines of Succession.

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

B. Indispensable Operating Records.

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

VII. 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 Health Department or the Department of Environmental Quality. Inspections will be conducted in normal fashion but with increased frequency.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

The County Emergency Health Medical Office will coordinate with the Emergency Management Directors, medical personnel and other agencies specified in this annex for this plan's development and maintenance.

IX. AUTHORITIES AND REFERENCES.

A. Authorities. See Section IX, Basic Plan.

B. References.

1. FEMA SLG 100, Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.

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

3. FEMA, CPG 1-8, Guide for the Development of State and Local Emergency Operations Plans.

X. 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

APPENDIX 1 TO ANNEX H

HOSPITALS / LONG TERM CARE / NURSING HOMES

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1. Hospitals:

LOGAN MEDICAL CENTER	405-282-6700
EDMOND MEDICAL CENTER	405-341-6100
MERCY HEALTH CENTER	405-755-1515

(Also Oklahoma City, Stillwater, Enid)

2. Long Term Care Facilities / Nursing Homes

ASH STREET PLACE	111 S. Ash Street	405-282-2000
COLES	2300 W. Noble	405-282-1686
COLONIAL ESTATES	2219 Woodlawn	405-282-3630
DRISKELL HOUSE	120 S. Ash Street	405-282-2723
89'er GUEST HOUSE	409 N. 20th Street	405-282-1515
GOLDEN AGE	419 E. Oklahoma	405-282-0144
WESTVIEW CENTER	1900 W. Harrison	405-282-0205
CRESCENT CARE CENTER	208 E. Sanderson	405-969-2698

APPENDIX 2 TO ANNEX H
Logan County/City of Guthrie

Sources of Health and Medical Assistance

I. Additional sources of assistance and support.

A. County Health Department

B. Ambulance Service:

Guthrie Fire Department 282-3535
Category of Service is EMT Basic Life Support.

E M S A - Oklahoma City/Edmond
Category of Service is EMT Advanced Life Support.

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 Guthrie Police Department and the Logan County Sheriff's Department will generally be able to provide adequate police control through existing mutual aid agreements. Emergency operations for law enforcement personnel are simply an expansion of their normal daily responsibilities. They include maintenance of law and order, traffic, and crowd control.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Organization. See Appendix 1.

B. Task Assignments and Responsibilities.

1. Logan County Sheriff's Dept.

a. Coordinate all law enforcement in the county.

b. Disseminate warnings to police department throughout the county.

c. Coordinate crisis relocation traffic control.

d. Coordinate mutual aid agreements.

e. Support emergency public safety activities.

f. Provide for the security, protection, andlocation of inmates in the Logan County Jail.

2. City/Town Police Departments.

a. Maintain law and order.

b. Monitor communications for warnings.

c. Operate warning system in the city/town. (See Annex C.)

d. Assist Sheriff by disseminating warnings to other communities.

e. Provide mobile units for warning & evacuation.

f. Provide 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, and the EOC.

g. Provide traffic control.

h. Provide crowd control as required.

i. Provide police officers to larger shelters for law enforcement and communications.

j. Provide warning to affected areas when localized flood conditions exists.

k. Establish mutual aid agreements with cities and towns that are able to assist.

l. Provide for the security, protection, and relocation of jail inmates.

V. DIRECTION AND CONTROL.

The County Sheriff and respective Chiefs of Police are responsible for coordinating all law enforcement activities within the applicable jurisdictions. Mutual aid or other police support will function under the direction of their own director/chief while operating in Logan County Law enforcement emergency operations will be directed by the Sheriff/Chief or his/her representative. Routine operations will be handled by SOP. State and federal support may be called upon after all local police capability and mutual aid support has been exhausted.

VI. CONTINUITY OF GOVERNMENT.

See 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. 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.

2. The following vehicles and their occupants are exempt from pass requirements: Marked utility company vehicles, military, city/state government vehicles, Logan County and City of Guthrie 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 pass issuing point.

B. Communications.

Law Enforcement communications network information is contained in Annex B.

C. Resources.

The Chief of each law enforcement office will maintain a list of available law enforcement resources.

D. Key Facilities.

A list of facilities which may require police protection or increased security, dependent upon the situation, should be maintained by the Sheriff's Office/Police Department.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

The Sheriff's Office will continue the planning of all law enforcement operations related to emergency management within the county. 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.

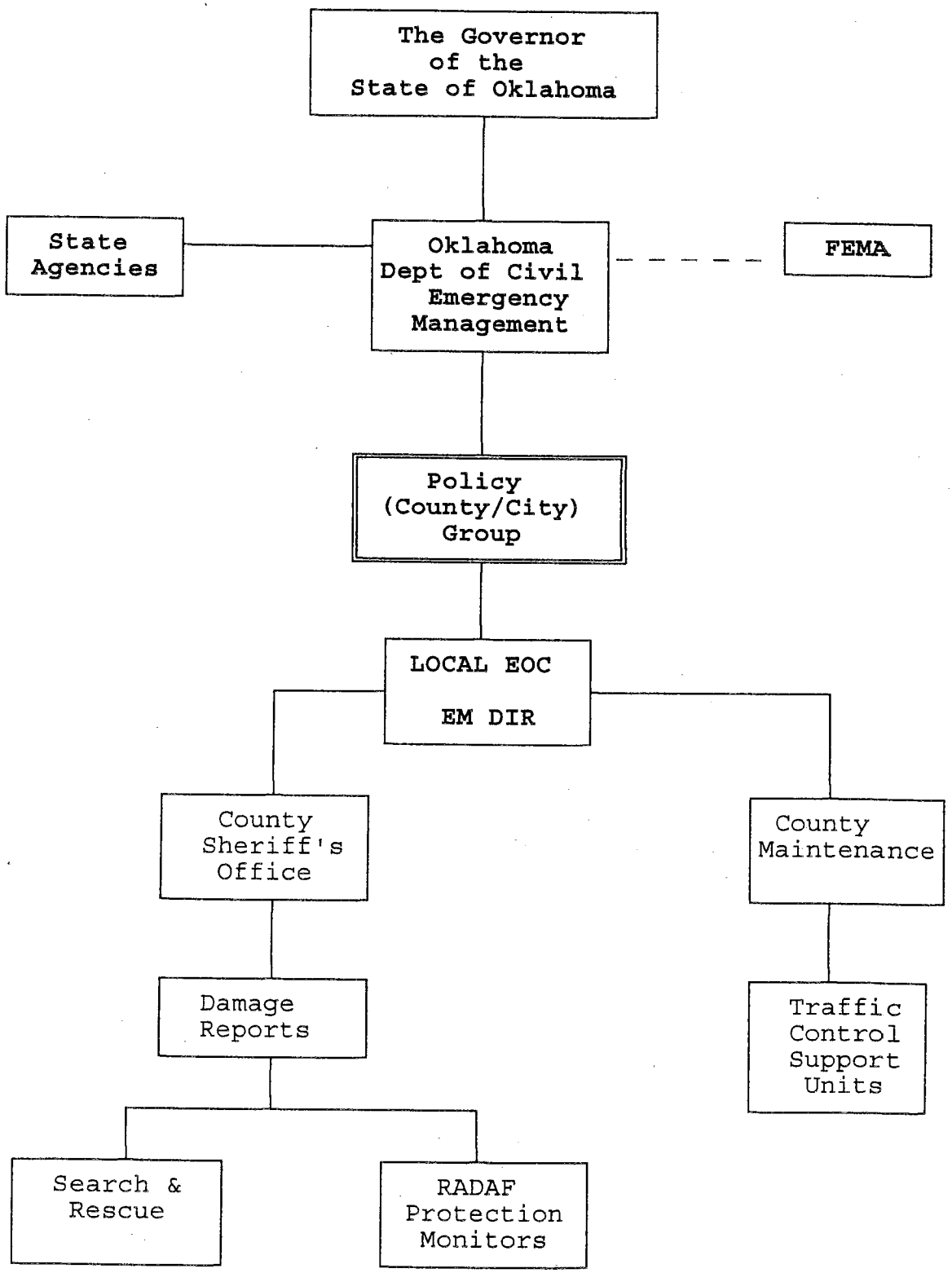
FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.

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.

APPENDIX 1 TO ANNEX I
LAW ENFORCEMENT ORGANIZATIONAL CHART



———— Denotes Lines of information flow.

APPENDIX 2 TO ANNEX I
TEMPORARY PASS

EMERGENCY MANAGEMENT OFFICIAL VEHICLE

TEMPORARY PASS

Print Bearer's Name

VALID UNTIL: _____

DATE ISSUED: _____

ISSUED BY : _____

The driver and occupants of this vehicle, upon presentation of authorized Emergency Management Identification Cards, are authorized to pass in connection with Official Emergency Management Business. This card is to be displayed "ONLY" while the vehicle and its occupants are on official business in the disaster area(s).

CARD # _____ **DATE:** _____

AGENCY _____ **COUNTY OR CITY** _____

TAB A TO APPENDIX 2 TO ANNEX I
SAMPLE DISASTER AREA PASSES

1. WORK PASS

WORK PASS
Authorized by
LOGAN CO. DISASTER UNIT
Date_____
Name_____
Address_____
_____
Signed_____
This pass valid today only.

2. VISITOR PASS

VISITOR PASS
Authorized by
LOGAN CO EM DISASTER UNIT
Date_____
Name_____
Address_____
_____
Signed_____
This pass valid today only.

3. RESIDENT PASS

RESIDENT PASS
Authorized by
LOGAN CO EM DISASTER UNIT
Date_____
Name_____
Address_____
_____
Signed_____

APPENDIX 3 TO ANNEX I
LAW ENFORCEMENT RESOURCES
LOGAN COUNTY / CITY OF GUTHRIE

CITY or SERVICE	**SHERIFF**	**POLICE DEPT**	
Telephone Numbers (and alternate)			
# Vehicles w/radio			
Portable Generators			
Mobile Crime Lab			
Total Officers			
Dispatchers			
EMT's			
Bomb Disposal			
Scuba Trained			
Deps/Res/Aux			
Walkie-Talkie			
Bull Horns			
# Aircraft			
Commo. Van			
K-9 Units			
Radiological Inst.			
OLETS Teletype (Yes/No)			

