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## CITY OF GUYMON EMERGENCY OPERATIONS PLAN

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APPROVAL PAGE

CITY OF GUYMON  
EMERGENCY OPERATIONS PLAN

Effective Date: 10-30-2008

To all Recipients:

Transmitted herewith is the new integrated Emergency Operations Plan for City of Guymon. This plan supersedes any previous emergency management/civil defense plans promulgated by the city for this purpose. It provides a frame-work in which the departments of the City of Guymon 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 City of Guymon.


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.

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

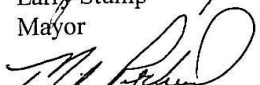
The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be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

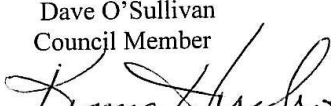
This plan is in accordance with existing Federal, State and local statutes. It has been approved by the **City of Guymon** City Council and the Oklahoma Department of Emergency Management. It will be revised and updated as required. All recipients are requested to advise the **City of Guymon** Emergency Management Director of any changes which might result in its improvement or increase its usefulness.

APPROVED BY:


  
Larry Stump  
Mayor

  
Dave O'Sullivan  
Council Member

  
Mike Pritchard  
Council Member

  
Kenny Huckins  
Council Member

  
Randy Hinds  
Council Member

  
Harold Tyson  
EM Director

DISTRIBUTION

CITY OF GUYMON

Copies of this Emergency Operations Plan will be distributed as follows:

<b>TO:</b>	<b>NO. OF COPIES</b>
City Manager	1
City of Guymon Emergency Management Director	1
Director, OK Dept. of Emergency Management	1
Office of the County Emergency Manager	1
Guymon Fire Chief	1
Office of the DHS County Director	1
Director, ACOG, ATTN: Rural Fire Coordinator	1
Commander, OHP Troop I, Guymon, Oklahoma	1
City of Guymon Supervisors	10
Texas County Environmentalist, DEQ	1
Chairman, Texas County Chapter of the ARC	1
Texas County, Department of Health	1
Administrator, Memorial Hospital of City of Guymon	1

TOTAL COPIES: 22



## CHANGES

TO: Mr. Harold Tyson  
City of Guymon Emergency Management Director  
219 N.W. 4th  
Guymon, Oklahoma 73942

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

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

CHANGE:

SHOULD READ:

Submitted by: Harold Tyson

(Date \_\_\_\_\_)

## BASIC PLAN

### I. PURPOSE.

A. This plan has been developed to provide a comprehensive (multi-use) emergency management program for City of Guymon. 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. City of Guymon is located approximately 265 miles Northwest of Oklahoma City and approximately 125 miles North of Amarillo, Texas. The 2000 census of population for City of Guymon is 20,107. The largest city and county seat, Guymon, has a 2000 census of population 10,472. Guymon is located at the junction of US numbered routes 54, 64 and State Hwy. 3. Map mileage is 265 miles from Guymon to 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, tornadoes, winter storms, civil disorder, earthquakes, dam failure, HAZMAT incident-fixed facility, HAZMAT incident-highway, nuclear incidents, power failure, radiological incident-transportation, subsidence, livestock disease epidemic, and rural or urban fires.

#### B. Assumptions.

1. City of Guymon 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.

## BASIC PLAN

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 City of Guymon, the City Policy Group will contact County Emergency Management and request response resources, which are not available within city government, in order to manage large events that occur in the City of Guymon. Local government, because of its proximity to these events, has the primary responsibility for emergency management activities. Other levels of government provide resources not available at the local level. When the emergency exceeds local government's capability to respond, assistance from the state government will be requested through the Oklahoma Emergency Operations Center (EOC). The federal government will provide assistance and resources to the state where needed. Federal assistance usually is extended to aid in recovery from major disasters.

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

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

## BASIC PLAN

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

### B. Organization.

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

2. The City of Guymon and City Policy Group is composed of the following:

- a. City of Guymon: City Council.
- b. City Manager

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: Selected by the Policy Group
- b. EOC Staff Coordinator: Selected by the Emergency Management Director.
- c. Police Chief
- d. Fire Chief.

## BASIC PLAN

- 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: City Emergency Management Director.
- h. City Maintenance/Public Works Service: Supervisor
- i. Independent School District Services: Superintendent 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 City Emergency Management Director.

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

- a. **Communications/Message Center Section.**
- b. **Damage Assessment Section.**
- c. **Public Information Section.**
- d. **Warning Section.**
- e. **Shelter/Evacuation Section.**
- f. **Administration Section.**
- g. **Transportation Section.**

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

5. Emergency Service Coordinators.

Emergency service coordinators are directors of departments within the 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

## BASIC PLAN

coordinating their actions with other departments and volunteer agencies to efficiently apply all available resources to the emergency confronting the city.

### 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. EOC operation.
- e. Comprehensive emergency management planning.
- f. EOC staff training.
- g. Warning system planning.
- h. Damage assessment planning.

#### 2. Police Chief /Law Enforcement is responsible for:

- a. Maintaining law and order.
- b. Traffic control.
- c. Access control of restricted areas.
- d. Security of vital facilities.
- e. Operation of the warning system.
- f. Communication system support.

## BASIC PLAN

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

## BASIC PLAN

- b. Coordinating funeral home support of disaster operations.
7. County Health Department, when committed, is responsible for:
- a. Investigating sanitation conditions and establishing safe standards for crisis relocation, emergency shelter or disaster relief operations.
  - b. Coordinating medical support and epidemic control.
  - c. Inspecting food and water supplies.
  - d. Providing public health education.
8. 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.
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.
10. State and Federal Support is responsible for when committed:
- a. Public welfare assistance.
  - b. Resources.
  - c. Law enforcement.
  - d. Health and medical.

## BASIC PLAN

- 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 City of Guymon.
  - 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. The Salvation Army is responsible for when committed:
- a. Supporting shelter/congregate care operations.
  - b. Providing field canteens.
  - c. Providing counseling service.
13. Ministerial Alliance/Church Volunteer Groups are responsible for when committed:
- 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. Guymon Fire Department EMS is responsible for:
- a. Emergency medical care for disaster victims.

## BASIC PLAN

- b. Health care.
  - c. Crisis counseling.
15. The City Clerk has responsibilities for city administrative duties.
16. The City Treasurer has responsibilities for fiscal duties.
17. The City Attorney is assigned all responsibilities of legal and emergency information services and will act on an advisory committee.
18. All other City of Guymon Agencies, officers and employees of city government will support and implement this plan as directed by the City of Guymon Council.

### V. DIRECTION AND CONTROL.

A. The final responsibility for all Emergency Management belongs to the elected officials of the City of Guymon who are members of the Emergency Management Policy Group. This group is the decision making group for all policy level decisions and is the executive head of the emergency service coordinators and EOC staff. During response operations, the members of the policy group will act in concert and advise/direct the activities of the entire response organization through the EOC emergency service coordinators. They will also be available to constituents to address no routine matters.

B. The City of Guymon Emergency Management 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.
- 4. Specific emergency authorities that may be assumed by the designated successor during emergency situations. (See Note at IV,B,4.)

## BASIC PLAN

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

### VI. CONTINUITY OF GOVERNMENT.

A. Succession of Leadership. The line of succession for continuity of government for City of Guymon is as follows:

1. City of Guymon
  - a. City Manager
  - b. Mayor
  - c. Vice Mayor
  - d. Senior Council Member
2. Line of succession for the Emergency Management Director will be the Fire Chief.
3. Line of succession for each agency/department head is according to the department rules and/or standing operating procedures established by each department.

B. Preservation of Records.

In order to provide 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 in the City of Guymon safe 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.

## BASIC PLAN

- b. Contracts and Obligations.
- c. Control of Restricted Areas.
- d. Liability.

### B. Agreements and Understandings.

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

### C. Reports and Records.

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

### D. Relief Assistance.

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

### E. Consumer Protection.

Consumer complaints pertaining to alleged unfair or illegal business practices will 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. Adjusters of private insurance companies are usually dispatched to a disaster area to assist with claim problems.

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### H. Management of Manpower (Paid and Volunteer).

Manpower, both paid and volunteer, will be managed by the City Emergency Management Director.

### I. Duplication of Benefits.

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

### J. Use of Local Firms.

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

### K. Preservation of Historic Properties.

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

## VIII. PLAN DEVELOPMENT AND MAINTENANCE.

A. The contents of this plan must be known and understood by those people responsible for its implementation. The City EM Director is responsible for briefing staff members and 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 SOPs as stated here and set forth in Section VIII of each Annex.

C. The Policy Group will ensure an annual review of this plan is conducted by all officials involved in its execution. The 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.

## BASIC PLAN

### A. Legal Authority.

#### 1. Federal.

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

#### 2. State of Oklahoma.

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

Oklahoma Constitution, Art 6 Section 1-6.

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

City of Guymon, Ordinance No. 233, Dated 8 May, 1957

Civil Defense Resolution, County of Texas, Resolved on 12 March 1965

Town Of Tyrone, Ordinance No. 100 Dated 7 May 1969

### B. References.

FEMA 20, Publications Catalog

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

Emergency Operations Plan for the State of Oklahoma.

Oklahoma Department of Emergency Management Digest of State Laws.

## APPENDICES

APPENDIX 1 - Incorporation of Federal Response Plan

APPENDIX 2 - Definitions

APPENDIX 3 - List of Acronyms

## BASIC PLAN

### APPENDIX 1 INCORPORATION OF FEDERAL RESPONSE PLAN

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) provides the authority for the Federal government to respond to disasters and emergencies in order to provide assistance to save lives and protect public health, safety, and property. The Federal Response Plan for Public Law 93-288 as amended is designed to address the consequences of any disaster or emergency situation in which there is a need for Federal response assistance. Copies of this plan are maintained at the State Emergency Operations Center.

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

The plan has been incorporated into the State Emergency Operations Plan with State agencies assigned the task of cooperating with the appropriate Federal and local agencies in the coordination and implementation of the plan.

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

ESF #	Title		
1	Transportation	Federal Agency:	Dept. of Transportation
		State Agency:	Dept. of Transportation
		Local Agency:	<u>City of Guymon, Streets Dept.</u>
2	Communications	Federal Agency:	National Communication System
		State Agency:	Dept. of Emergency Mgmt.
		Local Agency:	<u>City of Guymon, Police</u>
3	Public Works & Engineering	Federal Agency:	U.S. Army Corps of Engineers
		State Agency:	Dept. of Transportation
		Local Agency:	<u>City of Guymon, Public Works</u>
4	Firefighting	Federal Agency:	Dept. of Agriculture
		State Agency:	Dept. of Agriculture
		Local Agency:	<u>Guymon Fire Department</u>

BASIC PLAN

APPENDIX 1  
INCORPORATION OF FEDERAL RESPONSE PLAN (CONT)

ESF # Title

5	Information & Planning	Federal Agency: State Agency: Local Agency:	Federal Emer. Mgmt. Agency Dept. of Emergency Mgmt. <u>City of Guymon, Council</u>
6	Mass Care	Federal Agency: State Agency: Local Agency:	American Red Cross American Red Cross <u>American Red Cross</u>
7	Resource Support	Federal Agency: State Agency: Local Agency:	General Services Admin. Dept. of Emergency Mgmt. <u>City of Guymon, Council</u>
8	Health & Medical Serv.	Federal Agency: State Agency: Local Agency:	Dept. of Health & Human Serv. Dept. of Health <u>County Health Dept.</u>
9	Urban Search & Rescue	Federal Agency: State Agency: Local Agency:	Federal Emer. Mgmt. Agency Dept. of Public Safety <u>Guymon Fire Department</u>
10	Hazardous Materials	Federal Agency: State Agency: Local Agency:	Envir. Protection Agency Dept. of Envir. Quality <u>Guymon Fire Department</u>
11	Food	Federal Agency: State Agency: Local Agency:	Dept. of Agriculture American Red Cross <u>American Red Cross</u>
12	Energy	Federal Agency: State Agency: Local Agency:	Dept. of Energy Dept. of Emergency Mgmt. <u>City of Guymon, Emergency Mgmt.</u>

## BASIC PLAN

### APPENDIX 2 DEFINITIONS

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

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

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

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

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

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

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

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

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

## BASIC PLAN

### APPENDIX 2 DEFINITIONS (CONT)

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR): The person appointed by the Governor of Oklahoma in the Federal/State Disaster Assistance Agreement as his authorized representative to act in cooperation with the Federal Coordinating Officer.

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

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

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

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

OKLAHOMA DEPT. OF EMERGENCY MANAGEMENT (OEM): The agency responsible for preparation and execution of emergency functions to prevent, minimize and repair injury and damage resulting from hostile actions or natural disasters as stated in the Oklahoma Emergency Management Act of 2003.

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

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

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

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

## BASIC PLAN

### APPENDIX 3 LIST OF ACRONYMS

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

BASIC PLAN

APPENDIX 3  
LIST OF ACRONYMS (CONT)

OMD	OKLAHOMA MILITARY DEPARTMENT
OSA	OKLAHOMA STATUTES ANNOTATED
OSBI	OKLAHOMA STATE BUREAU OF INVESTIGATION
OSC	ON-SCENE COORDINATOR
PIO	PUBLIC INFORMATION OFFICER
RACES	RADIO AMATEUR CIVIL EMERGENCY SERVICE
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
USDHS	UNITED STATES DEPARTMENT OF HOMELAND SECURITY
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 a control center(s) within **City of Guymon** to coordinate government's response to emergency situations. The center(s) will be activated when the threat of loss of life and/or excessive property damage may occur. This applies to both natural and manmade disasters.

II. CONCEPT OF OPERATIONS.

General.

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

III. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

1. There are actually three (3) parts to the City Direction and Control Organizations. Part one is the Policy Group, which is comprised of the City Council. This is the group making the highest decisions and/or approvals. Part two is the Coordination Group which is comprised of the major city department/agency heads who will coordinate their efforts and apply the actions most needed to the emergency situation at hand. The majority of these service supervisors will be located at the EOC. The coordination of activities of the Emergency Services will be under the direction of the Chief of Operations and/or Emergency Management Director(s). Their activities and responsibilities are contained in their respective annexes in the plan. Part three is the Operations Staff which is comprised of several staff officers or Officers-in-Charge (OIC) of sections that have many functions that are vital when operating in emergency situations. The functional responsibilities for each OIC will be referred to in annexes to this plan. Each EOC will be located in the EOC. He/she will work under the direction of the Emergency Management Director and will coordinate with the Coordination Group department or agency heads when necessary.

2. The EOC may be activated by any policy group member when it appears that any portion of **City of Guymon** is, or may be, threatened with loss of life or extensive property damage.

ANNEX A  
DIRECTION AND CONTROL

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 City 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. Task Assignments and Responsibility.

1. Policy Group.

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

b. The policy group will exercise all normal powers contained in the State of Oklahoma Emergency Management Act of 2003 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.

2. Emergency Services Coordination Group.

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

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

(2) Makes routine decisions and advises the policy group on courses of action and/or decisions required.

(3) Responsible for insuring those local agencies who have been assigned primary responsibility for any of the emergency support functions identified in the National Response Plan are available in the EOC to facilitate coordination with the state and federal agencies providing the assistance.

(4) Responsible for keeping the EOC in an operational ready state.

ANNEX A  
DIRECTION AND CONTROL

(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. Resources Coordinator.

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

ANNEX A  
DIRECTION AND CONTROL

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

(3) Ration or establish priority use of critical or scarce resources during any emergency.

(4) Maintain records of all expenditures for emergency resources obtained and give them to the appropriate official for disposition.

(5) As developed, uses the equipment typing system in accordance with the NIMS.

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 requires an EOC and other support personnel.

(1) Communications/Message Center.

(2) Damage Assessment.

(3) Public Information.

(4) Administration.

(5) Transportation.

(6) Warning/Reporting.

(7) Shelter Mgmt/Evacuation.

IV. CONTINUITY OF GOVERNMENT.

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

V. ADMINISTRATION AND LOGISTICS.

ANNEX A  
DIRECTION AND CONTROL

A. Emergency Operations Centers.

1. Primary EOC.

a. Location.

The Guymon Police Department is designated as the Emergency Operations Center for **City of Guymon**.

b. Facilities in the **City of Guymon EOC**.

(1) The working area includes several offices and the communication center.

(2) Communications equipment necessary for conducting emergency operations is in place.

(3) An emergency generator is available at the fire department to provide backup power for operating lights and radios. Gasoline to operate the generator for 24 hours or more is available from the city bulk fuel tank.

(4) Kitchen facilities at the **Police Department** EOC are adequate to provide food for the EOC staff. Also, restaurants are nearby and food may be catered to the EOC as needed, if the situation permits.

c. Dependent on the type and severity of the situation; the city offices and equipment at the Guymon Fire Dept., will be available to support emergency operations affecting the areas in **City of Guymon**.

2. Alternate EOC.

Should the primary city EOC become unusable, an alternate city EOC will be established at either the **Guymon Fire Department**. Communication equipment will be augmented with any that can be brought from the primary EOC. Radio equipped county-owned vehicles will augment alternate EOC requirements. Nearby restaurants will need to be used for feeding of EOC staff, or food may be catered in as needed.

3. Incident command post.

During emergency operations it may be necessary to set up an incident command post to coordinate response activities at the onsite location. Incident commanders (fire service, law enforcement officers or first responder on the scene)

ANNEX A  
DIRECTION AND CONTROL

will be responsible for establishing such required command posts.

B. Reports and Records.

The type of emergency dictates the reports required.

1. Initial Disaster Report.

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

2. Events Log.

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.

3. Other Reports.

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

C. Media.

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

VI. 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.

VII. AUTHORITY AND REFERENCES.

References.

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

Digest of Oklahoma Laws.

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

ANNEX A  
DIRECTION AND CONTROL

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

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DIRECTION AND CONTROL

APPENDIX 1  
EMERGENCY SERVICES ORGANIZATION

**CITY OF GUYMON**

**Policy Group**

City Manager or Mayor/City  
Council

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**Emergency Operations Center (EOC)**

COORDINATION GROUP  
See Tab A of this Appendix for breakout.

