

BASIC PLAN

I. PURPOSE

This plan describes the Emergency Management Program for Oklahoma County. It is designed as a comprehensive, multi-use program to deal with man-made or natural disasters. This plan defines and assigns responsibilities for preparing for, responding to, and recovering from natural disasters, technological accidents, war, terrorism and other major incidents or hazards.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Oklahoma County is located close to the center of the State of Oklahoma. The 2000 census lists the population of Oklahoma County as 660,448. The largest city in the county is Oklahoma City with a population of 506,132.

2. The county is exposed to many hazards that have the potential for disrupting the community, causing damage, and creating casualties. Hazards that may occur in or around the county include tornados, severe thunderstorms, floods, winter storms, hazardous material spills or incidents, radiological material incidents, wildfires, terrorism, major aircraft crash, and nuclear attack.

3. Oklahoma County government is responsible for Emergency Management operations only within the unincorporated areas of Oklahoma County except that:

a. Incorporated cities are responsible for all emergency management operations within their city limits as authorized under State statute. Oklahoma County will assist these communities to the greatest extent possible, both as an intermediary to the state Office of Emergency Management, and through liaison, resource and management services during all phases of the emergency management process.

b. Oklahoma County may also provide emergency management services directly to certain incorporated municipalities under specific agreement between the two jurisdictions

B. Assumptions

1. Oklahoma County government officials will implement this Emergency Operations Plan in a timely manner when confronted with real-time or potential disasters. If properly implemented, this plan can reduce or prevent disaster related losses.

2. The resources owned or controlled by the County will essentially be undamaged by the events requiring activation of this plan. In addition, those resources of larger municipalities, surrounding jurisdictions and local communities, as well as commercial, industrial and volunteer resources will also be available.

II CONCEPT OF OPERATIONS

A. General

1. Federal, State, and local governments are responsible for comprehensive emergency management to protect life and property from the effects of hazardous events. Local government, because of its proximity to these events, has the primary responsibility for emergency management activities, with other levels of government providing resources not available at the local level.

2. When the emergency exceeds Oklahoma County government's capability to respond, assistance will be sought from jurisdictions within the county and from surrounding counties. If necessary, Oklahoma County will request assistance from the State of Oklahoma through the Oklahoma Emergency Operations Center (EOC) at the Oklahoma Department of Emergency Management. The federal government will provide assistance and resources to the state where needed.

3. This plan is based on the concept that the emergency functions performed by agencies responding to an emergency will generally parallel their normal day-to-day functions. Whenever possible, the same personnel and material resources will be employed in both cases.

4. Day-to-day functions that do not contribute directly to emergency response actions may be suspended for the duration of the emergency. The resources normally used for those functions may be diverted to emergency tasks.

5. A comprehensive emergency management plan is concerned with all types of hazards that could occur in the community. It must address

actions that are required before, during, and after the disaster. These actions and when they occur are outlined below.

B. Phases of Emergency Management

1. Mitigation

Mitigation activities are those that eliminate or reduce the probability of a disaster occurring. They also include those long-term actions that 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, damage assessment 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

1. Most departments within Oklahoma County government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining it's own emergency Standard Operating Procedures (SOP's) to meet these requirements. Specific

responsibilities are outlined under "Task Assignments" and amplified in function specific annexes to this plan.

2. In addition to the specific responsibilities and tasks specified in appropriate annexes to this plan, all appropriate organizations will:

- a. Maintain current internal personnel notification or recall rosters and appropriate recall/notification procedures.
- b. Develop SOPs in sufficient procedural detail to ensure successful response during a major disaster.
- c. Develop a system to manage and track resources and response personnel and to maintain contact with the EOC during emergencies.
- d. Designate a representative to report to the EOC during emergencies to advise decision makers and coordinate their agency's response effort with other response organizations.
- e. Report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposure, etc.) to the EOC during emergency operations.
- f. Identify and make arrangements to protect records deemed essential for continuing government functions, conducting emergency operations, and reconstitution of the government (i.e., tax records, birth and death certificates, vital statistics, etc.).
- g. Negotiate, coordinate, and prepare mutual aid agreements.
- h. Support cleanup and recovery operations following disasters.
- i. Train assigned response staff and volunteer augmentees to perform emergency functions.
- j. Maintain a current inventory of all government and private emergency response resources (i.e., personnel, equipment, and supplies).