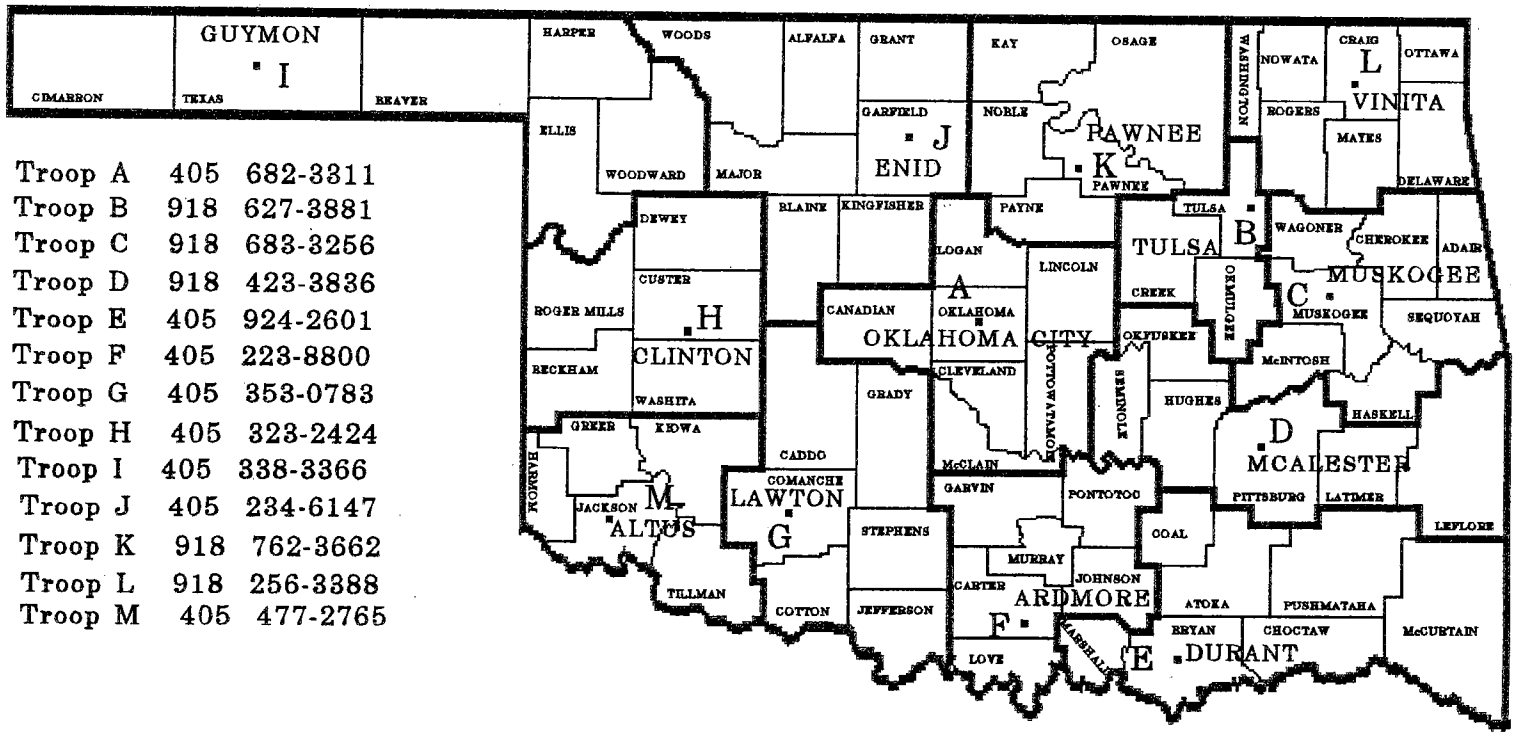
NOTE: The County Sheriff provides law enforcement for incorporated towns as indicated: **

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.

OKLAHOMA HIGHWAY PATROL TROOP AREAS

AND TELEPHONE NUMBERS

Troop A	405	682-3311
Troop B	918	627-3881
Troop C	918	683-3256
Troop D	918	423-3836
Troop E	405	924-2601
Troop F	405	223-8800
Troop G	405	353-0783
Troop H	405	323-2424
Troop I	405	338-3366
Troop J	405	234-6147
Troop K	918	762-3662
Troop L	918	256-3388
Troop M	405	477-2765



TAB A TO APPENDIX 3 TO ANNEX I
OKLAHOMA HIGHWAY PATROL TROOP AREAS

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.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

General.

County Maintenance and/or Public Works Department responsibilities during periods of emergency require them to take necessary actions to prevent damage to public services, facilities and streets, and to restore them to normal operations, if damaged. County Maintenance and/or Public Works must also support Emergency Service Departments with actions to 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 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 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 and neighboring counties.

CALL OKIE - 1-800-522-6543 system should be used and disseminated to the public for use two working days prior to

any scheduled digging.

B. Task Organization.

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

C. Maintenance.

1. Repair of roads and bridges.

2. Emergency sign preparation and assistance to law enforcement for posting signs and erecting barricades.

3. Clearing debris, trees, etc. from roads.

4. Maintain equipment for emergency use.

5. Snow removal and assistance to stranded motorists.

6. Provide earth moving equipment for emergency use.

7. Water and water tankers for emergency firefighting.

8. Other duties as assigned by the EOC.

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 prompt location and rescue of trapped people 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, and extraction procedures. (See the Appendix to this Annex, for the resources of the Fire Departments within Logan County and those other fire services which provide mutual aid.)

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Fire Department.

1. Fire suppression.

2. Monitor creek and river gages during potential or actual flooding.

3. Respond to hazardous material accidents/incidents.

4. Assist radiological protection measures.

5. Enforce fire code and fire prevention program.

6. Conduct search and rescue operations.

B. Mutual Aid Fire Department.

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 departments 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 is attached as an Appendix 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 Chief and the EM Director.

IX. AUTHORITIES AND REFERENCES.

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

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

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

FEMA, SM 9, Rescue Skills and Techniques.

APPENDICES
APPENDIX 1 to ANNEX K
Fire/Rescue Resources

Each Fire Chief maintains a list of resources available to his department. For specific information on equipment at each department, contact the Department.

Logan County Fire Departments:

Guthrie (Paid)	Coyle
Oak Cliff	Mulhall
Woodcrest	Orlando
Meridian	Marshall
Sooner	Crescent
Cashion	Twin Lakes
Deer Creek	Langston

Surrounding Areas:

Stillwater	Edmond
Perry	Oklahoma City
Enid	Arcadia
Kingfisher	Perkins
Merrick	

All Fire Departments above (except Oklahoma City) have capability to communicate on 154.130 MHZ.

Logan County Fire Departments

Cashion Fire Department	Angie McDugal	PO Box 27, Cashion Ok	405-433-2058
Coyle Fire Department	Charles Downey	111 N Pulliam, Coyle Ok	405-466-3741
Crescent Fire Department	David Wallis	PO Box 291, Crescent OK	405-969-2538
Guthrie Fire Department	Eric Harlow	209 E Springer, Guthrie Ok	405-282-4433
Langston Fire Department	Stacy Williams	201 S Langston, Langston Ok	405-466-2280
Marshall Fire Department	Brian Voskuhl	PO Box 277, Marshall Ok	580-935-6666
Meridian Fire Department	Terry Waggoner	600 S Henny Rd, Guthrie Ok	405-586-2211
Mulhall Fire Department	Roland Taylor	119 West Baty, Mulhall Ok	405-760-5061
Oak Cliff Fire Department	Ken Stoops	13425 S Bryant, Edmond Ok	405-340-9115
Orlando Fire Department	Wayne Hafner	PO Box 27, Orlando Ok	405-455-2200
Sooner Fire Department	Andrew Paul	6424 S Midwest, Guthrie Ok	405-282-9494
Twin Lakes Fire Department	Mike Gilliam	1243 Squirrel, Crescent	405-969-2330
Woodcrest Fire Department	Bobby Anderson	11975 S Douglas, Guthrie Ok	405-282-6567

ANNEX L
RADIOLOGICAL PROTECTION

I. PURPOSE.

This annex provides guidance on means to protect the lives and property of the population of Logan County against the effects of higher than normal levels of radioactivity. Radiation hazards could result from either terrorist activity or an accident involving radioactive material(s). The procedures set forth in this annex are designed to provide a system/organization for protection against harmful radiation. Continued federal and state support will be used for policy guidance, training, and provision of radiological instrument sets.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

A. Increased Readiness Radiological Protection System:

1. The basic local system will consist of a central reporting station in the EOC; emergency shelters; radiological officers; radiological monitors from previously trained emergency services or surge-trained personnel with hazard detection instruments in each emergency shelter; and communications (telephone and radio) connecting shelter facilities to the county EOC which, in turn, is in communication with the state EOC.

2. The reporting system for radioactive hazards in the event of a nuclear incident will be centered in the County EOC. All communities within the county will report their radiological information to the county RO at the county EOC. The county RO will gather the data and transmit it to the State EOC via the or OLETS communications systems, or any other available communications link.

3. In the event of a nuclear incident, any crisis situations will be reported by monitors to the EOC, including Nuclear Detonation (NUDET) sightings and other major events affecting the security of the community. The EOC will disseminate warnings and provide population protection guidance as required.

B. Peacetime Radiation Accidents/Incidents:

1. The Oklahoma Department of Environmental Quality has primary responsibility for all radiological incidents. The Federal Department of Energy (DOE) and the U.S. Department of Transportation and/or DOE has responsibility for assisting with incidents involving cross country shipments. However, initial (first) response must be accomplished at the local level. In responding to an incident, an immediate assessment must be made to determine if a threat to lives and property can result. If so, take prompt action to isolate the area, attend to the injured, evacuate personnel as required, contain any spill, determine the degree of radiation hazard, make a damage assessment, and otherwise alleviate the impact of the threat. Once the immediate hazard is neutralized, long-term elimination of the remaining traces of the hazard must be undertaken, using standard decontamination measures. In the case of lost radioactive material, an investigation must be initiated and a search made for any missing material. Special radiation detection equipment for searches can be provided by the State Department of Environmental Quality.

2. Emergency Service Agencies must develop an internal "self-protection" monitoring capability to protect their personnel from overexposure. In the case of an accident involving radioactive materials, radiological response team members with higher levels of training will ordinarily respond to support first responders at the scene.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Task Organization. The Emergency Management Policy Group within Logan County is responsible for the radiological protection program and may delegate oversight to the Emergency Management Director. The Radiological Officer is responsible for implementing the radiological protection program, when needed.

B. Responsibilities.

1. Emergency Management Director.

a. Coordinate radiological protection activities.

b. Establish a monitoring and reporting system.

c. Assist in establishing a comprehensive radiological training program as necessary for the entire county.

2. Radiological Officer.

a. Provide written radiological protective procedures to all necessary people.

b. Recruit and train adequate staffing to support radiological protective needs.

c. Obtain and distribute additional instruments from state resources to meet shelter requirements.

d. Direct surge Radiological Monitor training.

e. Provide technical assistance to decontamination activities.

f. Obtain aircraft for: Aerial surveys and monitoring for local radiation accidents, if required.

3. Fire Services.

a. Direct and assist in decontamination activities.

b. Assist in monitoring.

4. Law Enforcement.

a. Provide alternate communications for shelter monitor system.

b. Distribute shelter monitoring kits.

c. Assist in monitoring.

5. Public Works and Engineering.

Assist in decontamination activities.

6. Health Department.

Inspect food and water supplies for contamination.

7. Medical Services.

Provide medical care for radiation and related injuries.

V. DIRECTION AND CONTROL.

The radiological protection chain of command is from the Direction and Control Groups through the Emergency Management Director to the Radiological Officer (RO). The RO will be located at EOC and will supervise radiological operations. Shelter radiological monitor(s) will report readings to the RO.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Monitoring and Reporting Stations.

The central M&R station at the EOC will serve as the county reporting station to the State EOC.

B. Radiological Equipment and Maintenance.

Except for specialized instruments utilized by DEQ Radiation Management, all equipment is obtained from the Oklahoma Department of Civil Emergency Management which is responsible for supply, maintenance, and repair. Locations and quantity of equipment stored in Logan County is listed in Appendix 6.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

The EM Director will be responsible for working closely with the Radiological Officer and support agencies in the development of the radiological defense system and maintenance of this annex. This annex and supporting SOP's will be reviewed annually for necessary changes.