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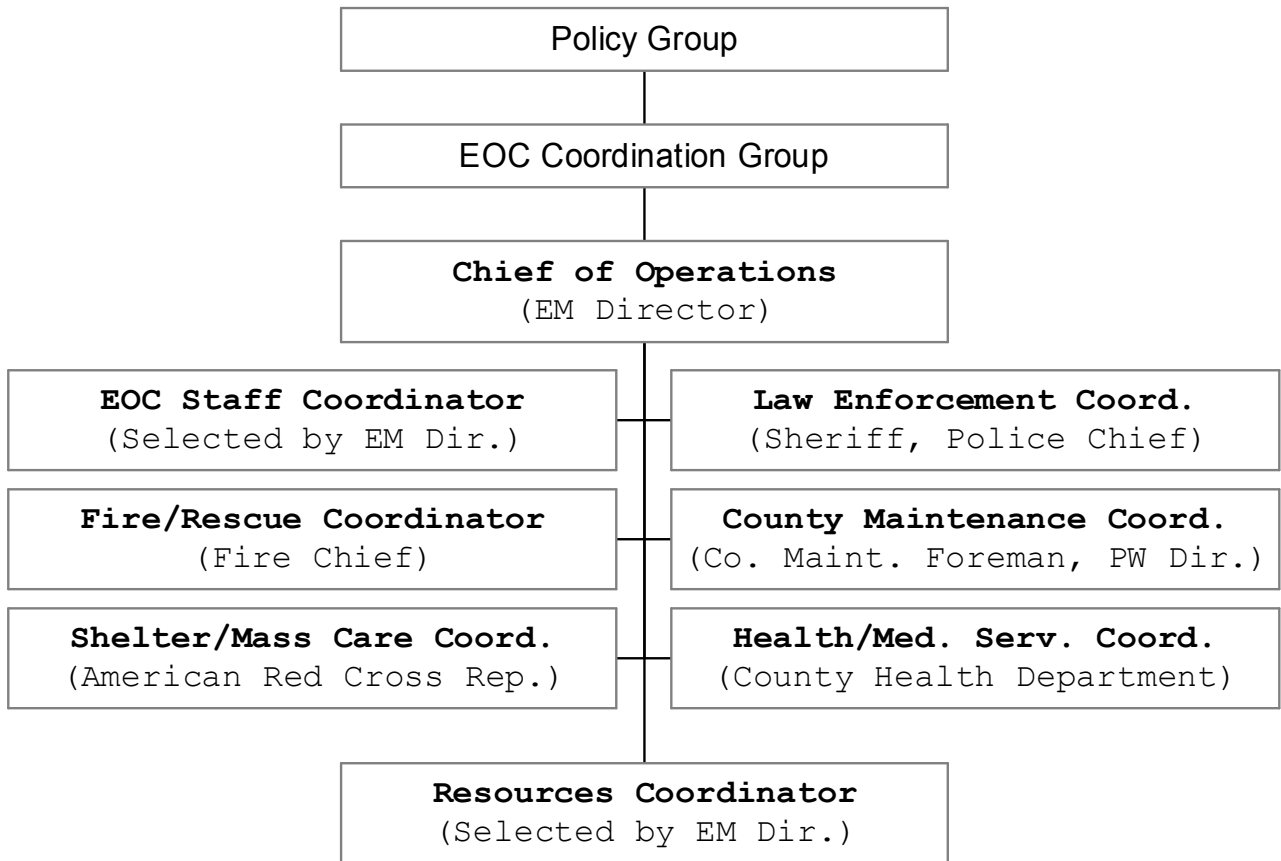
Note: See Appendix 2 to Annex A for position assignments by name.

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DIRECTION AND CONTROL

TAB A TO APPENDIX 1

ORGANIZATION OF THE  
EOC COORDINATION GROUP

**CITY OF GUYMON**

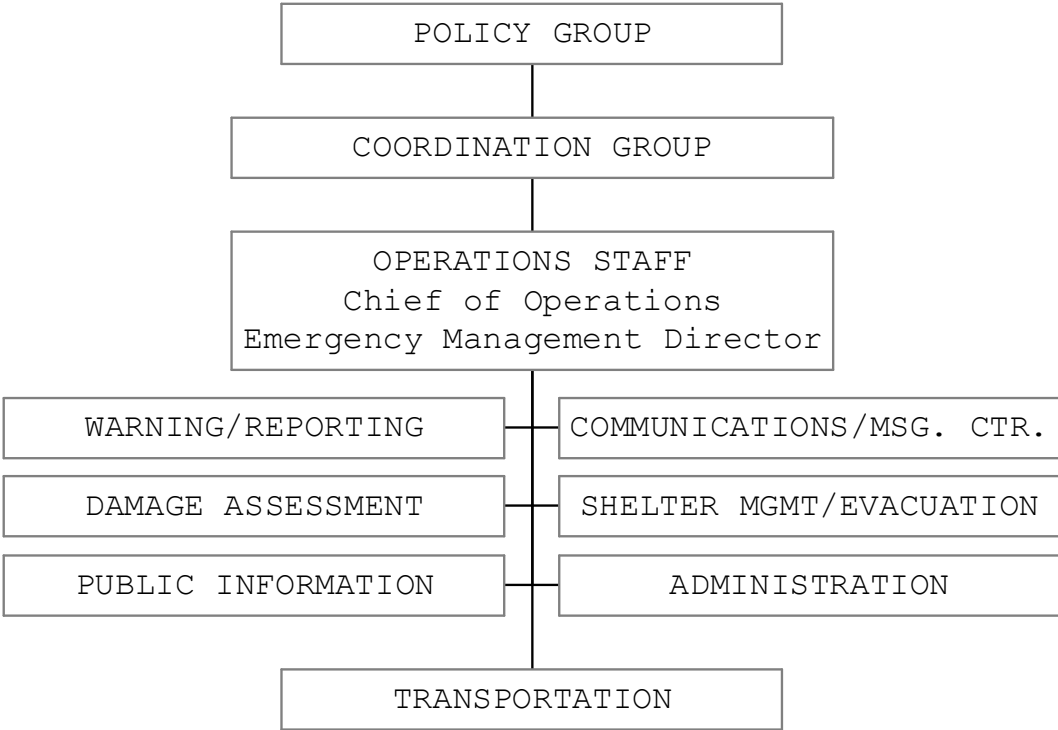


**Note:** See Appendix 2 of Annex A for specific positions

ANNEX A  
DIRECTION AND CONTROL

TAB B TO APPENDIX 1

ORGANIZATION OF THE  
EOC OPERATIONS STAFF



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DIRECTION AND CONTROL

APPENDIX 2  
ORGANIZATION ASSIGNMENT ROSTER  
CITY OF GUYMON

- I. POLICY GROUP/COUNTY: Name                      Phone No.
- County Commissioners, Courthouse,                      338-3141  
District # 1 **Ted Keeling**                                      Shop: 652-2117  
District # 2 **Gary Winters**                                      Shop: 338-6336  
District # 3 **Jack Strain**                                      Shop: 423-7222
- Key personnel
- Emergency Manager, **Harold Tyson**                      Office: 338-0911  
Sheriff – **Rick Caddell**                                      Office: 338-4000  
LEPC Chairperson, **Harold Tyson**                      Office: 338-0911  
DEQ Environmental Specialist, **Lin Kottke**  
OHP Troop I Commander, **Darrel Jordan**              Office: 338-3366
- II. POLICY GROUP/CITY: To be completed as/when applicable.
- A.     Guymon                                                      City Hall: 338-3396  
       Mayor: **Dave O’Sullivan**  
       City Council Members:  
           **Jim Norris**                                      **William King**  
           **Ryan Bellew**                                      **Randy Hinds**
- Key personnel
- Emergency Manager, **Harold Tyson**                      Office: 338-0911  
Fire Chief: **Clark Purdy**                                      Office: 338-5536  
Police Chief: **Eddie Adamson**                              Office: 338-6525  
City Manager: **Ted Graham**                                      Office: 338-0137  
City Clerk **Melissa Bond**                                      Office 338-3396  
City Court Clerk **Sharlene Wale**                              Office 338-3501  
Community Develop. **Vicki Ayres-McCune**              Office 338-5838  
City Inspector **Bryon Bennett**                              Office 338-5838  
EMS Chief **Grant Wadley**                                      Office 338-5536  
Library Director **Rachel Sides**                              Office 338-7330  
Airport F.B.O. **Gregg Downing**                              Office 338-0481  
Public Works Director **Ivan Clark**                              Office 338-3396  
Gas & Water Super. **Tracy Bowers**                              Office 338-5866  
Waste Water Dir. **Brad Cawfield**                              Office 338-5866  
Sanitation Super. **Karen Rice**                                      Office 338-2434  
Street/Bus Super. **Lloyd Boles**                                      Office 338-6920

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Parks/Cemetery Dir. **Tim Fields** Office 338-2178

B. **Goodwell** **City Hall –349-2566**  
Mayor: **Allen Weissinger**  
Vice Mayor **Samuel Nelson**  
Trustees:  
**Bryant Rife Allen Weissinger**  
**John Townsend Duke Arbuthnot**

Key personnel

Emergency Manager: **Justin Carnagey**  
Fire Chief: **Levi Bickford**  
Police Chief: **Andy Rameriz**

C. **Hardesty** City Hall: 888-4568  
Mayor: **Jeannie Aton**  
Trustees

Key personnel

Emergency Manager: **Don Brock**  
Fire Chief: **Jarod Richards**  
Police Chief: **Don Brock**

D. **Hooker** **City Hall 652-2285**  
Mayor: **Rod Childress**  
Vice Mayor: **DeWayne Ehrhardt**  
City Council Members  
**Dwayne Theiner David Vail**  
**Dewayne Earhardt Doug Pritchard**

Key personnel

Emergency Manager: **Robbie Wayman**  
**Marilee Jacobs**  
Fire Chief: **Robbie Wayman**  
Police Chief: **Larry Hinds**  
EMS Director: **Marilee Jacobs**

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E. **Optima** City Hall: 338-0644  
Mayor: Mayor: **Wanda Hendricks** Office: 580-651-5006  
Vice Mayor: **Mary Magner**

CouncilMembers  
**J.D. Harrison** Office: 338-0644  
**Marie Christian** Office 338-0644  
**Bill Brewer** Office 338-0644

Key personnel

Emergency Manager: None  
Fire Chief **Victor Martinez**  
Police Chief: **NONE**

F. **Texhoma** City Hall 423-7456  
Mayor: **Robert Berry**  
Vice Mayor: **Dean Rhoden**  
Trustees:  
**Diana Moore** **Dean Rhoden**  
**Billy Gene Sewell** **James Hager**

Key personnel

Emergency Manager: **David Butler**  
Fire Chief: **Jeff Tanquary**  
Police Chief **David Butler**

G. **Tyrone** City Hall 854-6873  
Mayor: **Lisha Banning**  
Vice Mayor: **Rusty Robertson**  
Trustees:  
**Denzil Duval** **Doug Baldrige**  
**Terry McBride**

Key Personnel

Emergency Manager: **Jerry Schroeder**  
Fire Chief: **Bart Banning**  
Police Chief: **Jerry Schroeder**

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**H. Adams**

Key Personnel

Emergency Manager: **Bret Bowers**

Fire Chief: **Bret Bowers**

**I. Baker**

Key Personnel

Emergency Manager: **Allen Mendenhall**

Fire Chief: **Allen Mendenhall**

**J. Yarbrough**

Key Personnel

Emergency Manager: **James Oswald**

Fire Chief: **James Oswald**

Volunteers:

**Mike Johnson**

**William Furr**

III. COORDINATION GROUP:

Chief of Operations/ EOC (City), **Harold Tyson**

Deputy EM **Clark Purdy**

Law Enforcement City: **Eddie Adamson**

Fire/Rescue Service: **Clark Purdy**

Health/ Medical Services:

City of Guymon Health Dept. Admin. **Terri Salisbury**

County DHS Director:

Memorial Hospital of City of Guymon: **Bill Vernon**

Shelter/ Mass Care Service Plains Chapter, American Red Cross: **Theresa Boyd**

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DIRECTION AND CONTROL

County DEQ: **Lin Kottke**

Independent School District Services  
(Superintendent(s) of Schools)

Goodwell Public Schools	<b>Freida Burgess</b>	349-2271
Guymon Public Schools	<b>Doug Melton</b>	338-8635
Hardesty Public Schools	<b>Mr. Stanford</b>	888-4258
Hooker Public Schools	<b>Dan Faulkner</b>	652-2162
Optima Public Schools	<b>Rex Hale</b>	338-6712
Straight Public Schools	<b>Laura Hill</b>	652-2232
Texhoma Public Schools	<b>Eric Smith</b>	423-7433
Tyrone Public Schools	<b>Joshua E. Bell</b>	854-6298
Yarbrough Public Schools	<b>Jim Wiggins</b>	545-3329

Floodplain Administrators

Town of Goodwell	<b>Levi Bingford</b>	349-2566
City of Guymon	<b>Bryon Bennett</b>	338-3396

Public Utility Services: (Representatives from each utility)

ELECTRIC: Name of Company, Address, Phone Numbers

Tri-County Electric Co-Op PO Box 880 Hooker, Ok. 1-800-522-3315

NATURAL GAS: Name of Company, Address, Phone Numbers

Cabot Oil & Gas Corp. 1002 S. May	Guymon, Ok	338-6116
Guymon City Municipal Gas & Water 219 NW 4 <sup>th</sup>	Guymon, Ok.	338-3396
Southern Union Gas Co. 203 S. 2 <sup>nd</sup>	Texhoma, Ok	423-7531



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DIRECTION AND CONTROL

George K. Reust, Sr. KY 5C	HCR4, Box 67	Guymon, Ok.	338-2368
George K. Reust, Jr. N5DJX	“	Guymon, Ok.	468-3378
Pauline Reust, KC5WBK	“	Guymon, Ok.	338-2368
Ted Fields N5TQC	HCR 4 Box 40	Texhoma, Ok	545-3411
Austin Weis KB5IIM	1018 N. Main	Guymon, Ok	
Dennis Wilson KB5LER	603 NE 3 <sup>rd</sup>	Guymon, OK	468-4674
Gary D. Costner KC5SHD	Rt 1 Box 179	Guymon, OK	
Robert J Elliott N5MZM	1506 N May	Guymon, OK	338-1165
Donald Hosier KD5ILQ	6082 Sunset Ln	Guymon, OK	468-5351
Bradley Cornelius KC5EER	112 Hitch Blvd	Guymon, OK	338-7513
Daniel Scates KC5EOZ	120 S. Beaver	Guymon, OK	338-3238
Ernest V Ryther KC5QME	Box 1494	Goodwell, OK	349-2804
William Garrison N5MOG	Box 2060	Guymon, OK	338-7645
Henry Bergeron N5YJN	1420 N Roosevelt	Guymon, OK	338-8738
Guymon Emerg. Mgmt N5GFD	309 N Roosevelt	Guymon, OK	338-5536
Alfred Cox KD5JFV	6051 Sunset	Guymon, OK	338-8925
Joyce Mitchell KC5AQX	Box 1117	Hooker, OK	000-000
Headrick Alan WAA5EXY	HR 3 Box 1A	Hooker, OK	000-0000
Tom House KD5QGZ		Hooker, OK	000-0000
Frank Baber K5TSI	Box 403	Texhoma, OK	423-7151
Rex Cline KC5FNP	RT 4 Box 24	Texhoma, OK	000-00
Charles Anderson KD5BGZ	Box 504	Texhoma, OK	000-00

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Glenn Sumrall KN4HF	RR 2 Box 40	Beaver, OK	000-00
Ray Mahanay W5IFO	HC3 Box 106	Elmwood, OK	000-00
Stella Shaw WB5VUN	Box 310	Beaver, OK	000-00
William N Rogers AA0SL	Box 1304	Elkhart, KS	000-00
William B Rogers K0ZPN	Box 966	Elkhart, KS	000-00
Christopher Quigley KC0BJC	RT 1, BOX 79A	Elkhart, KS	000-00
Wesley Bressler WB0PXS	RT 1, BOX 64	Elkhart, KS	000-00
Frederick Folkers K5PBW	RFD 2 Box 73	Boise City, OK	000-00
Michael W James KC5JDG	Box 82	Boise City, OK	000-00
Craig Aycock KC5UMM	RT 2, BOX 53	Boise City, OK	000-00
Michael Van Leer KC5VEO	Box 232	Boise City, OK	000-00
Mary E Van Leer KC5WLR	Box 232	Boise City, Ok	000-00
Ralph S Compton W5JVQ	Box 1028	Boise City, Ok	000-00
Jason Minter KD5HBL	HCR 2, BOX 35	Boise City, OK	000-00
William T Mobray K5YBQ	BOX 1	Keyes, OK	000-00
John C Harris K5ZNO	RT 1, BOX 97	Balko, OK	000-00
Michael R Pearson KB5YRL	RT 1, BOX 43A	Balko, OK	000-00
Nancy Pearson KC5ADB	RT 1, BOX 43A	Balko, OK	000-00

VIII. STORM SPOTTERS:

ANNEX A  
DIRECTION AND CONTROL

**CITY OF GUYMON EMERGENCY STORM WATCHERS**

The Guymon Police on duty and the Guymon Fire Department

ANNEX A  
DIRECTION AND CONTROL

APPENDIX 3  
EOC ACTIVATION CHECKLIST

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

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

ANNEX A  
DIRECTION AND CONTROL

APPENDIX 4  
EOC ADMINISTRATION SECTION

I. PURPOSE.

This section provides instructions for the administration of the EOC; arranges for 24-hour staffing of the EOC and duty rosters; specifies reports required by the Oklahoma Department of Emergency Management 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 County Sheriff. 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 SOPs for internal EOC operations; inform county officials of EOC status; ensure the EOC is properly equipped for relocation and emergency operations; coordinate with county departments to ensure their readiness to conduct operations from the EOC; pre-stock administrative materials, forms and supplies in the EOC; plan expansion of the EOC into other available space for feeding of the EOC staff during emergency operations.