3. Cities and towns within Oklahoma County are required by state statute to develop their own Emergency Operations Plans which assign responsibilities for specific emergency functions. The County will coordinate with designated individuals in each community as necessary to

insure consistency among the plans. Copies of these local plans will be maintained at the County EOC.

B. Organization

1. The Policy Group for Oklahoma County is the Board of County Commissioners. The authority to implement this Emergency Operations Plan and activate the Emergency Operations Center (EOC) is delegated to the Director, Oklahoma County Emergency Management. The Emergency Management Director will activate the EOC when a major disaster has occurred or is likely to occur within or near the County's jurisdictional area, as required. Members of the Coordination Group be notified by the Emergency Management Director and will report to the EOC as needed.

2. The Emergency Management Coordination Group is composed of senior Oklahoma County management officials who have the experience and knowledge to provide effective leadership and coordination efforts during crisis situations. Members of the Operations Staff will be notified by the Emergency Management Director and will report to the EOC as needed. The Coordination Group consists of the following positions as assigned to the officials listed below:

- a. Director, Oklahoma County Emergency Management.
- b. Law Enforcement Coordinator: Oklahoma County Sheriff.
- c. Engineering Services Coordinator: Oklahoma County Engineer.
- d. Environmental Health and Safety: Director, Oklahoma County Health and Environmental Safety
- e. Public Works Coordinators: District Highway Superintendents.
- f. Liaisons from Public Utilities: Designated representatives of Public Utility Companies.
- g. Liaison for Volunteer Organizations: State V.O.A.D Organization
- h. Public Services Coordinator: Director of Training and General Assistance

i. Resources Coordinator: As appointed by the Oklahoma County Director of Emergency Management.

3. The Emergency Management Operations Staff consists of individuals (volunteer or designated) or representatives of agencies with specialized knowledge who have been deemed vital for the handling of emergency operations. The Operations Staff is composed of the following positions that report to the Director of Emergency Management

- a. Operations Officer
- b. Logistics Officer
- c. Plans Officer
- d. Finance Officer
- e. Damage Assessment Coordinator
- f. Public Information Officer
- g. Hazardous Materials Protection Coordinator
- h. Shelter/Evacuation Coordinator
- i. Transportation Coordinator
- j. Other Staff Assignments as necessary.

C. Task Assignments and Responsibilities

Task assignment and responsibilities are divided into three areas: (1) those assigned to members of the Emergency Management Coordination Group; (2) those assigned to members of the Emergency Management Operations Staff; and (3) those assigned to other individuals or agencies that can be of assistance in an emergency. Each organization will prepare and maintain SOPs, resource lists, and checklists that detail how they're assigned responsibilities are performed to support the implementation of this plan. Copies of these documents shall be forwarded to the Emergency Management Director for use in the EOC.

1. COORDINATION GROUP

- a. The Emergency Management Director is responsible for coordination of all phases of emergency management, comprehensive emergency management planning, EOC activation and operations, EOC staff training, liaison with other local, state, and federal Emergency Management agencies, and public information and education.
- b. The County Sheriff is responsible for coordination of all law enforcement activities, disaster site security, traffic control, warning dissemination, liaison with other law enforcement agencies, and rural search & rescue.
- c. The EM Operations Officer is responsible for all EOC communications systems, the EOC message center and message processing, activation of the Severe Weather / Emergency Management Radio Net, readiness of the Mobile Command Post, and communications systems training, planning, and support and field operations.
- d. The County Engineer is responsible for providing engineering services and advice, and damage assessment of roads, bridges, and other public facilities and coordinating overall debris removal operations.
- e. The District Highway Superintendents will clear streets and bridges, assist in providing debris removal.
- f. The Director, Oklahoma County Environmental Health and Safety, is responsible for maintaining safe standards for crisis relocation, fallout shelters, and disaster relief operations, coordinating with appropriate agencies to maintain safe food, water, sanitation, and providing public health information.
- g. The Director of Training and General Assistance, is responsible for establishing disaster relief operations for the public through coordination with the American Red Cross, Salvation Army and the State Department of Human Services. This task includes, but is not limited to, coordinating reception and care to evacuees, providing provisions and funds for emergency aid, transportation, emergency medications, and other related support.
- h. The Liaison for Volunteer Organizations is responsible for coordination of the relief efforts of those agencies serving the victims of the disaster or emergency.