IX. AUTHORITIES AND REFERENCES.

A. Authorities.

1. Public Law 81-920, Federal Civil Defense Act of 1950 as amended.

2. O.S. 63, Section 683, Oklahoma Civil Defense and Emergency Resources Management Act of 1967, as amended.

3. O.S. 63, Section I-1502 through 1505, Oklahoma Public Health and Safety, "Radiation."

4. City/County resolutions, ordinances, and agreements as specified in the Basic Plan, paragraph IX.

B. References.

1. FEMA. Radiological Defense Preparedness. CPG 2-1.

2. FEMA. Radiological Defense Manual. CPG 2-6.2.

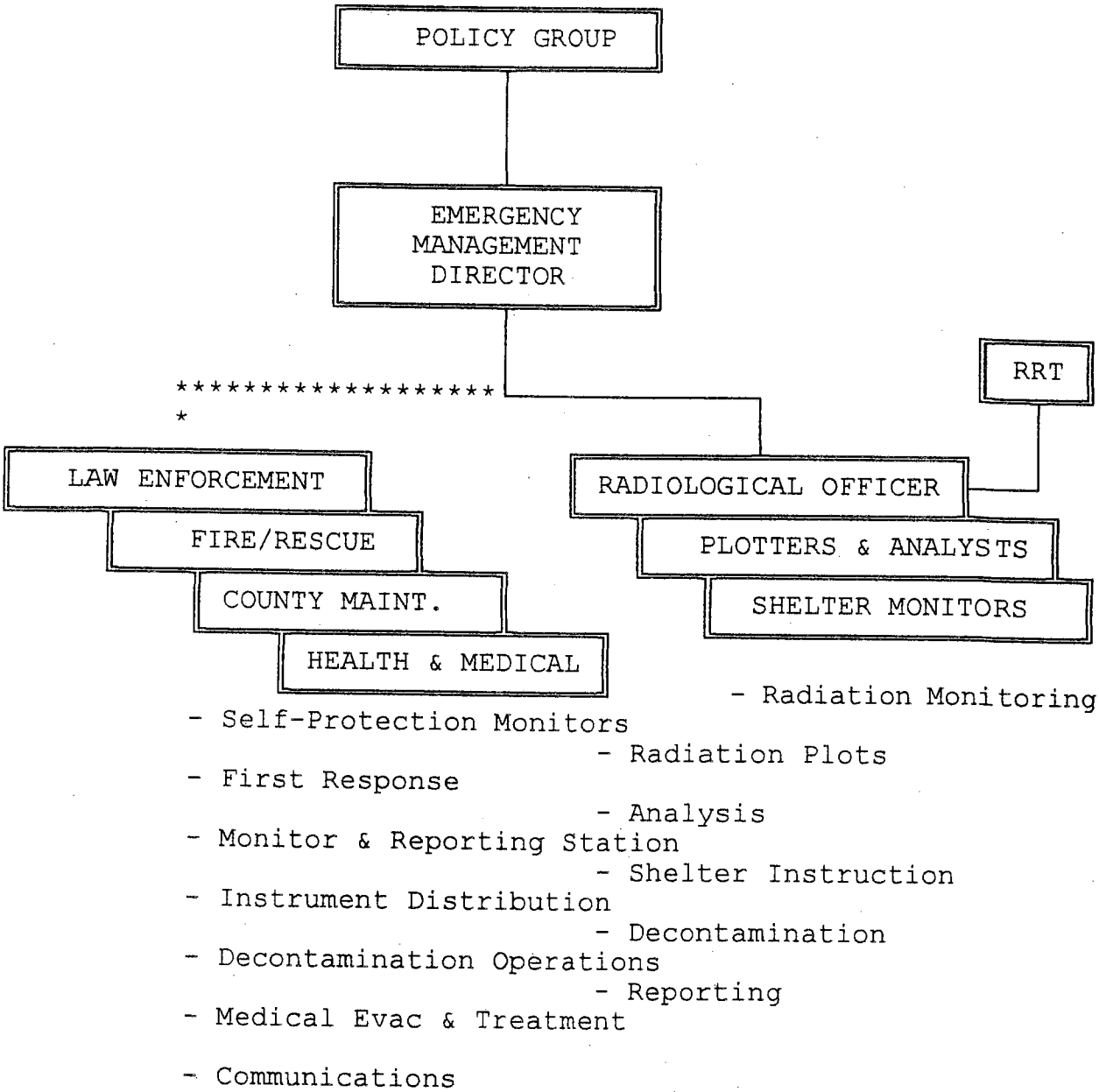
3. FEMA. Radiological Safety In Shelters. CPG 2-6.4.

4. FEMA. Guide for Design and Development of a Local Radiological Defense Support System. CPG 1-30.

APPENDICES

Appendix 1 - Radiological Organization Chart
Appendix 2 - EOC Radiological Assignment Chart
Appendix 3 - Monitoring and Reporting Stations
Appendix 4 - Radiological Incident Operations
Appendix 5 - Decontamination
Appendix 6 - Instruments

APPENDIX 1 TO ANNEX L
RADIOLOGICAL ORGANIZATION CHART
COUNTY LEVEL

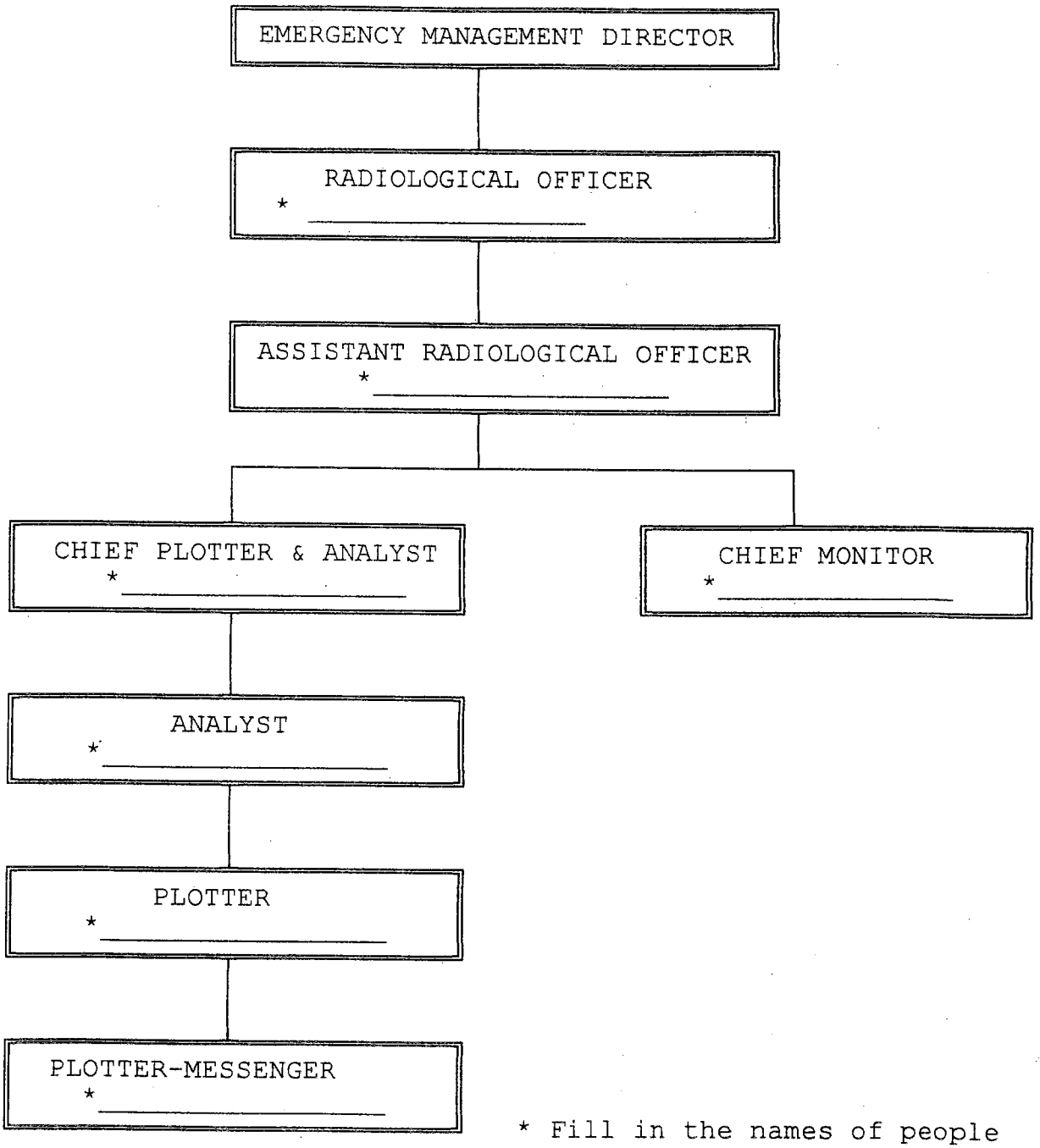


LEGEND

******** = Communication & Coordination
———— = Direction
- - - - = Common Radiological Functions
RRT = Radiological Response Team

APPENDIX 2 TO ANNEX L

EOC RADIOLOGICAL ASSIGNMENT CHART



* Fill in the names of people assigned to these positions at time of an increased readiness situation.

APPENDIX 3 TO ANNEX L

MONITORING AND REPORTING STATIONS

I. A network of monitoring and reporting (M&R) stations will be established as required and utilized as outlined in CPG 1-30, to assume the reporting function.

II. M&R stations will be established in protected fire, police, or medical facilities, if feasible. Collocation in population shelter should be considered if no emergency service location is available. Minimizing communications requirements is a major consideration. Additional guidance is available in CPG 1-30. Disregard WERS terminology, station densities, and total numbers, but protection factor, logistic planning, and geographic analysis data remain valid.

III. In Oklahoma, one M&R station per county is a reasonable standard. It should be located in the county EOC and have radio and telephone communications with the state EOC, along with an emergency source of electricity.

APPENDIX 4 TO ANNEX L
RADIOLOGICAL INCIDENT OPERATIONS

I. PURPOSE.

This appendix provides actions to be taken by all response personnel in the event of an accident or incident involving radioactive materials. It establishes a framework to guide response activities which will meet the needs of any accident victims, provide security to the incident site, and reduce danger to the public while limiting the exposure of responding personnel to a level which is the lowest reasonably achievable.

II. SITUATION AND ASSUMPTIONS.

A. Situation.

The widespread use of radioactive materials in our society creates possibilities for accidents happening which may require the dispatch of emergency response personnel to the incident site. Potential incidents include transportation accidents involving radioactive materials as well as the mishandling of source material at industrial sites and the exposure to radiological materials used in the medical community. In each case, first responders' tasks are complicated by the presence of radioactive material.

B. Assumptions.

1. That emergency response organizations will continue to qualify people in radiological monitoring and provide training in radiological operations.

2. Emergency response organizations will have access to radiation detection instruments.

III. CONCEPT OF OPERATIONS.

A. Identification.

1. In transportation accidents, common indicators of radioactive materials include:

a. External Placards. (To be displayed on each side of the vehicle containing radioactive III material, low specific activity containers, or exclusive use shipments.)

b. Package Labels, if visible

(White Background) (Upper Half Background is Yellow) (Upper Half Background is Yellow)

2. If radioactive material is suspected, the use of binoculars to assess the accident site prior to approaching is recommended.

3. At industrial or medical locations, site employees must identify the location(s) of radiation sources. Package labels and/or yellow storage containers may also indicate the presence of radioactive materials.

B. Reporting Instructions.

An accident involving the release/spilling of radiological materials should be reported to the County

Department of Environmental Quality and the Oklahoma Department of Environmental Quality, at 1-800-522-0206 or (405) 271-4468. Be prepared to provide the following information:

1. Incident location.

2. Number and type of injuries, if any.

3. Name of carrier for transportation accidents.

4. Type of radioactive material present, if available. (From shipping papers, package labels, or employees.)

5. Amount of radioactivity in curies, if known.

6. Physical form of the material(liquid, solid, or gas).

C. Operational Procedures. The procedures on the appropriate guide page in the Emergency Response Guidebook should guide operations **upon identification of a radiological hazard.**

IV. DIRECTION AND CONTROL.

Ensure the incident commander maintains control of the accident site until Oklahoma DEQ personnel have assumed responsibility for the site, or the radioactive material has been removed.