B. Increased Readiness.

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

C. Emergency Period.

Brief Policy Group regularly on status of operations; exercise staff supervision of the EOC staff and exercise other authority delegated by the Policy Group; ensure each EOC element maintains adequate written records of messages, directives, requests and resulting actions; provide

ANNEX A  
DIRECTION AND CONTROL

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

ANNEX A  
DIRECTION AND CONTROL

TAB A TO APPENDIX 4

SITUATION REPORT

1. Type of Occurrence \_\_\_\_\_ Date & Time Occurred \_\_\_\_\_
2. Location (City/Town) \_\_\_\_\_ Reported By \_\_\_\_\_  
Phone # \_\_\_\_\_
3. Number of people: Injured \_\_\_\_\_ Dead \_\_\_\_\_
4. Number of dwellings: Damaged \_\_\_\_\_ Destroyed \_\_\_\_\_
5. Number of businesses: Damaged \_\_\_\_\_ Destroyed \_\_\_\_\_
6. Utilities out of order: \_\_\_\_\_
7. Roadways (Names/Route): Closed (damage) \_\_\_\_\_ Closed (security) \_\_\_\_\_
8. Help on Scene: Red Cross \_\_\_\_\_ Salvation Army \_\_\_\_\_ Nat'l Guard \_\_\_\_\_
9. What help is needed: Shelter \_\_\_\_\_ Feeding \_\_\_\_\_ Medical \_\_\_\_\_
10. Agencies/Organizations Notified:

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

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Information: \_\_\_\_\_

Report Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_





ANNEX A  
DIRECTION AND CONTROL

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ANNEX A  
DIRECTION AND CONTROL

TAB D TO APPENDIX 4

**SECURITY LOG**

NAME	AGENCY	TIME IN	I.D. #	TIME OUT

ANNEX B

TAB E TO APPENDIX 4  
SAMPLE DISASTER DECLARATION

**DISASTER EMERGENCY PROCLAMATION**

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

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

WHEREAS, I (We) \_\_\_\_\_, County Commissioner/Mayor of \_\_\_\_\_, Oklahoma, do find that the aforementioned conditions constitute a threat to the safety and welfare of the county (city), and create an emergency disaster situation within the meaning of Section 683.3, Oklahoma Emergency Management Act of 2003, as amended;

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

IN WITNESS WHEREOF, I have hereunto set my 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).

Mayor

City Clerk

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

## ANNEX B

### COMMUNICATIONS

#### I. PURPOSE

This Annex provides information concerning the City of Guymon 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. CONCEPT OF OPERATIONS.

##### General.

The **City of Guymon** Emergency Management Communications Networks are based upon using those nets already used in the course of daily operation in the county/cities, augmented with the addition of a net for Emergency Management. Emergency Management officials may operate in radio nets of response organizations to effect coordination of activities.

**Interoperable communications** is a major goal of the National Incident Management System and an important aspect of an incident. All agencies, departments and organizations will strive to insure that current and future systems are interoperable.

#### III. TASK ORGANIZATION AND RESPONSIBILITIES.

##### Task Assignments.

##### A. Emergency Management Director will:

During non-emergency time, be responsible for developing the emergency communications system required to support EOC communications. He/she is also responsible for developing a communications system to support crisis operations to include internal operations and external communications with adjacent jurisdictions and the State of Oklahoma EOC.

##### B. Communications Officer will:

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

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

3. Establish an EOC message center and procedures to manage, record and distribute incoming and outgoing messages.

##### C. Radio Operators will:

## ANNEX B

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

2. Be responsible for proper handling of messages.

D. Switchboard Operator (if employed) will:

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

E. Law Enforcement Department.

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

### IV. 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 standard operating procedures (SOPs).

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

### V. 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 if a nuclear attack

## ANNEX B

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 Damage.

The communications officer will prepare for securing, or replacement, of antennas in the event of high winds.

2. Telephone (Common Carrier).

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

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

B. Security.

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

C. Training.

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

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

VI. PLAN DEVELOPMENT AND MAINTENANCE.

The Communications Officer is responsible for maintaining and updating this Annex

## ANNEX B

annually.

### VII. AUTHORITY AND REFERENCES.

#### References.

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

### APPENDICES

APPENDIX 1 - Message Log

APPENDIX 2 - **City of Guymon** Communications Network

APPENDIX 3 - Operation Secure Information



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APPENDIX 2  
CITY OF GUYMON COMMUNICATIONS NETWORK

HOW TO USE THE RADIO DATA:

Licenses listed alphabetically

Transmitter City: Nearest city or town

SER: Type of System.

L = Local Government, town, city, county or state. May be used for any purpose including fire and police.

P = Police - Sheriff, Marshall, Highway Patrol, etc.

F = Fire

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

R = Highway maintenance (streets, roads)

Call Sign: FCC Station Identification

Type of Radio and number of units:

CO = Control to:

MR - Mobile Relay ("Repeater"); or

BR - Base and Mobile Relay combined.

IO = Inter-system Coordination

PG = Paging and Alerting Receivers

TRANSMITTER CITY	SER	FREQ MHZ	CALL SIGN	BAS	NO OF STATION		
					MOB	OTHER	
CITY OF GUYMON OF							
<u>Guymon</u>	P	155.190	KKG704	1	30	1	MR
	P	154.875	KKG704		30	1	MR
	P	155.370	KKG704	1			
	P	155.490	KKG704	1	30		
	P	155.670	KKG704	1			
	P	155.950	KKG704	1	30		
	P	159.030	KKG704	1	30		
<u>Tyrone</u>	P	154.875	WNSN619			1	MR
	P	154.950	KKG704		30		
	P	155.190	KKG704		30		
MEMORIAL HOSPITAL OF CITY OF GUYMON							
<u>Guymon</u>	S	155.400	KVI589	1	4		
CITY OF GUYMON SCHOOL DISTRICT							
<u>Guymon</u>	S	155.220	KNHG493	1	22		
	L	155.085	WNPL343		15		
	L	158.805	WNPL343			1	
	P	154.950	KXB500	1			
	P	155.370	KXB500	1			

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GUYMON, CITY OF

<u>Guymon</u>	P	155.490	KXB500		12		
	P	155.580	KXB500	1	12		
	P	155.670	KXB500	1			

GUYMON PUBLIC SCHOOLS

<u>Guymon</u>	S	155.160	KSL812	1	15		
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GOODWELL, CITY OF

<u>Goodwell</u>	L	155.100	WNDV200	1	5		
	P	154.875	KDG774		5	1	MR
	P	154.950	KDG774		5		
	P	155.190	KDG774		5	1	MR
	P	155.490	KDG774	1	5		
	P	155.670	KDG774	1			

GOODWELL PUBLIC SCHOOLS

<u>Goodwell</u>	S	155.220	WZJ405	1	5		
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HOOKER, TOWN OF

<u>Hooker</u>	L	154.935		2	3		
	L	154.980			7		
	L	155.025			2		
	L	155.220			10		

TEXHOMA, TOWN OF

<u>Texhoma</u>	L	154.025	WNGS748	1	10		
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TEXHOMA, AMBULANCE SERVICE

<u>Texhoma</u>	S	460.525	KB84125		30		
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TEXHOMA, FIRE DEPARTMENT

<u>Texhoma</u>	F	154.4000	WNHW560	1	40		
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TEXHOMA INDEPENDENT SCHOOL DISTRICT

<u>Texhoma</u>	S	155.220	KNJU677	1	15		
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TYRONE, TOWN OF

<u>Tyrone</u>	L	153.755	WNBA646	1	30	15	PG
	L	155.055	WNBA646	1	30	15	PG
	L	155.385	WNBA646	1	30	15	PG

ADAMS SCHOOL

<u>Adams</u>	S	155.220	WFNS602	1	5		
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YARBOROUGH INDEPENDENT SCHOOL DISTRICT

<u>Eva</u>	S	155.220	KKU646	1	15		
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ANNEX B

APPENDIX 3  
OPERATION SECURE INFORMATION

(State Emergency Communications Using Radio Equipment)

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

**OPERATION SECURE (OS) RADIO CHANNELS**

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

1. 2801 KHz (OS) Day or Night  
Shared with New Mexico
2. 2804 KHz (OS) Day or Night
3. 5135 KHz (OS) Day or Night
4. 5140 KHz (OS) Day or Night  
Fixed Stations only
5. 7477 KHz (OS) Daytime Only
6. 7480 KHz (OS) Day-fixed  
Station Only
7. 7805 KHz (OS) Day/Night  
Interstate Communications

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

**1. CALLSIGNS BY LOCATION**

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

**2. LOCATIONS BY CALLSIGNS**

<u>CALLSIGN</u>	<u>EOC</u>
KB38 629....	Mobile
KNBV 428....	Santa Fe, NM
KNGR 728....	Rush Springs
KNGR 729....	McAlester
KNGR 730....	Lawton
WBPV 938....	Beaver
WGY 906....	R-6, Denton, Tx
WNBM 839....	Stillwater
WNCH 624....	Tulsa
WNGP 550....	Claremore
WNHG 259....	Tahlequah
WNPV 700....	Durant

ANNEX B

APPENDIX 3 (Cont)  
OPERATION SECURE INFORMATION

**1. CALLSIGNS BY LOCATION**

<u>EOC</u>	<u>CALLSIGN</u>
McAlester.....	.KNGR 729
Miami.....	WNPZ 403
Mobile.....	KB38 629
OK. City.....	WNUW 216
OK. Co.....	WNUW 211
Ponca City.....	WNUW 215
Pryor Co.....	WNUZ 803
R-6, Denton Tx...	WGY 906
Rush Springs..	KNGR 728
Santa Fe. NM...	KNBV 428
Seminole.....	WPFY 721
Shawnee.....	WNUW 212
Silo.....	WNVG 285
Stillwater.....	WNBM 839
Tahlequah.....	WNHG 259
Tulsa.....	WNCH 624
Wildlife Dept...	WPBK 428

**2. LOCATIONS BY CALLSIGNS**

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

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

1. All Stations will initially try to make contact on the following frequency –  
Net Control on **5.140 Primary**.

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

From 6:00 PM until 8:30 AM (local)---2.804 MHz (USB)

From 8:30 AM until 6:00 PM (local)---5.140 (USB)

**The State EOC continuously monitors 5.140 MHz (USB)**

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

## ANNEX C

### WARNING

#### I. PURPOSE.

This Annex establishes an effective alert and warning system within **City of Guymon** 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.

**City of Guymon** will receive alerts or warnings from the **Guymon Police** (primary) or the **Texas County Sheriff** (secondary) dispatcher upon proper notification through the National Attack Warning System (NAWAS).

##### A. Natural Hazards.

Normally, warning of the threat of severe weather such as tornadoes, severe thunderstorms, flash flooding etc. will be provided by the National Weather Service. They are disseminated by NAWAS, radio, TV, and Weather Service 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 County and/or local EM Director who will direct the Police Department duty officer, Fire Department duty officer or other responsible individual to sound the warning devices, if required. If communications with the EM Director, or those designated as having warning responsibility in Appendix 3, cannot be established, police or fire personnel are authorized to sound the warning devices.

##### C. Technological Incidents/Hazards.

Warnings will be made for hazardous material incidents/accidents such as oil, chemical, or radiological material spills when the incident presents a hazard to the public. This warning will be announced on radio/TV and cable TV when override is available.

##### D. National Security.

## ANNEX C

1. Attack on this nation is a possibility at anytime and could be in any form; nuclear, biochemical, or conventional devices. It is likely that an attack would be preceded by a period of international tension that would provide ample time to inform the public. However, should a surprise attack be launched, warning time may be as little as fifteen minutes. The possibility of an accidental missile launch also exists, in which case warning time could approximate that of a surprise attack. NAWAS is the primary attack warning system used to provide initial warning down to the county level of government.

2. Upon receiving an alert/warning at the **City of Guymon** Warning Point from the Oklahoma Highway Patrol NAWAS, or alternate Warning Point in Oklahoma City, the Texas County Sheriff or the Guymon 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 3 for each warning device activation procedures and Appendix 4 for the warning device locations.

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

### E. NAWAS and Attack Warning Signals.

#### 1. Severe Weather or Other Peacetime Emergency.

The severe weather/other peacetime emergency warning is a 3 to 5 minute steady signal from warning devices, horns or other devices. In addition to other meanings or requirements for action, this can also be an ATTENTION or ALERT signal to turn on radios or TVs to listen for essential emergency information.

#### 2. Attack Warning.

The attack warning signal is a 3- to 5-minute wavering tone on warning devices or a series of short blasts on horns or other devices. The attack warning signal shall mean that an actual attack or accidental missile launch against this country has been detected and that protective action should be taken immediately. THIS SIGNAL WILL BE USED FOR NO OTHER PURPOSE AND WILL HAVE NO OTHER MEANING.

## IV. TASK ORGANIZATION AND RESPONSIBILITIES.

### A. Task Assignments.

#### 1. Policy Group(s).

## ANNEX C

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. Police Departments.

After receiving the alert/warning (attack, weather, etc.), notify each community in City of Guymon as shown in Appendix 1, 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.

## ANNEX C

- 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. City of Guymon 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 Emergency Management EOC and the National Guard EOC. The 30 secondary points are located in OHP district headquarters, sheriff/police departments, fire departments and local EOCs throughout the state.

## ANNEX C

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

c. Warning within the county is the responsibility of county officials. The Oklahoma Highway Patrol Troop responsible for the area including **City of Guymon** will notify the primary warning point in City of Guymon which is the Sheriff's Office, or the secondary warning point, the Guymon Police Department, by radio or telephone, of attack or accidental launch warning, and of any dangerous or severe weather that may be approaching City of Guymon.

d. Warnings received via NAWAS will then be relayed by the sheriff's or the Emergency Management Director to other communities within the county as soon as possible after receipt of the warning. (See Appendix 1.)

### 2. National Weather Service (NWS).

Current weather information and watch/warnings are normally received over the NWS teletype circuit, by e-mail and pager. 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), Wichita, KS (162.550 mhz) and OK City (162.400 mhz) may be monitored with special radios that only receive the continuous weather transmissions.

### 3. Emergency Alert System (EAS).

a. EAS provides emergency information to the public during time of high world tension and/or actual attack upon this country. These are protected stations that provide emergency radio and TV broadcasts on a volunteer basis. The system may be activated at the federal, state or local level. (Note: **The Emergency Management Director may use the EAS to communicate with the citizens of the county by contacting station KGYN(AM) 1210 in Guymon or KKBS (fm) 92.6.** FEMA provides prerecorded tapes containing emergency information to be broadcast by EAS stations during an emergency.

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

## ANNEX C

### 4. Skywarn (Storm Spotters).

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

### 5. Warning devices.

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

### 6. Newspaper Media.

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

## VI. ADMINISTRATION AND LOGISTICS.

### Warning System Testing and Maintenance.

A. Warning devices will be tested at least once a month.

B. Each community EM Director is responsible for the maintenance and repair of warning devices in each city/town.

## VII. PLAN DEVELOPMENT AND MAINTENANCE.

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

## VIII. AUTHORITY AND REFERENCES.

### 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..

## ANNEX C

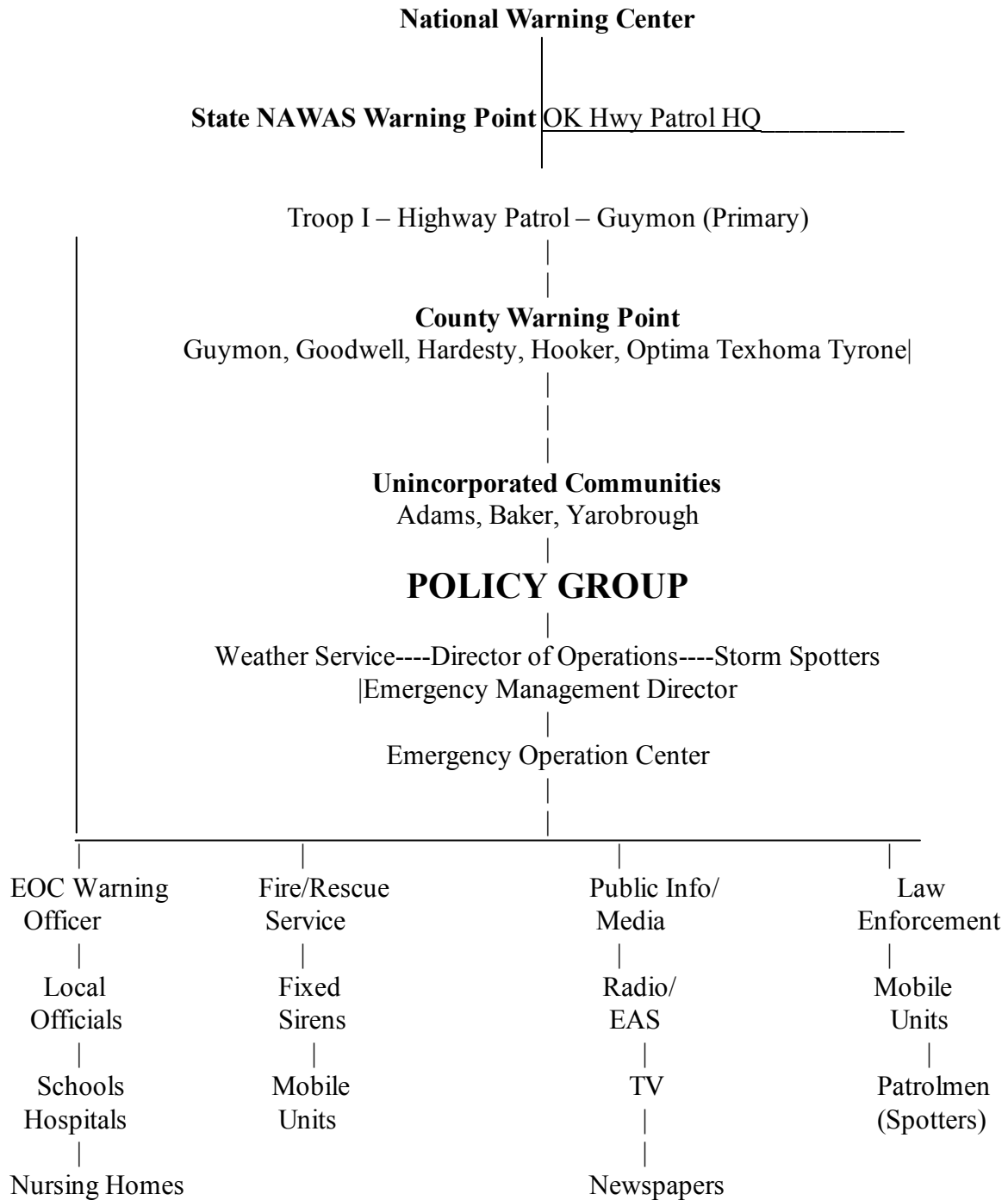
FEMA, Outdoor Warning System Guide, CPG 1-17, Washington D.C..  
See Section VI, Basic Plan.