j. The Liaisons from Public Utility Companies The various public utilities (OG&E, ONG, SW Bell, AT&T, etc.), will appoint individuals to serve on the Coordination Group to advise on utility damage, status, repair, and restoration of services pursuant to their own SOPs.

l. The Resources Coordinator, is responsible for all manpower and resources allocation.

2. THE OPERATIONS GROUP

a. The Operations Officer, Oklahoma County Emergency Management, will assist the Director as required and coordinate the activities of the EOC, the Operations Staff, and other assigned individuals.

b. The Logistics Officer is responsible for providing facilities, services, and materials including communication, medical, and food for responders, and is responsible for managing all supply and resource staging/ storage issues.

c. The Plans Officer is responsible for collection, evaluation, dissemination and use of information about the development of the incident and the status of resources.

d. The Finance Officer is responsible for all cost and financial considerations including time, procurement, compensation/claims, and cost control.

e. The Damage Assessment Coordinator is responsible for the operation of damage assessment teams and for receiving and compiling all damage reports.

f. The Public Information Officer will be responsible for official media contacts and press releases as well providing information directly to the public regarding the status of the disaster and all response and recovery operations.

g. The Hazardous Materials Protection Coordinator. Specifically trained in hazardous materials and radiological monitoring operations are assigned to the County Sheriff's office. In the event of a nuclear attack or incident involving nuclear, biological or chemical

contamination, the Sheriff will assign an individual to report to the Operations Staff to advise on all such matters.

3. OTHER AGENCIES

Other agencies may be called on to provide assistance during emergency operations. Each organization should have its own established procedures to deal with emergency response situations and should be prepared to assign an individual to the EOC to advise the Coordination Group on their efforts if needed.

a. Emergency Service Coordinators

Emergency service coordinators are directors of departments within county government, 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 county.

b. 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.

4. Agencies that may be called on to provide assistance during emergency operations are listed below.

a. The County Medical Examiners Office, when committed, is responsible for collecting, identifying and coordinating interment of deceased victims caused by the disaster, and coordinating funeral home support of disaster operations.

b. The City/County Health Department, when committed, is responsible for investigating sanitation conditions, establishing safe standards for crisis relocation, emergency shelter, and disaster relief operations, coordinating medical support and epidemic control, inspecting food and water supplies, and providing public health education.

- c. The DHS County Office, when committed, is responsible for providing provisions/funds for emergency aid and coordination with the Red Cross and other related agencies.
- d. The National Guard, when committed through the Okla. Dept. of Emergency Management, is responsible for assisting in radiological protection, law enforcement and traffic control, search and rescue operations, providing military engineering support, assistance in debris clearance, and providing logistical support for supply, transportation, maintenance, food service, and communications.
- e. State and Federal Support is responsible for public welfare assistance, resources, law enforcement, health and medical, debris clearance, and public information and education.
- f. American Red Cross, when committed, is responsible for providing reception, care, food, lodging and welfare assistance throughout Oklahoma County, coordinating all personnel relief activities for any type disaster, operating shelters for disaster relief, providing damage assessment of private property, providing First Aid Support and blood supply to disaster relief medical operations, and providing counseling services as needed.
- g. The Salvation Army is responsible for supporting shelter/congregate care operations, providing field canteens, and providing counseling services as needed.
- h. Ministerial Alliance/Church Volunteer Groups are responsible for assisting with lodging, feeding and welfare operations in support of disaster relief or relocation, assisting with reconstruction efforts, providing volunteer manpower, and providing counseling services as needed.
- i. Medical Service Providers are responsible for emergency medical care for disaster victims, health care, and crisis counseling.
- j. The County Clerk has responsibilities for county administrative duties.
- k. The County Assessor has capabilities to identify structures and addresses without availability of the property, including aerial maps and other resources which may be needed during disaster Damage Assessment activities.