APPENDIX 5 TO ANNEX L
DECONTAMINATION

I. PURPOSE.

This appendix covers radiological decontamination measures and their application and the factors involved relative to when and how to decontaminate.

II. SITUATION AND ASSUMPTIONS.

A. Situation.

The decision to decontaminate must be based on a valid analysis of the situation and the need to occupy a contaminated area in advance of the time when the area would become safe for human occupancy through normal radioactive decay of the contaminating materials. If advance occupancy is not essential, then decontamination should not be initiated. Data upon which to base this decision can be provided by the radiological staff. In the event of a nuclear incident, decontamination should not be attempted under any circumstances during the first day after peak radiation levels occur, unless the peak level equals 10R or less and no further detonations are expected to occur upwind.

B. Assumption.

National Security Involving a Nuclear Incident. That the population will take shelter before radioactive fallout material arrival.

III. CONCEPT OF OPERATIONS.

A. The decision to decontaminate can be made by local authority when:

1. The immediate need for an affected area to be returned to use is great.

2. Decontamination can be accomplished in a short time with minimum exposure to personnel.

B. Priorities for decontamination must be established, giving first consideration to the immediate protection of the public. The following is the recommended order of priority:

1. Personnel and clothing they are wearing.

2. Food and water to be consumed.

3. Vehicles and essential equipment.

4. Structures and buildings to be used after exiting from shelters.

5. General areas such as schools, churches, and shopping centers.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

A. State.

The Oklahoma Department of Environmental Quality has primary responsibility for oversight of decontamination activities.

B. Local government.

The governing authority of each county and municipality is responsible for planning, and implementing procedures to deal with radiological contamination within its area.

1. Emergency Management Director will:

a. Assist in establishing priority areas where decontamination is needed.

b. Serve as coordinating director of all organizations.

2. Radiological Officers will:

a. Form monitoring teams to survey the surrounding area and report the radioactivity levels of priority areas.

b. Provide monitor support to the decontamination crews.

c. Ensure accurate radiation exposure records are maintained on all persons involved in decontamination.

3. Fire Departments will:

Make available all equipment with appropriate manpower to accomplish decontamination when required.

4. Law Enforcement Agencies will:

Provide security in areas being decontaminated.

5. County Maintenance and/or Public Works Departments will:

a. Provide personnel to operate decontamination equipment and utility systems in support of decontamination operations.

b. Assess damage to utility facilities; determine necessary repairs; within capability, restore utilities to operation, after decontamination.

V. DIRECTION AND CONTROL.

See Section V, Basic Plan.

VI. ADMINISTRATION & LOGISTICS.

A. The methods of decontamination will vary with the physical characteristics, geometry, and location of the contaminated structure, area, or object. The following techniques may be utilized for cleanup:

1. Wet.

a. Scrub with water and detergent.

b. Utilize steam if available.

c. Use complex agents such as polyphosphates, caustics such as sodium hydroxide, organic solvents such as kerosene, gasoline, alcohol, turpentine, carbon tetrachloride, or paint remover, and/or acid where feasible (e.g., on brick and tile).

d. Use wet/dry vacuum cleaner.

2. Dry.

a. Use abrasive methods such as sand blasting, chipping, filing, or grinding.

b. Use a vacuum cleaner.

c. Seal off the room, area, or object where adequate isolation will result.

B. Contaminated areas and hot spots remaining after cleanup should be posted with warning signs indicating the presence of hazardous radiation.

C. Personnel Decontamination. For uninjured people with contamination, perform the following procedures:

1. Have a qualified radiological monitor use a CDV-700 radiation detector or other suitable instrument to determine if individuals are contaminated.

2. Move away from the potential areas of contamination.

3. Remove contaminated clothing and place in sealable plastic bags. If this is impractical, shake or wash clothing (washing is preferred), then check items with a CDV-700 or other suitable meter.

4. Decontaminate body surfaces by washing with water and mild detergent. Effluent should be confined for later decontamination.

5. Refer to medical authorities for evaluation, if possible.

APPENDIX 6 TO ANNEX L
INSTRUMENTS

Locations and quantity of equipment stored in Logan County.

Guthrie:

Logan County Civil Defense office, Courthouse	6 sets, 777-1
Guthrie Fire Department, 2nd Street	1 set, 777-1

Crescent:

Crescent Fire Department, West Monroe	9 sets, 777-1

Rural:

Oak Cliff Fire Department, Bryant & Simmins	1 set, 777-1

Storage:

Okla. Department of Civil Defense Management	36 sets, 777-1 7 sets, 777-2

EQUIPMENT DESCRIPTIONS:

CDV-700 Survey Meter

Range: 0-0.5,0-5.0, 0-50 MR/hr
Detects: Beta and Gamma Radiation

CDV-715 Survey Meter

Range: 0-0.5,0-5.0, 0-50, 0-500 R/hr
Detects: Gamma Radiation

CDV-742 Dosimeter

CDV-750 Dosimeter Charger

Kit Composition:

Monitor Kit	Monitor Kit	Shelter Kit
CDV-777	CDV-777-1	CDV-777-2
1 - CDV 700	1 - CDV 700	1 - CDV 715
2 - CDV 715	1 - CDV 715	6 - CDV 742
6 - CDV 742	6 - CDV 742	1 - CDV 750
1 - CDV 750	1 - CDV 750	

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 Civil Emergency Management. Emergency Managers (county/city/town) should maintain a Resources Management Manual which 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.

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 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 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 City or 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

APPENDIX 1 - Potential Logistics Bases
APPENDIX 2 - Map - Equipment Yard and Logistics Base Locations

APPENDIX 1 TO ANNEX N
POTENTIAL LOGISTICS BASES

I. PURPOSE.

This Appendix provides the necessary information for locating a Logistics Base in Logan County. The use of logistics bases is an extension of the Incident Emergency Management System and provides for the orderly reception and dispatch of emergency resources. Use of logistics bases enhances the response phase of comprehensive emergency management system during disasters. They can be used when dealing with disasters which are within the capabilities of county and city governments as well as when receiving outside assistance from state and federal governments. These areas should not be confused with staging areas designated by the Incident Commander in localized emergencies. The logistics bases are selected for large scale deployment and temporary storage during a disaster, while a staging area is set up primarily for quick response of formed emergency equipment/manpower teams.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS.

A. General.

Primary, secondary and alternate logistics bases are planned.

B. Characteristics.

Logistics bases should be large enough to provide for the following:

1. Accommodate parking for all wheel vehicles.

2. Two access roads; entrance and exit.

3. Markable landing zone for rotary wing aircraft.

4. An administrative work space for the Logistics base Coordinator and assistants to accomplish their tasks.

5. Have two or more types of communication available.

C. Logistics base Locations.

Primary Logistics base. The primary Logistics base will be located in the Wal-Mart parking lot, 1618 S. Division, Guthrie.

Secondary Logistics base. The Secondary Logistics base will be located at Crescent Department of Public Works, Pine and Jefferson, Crescent.

Alternate locations. If required, alternate logistics base sites include the shops at County Highway Districts 1, 2, & 3, as well as most school and university facilities.

D. Guthrie Municipal Airport.

The Guthrie Municipal Airport is located two miles south of the City of Guthrie. It is a small but convenient municipal airport. Pilots should check current published airport data before using the field.

Information from Airport Directory

Latitude:	35-51.03N	Longitude:	97-24.96W
Elevation:	1068'(S)	Location Ident.:	GOK
From City:	02S	Owner:	City of Guthrie 1(405)282-0492
Runways:	11/29-2560' Turf 16/34-4102' Conc	Airport Contact:	Glen Crabtree City Manager 1(405)282-4250
Lights:	MIRL,VASI	Fuel:	100LL, MOGAS
Radio:	U122.8, 326 LCY	Attended:	7 Days Dawn-Dusk

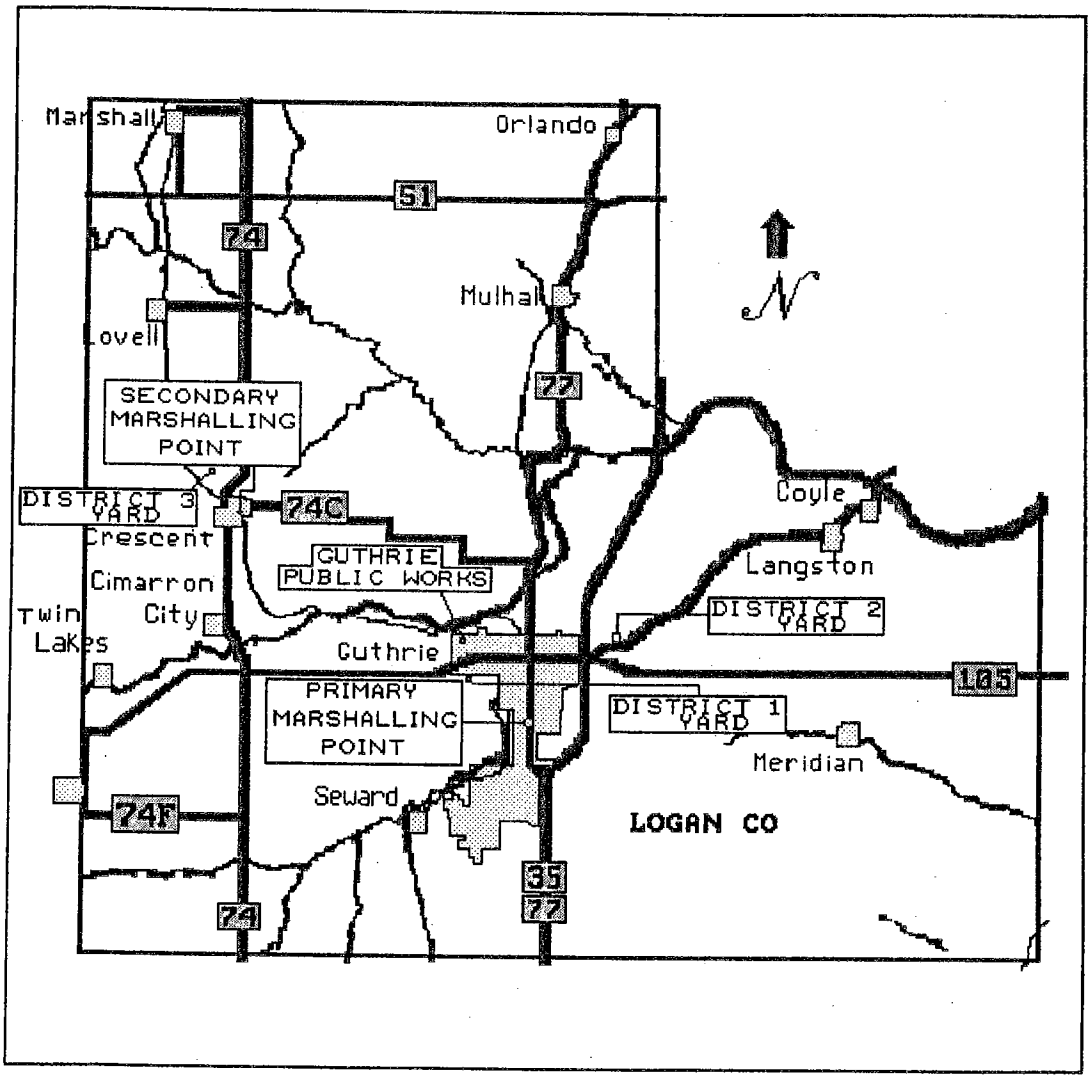
REMARKS:

Rwy Lights Dusk-Dawn.