## APPENDICES

APPENDIX 1 – City of Guymon Warning Organizational Chart  
APPENDIX 2 - Community Warning

ANNEX C

APPENDIX 1  
CITY OF GUYMON WARNING ORGANIZATIONAL CHART



ANNEX C

APPENDIX 2  
COMMUNITY WARNING

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

All phones in Texas County are AC 580:

	<b>FIRE</b>	<b>POLICE</b>	<b>AMBULANCE</b>
A. Guymon	338-5536	338-6525	338-5536
B. Goodwell	349-2209	349-2566	349-2233
C. Hardesty	888-4568	338-4000	338-5536
D. Hooker	652-2131	652-2111	652-2111
E. Optima	338-5536	338-4000	338-5536
F. Texhoma	423-7061	423-7771	423-7073
G. Tyrone	854-6666	854-6400	652-2111

UNINCORPORATED COMMUNITIES

H. Adams	253-6515	338-4000	
I. Baker	854-6225	338-4000	
J. Yaroborgh	338-5536	338-4000	

Texas County HAS COUNTY WIDE 911

ANNEX C

APPENDIX 3  
WARNING DEVICE DECISION SOP  
for City of Guymon, OK

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

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

B. The chain of command is as follows: **(NOTE:** Each Emergency Management Director that controls warning devices needs to enter applicable information here.

EM Director Harold Tyson

Chief, Police Department Eddie Adamson

Chief, Fire Department Clark Purty

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

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

II. ATTACK.

When an alert or warning message is received by the County Sheriff's or Guymon Police Department indicating an attack is about to occur, an immediate decision is required to initiate protective measures. Each town will be advised that they 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:

ANNEX C

APPENDIX 4  
SIREN LOCATIONS WITHIN  
The City of Guymon

Guymon            Number of Sirens: NINE (9)  
Activated from: Fire Department  
Activated how: Radio activated  
Activated by (who): Fire Chief  
SOP for Decision to activate:(Primary/Alternate) City Manager  
and/or Police Chief ,Fire Chief , or Emergency Manager

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. CONCEPT OF OPERATIONS.

General.

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

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

C. The Public Information Officer should be knowledgeable of the National Incident Management System (NIMS), the Joint Information System (JIS) and the Joint Information Center (JIC) in order to properly interface with the State PIO, other jurisdiction PIO's and any federal PIO's.

III. 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

ANNEX D  
EMERGENCY PUBLIC INFORMATION

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.

IV. DIRECTION AND CONTROL.

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

V. 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.

VI. AUTHORITIES AND REFERENCES.

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. Regulaska, 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

ANNEX D  
EMERGENCY PUBLIC INFORMATION

FEMA Funding and Support.

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

Leaflet (L) 111 - Safety Tips for Earthquakes.

APPENDICES

APPENDIX 1 - News Media Organizations

APPENDIX 2 - Media Access

ANNEX D  
EMERGENCY PUBLIC INFORMATION

APPENDIX 1  
NEWS MEDIA ORGANIZATIONS

**KEY EAS RADIO** Broadcast Stations:

Guymon Operational Area  
KGYN (AM) 1210 PRI CPCS-1 580-338-1210  
2300 N. Lelia, Guymon, Ok.

Additional EAS Radio Broadcast Stations in City of Guymon

KKBS (FM) 92.7 Primary 580-338-5493  
2143 NW Hwy. 64, Guymon, OK.

KPSU (FM) 91.7 Primary 580-349-2414  
300 Campus E., Goodwell, OK

**KEY EAS TELEVISION** Broadcast Stations:

Guymon Operational Area  
KGYN (AM) 1210

**CABLE TV:**

**CITY/TOWN PROVIDED BY**

Guymon Allegiance Communications, 215 NW 5<sup>th</sup>, Guymon, OK 580-338-6730  
PTSI Direct TV PO Box 1188 Guymon, OK 580-338-2556

**NEWSPAPERS:**

Guymon Daily Herad	Guymon, OK	580-338-3355
Amarillo Daily News	Amarillo, TX	806-376-5881
Daily Oklahoman	Oklahoma City, OK	405-475-2541
Southwest Daily Times	Liberal, KS	316-624-2541

**NEWSPAPERS WEEKLY:**

The Hooker Advance	Hooker, OK	580-652-2476
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ANNEX D  
EMERGENCY PUBLIC INFORMATION

APPENDIX 2 TO ANNEX D  
MEDIA ACCESS

I. PURPOSE.

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

II. CONCEPT OF OPERATIONS.

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

1. Nature of disaster.

2. Location of disaster.

3. Time of disaster.

4. Number of casualties.

\*5. Identification, age, sex, address  
of casualties.

\*6. Nature and severity of injuries.

\*7. Condition of casualties and where  
treated.

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

8. Agencies involved in response.

9. Scope of agency involvement.

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

ANNEX D  
EMERGENCY PUBLIC INFORMATION

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. He/she will be also responsible for the dissemination of information directly to the news media, for preparation of news releases, and, where appropriate, for making announcements directly to the public via radio and/or television hookups. Under no circumstances should the names of casualties be released before notification of next of kin by appropriate officials.

IV. ACCESS FOR NEWS MEDIA REPRESENTATIVES.

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

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

B. EOC Public Information Officer will establish rules for media access to the EOC as appropriate to conditions.

## ANNEX E EVACUATION

### I. PURPOSE.

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

### II. CONCEPT OF OPERATIONS.

#### A. General.

1. When local conditions warrant evacuation, the Emergency Management Director, after conferring with the Policy Group, Coordination Group and Floodplain Administrators (listed in Annex A, Appendix 2), will alert the Sheriff and Police Department to warn all residents within the endangered area of the need to evacuate. It is also necessary to establish a system for the acquisition and effective use of available transportation in **City of Guymon** during disasters.

#### B. Considerations.

1. There are several factors that must be considered when planning for evacuation. First among these are the characteristics of the hazard itself; magnitude, intensity and duration. These factors determine the number of people to be evacuated and available time. Another consideration is the availability of evacuation routes, their capacity, and vulnerability to the hazard.

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

### III. TASK ORGANIZATION AND RESPONSIBILITIES.

#### Task Assignments.

##### 1. Coordination Group.

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

## ANNEX E EVACUATION

advise the Emergency Manager.

- b. Advise Red Cross director of the need for shelters and coordinated use of pre-designated shelters.
- c. Issue evacuation order through emergency service personnel, and the media.
- d. Make 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 Recovery Center as needed.
- g. Provide transportation and other resources required to aid evacuation.
- h. Request needed assistance from Oklahoma Department of Emergency Management.

### 2. Transportation Coordinator.

- a. Responsible for identifying and assigning emergency transportation to the requesting organizations, or emergency services coordinators, and dispatching these vehicles to work sites or staging areas to provide the emergency transportation as requested.
- b. Schedule and manage the use of vehicles provided from all sources along with a qualified driver for the equipment.
- c. Establish/coordinate pickup points in the area and advise the emergency management director, sheriff's department, and the PIO who will notify the public.
- d. Assist the Emergency Management Director in planning the scheduled evacuation of hospitals and nursing homes in the event of hazards or other threats to these institutions.
- e. Assist the Resources Coordinator in the development and maintenance of a current vehicle inventory within the **City of Guymon** Resource Management Manual.
- f. Task the Resources Coordinator with vehicle and driver requirements during any emergency.

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EVACUATION

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

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

3. Resources Coordinator.

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

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

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

- (1) United States Post Office.
- (2) 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.

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

5. County/State/Federal Departments & Agencies.

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

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EVACUATION

6. Local Churches and Business Firms.

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

IV. 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. PLAN DEVELOPMENT AND MAINTENANCE.

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 by all participating departments and agencies are required.

VII. AUTHORITIES AND REFERENCES.

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

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

C. References:

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

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

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

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EVACUATION

4. US Department of Transportation, Region VI, Plan for Civil Transportation in a Defense Emergency, DOT RETCO VI Order 1900 1C.

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

ANNEX F  
HUMAN RESOURCES

I. PURPOSE.

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

II. CONCEPT OF OPERATIONS.

General.

A. Primary responsibility for welfare services to disaster victims is assigned to the American Red Cross. 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. See local phone books for names, addresses and phone numbers for coordination purposes.

C. In the event it becomes necessary to occupy emergency shelters the primary mode of transportation will be walking, supplemented by private vehicle. Transportation from staging area(s) to designated 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, use basements of concrete construction that have a minimum number of windows.

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

3. For chemical and biological shelter, consider the location of the hazard, the wind direction, the hazard duration, as well as the ability to "seal off" the structure from the

ANNEX F  
HUMAN RESOURCES

outside hazard combined with the structure's internal ventilation system's capability to operate over long periods of time.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

Assignment of Responsibilities.

1. Policy Group.

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

2. County ARC Executive.

- a. Identify buildings suitable for use as lodging/shelters and make arrangements for their use in emergency.
- b. Ensure all lodging/shelters have appropriate staffing to provide necessary services, including care of unaccompanied children, the aged, and others needing special care.
- c. Supply shelters with water, food, bedding, clothing, and other supplies as required.

ANNEX F  
HUMAN RESOURCES

- d. Refer person(s) in need of medical care to appropriate facilities; obtain transportation if required.
- e. Register all persons in shelters or Registration Centers.
- f. Coordinate activities with state and federal agencies as necessary, request assistance from the State of Oklahoma Department of Emergency Management Emergency Operations Center (EOC) when local resources are depleted.
- g. Maintain communications with other emergency service organizations and operating emergency management EOCs.
- h. Provide volunteers adequate training for emergency operations.
- i. Coordinate welfare service planning with Shelter Managers and EOC Shelter/Mass Care Officers.
- j. Assist in shelter management and control.
- k. Identify facilities to be used for mass feeding.
- l. Notify participating agencies of mass feeding locations, when operational.
- m. Establish procedures to receipt and account for supplies procured.
- n. Keep all emergency management EOCs informed of welfare service activities.
- o. See Annex A for Disaster Contact for Plains Chapter of the American Red Cross

3. Shelter/Mass Care Coordinator.

- a. In coordination with the American Red Cross Executive (coordinator may be the ARC executive), the DHS County Director, and/or the Salvation Army Representative, is responsible for organizing, establishing, directing and monitoring the reception activities for processing the local population prior to and during a crisis.
- b. Organize and operate lodging and feeding facilities.
- c. Supervise operations of emergency shelters, when necessary.
- d. Assist American Red Cross in operating emergency shelters in the event of natural disasters or nuclear incidents requiring evacuation of homes.

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HUMAN RESOURCES

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

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

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

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

4. Superintendent(s) of Schools.

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

5. County DHS Director.

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

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

c. Provide individual assistance.

d. Purchase clothing for disaster victims when authorized.

e. Provide financial assistance when needed and authorized.

6. Salvation Army.

The Salvation Army is a key, independent agency in the county and should be utilized when mass care services are required. County representatives should make full use of their capabilities and experience.

a. Support shelter operations.

b. Collect and distribute in-kind donations.

c. Provide direct aid to disaster victims through case management programs.

ANNEX F  
HUMAN RESOURCES

- d. Provide liaison to the county EOC.
  - e. Organize and provide food services through fixed sites and mobile units..
  - f. Support disaster communications via amateur radio.
7. Oklahoma Volunteer Disaster Response Organizations can respond 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.)

IV. DIRECTION AND CONTROL.

Emergency Shelters.

Local residents will be sheltered as directed by county officials.

V. ADMINISTRATION AND LOGISTICS.

A. Shelter Management.

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

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HUMAN RESOURCES

B. Communications.

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

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

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

IX. AUTHORITIES AND REFERENCES.

References.

FEMA, Guidance for Development of an Emer. 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

Tab A – **The City of Guymon Shelters**

Appendix 3 – Okla. Volunteer Disaster Response Organizations Communication Chain (VOAD)

ANNEX F  
HUMAN RESOURCES  
APPENDIX 1  
TORNADO/SEVERE WEATHER SHELTERS

GENERAL.

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

- A. Only space located in fully or partially below-grade basements or subbasement must be concrete.
- B. Two types of potential tornado space are distinguished.
  - 1. Primary: The basement must be fully buried, and the floor over the basement must be concrete.
  - 2. Secondary: The basement may be either:
    - (a) Fully buried but with a wood floor over the basement, or
    - (b) Partially buried with a concrete floor over the basement but with no more than approximately 25% of the wall height exposed at any point other than at occasional stairwells, window wells, or area ways. No above ground wall may be of wood or metal stud construction.
    - (c) In secondary tornado shelter basements, areas not shielded from exterior windows by interior walls will not be considered as shelter space.
- C. The number of shelter spaces can be calculated from the useable floor area divided by six square feet per person.
- D. Citizens should be advised to plan for and prepare emergency shelters in or near the home. Local government facilities should not be relied upon for shelter because of liability issues and the difficulty of obtaining access after normal business hours. Many private shelters exist throughout the city

ANNEX F  
HUMAN RESOURCES  
TAB A TO APPENDIX 1  
TORNADO/SEVERE WEATHER SHELTERS  
CITY OF GUYMON

**GUYMON**

Academy Elementary	604 N. Academy
Ambassador Inn	1909 NW Highway 64
Carrier School	103 N. Perkins
Elk's Lodge	SW 5 <sup>th</sup> and Sunset
Homer Long School	1518 N. Beaver
Living Word Fellowship	802 N. Roosevelt
Methodist Church	523 N. Roosevelt
St. Peter's Catholic Church	1220 N. Quinn
Sunset Lane Baptist Church	1515 N. Sunset Lane

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HUMAN RESOURCES

APPENDIX 2  
OKLAHOMA VOLUNTEER DISASTER RESPONSE ORGANIZATIONS  
COMMUNICATION CHAIN (Revised Oct 1997)  
VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS (VOAD)

CONTACT: Linda Soos-Davis, Executive Sec.                      Phone: (405) 521-2481  
P.O. Box 53365                                                              FAX: (405) 521-4053  
Oklahoma City, OK 73152-3365                                      (24 hr):(800) 800-2481

MEMBER ORGANIZATIONS AND THEIR SERVICES:

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

American Radio Relay League Provides Emergency Communications.

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

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

Catholic Disaster Relief Provides monetary help to disaster victims.

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

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

Church of the Brethren Provides cleanup and rebuilding services.

Episcopalian Church Provides monetary help to disaster victims.

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

OK Conference of Churches Provides monetary help to disaster victims.

OK REACT Teams Provides communications, crowd and traffic control.

Presbyterian Church Provides Organization and Funding Services to disaster victims.

The Salvation Army Provides Spiritual Counseling, Registration, Medical Assistance, Temporary

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HUMAN RESOURCES

Shelter, Mobile and Mass feeding, Bedding and communications.

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

ANNEX H  
HEALTH AND MEDICAL  
HEALTH AND MEDICAL

I. PURPOSE.

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

II. CONCEPT OF OPERATIONS.

General.

A. Emergency medical and public health service will be an extension of normal duties. The magnitude of health/medical care will be adjusted to the size and type of disaster ranging from response to an isolated outbreak/crisis to numerous outbreaks of diseases that potentially threaten the health of the entire citizenship of the City.

B. Primary concerns of medical and public health officials include monitoring and evaluation of disease outbreaks as well as containment and treatment. This may range from the identification, isolation, and treatment of a small number of specific individuals in the county to evaluation, inoculation and treatment of the entire citizenship of the City. This may also involve assisting other agencies with maintaining a source of pure water and coordination of wastewater disposal under disaster conditions.

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

D. The acute care medical system/officials will assume responsibility for “treatment of the ill” including transportation, hospital based evaluation, isolation, treatment, triage and, as appropriate, the development of a temporary morgue.

E. The public health system/officials will coordinate responsibility for “treatment of the well” including the capture of the local pharmaceutical assets, request and distribution of both the regional and national pharmaceutical stockpiles, inoculation of first responders and establishment of a distribution plan for treating the public in those instances where evaluation, inoculation and treatment of a large segment of the citizenship is required.

III. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Organization.

1. The **City of Guymon** emergency health and medical organizational structure will remain as it currently exists. Each medical organization will operate as part of the city wide organization, rendering and receiving support and assistance in accordance with existing mutual aid agreements. The **Texas County** Health & Medical Coordinator shall be

ANNEX H  
HEALTH AND MEDICAL

the County Health Department Administrator unless another designee has been appointed by the Commissioner of Health will act to coordinate the actions of medical personnel/facilities with each other and with other sources of medical aid.

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

B. Task Assignment and Responsibilities.

1. The local hospital system is responsible for treating the ill.
2. In instances where ongoing monitoring and surveillance reveal that a threat to the medical health of a large segment of the jurisdiction exists, the County Health Coordinator assumes responsibility for reporting that threat to county, state and federal officials and securing the necessary pharmaceutical resources for responding to that threat. This includes:
  - a. Capturing and securing the local pharmaceutical stockpile from local pharmacies throughout the county.