k. The County Treasurer has responsibilities for fiscal duties, and shall provide for the finance officer position on the operations staff.

l. The District Attorney is assigned all responsibilities for legal and emergency information services and will advise the Board of County Commissioners as necessary.

D. Continuity of Government

1. Each agency tasked in this plan will:

a. Identify at least two successors responsible for activating that agency's part of the plan and managing all their response operations in the absence or unavailability of the primary official of that agency/department

b. Designate the specific emergency authorities that designated successors can assume, and the circumstances under which those authorities become effective and are terminated.

c. Describe the primary and alternate methods for notifying all other response elements of each succession.

2. Succession of Leadership (Commissioners). The line of succession for continuity of government for Oklahoma County is as follows:

a. Chairman of the Board of County Commissioners

b. Vice Chairman of the Board of county Commissioners

c. Member of the Board of County Commissioners

3. Preservation of Records

In order to provide normal government operations following a disaster, vital records must be protected. The principal causes of damage to records are fire and water. Therefore, essential records will be protected accordingly as directed by the County Clerk.

V. ADMINISTRATION AND LOGISTICS

A. Emergency Authority

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

2. Provisions for local emergency powers are found in the Oklahoma Code, County Resolutions, and local ordinances that 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 understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

C. Reports and Records

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

D. Relief Assistance

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

E. Consumer Protection

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

F. Nondiscrimination

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

G. Administration and Insurance Claims

Commercial insurance companies and adjustment agencies normally handle insurance claims on a routine basis. Complaints concerning claims handling 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. 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.

I. 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.

J. 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.

K. Emergency Purchases

The County Purchasing Agent in coordination with the Coordination Group's Finance Officer will be responsible for arranging emergency

purchases for all emergency operations and will coordinate with the County Commissioners and Department heads as necessary.

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. Actions and responses described in his plan are derived from threats identified in the Oklahoma County Hazard Analysis. The analysis identifies specific threats to Oklahoma County along with the probability of occurrence. This plan, in turn, identifies how we intend to counter those threats. The most current hazard analysis document is kept in the Emergency Management Director's office.

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

C. Department directors are responsible for development and maintenance of their respective segments/Annexes of this plan and their appropriate supporting SOP's.

D. The Oklahoma County Commissioners will ensure an annual review of this plan is conducted by all officials involved in its execution. The Emergency Management Director will coordinate this review and any plan revision found necessary.

E. 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 this plan.

F. After any real world disaster that causes any portion of this plan to be implemented, a formal critique will be conducted by the Oklahoma County Director of Emergency Management within thirty (30) days of such an event. Agencies that participated in the disaster response, including those from adjacent jurisdictions, shall be invited to provide a knowledgeable representative to review their respective operations to determine lessons learned and any plan revisions that may be necessary.

VII. AUTHORITIES AND REFERENCES

A. Legal Authority.

1. Federal.

- a. Disaster Mitigation Act of 2000 [Pub. L. 106-390]
- b. Hazard Mitigation and Relocation Assistance Act of 1993 [Pub. L. 103-181]
- c. Robert T. Stafford Disaster Relief and Emergency Assistance Act., [Pub. L. 93-288]..

2. State of Oklahoma.

- a. Oklahoma Emergency Management Act of 2003.
- b. Compendium of state legislation related to emergency management.

3. Local.

Civil Defense Resolution, County of Oklahoma, Resolution No. 62-61, 13 November 1961.

B. References.

FEMA 20, Publications Catalog

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

Emergency Operations Plan for the State of Oklahoma.

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

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

APPENDICES

APPENDIX 1 - Definitions

APPENDIX 2 - List of Acronyms