APPENDIX 2 TO ANNEX N
EQUIPMENT YARD & LOGISTICS BASE LOCATIONS

All phones are in Area Code 405:

District # 1 Yard	2315 SW 19th St. Guthrie	282-3581
District # 2 Yard	Camp Russell Rd, Guthrie	282-3405
District # 3 Yard	Shop Road, 2N & 1W of Crescent	969-3388
Guthrie Public Works	Hwy 33 at Academy Rd, Guthrie	282-8400
Crescent Public Works	Pine & Jefferson, Crescent	969-6038
Wal-Mart Store	1608 S Division, Guthrie	282-7900



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

ANNEX P
DAMAGE ASSESSMENT

I. PURPOSE.

This annex provides guidelines for the assessment of damage resulting from disasters which 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 response 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 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 Civil Emergency Management (ODCEM) as soon as they become available.

d. Insure that coordination is made with ODCEM 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 ODCEM.

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:

(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 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 ODCEM.

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

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

C. Public Relief Assistance

All public relief disaster assistance provided by the government will be administered with policies set forth by ODCEM 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 Civil Emergency Management publication: Local Government Guide To Disaster Response Operations.

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

APPENDICES

Appendix 1 - Damage Assessment for Recovery Operations
- Tab A - Structural Damage Assessment Form (ODCEM Form DA-1)
- Tab B - Structural Damage Assessment Summary Worksheet (ODCEM Form DA-3)
- Tab C - Support Documentation For Business Injury (ODCEM Form DA-2)
- Tab D - Notice of Interest Form for Public Assistance, (ODCEM Form 94-01)

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. ODCEM 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 ODCEM 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 ODCEM, and provide copies of their damage assessment reports as a part of their requests.

3. ODCEM 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 result from major disasters and emergencies.

III. INDIVIDUAL ASSISTANCE RECOVERY OPERATIONS:

A. General.

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

results of the survey, will be summarized by the Damage Assessment Officer on the Structural Damage Assessment Summary Worksheet which should be provided to ODCEM 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 ODCEM Form DA-1. During the comprehensive survey information should be collected on damages to business using the Support Documentation For Business Injury Form, ODCEM DA-2 (Tab C).

3. Copies of these updated assessment forms should be forwarded to the state office as soon as they are completed.

4. ODCEM will get back in contact with 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 individual 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 Notice of Interest, ODCEM Form 94-01, which is used for consolidating and reporting public sector damage (infrastructure) information (See Tab D) 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.

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 ODCEM either by FAX or by Phone. **Only the major damage and destruction needs to be reported to the State.**

4. The ODCEM will get back in contact with 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.

TABS

Tab A - Structural Damage Assessment Form (ODCEM Form DA-1)
Tab B - Structural Damage Assessment Summary Worksheet (ODCEM Form DA-3)
Tab C - Support Documentation For Business Injury (ODCEM Form DA-2)
Tab D - Notice of Interest Form for Public Assistance, (ODCEM Form 94-01)

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STRUCTURAL DAMAGE ASSESSMENT

STATE OF OKLAHOMA • DEPARTMENT OF CIVIL EMERGENCY MANAGEMENT
(800) 800-2481 EMERGENCY LINE • (405) 521-4053 FAX LINE

DATE	TYPE OF DISASTER	ASSESSMENT TEAM MEMBERS (First & Last Names):
TIME	☐ TORNADO ☐ EARTHQUAKE ☐ FLOOD ☐ FIRE ☐ OTHER:	_____ _____ _____ _____

CITY	COUNTY

STREET NAME/OTHER LOCATION

STREET NUMBER	DAMAGE LEVEL			DESCRIPTION OF DAMAGE COMMENTS	OWNER		PRIMARY RESIDENCE		INSURED	
	3	2	1		Y	N	Y	N	Y	N

S			
M			
A			
P			
B			
PAGE TOTALS			

USE THIS SECTION TO CALCULATE THE ABOVE INFORMATION. ENTER THE TOTAL NUMBER OF STRUCTURES FOR EACH TYPE. INCLUDE THE KINDS OF DAMAGES INCURRED.

USE THESE CODES TO COMPLETE THIS FORM

STRUCTURE:
3 = Destroyed (not repairable)
(needs repair, not habitable)
P = Public Building (specify in comments: church, school, hospital, etc.)

TYPE DAMAGE:
M = Mobile Home
A = Apartment (single living unit)

TYPE OF
S = Single Family Dwelling
2 = Major
1 = Minor (habitable)
B = Business

PLACE LETTER INDICATING TYPE OF STRUCTURE IN THE DAMAGE COLUMN THAT IS MOST APPROPRIATE FOR THE STRUCTURE BEING ASSESSED

ODCEM FORM DA-1 APR 96

PAGE _____ OF _____

INSTRUCTIONS

1. This is a "WINDSHIELD" (preliminary) Damage ASSESSMENT. Upon receiving your assignment, fill in the top portion of your forms, listing the date, time, the type of disaster, and the names of your assessment team members.

2. One team member should be designated as the REPORTER another as the DRIVER and any others as OBSERVERS. The REPORTER shall function as navigator (providing directions for the driver) and will be responsible for accurately recording all information from the observer(s). The Observer(s) responsibility is to assess the visible damage for each structure and to dictate that information to the Reporter in a clear and concise manner.

* Note any immediate life/safety hazards (electrical lines down, fire, leaking gas, etc.) and report them to the dispatcher immediately.

* Stay in or by your vehicle, ON PUBLIC PROPERTY. Do not, under any circumstances, venture onto private property.

* Obey all law enforcement, fire department, and/or military personnel.

* Obey all traffic laws. You have no special authorization.

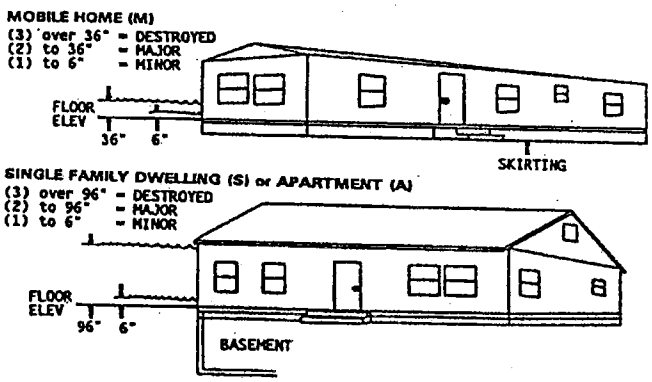
* Display proper identification prominently. (Dashboard cards are provided with these forms.)

* Maintain frequent contact with Dispatcher/Damage Assessment Officer(s).

* Report any suspicious activity (do not attempt to intervene).

* Do not drive into or through standing or running water.

* Exercise extreme caution, be alert to possible dangers from downed power lines, falling limbs or debris, etc.



FLOOD AND FLASH FLOOD DAMAGE

Guide for Determining Water Depths
Brick: 2 1/2 inches per course
Concrete or cinder block: 8 inches per course
Lap or aluminum siding: 4 inches or 8 inches
Door knobs: 36 inches above floor
Stair risers: 7 inches

Damage to Look For and Note:
Structural or foundation; floating or Shifting on or off of foundation; wall penetrations; broken windows; pre-disaster damage; sewage backup; utility outage.

TORNADO, THUNDERSTORM AND HAIL DAMAGE

Structural Damage:
Shifting on or off foundation; wall collapse; wall bowed in or out; roof collapse; roof truss damage; total collapse

Other Damage:
Roof penetrations, percentage of shingles missing or damaged; percentage of siding missing or damaged; wall penetrations; percentage of windows broken; chimney collapse; utility outage; downed power lines.

Water Damage (Wind Driven Rain or Hail):
Plaster or paneling on walls and ceilings; insulation; furniture; flooring; appliances.

EARTHQUAKE DAMAGE:

Structural damage; foundation damage; fire; piping ruptures; interior demolition; utility outage.

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STRUCTURAL DAMAGE ASSESSMENT SUMMARY WORKSHEET

STATE OF OKLAHOMA ● DEPARTMENT OF CIVIL EMERGENCY MANAGEMENT
(800) 800-2481 EMERGENCY LINE ● (405) 521-4053 FAX LINE

JURISDICTION	DATE	TIME	SUBMITTED BY
	IMPORTANT NOTE: Outbuildings and structures such as barns, equipment or storage sheds, lean-tos, pole barns, gazebos, fences, and/or similar edifices should not be included in the totals herein.		DATA SOURCE EMD DA ARC OTHER-SPECIFY

LEGEND: EMD - EMERGENCY MANAGEMENT DIRECTOR DA - DAMAGE ASSESSMENT ARC - AMERICAN RED CROSS
INSTRUCTIONS: COMPLETE THIS FORM USING THE CUMMULATIVE TOTAL OF ALL ODCEM FORM DA-1'S FOR YOUR PARTICULAR DISASTER.

TYPE STRUCTURE ↓ / EXTENT OF DAMAGE →	DESTROYED 3	MAJOR 2	MINOR 1	SUB-TOTAL	NUMBER INSURED
SINGLE FAMILY DWELLINGS					
MOBILE HOMES					
MULTI-FAMILY DWELLINGS					
BUSINESSES					
PUBLIC BUILDINGS					
SUB-TOTAL				TOTAL AFFECTED	TOTAL INSURED
DO NOT WRITE IN THIS SPACE				NUMBER OWNERS	NUMBER PRI.RES.

ODCEM FORM DA-3 JUN 96

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SUPPORT DOCUMENTATION FOR BUSINESS INJURY

STATE OF OKLAHOMA • DEPARTMENT OF CIVIL EMERGENCY MANAGEMENT
(800) 800-2481 EMERGENCY LINE • (405) 521-4053 FAX LINE

DISASTER OCCURRED DATE	BUSINESS NAME	BUSINESS ADDRESS
	BUSINESS PHONE NUMBER	
	TYPE OF BUSINESS	COUNTY

HOW WAS THE BUSINESS IMPACTED?

_____

_____

_____

GROSS INCOME

IMMEDIATE PAST TAX YEAR		$ A
DISASTER YEAR:	ACTUAL GROSS INCOME TO DATE OF DISASTER	$ B
DISASTER YEAR:	PROJECTED INCOME LOSS AS A RESULT OF THE DISASTER	$ C
PERCENTAGE OF LOSS	$\frac{C}{A}$	%

ODCEM Form DA-2 APR 96

OKLAHOMA DEPARTMENT OF CIVIL EMERGENCY MANAGEMENT

NOTICE OF INTEREST IN APPLYING FOR STATE DISASTER PUBLIC ASSISTANCE FUNDS

DECLARATION NUMBER	PROJECT APPLICATION NUMBER	NOI DATE
OKLA - -DR	_____ - _____	

The purpose of this form is to list damages to property and facilities so that inspections may be appropriately assigned for formal survey.