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- b. Requesting the delivery of regional and national pharmaceutical stockpiles.
  - c. Developing plans through the Emergency Operations Center to receive, apportion, and distribute regional and national assets and maintain them in a secure facility.
  - d. Providing manpower, pharmacological expertise and instructions for re-packaging regional and national assets in dispensable units consistent with need.
  - e. Developing plans in cooperation with the Emergency Operations Center for delivery of re-packaged medications to select sites in appropriate quantities.
2. In instances where treatment of a large segment of the citizenship appears warranted, the County Health Coordinator assumes responsibility for developing and implementing a plan to inoculate all first responders and their families. This includes:
- a. Obtaining from the Emergency Operations Center a list of first responders and arranging for them to receive mass medication, for the responder and the responder's immediate family prior to commencing mass medication of the general public.
  - b. Developing an identification system for first responders to control future access.
  - c. Providing needed medication and instruction for treatment of the first responders family
  - d. Developing a staffing plan for treating the public and, in cooperation with the Emergency Operations Center, issuing identification credentials and assigning first responders to their duty station upon receipt of treatment.
3. Medical and public health officials work collaboratively with the Emergency Management Director, Law Enforcement, Fire and Rescue, Red Cross, County Maintenance, and the Emergency Operations Center to:
- a. Establish central points of distribution (POD's) for deployment of medication to individuals in targeted locations in the containment area.
  - b. Solicit, recruit, and staff each of the distribution sites with the following personnel.
    - i. Physicians, Pharmacists,
    - ii. Nurses,
    - iii. Mental health professionals,
    - iv. Interpreters,

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- v. Fire & Rescue,
  - vi. Law Enforcement/ Security,
  - vii. Red Cross, and
  - viii. Support personnel.
- a. Arrange for delivery of appropriate pharmaceutical resources to each POD and insure appropriate security of those resources.
  - b. Arrange for transportation of identified or symptomatic individuals identified at each POD to the hospital triage unit via appropriate carrier (ground transport, air-evac)
  - c. Provide for rotation of staff on a 12-hour basis.
4. Public Health Officials also assume responsibility to identify and arrange for distribution of medications to medical personnel responsible for captive populations in the containment area including, but not limited to:
- a. All nursing home staff and clients.
  - b. All clients and staff housed the Department of Corrections.
  - c. All clients and staff housed in mental health treatment centers.
5. Public Health Officials also assume responsibility for identifying and treating captive populations that have no attendant medical personnel including:
- a. Individuals in residence in senior citizen housing projects.
  - b. Individuals in residence at the (jail, college, treatment centers).
  - c. Handicapped, aged and otherwise homebound individuals as identified by local agencies and organizations.
  - d. Individuals in attendance at known special events that may be in progress such as sporting events, charities, reunions, auctions, etc.
6. Medical, hospital and public health officials then work collaboratively with the Emergency Management Director, Law Enforcement and the Emergency Operations Center to:
- a. Solicit, recruit and staff mobile treatment teams to distribute and supervise the dispensing of medication to captive populations without attendant medical personnel.

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b. Develop Mobile Treatment Teams (Strike Teams) to include appropriate personnel, both medical (pharmacists, nurses, physicians, etc.) and non-medical (security, transportation and support), if available.

7. Medical and public health officials work cooperatively with the Emergency Operations Center to develop a plan to inform and subsequently educate the public with regard to the threat, planned course of action and appropriate community response to the crisis via radio broadcasts, leaflets, Cable TV and informational pamphlets.

a. 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 coordination of emergency medical services to generally include:

- (1) Monitoring and surveillance for disease outbreaks
- (2) Notification of the County Emergency Management Director in the event of a disease outbreak.
- (3) Securing needed pharmaceutical resources as well as the necessary medical manpower and facilities to respond adequately to the threat posed by a particular disease or health hazard.
- (4) Procuring needed medical resources until the threat has been abated.

c. Facilitate planning and coordination of emergency medical services in cooperation with the acute care medical system in the County to include:

- (1) Care of sick and injured.
- (2) Sorting and evacuation of mass casualties.
- (3) Patient transfer between facilities and their transportation.
- (4) Provision of medical, transportation, and other related support to handicapped and elderly persons during emergencies.

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(5) Request the assignment of additional medical professionals to shelters, as established by the Emergency Management Director or other entity responsible for the shelters.

d. Plan and supervise ancillary health services to include:

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

IV. DIRECTION AND CONTROL.

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

V. CONTINUITY OF GOVERNMENT.

A. Lines of Succession.

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

B. Indispensable Operating Records.

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

VI. ADMINISTRATION AND LOGISTICS.

A. Health Statistics.

1. Vital Statistics. The Health Department will continue to collect vital statistics as under normal operating procedures.

2. Disease Statistics. Data related to disease outbreak will be collected and forwarded to appropriate state and federal officials.

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B. Testing and Inspections.

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

VII. PLAN DEVELOPMENT AND MAINTENANCE.

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

VIII. AUTHORITIES AND REFERENCES.

References.

1. FEMA SLG 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.

IX. IMPLEMENTATION.

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

APPENDIX 1  
HOSPITALS\LONG TERM CARE\NURSING HOMES

1. Hospitals, General Medical-Surgical:

Memorial Hospital of City of Guymon  
Address: 520 Medical Drive, Guymon, OK  
Phone: 580-338-6515  
Capacity: 47 Beds 12 Bass  
Administrator: Jim Grocholski

2. Long-Term Care Facilities\Nursing Homes

a. Home: Dr. W.F. & Mada Dunaway Manor Nursing Home  
Address: 1401 N. Lelia, Guymon, OK  
Phone: 580-338-3186  
Administrator: Robert E. Burger

ANNEX H  
HEALTH AND MEDICAL

APPENDIX 2  
CITY OF GUYMON SOURCES OF HEALTH AND MEDICAL ASSISTANCE

**I. Additional sources of assistance and support.**

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

B. Ambulance Service:

Category of Service provided is EMT Basic Life Support.

Guymon Fire Department 309 N Roosevelt, Guymon, OK  
Phone : Emergency 911 Bus. 580-338-5536  
Medical Freq. 468.950 155-490

Goodwell Ambulance Service, Goodwell, OK  
Phone: Emergency 911 580-349-2233 Bus 580-349-2566  
Medical Freq. 468.950 155.490

Hooker Municipal Ambulance Service, Hooker, OK  
Phone: Emergency 911 580-652-2111 Bus 580-652-2885  
Medical Freq. 154.875

Texhoma Ambulance Service, Texhoma, OK  
Phone: Emergency 911 580-423-7073 Bus. 580-423-7341

**OTHER AMBULANCE SERVICE**

Life Team 877-213-5433  
Liberal, KS

Lifestar  
Amarillo, TX 800-692-1331

Mercy Mobile Health  
Oklahoma City, OK 800-775-6367

C. Laboratories:

Specialty Labs 27027 Tourney Rd.  
Valencia, CA 800-421-7110

Cimmaron Pathology 1436 N. Western

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Liberal, KS 620-626-8500

Heartland Pathology 3509 French Park Dr., Ste D  
Edmond, OK 405-715-4500

Oklahoma State Health Dept. Box 24106  
Oklahoma City, OK 405-271-5070

Tri Core Reference Lab 915 Camino deSaluo NE  
University of New Mexico  
Albuquerque, NM 800-245-3296

D. End Stage Renal Disease Facilities:

Southwest Medical Center 620-624-1651

E. Home Health Agencies:

Guymon Home Health 580-338-2274  
314 Northridge Circle  
Guymon, OK 73942

Memorial Hospital Home Care and Hospice 580-338-5730  
520 Medical Drive  
Guymon, OK 73942

F. Listings are in local telephone directories for:

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

G. Ambulatory Surgical Centers in City of Guymon: None identified.

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.

All on-scene management of an incident will be in accordance with the **Incident Management System (ICS)**. The first responder on-scene will assume the Incident Commander's responsibilities, contain the incident and establish the Incident Command Post.

II. CONCEPT OF OPERATIONS.

General.

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

III. TASK ORGANIZATION AND RESPONSIBILITIES.

Task Assignments and Responsibilities.

1. City Police Chief
  - a. Coordinate all law enforcement in the county.
  - b. Disseminate warnings throughout the city.
  - c. Coordinate relocation traffic control.
  - d. Coordinate mutual aid agreements.
  - e. Support emergency public safety activities.
  
2. City Police Departments.
  - a. Maintain law and order.
  - b. Monitor communications for warnings.

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LAW ENFORCEMENT

- c. Initiate warning system in the city.
- 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.
- g. Provide traffic control during shelter operations or other emergencies.
- h. Provide crowd control as required.
- i. Provide police officers to larger shelters for law enforcement and communications.
- j. Mark expedient emergency shelters.
- k. Provide warning to affected areas when localized flood conditions exists.
- l. Establish mutual aid agreements with cities and towns that are able to assist.
- m. Provide for the security, protection, and relocation of jail inmates.

IV. DIRECTION AND CONTROL.

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

V. 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

ANNEX I  
LAW ENFORCEMENT

be given through the EOC. Police personnel will issue passes, or direct those seeking admittance to the Police Department to obtain them. Common sense and discretion must be used in issuing/not issuing passes as over enforcement can severely hamper relief efforts as much as under enforcement. Sample temporary passes and permanent passes are shown in Appendix 1.

2. The following vehicles and their occupants are exempt from pass requirements: marked utility company vehicles, military, city/state government vehicles, county vehicles, and relief agencies (Red Cross, Salvation Army, etc.) vehicles. Many emergency passes are already in existence (press cards and medical personnel identification) and they will be honored unless a reasonable question arises as to their authenticity. If such questions arise, the party should be directed to the Police Department for consideration of a temporary pass.

B. Communications.

Law Enforcement communications network information is contained in Annex B. The Sheriff will operate a base station in the EOC communication center during an emergency.

C. Resources.

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

D. Key Facilities.

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

VI. PLAN DEVELOPMENT AND MAINTENANCE.

The Police Department will continue the planning of all law enforcement operations related to emergency management within the city. A review and update of this Annex will be conducted annually by each law enforcement agency.

VII. AUTHORITY AND REFERENCES.

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.

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

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

APPENDICES

APPENDIX 1 - Temporary Pass

TAB A - Sample Disaster Area Passes

APPENDIX 2 - Law Enforcement Resources

ANNEX I  
LAW ENFORCEMENT

Appendix 1  
Temporary Pass



**Emergency Management**  
**Official Vehicle**  
**Temporary Pass**

\_\_\_\_\_  
**Print Bearer's Name**

\_\_\_\_\_  
**Valid Until Date/Time**

\_\_\_\_\_  
**Issued on**

\_\_\_\_\_  
**Issuing Officer**

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

CARD # \_\_\_\_\_ DATE \_\_\_\_\_

AGENCY \_\_\_\_\_  
\_\_\_\_\_  
Emergency Management Director

ANNEX I  
LAW ENFORCEMENT  
TAB A TO APPENDIX 1  
SAMPLE DISASTER AREA PASSES

1. WORK PASS

<p><b><u>WORK PASS</u></b> Authorized by <b>CITY DISASTER UNIT</b> Date _____</p>
Name _____
Address _____ _____
Signed _____

2. VISITOR PASS

<p><b><u>VISITOR PASS</u></b> Authorized by <b>CITY DISASTER UNIT</b> Date _____</p>
Name _____
Address _____ _____
Signed _____

3. RESIDENT PASS

<p><b><u>RESIDENT PASS</u></b> Authorized by</p>
------------------------------------------------------

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LAW ENFORCEMENT

<b>CITY DISASTER UNIT</b>
Date _____
Name _____
Address _____
_____
Signed _____

APPENDIX 2  
LAW ENFORCEMENT RESOURCES  
City of Guymon

CITY OR SERVICE	SHERIFF	GUYMON	GOODWELL
Telephone Numbers (and alternate)	338-4000 338-7680 338-3520	338-6525 338-2636	349-2566 338-4000
Vehicles w/ radio	16	20	5
Portable Generators	4	0	0
Mobile Crime Lab	1	0	0
Total Officers	11 full 5 resv	18 full 1 resv	3 full 1 resv
Dispatchers	5	9	0
EMTs	0	0	2
Bomb Disposal	0	0	0
Scuba Trained	0	1	0
Deps/Res/Aux	0	3	0
Walkie-Talkie	11	20	5
Bull Horns	0	0	0

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# Aircraft	0	0	0
Communications Van	0	0	0
K-9 Units	0	1	0
OLETS Teletype (Yes/No)	YES	YES	NO

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

One Oklahoma Department of Wildlife, Law Enforcement Game Warden, with vehicle and two-way radio system is located at Hooker, OK 580-652-3196. Central Office Ph: OK City 405-521-3719.

ANNEX I  
LAW ENFORCEMENT  
APPENDIX 2 (Cont)  
LAW ENFORCEMENT RESOURCES  
CITY OF GUYMON

CITY OR SERVICE	HOOKER	TEXHOMA	TYRONE
Telephone Numbers (and alternate)	652-2111 338-4000	423-7771 338-4000	854-6400 338-4000
# Vehicles w/radio	3	3	2
Portable Generators	1	0	1
Mobile Crime Lab	0	0	0
Total Officers	3 full 2 resv	1 full 1 resv	2 full 2 resv
Dispatchers	6 part time	0	0
EMTs	0	1	0
Bomb Disposal	0	0	0
Scuba Trained	0	0	0
Deps/Res/Aux	0	2	0
Walkie-Talkie	4	3	0
Bull Horns	0	0	0
# Aircraft	0	0	0
Communication Van	0	0	0
K-9 Units	0	1	1
OLETS Teletype (Yes/No)	NO	NO	NO

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

ANNEX I  
LAW ENFORCEMENT  
PUBLIC WORKS  
APPENDIX 2 (Cont)  
LAW ENFORCEMENT RESOURCES  
CITY OF GUYMON

CITY OR SERVICE	HARDESTY	OHP (GUYMON)	
Telephone Numbers (and alternate)	888-4534 338-4000	338-3366 338-3367 338-5129	
# Vehicles w/radio	2	9	
Portable Generators	0	0	
Mobile Crime Lab	0	0	
Total Officers	1 full 1 resv	7 full	
Dispatchers	0	6	
EMTs	0	0	
Bomb Disposal	0	0	
Scuba Trained	0	0	
Deps/Res/Aux	1	0	
Walkie-Talkie	3	6	
Bull Horns	0	0	
# Aircraft	0	0	
Communication Van	0	0	
K-9 Units	0	0	
OLETS Teletype (Yes/No)	NO	YES	

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

ANNEX J  
PUBLIC WORKS

I. PURPOSE.

This Annex establishes procedures and priorities for the use of all city maintenance and/or public works departments in response to an emergency or disaster in **City of Guymon**.

All on-scene management of an incident will be in accordance with the **Incident Management System (ICS)**. The first responder on-scene will assume the Incident Commander's responsibilities, contain the incident and establish the Incident Command Post.

II. CONCEPT OF OPERATIONS.

General.

City 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. City 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 City 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.

III. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

Most of the departments within the city government have emergency functions related to their normal duties. City 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 digging.

ANNEX J  
PUBLIC WORKS

B. Task Organization.

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

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

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.

All on-scene management of an incident will be in accordance with the **Incident Management System (ICS)**. The first responder on-scene will assume the Incident Commander's responsibilities, contain the incident and establish the Incident Command Post.

II. 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 the county and those other fire services that provide mutual aid.)

III. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Fire Department.

1. Fire suppression.
2. Operate warning system.
3. Respond to hazardous material accidents/incidents.
4. Assist in 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.

ANNEX K  
FIRE AND RESCUE

IV. CONTINUITY OF GOVERNMENT.

A. Lines of succession for fire department(s) responding will be according to each department's established procedures.

B. Each responding Fire Chief will maintain control of his unit(s).

V. ADMINISTRATION AND LOGISTICS.

A. Communications.

Fire communications networks are shown in Annex B.

B. Resources.

A list of available fire departments and their resources is attached as an Appendix to this Annex.

VI. 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.

VII. AUTHORITIES AND REFERENCES.

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.

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

APPENDIX

APPENDIX 1 - Fire/Rescue Resources

ANNEX K  
FIRE AND RESCUE

APPENDIX 1  
FIRE/RESCUE RESOURCES

Community		ADAMS FIRE DEPARTMNT	
Phone #	580-253-6515	Ambulance	0
Alternate #	580-253-6328	Paramedics	0
Fire Stations		Trained EMTs	5
Base Stations	0	First Responders	0
Mobile Radios		Crash- Fire Rescue	0
Paid Personal		Rescue Call	0
Volunteers		SCBA/Spare Bottles	
Trained Volunteers	0	Generators	0
		Light Systems	0
Fire Trucks	0	Hand-Held Radios	0
Type 1	0	Pagers	0
Type 2	0	Boats	0
Type 3	0	Mutual Aid with:	
Type 4	0	a. Hardesty	b. Optima
Type 5	0	c. Hooker	d. Guymon
Type 6	0	e. Baker	f. Bryans Corner
Type 7	0	g. Tyrone	h. Turpin
Water Tankers		i. Balko	j.
Type 1	0	k.	l.
Type 2	0	(1) AED	
Type 3	0		
Underwater Rescue(Yes/No)	NO		
Rescue Squads (Yes/No)	NO		

**Note:** Indicate numbers of equipment/personnel available.

\***HCFFA** = Haskell County Fire Fighters Association

ANNEX K  
FIRE AND RESCUE  
APPENDIX 1 (Cont)  
FIRE/RESCUE RESOURCES

Community	<b>BAKER FIRE DEPARTMENT</b>		
Phone #	911	Ambulance	0
Alternate #	580-854-6580 580-854-6225	Paramedics	0
Fire Stations	1	Trained EMTs	0
Base Stations	0	First Responders	2
Mobile Radios	2	Crash- Fire Rescue	NO
Paid Personal	0	Rescue Call	YES
Volunteers	6	SCBAs/Spare Bottles	
Trained Volunteers	6	Generators	0
		Light Systems	0
Fire Trucks		Hand-Held Radios	1
Type 1	0	Pagers	6
Type 2	0	Boats	0
Type 3	0	Mutual Aid with:	
Type 4	1	a. Hooker	b. Guymon
Type 5	0	c. Adams	d. Tyrone
Type 6	0	e. Turpin	f. Hardesty
Type 7	0	g.	h.
Water Tankers		i.	j.
Type 1	0		l.
Type 2	1		
Type 3	1		
Underwater Rescue(Yes/No)	NO		
Rescue Squads (Yes/No)	NO		

**Note:** Indicate numbers of equipment/personnel available.

ANNEX K  
FIRE AND RESCUE  
APPENDIX 1 (Cont)  
FIRE/RESCUE RESOURCES

Community		Goodwell FIRE DEPARTMENT	
Phone #	911	Ambulance	2
Alternate #	580-349-2566 580-349-2209	Paramedics	2
Fire Stations	1	Trained EMTs	7
Base Stations	1	First Responders	1
Mobile Radios	5	Crash- Fire Rescue	YES
Paid Personal	0	Rescue Call	YES
Volunteers	17	SCBAs/Spare Bottles	15/20
Trained Volunteers	17	Generators	1
		Light Systems	1
Fire Trucks		Hand-Held Radios	22
Type 1	1	Pagers	22
Type 2	1	Boats	0
Type 3	2	Mutual Aid with:	
Type 4	0	a. Guymon	b. Yarbrough
Type 5	0	c. Texhoma	d. Gruver, TX
Type 6	0	e. Tyrone	f. Hooker
Type 7	0	g. Elkhart, KS	h. Griggs Rural
Water Tankers		i. Stratford, Tx	j.
Type 1	1	k.	l.
Type 2	0		
Type 3	0		
Underwater Rescue(Yes/No)	NO		
Rescue Squads (Yes/No)	YES		

**Note:** Indicate numbers of equipment/personnel available.

ANNEX K  
FIRE AND RESCUE

APPENDIX 1 (Cont)  
FIRE/RESCUE RESOURCES

Community		Guymon FIRE DEPARTMENT	
Phone #	580-338-5536	Ambulance	4
Alternate #	58/0-338-5537	Paramedic	15
Fire Stations	2	Trained EMTs	14
Base Stations	2	First Responders	2
Mobile Radios	12	Crash- Fire Rescue	YES
Paid Personal	16	Rescue Call	YES
Volunteers	20	SCBAs/Spare Bottles	40/40
Trained Volunteers	20	Generators	1
		Light Systems	0
Fire Trucks		Hand-Held Radios	40
Type 1	1	Pagers	40
Type 2	1	Boats	0
Type 3	1	Mutual Aid with:	
Type 4	1	a. Goodwell	b. Hardesty
Type 5	1	c. Texhoma	d. Yarborough
Type 6	1	e. Optima	f. Adams
Type 7	0	g. Hooker	h. Hitch Fire
Water Tankers		i. Tyrone	j. Elkhart, Ks
Type 1	0	k. Baker	l. Gruver, Tx
Type 2	0	Rescue (2) JAW'S of LIFE	
Type 3	0		
Underwater Rescue(Yes/No)	NO		
Rescue Squads (Yes/No)	YES		

**Note:** Indicate numbers of equipment/personnel available.

ANNEX K  
FIRE AND RESCUE  
APPENDIX 1 (Cont)  
FIRE/RESCUE RESOURCES

Community	<b>HARDESTY FIRE DEPARTMENT</b>		
Phone #	911	Ambulance	0
Alternate #	580-888-4522 580-888-4556	Paramedic	0
Fire Stations	1	Trained EMTs	0
Base Stations	1	First Responders	0
Mobile Radios	3	Crash- Fire Rescue	YES
Paid Personal	0	Rescue Call	YES
Volunteers	15	SCBAs/Spare Bottles	N/A
Trained Volunteers	15	Generators	0
		Light Systems	0
Fire Trucks		Hand-Held Radios	3
Type 1	1	Pagers	10
Type 2	1	Boats	0
Type 3	1	Mutual Aid with:	
Type 4	0	a. City of Guymon	b. Baker
Type 5	0	c. Optima	d. Spearman, TX
Type 6	1	e. Gruver, TX	f. Guymon
Type 7	0	G. Tyrone	h.
Water Tankers		i. Hooker	j.
Type 1	1	k. Adams	l.
Type 2	0	(2) Set's JAW'S OF LIFE Foam system on (1) truck Vent Fan (1) Water cannon on truck (2) Chain Saw	
Type 3	0		
Underwater Rescue(Yes/No)	NO		
Rescue Squads (Yes/No)	NO		

**Note:** Indicate numbers of equipment/personnel available.

ANNEX K  
FIRE AND RESCUE  
APPENDIX 1 (Cont)  
FIRE/RESCUE RESOURCES

Community	<b>HOOKER FIRE DEPARTMENT</b>		
Phone #	911	Ambulance	2
Alternate #	580-652-2131	Paramedic	0
Fire Stations	1	Trained EMTs	7
Base Stations	1	First Responders	10
Mobile Radios	7	Crash- Fire Rescue	YES
Paid Personal	0	Rescue Call	YES
Volunteers	20	SCBAs/Spare Bottles	8/10
Trained Volunteers	20	Generators	1
		Light Systems	1
Fire Trucks		Hand-Held Radios	4
Type 1	1	Pagers	24
Type 2	1	Boats	0
Type 3	3	Mutual Aid with:	
Type 4	1	a. All Departments	b. In City of Guymon
Type 5	0	c. Seward Co. KS	d.
Type 6	0	e.	f.
Type 7	0	g.	h.
Water Tankers		i.	j.
Type 1	1	k.	l.
Type 2	0	Generators also for city hall and water wells	
Type 3	0		
Underwater Rescue(Yes/No)	NO		
Rescue Squads (Yes/No)	YES		

**Note:** Indicate numbers of equipment/personnel available.

ANNEX K  
FIRE AND RESCUE  
APPENDIX 1 (Cont)  
FIRE/RESCUE RESOURCES

Community		OPTIMA FIRE DEPARTMENT	
Phone #	911	Ambulances	0
Alternate #	580-338-0644	Paramedic	0
Fire Stations	1	Trained EMTs	0
Base Stations	0	First Responders	0
Mobile Radios	5	Crash- Fire Rescue	0
Paid Personal	0	Rescue Call	YES
Volunteers	8	SCBAs/Spare Bottles	6/2
Trained Volunteers	0	Generators	0
		Light Systems	0
Fire Trucks		Hand-Held Radios	8
Type 1	0	Pagers	7
Type 2	3	Boats	0
Type 3	0	Mutual Aid with:	
Type 4	1	a. Guymon	b. Hooker
Type 5	0	c. Hardesty	d. Adams
Type 6	2	e. Baker	f. Tyrone
Type 7	0	g. Yarbrough	h. Goodwell
Water Tankers		i. Texhoma	j.
Type 1	0	k.	l.
Type 2	1		
Type 3	0		
Underwater Rescue(Yes/No)	NO		
Rescue Squads (Yes/No)	NO		

**Note:** Indicate numbers of equipment/personnel available.

ANNEX K  
FIRE AND RESCUE  
APPENDIX 1 (Cont)  
FIRE/RESCUE RESOURCES

Community	<b>TEXHOMA FIRE DEPARTMENT</b>		
Phone #	911	Ambulances	2
Alternate #	580-423-7061	Paramedic	0
Fire Stations	1	Trained EMTs	5
Base Stations	2	First Responders	1
Mobile Radios		Crash- Fire Rescue	YES
Paid Personal	0	Rescue Call	YES
Volunteers	19	SCBAs/Spare Bottles	7/5
Trained Volunteers	13	Generators	1
		Light Systems	1
Fire Trucks		Hand-Held Radios	6
Type 1	2	Pagers	15
Type 2	3	Boats	0
Type 3	0	Mutual Aid with:	
Type 4	0	a. Goodwell	b. Guymon
Type 5	0	c. Stratford, TX	d. Elkhart KS
Type 6	0	e. Yarbrough	f. Dalhart, TX
Type 7	0	g. Gruver, TX	h. Boise City
Water Tankers		i. Griggs	j. Keyes
Type 1	0	k. Dumas, TX.	l.
Type 2	0		
Type 3	1		
Underwater Rescue(Yes/No)	NO		
Rescue Squads (Yes/No)	YES		

**Note:** Indicate numbers of equipment/personnel available.

ANNEX K  
FIRE AND RESCUE  
APPENDIX 1 (Cont)  
FIRE/RESCUE RESOURCES

Community		TYRONE FIRE DEPARTMENT	
Phone #	580-854-6666	Ambulances	0
Alternate #	580-854-6873	Paramedic	0
Fire Stations	1	Trained EMTs	0
Base Stations	1	First Responders	0
Mobile Radios	6	Crash- Fire Rescue	YES
Paid Personal	0	Rescue Call	YES
Volunteers	13	SCBAs/Spare Bottles	7/3
Trained Volunteers		Generators	0
		Light Systems	0
Fire Trucks		Hand-Held Radios	10
Type 1	1	Pagers	10
Type 2	3	Boats	0
Type 3	1	Mutual Aid with:	
Type 4	0	a. Seward Co., KS	b. Guymon
Type 5	0	c. Beaver Co. OK	d. Stevens Co., KS
Type 6	0	e. Hooker	f. Adams
Type 7	0	g. Baker	h. Optima
Water Tankers		i. Hardesty	j.
Type 1	1	k	l.
Type 2	0		
Type 3	0		
Underwater Rescue(Yes/No)	NO		
Rescue Squads (Yes/No)	NO		

**Note:** Indicate numbers of equipment/personnel available.

ANNEX K  
FIRE AND RESCUE  
APPENDIX 1 (Cont)  
FIRE/RESCUE RESOURCES

Community		YARBROUGH FIRE DEPARTMENT	
Phone #	911	Ambulances	0
Alternate #	580-338-5536	Paramedic	0
Fire Stations	1	Trained EMTs	1
Base Stations		First Responders	0
Mobile Radios	2	Crash- Fire Rescue	yes
Paid Personal	0	Rescue Call	yes
Volunteers	10	SCBAs/Spare Bottles	4
Trained Volunteers		Generators	0
		Light Systems	0
Fire Trucks		Hand-Held Radios	0
Type 1	1	Pagers	12
Type 2	1	Boats	0
Type 3	0	Mutual Aid with:	
Type 4	0	a. All in Texas County	b.
Type 5	0	c.	d.
Type 6	0	e.	f.
Type 7	0	g.	h.
Water Tankers		i.	j.
Type 1	0	k.	l.
Type 2	0		
Type 3	0		
Underwater Rescue(Yes/No)	NO		
Rescue Squads (Yes/No)	NO		

**Note:** Indicate numbers of equipment/personnel available.

ANNEX L  
VETERINARY SERVICE/ANIMAL CARE

I. PURPOSE.

This annex establishes coordination procedures for local government agencies, volunteer organizations and veterinary medical personnel in providing care to animals affected by man-made or natural disasters. These procedures provide for emergency medical care, temporary confinement, shelter, food and water, identification and tracking for return to owner and ultimate disposal of dead and unclaimed animals as necessary.

II. CONCEPT OF OPERATIONS.

General

A. Emergency animal care will be provided by private and public professionals based on pre-event coordination and the instructions contained in this document. Additional animal medical care professionals are available and will be utilized according to the size and type of disaster.

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

C. Private shelters, local humane associations and local animal related groups can be an excellent source for both manpower and material resources.

III. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Organization

1. The city/town animal control function will remain as it currently exists. These agencies will function in their normal capacity and, as required, render and receive support and assistance in accordance with existing mutual aid agreements. Local animal care professionals will function in their normal capacity and render assistance in coordination with local animal control agencies. Private and volunteer groups will coordinate with local animal control agencies.

2. Supporting Organizations:

- a. Area veterinary clinics
- b. Area humane and volunteer groups
- c. Area boarding and grooming facilities
- d. Area animal products supply stores
- e. State agencies as required
- f. District veterinary representatives
- g. State veterinary, technician and animal control associations
- h. American Zoological Association (AZA)

ANNEX L  
VETERINARY SERVICE/ANIMAL CARE

- i. Wildlife control personnel
- j. Emergency Management

B. Task Assignment and responsibilities

1. Responsibilities of the County Animal Care Coordinator:

- a. Coordination between county authorities and local animal control and local animal care professionals.
- b. Coordination between local animal control, local animal care professionals and State/Federal organizations.
- c. Coordinate county animal relief activities including but not limited to sheltering, evacuation procedures, long-term boarding, fostering and adoption.
- d. Responsible for coordination and collection of animal rescue and recovery data from local shelters, veterinary clinics and other sources.

2. Each City/town's animal control agency will be the coordinating lead agency for animal rescue activities. They will coordinate with local animal care professionals. They will coordinate volunteer organizations to provide needed services. In the event there is no local animal control agency then local law enforcement personnel will coordinate with local animal care professionals to provide animal care.

3. The Oklahoma Veterinary Medical Association's district directors, or in their absences, alternate district director shall be responsible for coordination of emergency field veterinarians.

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

IV. DIRECTION AND CONTROL.

Local animal control agencies are responsible for animal rescue activities. They are also responsible for coordination of local volunteer organizations. In the event that local animal control agencies are not established, these responsibilities will be local law enforcement agencies that will delegate this authority to local animal care professionals. Local animal care professionals are responsible for veterinary medical care for affected animals. The coordination of activities will be the responsibility of the County Animal Care Coordinator and the Veterinary Emergency Triad (VET). The VET shall consist of the Oklahoma State Veterinarian (or his/her designee), the USDA/APHIS/VS Area Veterinarian in Charge (or his/her designee) and a designated representative of the Oklahoma Veterinary Medical Association (OVMA) or the State Department of Health in the event of a zoonotic disease.

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VETERINARY SERVICE/ANIMAL CARE

V. CONTINUITY OF GOVERNMENT.

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

VI. ADMINISTRATION AND LOGISTICS.

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

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

The County animal care coordinator shall conference with the VET and local animal control agencies at least once annually to review this annex and ensure that necessary updates and revisions are prepared and implemented.

APPENDIX

APPENDIX 1 – Foreign Animal Disease (FAD)

ANNEX L  
VETERINARY SERVICE/ANIMAL CARE  
APPENDIX 1  
FOREIGN ANIMAL DISEASE (FAD)

I. PURPOSE.

The occurrence of a Foreign Animal Disease (FAD) whether an intentional criminal or terrorist act or natural occurrence in the County would represent a catastrophic event. Its far reaching effects would impact not only on the local economy but at the state and national level as well. The threat to the nation's food supply, export losses and eradication cost should not be underestimated. While prevention of a FAD outbreak will always remain the primary goal, contingency plans must be in place no matter what the event. The County's goal is to contain the possible outbreak of a FAD, thereby protecting lives and property until State and Federal agency can activate their plans.

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

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

The purpose of this FAD Appendix is to supplement the Emergency Management Plans of the County and its incorporated and unincorporated cities and towns in the event of a FAD outbreak. The plan was developed in conjunction with existing local plans and the Oklahoma Department of Agriculture, Food and Forestry (ODAFF) plan. Developing a partnership with the live stock industry, identifying all possible available resources and the development of a communication network between all parties will be critical to the successful implementation of the plan should it ever be needed.

II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan

III. CONCEPT OF OPERATIONS.

General

The objectives of the plan are to establish a Multi-Agency Coordinating Group (MACG) of highly educated and experienced members with knowledge of every facet of the live stock industry in the county. Members of the MACG will be representatives of the beef, dairy, poultry and hog industry, the feeder industry, the equine industry, local cooperatives, producer, sales, veterinarians as necessary, local government, law enforcement and emergency management. Further, the MACG will consist of representatives from the Board of County Commissioners, local first responders, public health, the county extension agent, communications and public works.

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VETERINARY SERVICE/ANIMAL CARE

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

The MACG members will have 4 primary responsibilities.

1. Be liaisons for their respective industry and promote education of their peers to the plan and its goals and objectives and the plan's testing component.
2. Respond to the Emergency Operations Center in the event of a FAD outbreak, rumored outbreak or an announced or unannounced bio-terrorism attack on the industry. Once there serve as experts in communication with Oklahoma Department of Agriculture Food and Forestry (ODAFF) and the County Emergency Manager.
3. Communicate with peers, release approved, factual, up-to-date information and data to their respective industries and serve as support to the Emergency Manager in trouble shooting, consequence management and securing any resource that may be needed.
4. Work with other MACG members in consequence management.

The MACG will:

1. React and respond as needed to all events, real or rumored, by immediately opening the Emergency Operations Center and summoning all MACG members.
2. To the greatest extent possible: a) evaluate data from all facets of the industry, b) as the event as it progresses, analyze, and disseminate only factual information to protect the economic stability of the community and reduce the likelihood of civil unrest.
3. Determine if the event will pose a public health concern with direction from the County Health Department.
4. The MACG will support the on site Incident Management Team as assigned by the Oklahoma AVIC (Area Veterinarian in Charge) and the State Veterinarian.
5. Through quarantine procedures implemented by the Sheriff, Oklahoma Highway Patrol (OHP) and the Oklahoma Bureau of Investigation (OSBI), prevent the accidental or intentional spread of the index source.
6. If the FAD is not contained, the event will be managed appropriately in terms of decontamination and will be the responsibility of the local Fire/Emergency Medical Services personnel with the required support and direction of the Oklahoma Department of Agriculture, United States Department of Agriculture, (USDA) Oklahoma Department of Health, and Environmental Protection Agency (EPA).

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VETERINARY SERVICE/ANIMAL CARE

7. Investigate, with direction from the Federal Bureau of Investigation (FBI) and the Oklahoma State Bureau of Investigation (OSBI) in cases of suspected terrorist acts to ensure the collection and preservation of evidence for impending criminal cases.

8. Test the plan on a continuing basis, with lessons learned serving as the basis for plan revisions. Plan testing will include participation in local, State, and Federal exercises as applicable. Education efforts based on the plan will be focused as follows.

- a. MACG members will be notified of related education opportunities.
- b. The FAD MACG sub-committee chairman will brief the Local Emergency Planning Committee (LEPC) on the progress of the team and any changes in the plan.
- c. Industry representatives will be invited to participate in presentations, seminars, or other related training activities.
- d. MACG presentations may be made to civic groups who make a request.
- e. The MACG members will maintain interaction with FAD subject matter experts at whatever level possible, maintain an active dialogue with animal health officials and academia to keep informed of the latest developments.

Responses typically will occur in the following Phases:

**Phase One**

After notification of a possible FAD by ODAFF, the Sheriff's department will send necessary patrol unit(s) to the site and restrict all animal traffic into and out of the site.

At least one Cleaning and Decontamination (C & D) station will be at the site to disinfect all vehicles coming out of the site at a designated ingress/egress point.

The Sheriff will have command of the site.

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

Actions:

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

**Phase Two**

After notification from the Foreign Animal Disease Diagnostician (FADD) of a highly possible or highly probable infected animal, the sheriff's department will:

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- 1) set up a containment area of one mile (or as determined by the FADD) around the site,
- 2) stop all animal traffic,
- 3) reroute all other animal traffic around the site.
- 4) Provide adequate patrol units to secure the site.

At least one Cleaning and Decontamination unit will be set up at the designated ingress/egress location outside the one mile (or as determined by the FADD) containment area and all traffic out of the containment area will have to go to that site to be cleaned and decontaminated before leaving the site.