REQUIREMENTS FOR OKLAHOMA DAMAGE SURVEYS

A. DEBRIS CLEARANCE

- ☐ On public roads and streets
- ☐ Other public property
- ☐ Private property (When undertaken by Local govt. Forces)
- ☐ Structure Demolition

B. PROTECTIVE MEASURES

- ☐ Life and Safety
- ☐ Property
- ☐ Health
- ☐ Stream/Drainage Channels

C. ROAD SYSTEMS

- ☐ Roads
- ☐ Culverts
- ☐ Bridges
- ☐ Traffic Control
- ☐ Streets
- ☐ *_____

D. WATER CONTROL FACILITIES

- ☐ Dikes
- ☐ Dams
- ☐ Drainage Channels
- ☐ Levees
- ☐ Irrigation Works
- ☐ *_____

E. BUILDINGS AND EQUIPMENT

- ☐ Buildings and Equipment
- ☐ Supplies and Inventory
- ☐ Vehicles or other equipment
- ☐ Transportation Systems
- ☐ *_____

F. PUBLIC UTILITY SYSTEMS

- ☐ Water
- ☐ Sanitary Sewerage
- ☐ Storm Drainage
- ☐ Light/Power
- ☐ *_____

NAME OF POLITICAL SUBDIVISION OR ELIGIBLE APPLICANT	PRIVATE NON-PROFIT ☐ YES ☐ NO	COUNTY
AGENT/TITLE		
BUSINESS ADDRESS (Include Zip Code)		
BUSINESS TELEPHONE (Include Area Code and Extension)	HOME TELEPHONE (Include Area Code)	

ODCEM FORM 94-01

GENERAL INSTRUCTIONS FOR COMPLETING ODCEM FORM No. 94-01

A. General Information:

1. Complete this form using information obtained from damage surveys of public facilities and structures.

2. Leave the declaration number and project application number blank.

3. Enter the current date in the block titled "NOI DATE".

4. The completed form along with any "Supporting Documentation Forms" should be forwarded to the State Department of Civil Emergency Management by Fax (405-521-4053) or by telephone (405-521-2481 or 1-800-800-2481).

5. Upon receipt of the information the State Office will contact you to schedule a joint preliminary damage survey, obtain more information, or to discuss your assistance requirements.

B. DAMAGE INFORMATION (Center of the Form):

1. Under each of the categories check the number of boxes that you feel apply to the damages you have incurred.

2. When you check a box and additional information is required, (such as number and type of culverts, size of bridge, type of bridge, number and size of buildings, number of electrical power poles down, etc.) write in the information next to the checked box. If there is not enough space on the form then submit a :Supporting Documentation Form" for each site that additional information is required. A "Supporting Documentation Form" should be filled out for each site that you feel you will need to have additional information on for your use, even if it is not forwarded to the State.

C. APPLICANT INFORMATION:

1. Give complete name of your jurisdiction or organization, and indicate whether you are a private nonprofit organization.

2. Give the name of the County that your jurisdiction or organization is located in. If any of the damaged facilities are in a different county then include a note as to which counties they are in.

3. Give the name and title of the person that the State Office can contact to schedule damage surveys or to obtain additional information.

4. Provide business address and telephone number and home telephone number of person to be contacted. Additional numbers should be provided if available.

ANNEX Q
HAZARDOUS MATERIALS

I. PURPOSE.

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

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 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 materials may be identified by shipping papers, ID numbers, placards, labels on containers, or verbally by the truck driver or railroad conductor/engineer. This information should be confirmed with the shipper's office by telephone when time permits.

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.

E. To the extent possible, operations should be:

1. Upwind

2. Uphill

3. Upstream

F. 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 Emergency Management Director must be notified immediately if a hazardous materials spill or release is large enough to require the activation of this emergency contingency 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 Incident Commander, but a larger spill additionally may require all or part of the following:

a. Incident Commander Staff

b. EOC activation.

c. Staging area.

d. Decontamination site.

e. Evacuation

f. Public Information

3. In any case, an incident report should be prepared by local Emergency Management, and if appropriate, forwarded to ODCEM and/or DEQ.

C. Task assignment and responsibility.

1. Incident Command System.

a. Incident Commander.

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 Civil Emergency Management
1-800-800-2481 or 1-405-521-2481

a. Activates State Hazardous Emergency Response Organization (HERO) when necessary. HERO provides direction, information, or assistance to on-scene responders.

b. Coordinate state support as requested by Civil Defense / Emergency Management director or On-Scene

Commander.

c. Notifies appropriate state and federal agencies as required.

3. National Response Center. Toll-Free 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.

4. CHEMTREC. Toll-Free 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 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 county EM 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. CPG 1-8, "Guide for the Development of State and Local Emergency Operations Plans."

5. CPG 1-8A, "A Guide for the Review of State and Local Emergency Operations Plans."

6. RSPA "Emergency Response Guidebook."

7. PL99-499, TITLE III, Emergency Planning and Community Right-To Know Act of 1986 (EPCRA).

8. Oklahoma Environmental Quality Act.

9. Oklahoma Hazardous Materials Planning and Notification Act.

10. Oklahoma Emergency Response Act.

APPENDICES

APPENDIX 1 - Hazardous Materials Release Notification
APPENDIX 2 - Federal/State Telephone List/Roster
APPENDIX 3 - HAZMAT Operations - Typical Layout
APPENDIX 4 - General Characteristics and Examples of Hazardous Materials
APPENDIX 5 - Transportation Routes of Hazardous Materials
APPENDIX 6 - Facilities Filing Tier I or Tier II Reports

APPENDIX 1 TO ANNEX Q

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___ DEQ Notified?_____

Other Info_____

Person Receiving Rpt: _____ Date/Time_____/_____

NOTE: Call Dept of Environmental Quality (271-4468 or 800-522-0206) if they have not already been notified.

APPENDIX 2 TO ANNEX Q
FEDERAL/STATE TELEPHONE LIST

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

State Assistance		Phone Number
1. Oklahoma Department of Civil Emergency Management		405-521-2481*
	Toll Free:	1-800-800-2481*
2. State Department of Environmental Quality (DEQ)		405-271-8062
Hazardous Materials Release (Including Radioactive Materials and/or any Hazardous Wastes)		405-271-4468*
	Toll Free:	1-800-522-0206*
3. Oklahoma Highway Patrol HQ, OKC		405-424-1616*
4. Oklahoma Highway Patrol - Local Troop		405-425-2323*
5. State Department of Transportation		405-521-2579
6. Oklahoma National Guard		405-425-8275
7. Oklahoma Poison Control Center		405-271-5454*
	Toll Free:	1-800-522-4611
8. Oklahoma Water Resources Board		405-525-4740
9. Oklahoma Corporation Commission		
Oil & Gas Division		405-521-2301
Pollution Abatement		405-521-2201
Transportation Division		405-521-2251
Railroad Safety		405-521-3407
Motor Carrier Enforcement		405-521-4131
10. State LP Gas Administration		405-521-2458
11. Oklahoma Department of Wildlife		405-521-4600

*** 24 hours a day**

APPENDIX 2 TO ANNEX Q
FEDERAL/STATE TELEPHONE LIST (Cont'd.)

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

Federal Assistance	Phone Number
1. National Response Center	Toll Free: 1-800-424-8802*
a. Center is staffed by Coast Guard personnel.	
b. Notifies all appropriate federal authorities.	
c. Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders.	
2. US Army Explosive Ordinance Demolition (EOD) Fort Sill, Oklahoma	405-442-2313*
3. Federal Aviation Administration Fort Worth, Texas	817-222-5006
4. US Environmental Protection Agency	214-665-2222*
5. US Department of Transportation	
Bureau of Motor Carrier Safety	405-231-4607
(Enforcement)	(**Night**) 1-800-759-7243 page # 8057850
Bureau of Railroad Safety	405-231-5889
6. US Department of Energy	
Radiological Assistance Team #4	505-845-4667*
Emergency Operations Center	202-586-8100*
Radiation Emergency Assistance/Training Site (REAC/TS) (FOR MEDICAL INFORMATION ON EFFECTS OF RADIATION EXPOSURE)	615-576-3131*
7. Nuclear Regulatory Commission	
Operations Center	301-816-5100*
Region IV - Dallas, TX	817-860-8100*

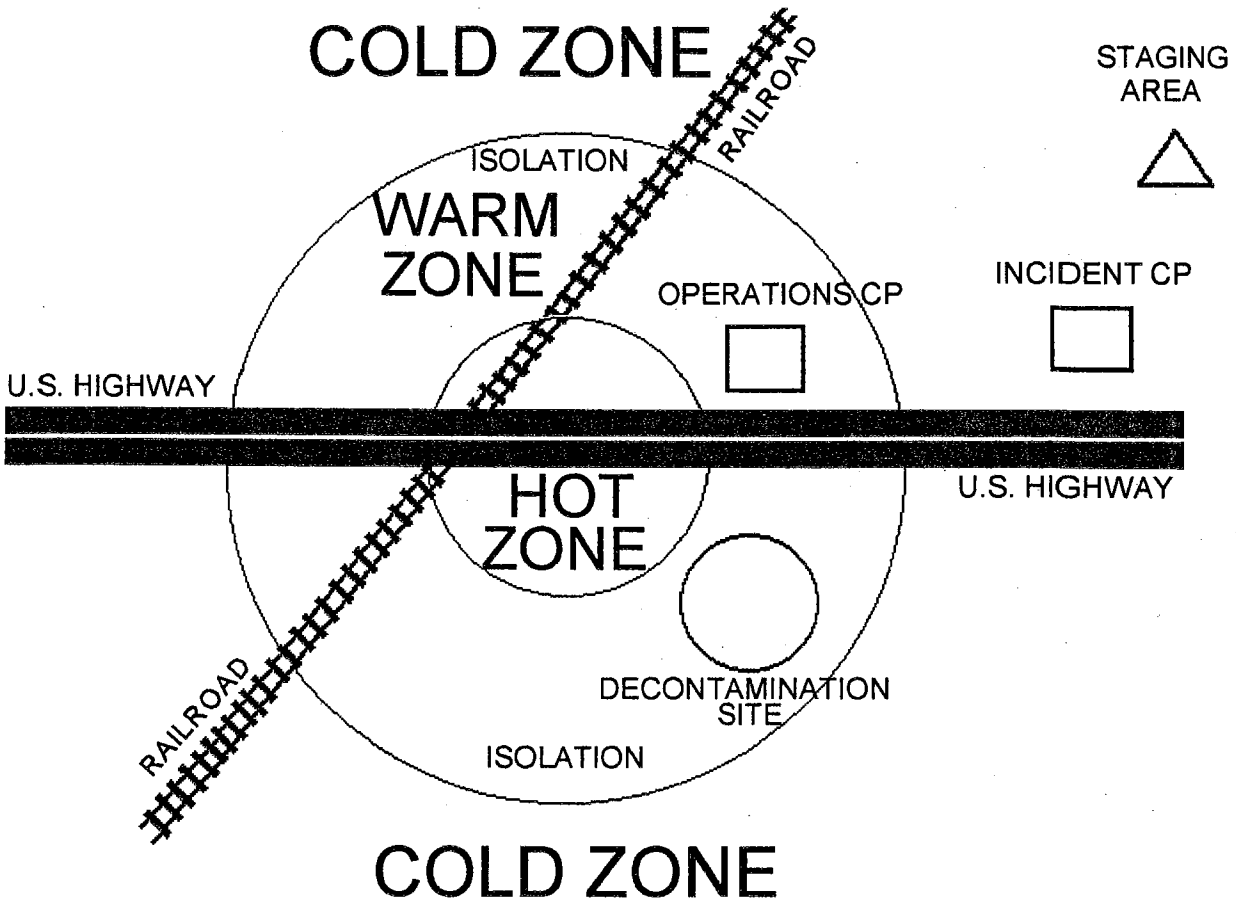
Private Assistance

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** Updated May 95

APPENDIX 3 TO ANNEX Q
HAZMAT OPERATIONS
(Typical Site Layout)