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

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

Actions:

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

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

### **Phase Three**

After notification of positive conformation of a FAD at the site, the sheriff will request the Oklahoma Highway Patrol (OHP) to lock down the county. No animal traffic will be allowed to come into or go out of the county. At the time of positive confirmation, USDA and the Oklahoma State Veterinarian will assume incident command.

All animal carriers will be disinfected before they can leave the county.

Law enforcement will be responsible for stopping all animal traffic and ensuring that all animal carriers are disinfected. Cleaning and decontamination units will be strategically located to disinfect all animal carriers.

Phase Two will still be in effect at the site.

Actions:

1. Prevent animal traffic entering and or leaving guaranteed area.
2. Re-route animal traffic around the guaranteed area.
3. Minimize access within 1 mile (or as determined by APHIS/VS) of the guaranteed area.

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VETERINARY SERVICE/ANIMAL CARE

**4. PREVENT ANIMAL TRAFFIC FROM ENTERING OR LEAVING THE COUNTY UNTIL FURTHER NOTICE BY THE OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD AND FORESTRY (ODAFF).**

VI. CONTINUITY OF GOVERNMENT.

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

VII. ADMINISTRATION AND LOGISTICS.

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

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

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

ANNEX N  
RESOURCE MANAGEMENT  
RESOURCE MANAGEMENT

APPENDICES

I. PURPOSE.

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

Resource Management is an important part of the National Incident Management System (NIMS). Equipment typing and personnel credentialing are on-going components of the system. Resource managers should be aware of these efforts and adjust their resource lists as more information becomes available from the NIMS Integration Center (NIC).

II. CONCEPT OF OPERATIONS.

General.

It is the responsibility of local government to protect lives and property of local citizens. Among the actions to be taken toward this end are the following: commit all resources necessary to protect lives or property and restore the community to normal. When all local resources have been expended, request assistance through the Oklahoma Department of Emergency Management. Emergency Managers (county/city/town) should maintain a Resources Management Manual that contains lists of local resources that can be used during an emergency.

III. 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.

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RESOURCE MANAGEMENT

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.

IV. DIRECTION AND CONTROL.

The Resource Coordinator, under the direction of the Emergency Management Director,

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RESOURCE MANAGEMENT

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.

V. ADMINISTRATION AND LOGISTICS.

A. Communications.

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

B. Resources.

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

C. Records.

The Resource Coordinator will keep records of any material, supplies, and equipment used from private sources during an emergency and forward them to the County Clerk for settlement following the emergency, if required.

VI. AUTHORITIES AND REFERENCES.

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.

APPENDIX 1 - Map - Equipment Yard and Staging Area Locations

APPENDIX 2 - Potential Staging Areas

APPENDIX 3 - Listing of Portable Restroom/Toilet Resources

ANNEX N  
RESOURCE MANAGEMENT

APPENDIX 1  
EQUIPMENT YARD AND STAGING AREA LOCATIONS

**All phones are in Area Code 580:**

District # 2 501 S. Main, Guymon, OK. 73942 338-6336

Primary Staging Area....

Secondary Staging Area..

**NOTE: A City Equipment inventory report is available from the city clerk office at city hall**

ANNEX N  
RESOURCE MANAGEMENT  
APPENDIX 2  
POTENTIAL STAGING AREAS

I. PURPOSE.

This Appendix provides the necessary information for locating Staging Areas (SAs) in the **City of Guymon**. The use of Staging Areas is an extension of the Incident Command System and provides for the orderly reception and dispatch of emergency resources. Use of staging areas enhances the response phase of the comprehensive emergency management system during disasters. They can be used when dealing with disasters that are within the capabilities of county and city governments as well as when receiving outside assistance from state and federal governments.

II. CONCEPT OF OPERATIONS.

A. General.

Both a primary and secondary staging areas is identified for **City of Guymon**.

B. Characteristics.

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

1. Accommodate parking for all wheel vehicles.
2. Two access roads; entrance and exit.
3. Marked landing zone for rotary wing aircraft.
4. An administrative area for the Staging Area Coordinator and his/her assistants to accomplish their tasks.
5. Have two types of communication available within the Staging Area.

III. STAGING AREA LOCATIONS.

A. General.

In view of the geographical shape of **City of Guymon**, two staging areas were selected. The first (primary) is central to the county for the purpose of supporting the central and eastern portions. The second, located to the western side of the county with the intent of supporting the west to central portions.

B. Locations.

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1. Primary Staging Area.

The primary staging area is located at City of Guymon / County Fair Grounds 5<sup>th</sup> and Sunset Guymon, OK

2. Secondary Staging Area.

The secondary staging area is located at Guymon High School ,2002 N. James, Guymon, OK

3. Guymon Municipal Airport.

The Guymon Municipal Airport is located West of the City of Guymon. It is a small municipal airport and should take careful note of the following Airport data.

Latitude:	36 41.10' N	Longitude:	101 30.46' W
Elevation:	3123'	Location Identification:	Guymon
From City:	02W	Owner:	City of Guymon 1-580-338-0481
Runways	17/35-3790' Asphalt	Airport Contact:	Gregg Downing 1-580-338-0481
Lights:	LIRL, VASI	Fuel:	100LL Jeta
Radio:	Unicom 122.7	Attended:	Attended

**REMARKS:**

**Runway Lights Dusk-Dawn.**





ANNEX P  
DAMAGE ASSESSMENT

I. PURPOSE.

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

II. 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.

III. TASK ORGANIZATIONS AND RESPONSIBILITIES.

A. General.

Disaster intelligence and damage assessment are two functions that must be properly conducted in order to properly respond to and recover from an emergency or disaster.

B. Task Assignment and Responsibility.

1. The Policy Group.

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

2. The Emergency Management Director responsibilities.

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

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by the community.

c. Insure that all information and Structural Damage Assessment reports (Appendix 1, Tab A) are completed and summarized on the Structural Damage Assessment Summary Worksheet (Appendix 1, Tab B) which will be forwarded to the Oklahoma Department of Emergency Management (OEM) as soon as they become available.

d. Insure that coordination is made with OEM and the Federal Emergency Management Agency (FEMA) in scheduling and conducting joint preliminary damage assessments if the joint surveys are required. This coordination will be made through OEM.

3. The City 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

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DAMAGE ASSESSMENT

members must not interfere with First Responder personnel.

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

(4) The Damage Assessment Officer compiles all information received from the teams and provides same to the Emergency Management Director.

5. The American Red Cross (ARC).

a. The American Red Cross, by ARC Regulation 3029, is required to submit a preliminary damage assessment survey of homes to the operations headquarters of the jurisdiction involved in a disaster within 24 hours and submit a detailed damage assessment within 72 hours.

b. A copy of the Red Cross damage survey information is provided to the State EOC.

IV. ADMINISTRATION AND LOGISTICS.

A. Reports and Records.

1. Damage assessment report forms will be forwarded to OEM.

2. See Appendix 1 for Damage Report Forms.

3. Sufficient records will have to be maintained to document all costs to the community caused by the disaster.

B. Individual Relief Assistance

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

C. Public Relief Assistance

All public relief disaster assistance provided by the government will be administered with policies set forth by OEM and those Federal agencies providing such assistance.

V. AUTHORITIES AND REFERENCE.

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

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

APPENDICES

Appendix 1 - Damage Assessment for Recovery Operations

ANNEX P  
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APPENDIX 1 TO ANNEX P  
DAMAGE ASSESSMENT FOR RECOVERY OPERATIONS

I. PURPOSE.

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

II. SITUATION AND ASSUMPTIONS.

A. Situation.

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

2. OEM is the point of contact at the State level of government for communities that need assistance during emergencies or disasters.

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

B. Assumptions.

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

2. Local communities will request State and Federal assistance through OEM, and provide copies of their damage assessment reports as a part of their requests.

3. OEM will provide an orderly and continuing means of assistance by the State government to local governments in carrying out their responsibility to alleviate the suffering and damage that results from major disasters and emergencies.

III. INDIVIDUAL ASSISTANCE RECOVERY OPERATIONS:

A. General.

1. The Structural Damage Assessment Form, OEM Form DA-1, will be used to record damage information collected by the Structural Damage Assessment Teams. These forms, the results of the survey, will be summarized by the Damage Assessment Officer on the Structural Damage Assessment Summary Worksheet (OEM Form DA-2) that should be provided to OEM as soon as possible.

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2. Following the initial structural damage survey that is completed shortly after the occurrence of a disaster, the damage assessment teams should conduct a Comprehensive Structural Damage Assessment Survey to get more detailed information of the type and severity of the damages as well as accurate insurance information again using OEM Form DA-1.

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

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

5. Following the joint damage surveys and if a Presidential disaster declaration for individual assistance is declared, the State office will coordinate with the local jurisdiction to establish a disaster assistance center or recovery service center, and continue to work with the local government during the assistance process.

B. Information Required By The State.

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

2. Copies of all Structural Damage Assessment Reports.

3. A map of the community, marked to show the most serious areas, then the major damaged areas, and areas which received minor damage.

4. Any requests for assistance should be documented in writing.

IV. PUBLIC ASSISTANCE RECOVERY OPERATIONS.

A. General.

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

2. Following the initial public property damage surveys, the damage assessment officer should continue to work with local department heads to get more detailed information of the type and severity of the damages that occurred to the public sector, as well as accurate insurance information.

3. As this updated information becomes available it should be forwarded to OEM

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

4. The OEM will contact the local jurisdiction to schedule joint damage surveys if they are required for either public assistance or individual assistance.

5. Following the joint damage surveys, and if a Presidential disaster declaration for public assistance, (or a Gubernatorial declaration for public assistance) is declared, the State office will set up applicant briefings to begin the public assistance process.

B. Information Required By The State.

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

2. A copy of the Notice of Interest Form, or a phone call that provides the same type of information.

3. Requests for specific assistance may be made telephonically, by radio, FAX or E-Mail.

V. BUSINESS AND INDUSTRY ECONOMIC INJURY.

A. General.

1. The Supporting Documentation for Business and Industry (OEM DA-4) will be used to record information collected relating to economic loss to business and industry.

2. While the comprehensive structural damage assessment survey is being completed, information should be collected on damage to business and industry. This information will form the basis for a request to the Small Business Administration for a disaster declaration.

3. Copies of the OEM Form DA-4 should be forwarded to the state office as soon as they are completed.

B. Information Required By The State.

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

2. A copy of the Notice of Interest Form, or a phone call that provides the same

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type of information.

3. Requests for specific assistance may be made telephonically, by radio, FAX or E-Mail.

TABS (refer to OEM Handouts)

- Tab A - Structural Damage Assessment Form (OEM Form DA-1)
- Tab B - Structural Damage Assessment Summary Worksheet (OEM Form DA-2)
- Tab C - Infrastructure Damage Assessment Form Assistance, (OEM Form DA-3)
- Tab D - Support Documentation For Business Injury (OEM Form DA-4)

ANNEX Q  
HAZARDOUS MATERIALS

I. PURPOSE.

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

All on-scene management of an incident will be in accordance with the **Incident Management System (ICS)**. The first responder on-scene will assume the Incident Commander's responsibilities, contain the incident and establish the Incident Command Post.

II. CONCEPT OF OPERATIONS.

General.

A. Hazardous material accidents require early identification of the hazardous material to formulate a plan of action to handle the emergency. Response should be directed toward containing the hazardous material and/or evacuating those threatened by potential exposure to the material. After the threat has been stabilized by containment and evacuation, if necessary, the next step is to safely clean up the material.

B. The person receiving a report of a hazardous material release should obtain as much information as possible upon being notified of a spill/leak. The form at Appendix 1 serves as a guide to secure critical information which should, if possible, be passed to emergency response personnel prior to their arrival on the scene. Frequently, additional information pertaining to the nature of the hazard is needed. Appendix 2 contains a list of sources of information and potential responding agencies. Contacts should be established early to insure these organizations or agencies can provide timely information or data.

C. Responding units should treat all spills as hazardous until the material(s) can be identified as to their safety.

1. At transportation accident sites, hazardous materials may be identified by shipping papers, ID numbers, placards, labels on containers, or verbally by the truck driver or railroad conductor/engineer.

2. At fixed-site incidents, pre-fire plans, NFPA 704-Diamond container labels and/or information obtained from site employees may be used to identify hazardous materials contained within the site.

D. To the extent possible, operations should be:

1. Upwind

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2. Uphill
3. Upstream

E. Emergency vehicles should be backed in and operators should be prepared to move them if conditions worsen.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

A. Organization.

1. The individual designated as the community emergency coordinator (usually the emergency manager) must be notified immediately if a hazardous materials spill or release is large enough to require the activation of the Local Emergency Planning Committees' (LEPC) Emergency Operations Plan (EOP).

2. Appendix 3, this annex, depicts a typical layout for a HAZMAT operation. The size of the spill, characteristics of the material, and potential threat determine the structure of the emergency response effort. A small spill may require only an Operations Commander, but a larger spill additionally may require all or part of the following:

- a. Incident Commander.
- b. EOC activation.
- c. Staging area.
- d. Decontamination site.

3. In any case, an incident report should be submitted to the Oklahoma Department of Emergency Management.

B. Task assignment and responsibility.

1. Incident Command System (ICS).

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

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PUBLIC PROPERTY, THE INCIDENT COMMANDER WILL NORMALLY BE THE SENIOR OKLAHOMA HIGHWAY PATROL (OHP) OFFICER PRESENT.)

Incident Commander responsibilities are:

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

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

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

Provide technical assistance as required.

3. Oklahoma Department of Emergency Management.  
**405-521-2481 or 1-800-800-2481**

a. Coordinate state support as requested by on-scene responders or local EM director.

b. Notifies appropriate state and federal agencies as required.

4. National Response Center. **1-800-424-8802**

a. Notifies all appropriate federal authorities.

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

5. CHEMTREC. **1-800-424-9300**

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HAZARDOUS MATERIALS

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.

IV. 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.

V. 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

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HAZARDOUS MATERIALS

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.

VI. 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.

VII. AUTHORITIES AND REFERENCES.

References.

1. CPG 1-6, "Disaster Operations - A Handbook for Local Governments."
2. NRT-1, "Hazardous Materials Emergency Planning Guide."
3. NRT-1A, "Criteria for Review of Hazardous Materials Emergency Plans."
4. RSPA "Emergency Response Guidebook."
5. PL99-499, TITLE III, Emergency Planning and Community Right-To Know Act of 1986 (EPCRA).
6. Oklahoma Environmental Quality Act.
7. Oklahoma Hazardous Materials Planning and Notification Act.
8. Oklahoma Emergency Response Act.

APPENDIXES

APPENDIX 1 - Hazardous Materials Release Notification

APPENDIX 2 - Federal/State Telephone List/Roster

APPENDIX 3 - HAZMAT Operations - Typical Layout

APPENDIX 4 - General Characteristics and Examples of

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Hazardous Materials

APPENDIX 5 - Transportation Routes of Hazardous Materials

APPENDIX 6 - Printout of Facilities Filing Tier I or Tier II Reports as Subject to and Reported to Planning Under EPCRA

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APPENDIX 1

HAZMAT RELEASE NOTIFICATION

Caller's Name: \_\_\_\_\_

Caller's Identification: \_\_\_\_\_

(e.g., Position in organization)

Caller's Telephone Number (Incl Area Code): \_\_\_\_\_

(Number where someone can be reached for additional information)

Name and Address of Responsible Party: \_\_\_\_\_

(Facility Owner/Operator

if Fixed Site) \_\_\_\_\_

(Truck, Rail, or Pipeline Operator

if Transportation Incident) \_\_\_\_\_

Material(s) Released: \_\_\_\_\_

Is Released Material on Extremely Hazardous List? Yes\_\_ No\_\_ Unk\_\_

Location of Release: \_\_\_\_\_

Include Legal Description Below(If Appropriate & Known)

\_\_\_\_ 1/4 \_\_\_\_ 1/4 \_\_\_\_ 1/4, Sec. \_\_\_\_ Twp. \_\_\_\_ Rng. \_\_\_\_ County \_\_\_\_\_

Quantity of Material(s) Released: \_\_\_\_\_

Released into: (Medium - Air, Water, Soil, etc.) \_\_\_\_\_

Release - Date \_\_\_\_\_ Time \_\_\_\_\_ Duration \_\_\_\_\_

Any known or anticipated health risks (acute or chronic) associated  
with the release: \_\_\_\_\_

Any medical advice or treatment deemed necessary for any exposed  
individuals: \_\_\_\_\_

Precautions that need to be taken: \_\_\_\_\_

Additional Information: Injuries \_\_\_\_ Deaths \_\_\_\_ LEPC Notified? \_\_\_\_\_

DEQ Notified? \_\_, NRC (800)424-8802 Notified? \_\_ Other Info \_\_\_\_\_

Person Receiving Rpt: \_\_\_\_\_ Date/Time \_\_\_\_\_ / \_\_\_\_\_

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

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APPENDIX 2  
FEDERAL/STATE TELEPHONE LIST

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

<u>State Assistance</u>	<u>Phone Number</u>
1. Oklahoma Department of Emergency Management	405-521-2481* Toll Free: 1-800-800-2481*
2. State Department of Environmental Quality (DEQ)	405-702-6100
Hazardous Materials Release (Including Radioactive Materials and/or any Hazardous Wastes)	405-702-6174* Toll Free: 1-800-522-0206*
3. Oklahoma Highway Patrol HQ, OKC	405-424-1616*
4. State Department of Transportation	405-521-2554
5. Oklahoma National Guard	405-228-5000
6. Oklahoma Poison Control Center	405-271-5454* Toll Free: 1-800-222-1222
7. Oklahoma Water Resources Board	405-530-8800
8. Oklahoma Corporation Commission	
Oil & Gas Division	405-521-2301
Pollution Abatement	405-521-2201
Transportation Division	405-521-2251
Railroad Safety	405-521-3407
9. State LP Gas Administration	405-521-2458
10. Oklahoma Department of Wildlife	405-521-4600

\* 24 hours a day

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APPENDIX 2  
FEDERAL/STATE TELEPHONE LIST (CONT)

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

<b>Federal Assistance</b>	<b>Phone Number</b>
1. National Response Center a. Center is staffed by Coast Guard personnel. b. Notifies all appropriate federal authorities. c. Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders.	Toll Free: 1-800-424-8802*
2. US Army Explosive Ordinance Disposal (EOD) Fort Sill, Oklahoma	580-442-2313*
3. Federal Aviation Administration Operations Center Fort Worth, Texas	817-222-5006
4. US Environmental Protection Agency	1-866-372-7745*
5. US Department of Transportation (Enforcement) Federal Railroad Administration	(Night) 1-800-759-7243 page #805 7850 817-862-2200
6. US Department of Energy Radiological Assistance Team Region #4 Emergency Operations Center Radiation Emg. Assistance Center/Trng. Site (REAC/TS) (FOR MEDICAL INFORMATION ON EFFECTS OF RADIATION EXPOSURE)	505-845-4667* 202-586-8100* 865-576-3131 865-576-1005*
7. Nuclear Regulatory Commission Operations Center Region IV - Arlington, TX	301-816-5100* 817-860-8100*

Private Assistance

CHEMTREC (Operated by Chemical Manufacturers Assn.) 800-424-9300\*

Provides immediate advice to emergency responders on fixed-site as well as transportation emergencies. CHEMTREC contacts shipper/ producer of the hazardous material(s) involved in the emergency for more detailed assistance and appropriate follow-up. CHEMTREC also maintains contact with the Chlorine Institute for access to the Chlorine Emergency Plan (CHLORREP) and with the Pesticide Safety Team Network (PSTN) operated by the National Agricultural Chemical Association.