APPENDIX 4 TO ANNEX Q
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 Based on UN System	U.S. Classess Pre January 1991	Examples of Materials by U.S. Classes and Division	General Hazard Properties (Not All Inclusive)
Class 1			
Division 1.1 - Explosive with mass explosion hazard	Class A Explosive	Dynamite, TNT, Black Powder	Explosive; exposure to heat, shock, or contamination could result in thermal 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	Flammable, some spontaneously, may be water reactive, toxic, and/or corrosive; may be extremely difficult to extinguish.
Division 4.2 (Spontaneously Combustible material)	Flammable Solid and Liquid	Phosphorus, Pyrophoric Liquids and Solids	
Division 4.3 (Dangerous When Wet Material)	Flammable Solid and Liquid	Calcium Carbide, Potassium, Sodium	
Class 5			
Division 5.1 (Oxidizer)	Oxidizer	Ammonium Nitrate Fertilizer	Supplies oxygen to support combustion; sensitive to heat shock, friction, and/or contamination.
Division 5.2 (Organic Peroxide)	Organic Peroxide	Dibenzoyl Peroxide, Peroxyacetic Acid, Diacetal Peroxide Solution	
Class 6			
Division 6.1 (Poisonous Material)	Poison B Irritant ORM-A	Aniline, Arsenic Tear Gas Carbon Tetrachloride	Toxic by inhalation, ingestion, and skin and eye absorption; may be flammable.
Division 6.2 (Infectious Substance)	Etiologic Agent	Anthrax, Botulism, Rabies, Tetanus	
Class 7			
Radioactive Material	Radioactive Material	Cobalt, Uranium Hexafluoride	May cause burns and biologic effects energy and matter
Class 8			
Corrosive Material	Corrosive Material Hydrogen Fluoride ORM-B	Hydrochloric Acid, Sulfuric Acid, Sodium Hydroxide, Nitric Acid reactive. Unslaked Lime, Metallic Mercury	Disintegration of contacted tissues; may be fuming, water
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

APPENDIX 5 TO ANNEX Q
TRANSPORTATION ROUTES OF HAZARDOUS MATERIALS

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

Maps on the locations of pipelines within the county and reports are filed with the Corporation Commission by the various corporations and companies. These are updated annually with the revision published by the Corporation Commission and distributed to all political subdivisions. Copies are also on file in the Civil Defense / Emergency Management office.

The official State of Oklahoma Road Map portrays federal and state highways, airports (public and private), and railroads all of which are 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.

APPENDIX 6 TO ANNEX Q
FACILITIES FILING TIER I OR TIER II REPORTS AND SUBJECT TO PLANNING UNDER EPCRA

All Emergency and Hazardous chemical inventory reports are on file in the civil Defense/Emergency Management Office in the Logan County Courthouse.

Tab a to this appendix summarizes these reports.

Facilities Reporting per TIER II and Subject to Planning (STP)

21/02/199

STP	FACL_NAME	FACL_ADDR1	FACL_CITY	FACL_DIST	EMG1_NAME	EMG1_PH	EMG1_24PH
Y	GUTHRIE TOWER	1MIS, 2.5MIE ON I-35, 1MIS,		LOGAN	M.K. THOMASON	4052783230	4057327723
Y	FARMERS COOPERATIVE-COYLE	HWY. 33 & PLEASANT VALLEY	COYLE	LOGAN	JOE MILLS	4052823474	4056248691
Y	CRESCENT COOPERATE ASSOCIATE	215 E. MADISON	CRESCENT	LOGAN	PAUL W. CAMPBELL	4059693334	4054693338
Y	GUTHRIE - SOUTHWESTERN BELL TELE	111 E. NOBLE	GUTHRIE	LOGAN	DICK DURRETT	4052739991	4055232606
Y	GUTHRIE CORPORATION-OLD CAPITOL F	500 W. VILAS	GUTHRIE	LOGAN	JIM FREEMAN	4052828222	4052827555
Y	GUTHRIE COTTON OIL COMPANY	204 WEST COLLEGE	GUTHRIE	LOGAN	KARL KINNEY	4052824400	4052827798
Y	GUTHRIE NRS - SOUTHWESTERN BELL T	MICROWAVE SITES	GUTHRIE	LOGAN	JIM SEALS	4052913118	4052913114
Y	LOGAN COUNTY FARM ENTERPRISES, IN	500 WEST VILAS	GUTHRIE	LOGAN	DARIN WYATT	4052823900	
Y	UNITED COOPERATIVE, INC.-MARSHALL	102 WEST MAIN STREET	MARSHALL	LOGAN	STEVE FENTON	4059356301	4059356787
Y	UNITED COOPERATIVE, INC.-NH3 PLANT	NORTH SANTA FE STREET	MARSHALL	LOGAN	STEVE FENTON	4059356301	4059356787
Y	MULHALL REPEATER	36 00' 59" 97 23' 31"	MULHALL	LOGAN	WESTERN REGION N	4157322201	8009508761
Y	UNITED COOPERATIVE, INC.-MULHALL B	119 WEST BATY AVENUE	MULHALL	LOGAN	CLARENCE FREY	4056492361	4056492334
	AMBER/BRADY #1	SEC.31 T15N R1W		LOGAN	STEVE ALTMAN	4053756024	4053687889
	ARNETT #1-2	SEC. 2 T17N R2W		LOGAN	ROBERT BRODBECK	4058402761	4057283598
	BEAR CREEK #1-34	SEC. 34 T16N R1E		LOGAN	L. ERIC BELL	4057221335	
	BEECHER #1-19	SEC. 19 T17N R3W		LOGAN	DON WILTON	4053756065	4052373060
	BERGEN	SEC. 1 T19N R4W		LOGAN	J.S. KLOPFENSTEIN	4059693560	4059693502
	BLACK #1-3	SEC. 3 T16N R1E		LOGAN	JACK RETTIG	4055234300	
	BLANEY #2, #3, & #5	SEC. 21 T18N R4W		LOGAN	C.E. PHELPS	4055579400	8005224076
	CARROLL #1	SEC. 12 T17N R2W		LOGAN	L.L. MCMILLAN	4058405500	4053732464
	CLARK #1-2	SEC. 2 T16N R1E		LOGAN	JACK RETTIG	4055234300	
	DETWILER #1	SEC.22 T18N R2W		LOGAN	STEVE ALTMAN	4053756024	4053687889
	DETWILER #2:W/D OPERATNS. W/OCC.	SEC.22 T18N R2W		LOGAN	STEVE ALTMAN	4053756024	4053687889
	DRABEK #1	SEC. 26 T18N R4W		LOGAN	DON WILTON	4053756065	4052373060
	DRABEK #2	SEC. 26 T18N R4W		LOGAN	DON WILTON	4053756065	4052373060
	DRYE #2-35	SEC. 35 T17N R4W		LOGAN	DON WILTON	4053756065	4052373060
	EUBANKS #1-2	SEC. 2 T17N R2W		LOGAN	ROBERT L. RASMUSS	4058402761	4059490546
	GLACIE HOWLAND	SEC.26 T18N R2W		LOGAN	STEVE ALTMAN	4053756024	4053687889
	GRAEBER, E E	SE SEC. 26 T15N R3W		LOGAN	WILLIAM D. YINGER	4058401835	
	GRASSMAN #22-1	SEC. 22 T19N R4W		LOGAN	JAMES FLOYD	4057226026	4057226026
	GUTHRIE STATION	SEC. 36 T16N R3W		LOGAN	MERLE HARREL	4052758280	4052758280
	HOPFER	E/2 NW SEC. 25 T18N R3W		LOGAN	WILLIAM D. YINGER	4058401835	
	HOPFER, JOHN	W/2 NW SEC. 25 T18N R3W		LOGAN	WILLIAM D. YINGER	4058401835	
	JACK #1-6	SEC. 6 T18N R4W		LOGAN	DON WILTON	4053756065	4052373060
	JACK #2-6	SEC. 6 T18N R4W		LOGAN	DON WILTON	4053756065	4052373060
	JECH #1-35	SEC. 35 T17N R4W		LOGAN	DON WILTON	4053756065	4052373060
	JOHNSON #1-19	SEC. 19 T17N R3W		LOGAN	DON WILTON	4053756065	4052373060
	JUNE #1-26	SEC. 26 T18N R4W		LOGAN	DON WILTON	4053756065	4052373060
	KRANNIG SWD WELL	SEC. 11 T15N R4W		LOGAN	RICHARD W. THOMPS	2149853672	
	KUSIK	SEC. 8 T17N R3W		LOGAN	J.S. KLOPFENSTEIN	4059693560	4059693502
	LEO #1	SW NE NE SEC. 13 T16N R1E		LOGAN	WILLIAM D. YINGER	4058401835	
	MARRIOTT #1-21	SEC. 21 T16N R4W		LOGAN	DON WILTON	4053756065	4052373060
	MCGUIRE #1-34	SEC. 34 T17N R1E		LOGAN	JACK RETTIG	4055234300	

STP	FACL_NAME	FACL_ADDR1	FACL_CITY	FACL_DIST	EMG1_NAME	EMG1_PH	EMG1_24PH
	MILLER UNIT 71	SEC. 29 T18N R2W		LOGAN	J.S. KLOPFENSTEIN	4059693560	4059693502
	NELLIE #1-29	SEC. 29 T16N R4W		LOGAN	DON WILTON	4053756065	4052373060
	NNG COMPRESSOR/DELIVERY	SEC. 28 T13N R23W		LOGAN	TOM BLAIR	4057720256	4054596727
	ORLANDO	SEC. 11 T19N R2W		LOGAN	J.S. KLOPFENSTEIN	4059693560	4059693502
	ORLANDO STATION	SEC. 10 T19N R2W		LOGAN	IVY WILKINS	4052272218	4055223641
	PIERSON #1	SE SE SEC. 5 T17N R4W		LOGAN	WILLIAM D. YINGER	4058401835	
	POPE #1-18	SEC. 18 T16N R3W		LOGAN	C.E. PHELPS	4055579400	8005224076
	REECE #1-21	SEC. 21 T18N R3W		LOGAN	BRENT CUMMINGS	4052354679	
	RIDGDON #2, #3, & #4	SEC. 28 T18N R4W		LOGAN	C.E. PHELPS	4055579400	8005224076
	RISING #1-30	SEC. 30 T16N R4W		LOGAN	ROBERT BRODBECK	4058402761	4057283598
	RISING #2-19	SEC. 19 T16N R4W		LOGAN	ROBERT BRODBECK	4058402761	4057283598
	SMITH #1-34	SEC. 34 T17N R1E		LOGAN	JACK RETTIG	4055234300	
	SMITH-ROWE #1-3	SEC. 3 T17N R1E		LOGAN	JACK RETTIG	4055234300	
	STALDER #31-1	SEC. 31 T19N R4W		LOGAN	JAMES FLOYD	4057226026	4057226026
	STALDER #31-2	SEC. 31 T19N R4W		LOGAN	JAMES FLOYD	4057226026	4057226026
	STALDER #31-3	SEC. 31 T19N R4W		LOGAN	JAMES FLOYD	4057226026	4057226026
	SWAIM #1-25	SEC. 25 T17N R4W		LOGAN	DON WILTON	4053756065	4052373060
	TOWLE #1-18	SEC. 18 T18N R2W		LOGAN	ROBERT BRODBECK	4058402761	4057283598
	TROUTT-MARSH #1-2			LOGAN	JACK RETTIG	4055234300	
	TROUTT-MARSH #2-2			LOGAN	JACK RETTIG	4055234300	
	V.E.	SEC. 25 T19N R4W		LOGAN	J.S. KLOPFENSTEIN	4059693560	4059693502
	WAREING #32-2	SEC. 32 T19N R4W		LOGAN	JAMES FLOYD	4057226026	4057226026
	WAREING #32-3	SEC. 32 T19N R4W		LOGAN	JAMES FLOYD	4057226026	4057226026
	WAREING #32-4	SEC. 32 T19N R4W		LOGAN	JAMES FLOYD	4057226026	4057226026
	WASWO LEASE	SEC. 11 T15N R4W		LOGAN	RICHARD W. THOMPS	2149853672	
	WAYNE #1-18	SEC. 18 T18N R3W		LOGAN	DON WILTON	4053756065	4052373060
	WAYNE #2-18	SEC. 18 T17N R3W		LOGAN	DON WILTON	4053756065	4052373060
	WAYNE #3-18	SEC. 18 T17N R3W		LOGAN	DON WILTON	4053756065	4052373060
	WESLEY	SEC. 8 T18N R3W		LOGAN	J.S. KLOPFENSTEIN	4059693560	4059693502
	BULK PLANT - HEDRICK BROS. OIL	120 W. WACHINGTON	CRESCENT	LOGAN	STUART HEDRICK	4059692485	4059692792
	BUY N BYE #8	N. GRAND & SANDERSON	CRESCENT	LOGAN	PATTY TURNER	4059692601	4059692250
	CRESCENT QUICK STOP, INC.	418 N. GRAND	CRESCENT	LOGAN	JIM PFEIFER	4059692410	
	CRESCENT STATION	RURAL	CRESCENT	LOGAN	DALE LEWIS	4058537141	4059693777
	DALE'S QUICK STOP, INC. #3	501 N. GRAND	CRESCENT	LOGAN	TONY WILDMAN	4058536114	4058536883
	HEDRICK BROTHERS OIL COMPANY (BUL	120 W. WASHINGTON	CRESCENT	LOGAN	STUART HEDRICK	4059692792	4059692792
	HEDRICK BROTHERS OIL COMPANY (BUL	202 W. WASHINGTON	CRESCENT	LOGAN	STUART HEDRICK	4059692792	4059692792
	HEDRICK BROTHERS OIL COMPANY (SE	302 N GRAND	CRESCENT	LOGAN	RICHARD HEDRICK	4059692652	4059692652
	KATSCHOR STATION	11MI W & 1MI S OF CRESCENT.	CRESCENT	LOGAN	DALE LEWIS	4058537141	4059693777
	KOCH-CRESCENT TRUCK STATION	5 MI. W OF CRESCENT ON DOV	CRESCENT	LOGAN	DAVID KILIAN	4053952377	4053952377
	PROPANE SALES, INC.	RT. 1 BOX 6	CRESCENT	LOGAN	RONALD HOPSON	4059692946	8006338253
	SE LINCOLN STATION	9MI W & 2MI S OF CRESCENT.	CRESCENT	LOGAN	DALE LEWIS	4058537141	4059693777
	TECH CENTER CIMARRON ULTRAFINE TI	1/2 MI. N OF HWY JUNCTION 33	CRESCENT	LOGAN	C.A. NATALIE	4057755643	4053482687
	SCURLOCK PERMIAN CORPORATION	5102 SOUTH DIVISION	GURTHRIE	LOGAN	JAMES A. NICHOLS	7136464134	7136464100

STP	FACL_NAME	FACL_ADDR1	FACL_CITY	FACL_DIST	EMG1_NAME	EMG1_PH	EMG1_24PH
	AMERIGAS PROPANE, INC.	PINE & SEWARD	GUTHRIE	LOGAN	J.K. KNUTSON, JR.	4057321329	4054543436
	AT&T-GUTHRIE RADIO TOWER	I-35 S TO SEWARD, 2.5 MI E, 1 M	GUTHRIE	LOGAN	24 HOUR RESPONSE	8006227378	8006227378
	CIMARRON STATION	4MIE ON HWY 33, .5MIN INTO	GUTHRIE	LOGAN	CHESLEY THOMAS	4053246377	4053246377
	COASTAL MART NO. 9661	823 W. NOBLE	GUTHRIE	LOGAN	JIM MASON	3162913215	8003474708
	DALE'S QUICK STOP, INC. #7	901 NORTH WENTZ	GUTHRIE	LOGAN	TONY WILDMAN	4058536883	4058536114
	GUTHRIE BATCH PLANT	115 E. GRANT	GUTHRIE	LOGAN	RICK PARKER	4052822209	4052822155
	GUTHRIE DISTRICT & SHOP	5102 SOUTH DIVISION	GUTHRIE	LOGAN	JAMES A. NICHOLS	7136464134	7136464100
	GUTHRIE DISTRICT SERVICE CENTER	420 W. INDUSTRIAL BLVD.	GUTHRIE	LOGAN	RAY TURNER	4052820220	4053489748
	GUTHRIE SAND PLANT	RT. 1, BOX 163	GUTHRIE	LOGAN	JERRY TAYLOR	4052822153	4053992476
	GUTHRIE STATION	9MI S & 2.5MI E OF GUTHRIE.	GUTHRIE	LOGAN	DALE LEWIS	4058537141	4059693777
	LOVE'S COUNTRY STORE	1223 S. DIVISION	GUTHRIE	LOGAN	JERRY RUGER		4056343185
	MAVERIC MINI-MART #5	621 W. NOBLE	GUTHRIE	LOGAN	GLYNN OR SANDY MC	9182253641	9182254637
	RANGER STORE #5	213 N. PINE.	GUTHRIE	LOGAN	KAREN COFFIN	4052827158	4052823713
	SOUTHWESTERN BELL	2.4 MILES WEST OF GUTHRIE	GUTHRIE	LOGAN	HOWARD JONES	4053729942	4053772700
	TEXACO PIPELINE CIMARRON FACILITY	3 1/4 EAST ON 33 1 1/4 N. 400 FT	GUTHRIE	LOGAN	DENNIS SAWYER	4052827879	8005221403
	TURNPIKE #10	MIDWEST BLVD. & CHARTER O	GUTHRIE	LOGAN	B.M. SMITH	4052823815	4052823815
	WATERLOO CORNER	COLTRANE & WATERLOO	GUTHRIE	LOGAN	WES RATLIFF	4052246062	4052220827
	LANGSTON - SOUTHWESTERN BELL TEL	MICROWAVE SITES	LANGSTON	LOGAN	JIM SEALS	4052913118	4052913114
	MULHALL NR - SOUTHWESTERN BELL TE	MICROWAVE SITES	MULHALL	LOGAN	JIM SEALS	4052913118	4052913114
	ORLANDO NR - SOUTHWESTERN BELL T	MICROWAVE SITES	ORLANDO	LOGAN	JIM SEALS	4052913118	4052913114
	ORLANDO STATION	RURAL	ORLANDO	LOGAN	DALE LEWIS	4058537141	4059693777
	77 STATION	SEC. 28 T18N R2W	RURAL	LOGAN	GAS CONTROL		9185831121
	BALSIGER STATION	SEC. 3 T17N R4W	RURAL	LOGAN	GAS CONTROL		9185831121
	BROWN	SEC. 3 T17N R3W	RURAL	LOGAN	GAS STORAGE		9185831121
	BUFFORD STATION	SEC. 24 T17N R4W	RURAL	LOGAN	GAS CONTROL		9185831121
	BUGG NO. 1	SEC. 7 T16N R3W	RURAL	LOGAN	MIKE BEUTLER	4054332342	
	CASSIDY STATION	SEC. 15 T19N R3W	RURAL	LOGAN	GAS CONTROL		9185831121
	CIMARRON STATION	SEC. 2 T17N R2W	RURAL	LOGAN	GAS CONTROL		9185831121
	COBURN STATION	SEC. 25 T17N R3W	RURAL	LOGAN	GAS CONTROL		9185831121
	CROSSFIELD STATION	SEC. 25 T19N R4W	RURAL	LOGAN	FRED DENNIS	4059693560	8003241121
	DAVIS STATION	SEC. 9 T18N R4W	RURAL	LOGAN	GAS CONTROL		9185831121
	DRISKELL STATION	SEC. 8 T18N R3W	RURAL	LOGAN	GAS CONTROL		9185831121
	FREY	SEC. 22 T19N R2W	RURAL	LOGAN	GAS CONTROL		9185831121
	GABRIEL STATION	SEC. 18 T19N R4W	RURAL	LOGAN	GAS CONTROL		9185831121
	GUTHRIE STATION	SEC. 20 T16N R2W	RURAL	LOGAN	GAS CONTROL		9185831121
	KELLOGG STATION	SEC. 24 T16N R3W	RURAL	LOGAN	GAS CONTROL		9185831121
	LOESCH STATION	SEC. 31 T18N R2W	RURAL	LOGAN	GAS CONTROL		9185831121
	LOGAN STATION	SEC. 36 T16N R3W	RURAL	LOGAN	BOBBY WEAVER	4058784113	8005224084
	MILLER STATION	SEC. 29 T18N R2W	RURAL	LOGAN	GAS CONTROL		
	PETER WEBER LEASE	SEC. 18 T19N R4W	RURAL	LOGAN	PHILLIP A. VALOIS	9184466114	9182272305
	ROXANA STATION	SEC. 29 T19N R4W	RURAL	LOGAN	GAS CONTROL		9185831121
	SCHLOPP	SEC. 32 T20N R2W	RURAL	LOGAN	GAS CONTROL		9185831121
	SCHUBERT STATION	SEC. 33 T18N R4W	RURAL	LOGAN	GAS CONTROL		9185831121

Facilities Reporting per TIER II and Subject to Planning (STP)

21/02/199

STP	FACL_NAME	FACL_ADDR1	FACL_CITY	FACL_DIST	EMG1_NAME	EMG1_PH	EMG1_24PH
	STATELAND STATION	SEC. 36 T17N R4W	RURAL	LOGAN	GAS CONTROL		9185831121
	STONER #3	SEC. 3 T15N R4W	RURAL	LOGAN	MR. MIKE ELDER	9185859972	

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 kidnaping, 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.

B. Training.

1. Public awareness and training are 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 terrorists 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:

a. Conducting and coordinating the assessment of the terrorism threat within the county and its cities/towns which includes identification of key assets.

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 which apply to biological, chemical, radiological, and other areas that have unique activities.

e. Initiating scheduling and contracting training symposiums facilities and facilitator per instructions of the Policy Groups.

2. County Sheriff/Local Police are responsible for:

a. Coordinating and assisting the Emergency Manager 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 Manager Director in conducting the threat assessment with the county and identify key assets from an arson/fire suppression prevention stand point.

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 Manager 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 advise.

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.

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.

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.

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 an annual review of this annex is conducted by all officials involved in its execution. The EM Director will coordinate this review and distribute changes to the annex.

APPENDIX

APPENDIX 1 - Bomb Threat Checklist

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 ____ Stutterer ____ Nasal ____

Language Excellent ____ Good ____ Fair ____ Tapped ____

LOGAN COUNTY

CIVIL DEFENSE / EMERGENCY MANAGEMENT

John W. Lewis, Director *301 E. Harrison, Guthrie, OK 73044* *405-282-0494*

September 15, 1999

to: (see distribution)

Attached is Change 1 to the Emergency Operations Plan for Logan County and the City of Guthrie.

All changes to the plan in change 1 are administrative in nature. They correct page numbering errors and reflect approval of the plan by appropriate officials.

Please remove old pages and replace them with the attached pages as indicated hereon.

remove page:	insert page:
cover .. dated MAR 1997	cover ..dated SEP 1999
iii-v ..... table of contents	i-iii, ... table of contents, change 1
vi ..... record of changes	iv..... record of changes, change 1
vii ..... change recommendation sheet	v..... change recommendation sheet, change 1
i ..... approval page	vi..... approval page, change 1
- - -	vii..... distribution, change 1

When the above pages have been posted, enter your name and the date on page iv. Then place this letter at the rear of the plan as the last page after all appendices and tabs.