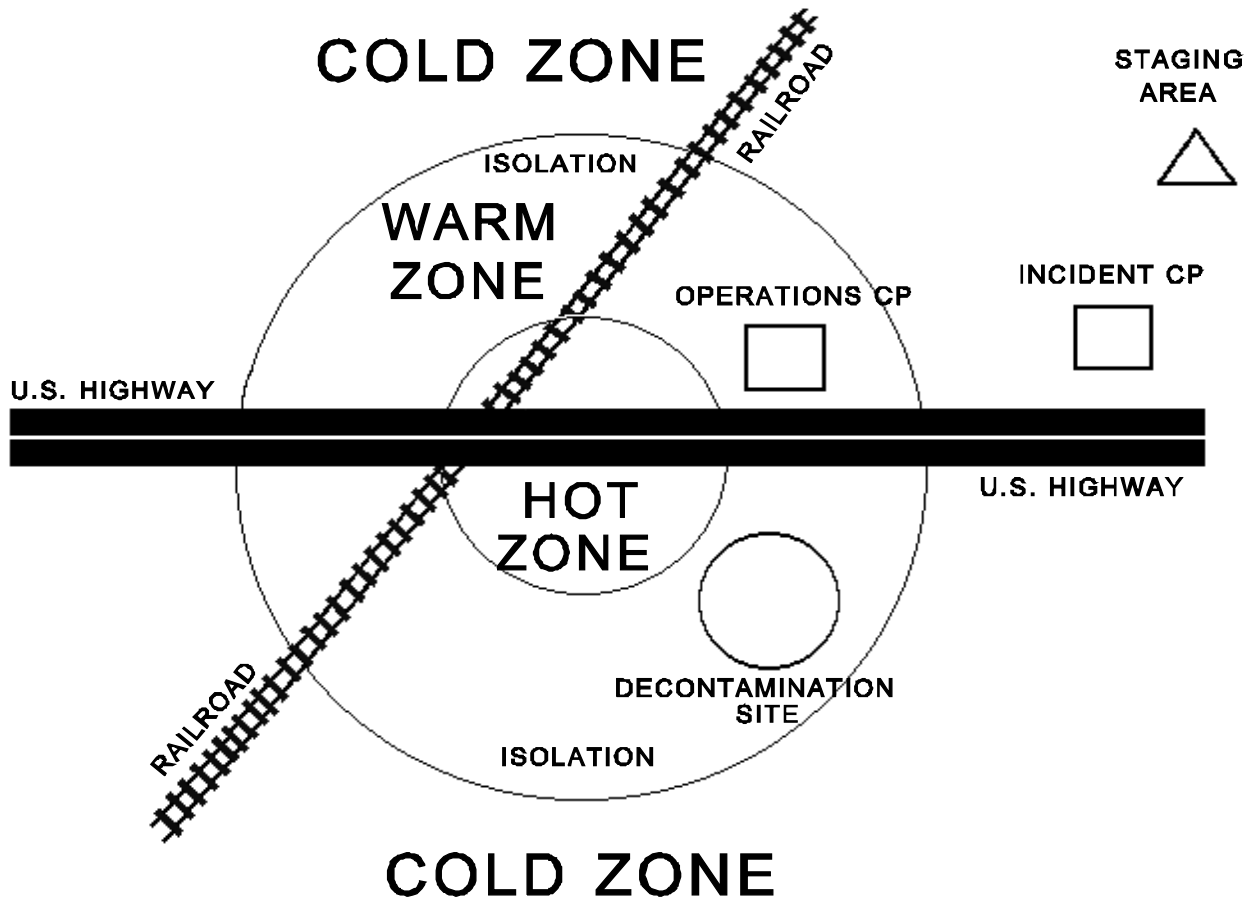
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\* **24 hours a day**

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APPENDIX 3

**HAZMAT OPERATIONS**  
(Typical Site Layout)



# ANNEX Q HAZARDOUS MATERIALS

## APPENDIX 4 General Characteristics and Examples of Hazardous Materials

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

U.S. Classes and Divisions Based on UN System	U.S. Classes Pre January 1991	Examples of Materials by U.S. Classes and Division	General Hazard Properties (Not All Inclusive)
<b>Class 1</b>			
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			
<b>Class 2</b>			
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	
<b>Class 3</b>			
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
<b>Combustible Liquid</b>	Combustible Liquid	Fuel Oils	
<b>Class 4</b>			
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	
<b>Class 5</b>			
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	
<b>Class 6</b>			
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	
<b>Class 7</b>			
Radioactive Material	Radioactive Material	Cobalt, Uranium Hexafluoride	May cause burns and biologic effects energy and matter
<b>Class 8</b>			
Corrosive Material	Corrosive Material	Hydrochloric Acid, Sulfuric Acid, Sodium Hydroxide, Nitric Acid Hydrogen Fluoride	Disintegration of contacted tissues; may be fuming, water reactive.
	ORM-B	Unslaked Lime, Metallic Mercury	
<b>Class 9</b>			
Miscellaneous Hazardous Material	ORM-C ORM-E	Dry Ice, Molten Sulfur Adipic Acid, PCBs	
<b>ORM-D</b>	ORM-D	Consumer commodities	

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

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APPENDIX 5

TRANSPORTATION ROUTES OF HAZARDOUS MATERIALS

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

Maps on the locations of pipelines within the county and reports are filed with the Corporation Commission by the various corporations and companies. These are updated annually with the revision published by the Corporation Commission and distributed to all political subdivisions.

The official State of Oklahoma Road Map portrays federal and state highways, airports (public and private), and railroads which are all possible routes for the transport/delivery of hazardous materials. Maps of county roads are available at the county courthouse and the state Department of Transportation.

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APPENDIX 6

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

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

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COMPANY	ADDRESS	CITY	ZIP
ANR Pipeline Company	P.O. Box 47	Mooreland, OK	73852
Anadarko Petroleum Corporation	701 S. Taylor	Amarillo, TX	79101
Apache Corporation	P.O. Box 1006	Elk City, OK	73648
B & G Production Inc.	Box 427	Booker, TX	79005
Bachman Services Inc	P.O. Box 96265	Oklahoma City, OK	73143
Behne Construction Company	P.O. Box 981	Guymon, OK	73942
Belco Energy Corp	8908 S. Yale, Ste 340	Tulsa, OK	74137-3522
Berexco Inc.	P.O. Box 20380	Wichita, KS	67208
Beta Oil Company	5805 N.W. Grand Blvd. Suite A	Oklahoma City, OK	73118
BRG Petroleum Corporation(918-496-2626)	7134 S. Yale Avenue, Suite 600	Tulsa, OK	74136-6338
Burk Royalty Company	Box BRC	Wichita Falls, TX	76307
Cabot Oil & Gas Corporation 3	P.O. Box 4544	Houston, TX	77210-4544
Canaan Energy Corporation	211 N. Robinson, Suite N1000	Oklahoma City, OK	73102-7132
Cargill, Inc.	Box 215 307 S. Ireland	Hooker, OK	73945
Carrera Gas Co. LLC (Camrick Gas Plant)	Rt. 1 Box 109	Balko, OK	73931
Chaparral Energy, Inc.	701 Cedar Lake Blvd.	Oklahoma City, OK	73114-7806
Chesapeake Energy Corporation	P.O. Box 18496	Oklahoma City, OK	73154-0496
Citrus Energy Corporation	425 N. Wilcox Street Suite 200	Castle Rock, CO	80104
Collingwood Grain, Inc.	Rt. 3, Box 64	Hooker, OK	73945

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Colorado Interstate Gas Company	P.O. Box	Colorado Springs, CO	80944
Continental Operating Company	1 houston Cntr, 1221 McKinney, ste 3700	Houston, TX	77010
Coronado Petroleum Corporation	105 N. Hudson, Suite 800	Oklahoma City, OK	73102-4803
Courson Oil & Gas, Inc.	Box 809	Perryton, TX	79070
Crawley Petroleum Corp.	105 N. Hudson, Suite 800	Oklahoma City, OK	73102-4803
Davis Brothers Oil Producers, Inc.	320 S. Boston, Suite 1000	Tulsa, OK	74103-3703
Dawson Resources, Inc.	Box 371	Liberal, KS	67905-0371
Devon Energy Corporation	20 N Broadway, Suite 1500	Oklahoma City, OK	73102-8260
Diamond ShamrockRefining & Marketing Co.	Box 696000	San Antonio, TX	78269-6000
Dominion E & P	Rt. 1, Box 24B	Kingfisher, OK	73750
Duke Energy Field Services, Inc.	370 17th Street, Suite 2500	Denver, CO	80202-9732
Eland Energy, Inc.	Two Galleria Tower	Dallas, TX	75240
	13455 Noel Rd. Suite 2000	ph 214-368-6100	
Elkhart COOP Equity Exchange-Eva	P.O. Box 196	Rolla, KS	67954
El Paso Production Co.	9 Greenway Plaza Suite 2739	Houston, TX	77046
EOG Resources, Inc. attn: Dave Gilmore	P.O. Box 2190	Guymon, Ok	73942
ExxonMobil Pipeline Company	2200 E. Country Road 90	Midland, TX	79706
FFP Operating Partners (bankruptcy 10-23-03)	2801 Glenda Ave	Fort Worth, TX	76117
Flo Co2, Inc.	3700 Kermit Hwy.	Odessa, Tx	79764
Gulf Production Corporation	9701 N. Broadway Ext.	Oklahoma City, OK	73114
H & L Operating Comapny	Box 7506	Amarillo, TX	79114-7506
Hinkle Engineering Inc.	5600 N. May Ave., Suite 295	Oklahoma City, OK	73112
Hooker Equity Exchange	Drawer 400	Hooker, OK	73945

ANNEX Q  
HAZARDOUS MATERIALS

J-Brex Company	620 S. Taylor, Suite 300	Amarillo, TX	79101
J.L. Thomas Energy, Inc.	701 W. Hefner Rd.	Oklahoma City, OK	73114
James Ford Comp Sta (Dorchester Hugoton, Ltd)	Box 889 (2201 Civic Circle, Ste 216)	Hooke, Ok (Amarillo, Tx)	73945(79109)
Johnson Exploration Company	204 N. Robinson, Suite 1800	Oklahoma City, OK	73102
Kaiser-Francis Oil Co., Perryton	Box 21468	Tulsa, OK	74121-1468
Key Production Company (Cimarex Energu Co)	707 Seventeenth St., Suite 3300	Denver, CO	80202
Koch Materials Co (Acct Cust Svc Rep)	P.O. Box 2338	Wichita, KS	67201
Latigo Oil & Gas, Inc.	P.O. Box 1206	Woodward, OK	73802
Lobo Petroleum, Inc	Box 714	Guymon, OK	73942
Locin Oil Corporation	25231 Grogan's Mill Road Suite 500	The Woodlands, TX	77380
Louis Dreyfus Natural Gas Corp.	Route 1 Box 24B	Kingfisher, OK	73750
MCNIC Oil & Gas Midcontinent, Inc	210 Park Ave., Suite 3000	Oklahoma City, OK	73102
Medicine Bow Operating Company	1225 Seventeenth Street, Suite 1900	Denver, CO	80202
Merit Energy Company	13727 Noel Rd., Suite 500	Dallas, TX	75240
Mid-America Pipeline Co.	2800 Post Oak Blvd. L-36	Houston, TX	77056
Midwestern Exploration Co.	3500 S. Boulevard, STE. 2B	Edmond, OK	73013
Mobil-Hough Station	Rt. 2, Box 130	Guymon, OK	73942
Montgomery Exploration Co.	120 N. Robinson, Suite 2600	Oklahoma City, OK	73102
Murphy Farms of Texhoma, Inc.	Box 409 Attn: TLEPC	Texhoma, OK	73949-0426
NLS Inc.	P.O. Box 1417	Liberal< KS	73950
National Oil/ American Warrior	P.O. Box 399	Garden City, KS	67846
Natural Gas Anadarko	Box 809	Perryton, TX	79070

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HAZARDOUS MATERIALS

Northern Natural Gas Co(Dynegy)tx co 1 goodwill	451 South Country Estate Road	Liberal, KS	67901
Novy Oil & Gas (Attn: Connie Crook)	125 North Market Street, Suite 1230	Wichita, KS	67202
Oneok Field Services	1407 East Oklahoma	Ulysses, KS	67880
Oxy USA, Inc.	Box 27570	Houston, TX	77227-7570
PNG Operating Co.	14000 Quail Springs Pkwy #510	Oklahoma City, OK	73134
Panhandle Telephone Cooperative, Inc.	P.O. Box 1188	Guymon, OK	73942
Pepin Oil Company	Box 1936	Stillwater, OK	74076
Perkins Petroleum	431 N.W. Hwy 54	Guymon, OK	73942
Perryton Equity Exchange-Baker	Box 889	Perryton, TX	79070
Phillips Petroleum Company	Box 358	Borger, TX	79008-0358
Pioneer Exploration Limited	15603 Kuykendal, Suite 200	Houston, TX	77090-3655
Pioneer Natural Resources USA	5205 N. O'Connor Blvd., Suite 1400	Irving, TX	75039
Plains Marketing, L.P./Scurlock Permian Corp	Rt. 1, Box 595	Cushing, OK	74023
Pride Energy Company	PO Box 701950	Tulsa, OK	74170-1950
Prize Operating Co.	3500 William D. Tate, Suite 200	Gapevine, TX	76051
Questa Energy Corporation	Box 19297	Amarillo, TX	79114
Questar Exploration & Production Co.	2601 NW Expressway, Suite 700 E	Oklahoma City, OK	73112
RAM Energy, Inc.	5100 E. Skelly Dr., Suite 650	Tulsa, OK	74135
Ricks Exploration, Inc.	210 Park Avenue, Suite 3000	Oklahoma City, OK	73102
Rio Petroleum, Inc.	2805 W. 15th Avenue	Amarillo, TX	79102-2244
Robinowitz Oil Company	7130 S. Lewis, Suite 910	Tulsa, OK	74136
Samson Resources Co.	Two West Second Street	Tulsa, OK	74103-3103

ANNEX Q  
HAZARDOUS MATERIALS

Schaapveld Oil Co.			
(Perkins Petroleum dba Schaapveld Oil Co	Box 1078, 101 W Hwy 54	Guymon, OK	73942
Scott Power & Machine, Inc.	P.O. Box 1077	Elkhart, KS	67950
Seaboard Farms Processing Plant	P.O. Box 29135	Shawnee Mission, KS	66201-9135
Simons Petroleum Bulk Plant	1120 N.W. 63rd, Suite 300	Oklahoma City, OK	73116
"	2202 Yucca Blvd.	Guymon, OK	73942
Sonat Exploration Co.	14000 Quial Springs Pkwy, Suite 100	Oklahoma City, OK	73134
Spess Oil Company, Inc.	200 South Broadway	Cleveland, OK	74202-4653
St. Mary Land & Exploration Company	7060 S. Yale Suite 800	Tulsa, OK	74136-5741
Strat Land Exploration Company	9 East 4th Street, Suite 800	Tulsa, OK	74103
Sullivan and Company	15 E. 5th St., Suite 3030	Tulsa, OK	74103
Sundown Energy, Inc.	Two Galleria Tower	Dallas, TX	75240
	13455 Noel Rd. Suite 2000		
Texaco E & P, Inc.	11111 South Wilcrest Room N	Houston, TX	77099
Texhoma Wheat Growers-Guymon Fert. Plant	Box 250	Texhoma, OK	73949
Timberland Gathering	Box 235	Tyrone, OK	73951
Trek Resources, Inc.	4925 Greenville Ave, Ste 965	Dallas, TX	75206
Tri-County Electric Coop	P.O. Box 880 302 E. Gladys	Hooker, OK	73945
Vernon Faulconer, Inc.	Box 7995	Tyler, TX	75711
W.C. Payne	800 United Founders Tower	Oklahoma City, OK	73112
Ward Petroleum Corp.	Box 1187	Enid, OK	73702
Weinkauf Petroleum Inc.	5100 S. Atlanta Ave	Tulsa, OK	74105
Westport Oil & Gas Co., Inc.	8908 S. Yale, Suite 340	Tulsa, OK	74137-3522



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 City of Guymon.

II. SITUATION AND ASSUMPTIONS.

A. Situation.

1. The city has many potential terrorist targets. An attack on any of these targets has the potential for disrupting the community, causing major damage, and creating mass casualty situations.

2. Potential acts of terrorism which could occur in or around the county include but are not limited to political or industrial kidnapping, destruction of power and water plants, injecting communication viruses, air contamination, fixed Hazardous Material (HAZMAT) facility destruction, highway HAZMAT incident, rural or urban fires, livestock destruction, 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 City Emergency Manager, in conjunction with the Texas County EM Director and City Policy Group must conduct a vulnerability analysis of all facilities, public and private. After identifying possible targets and their relationship to the community's day to day activities; it will then be possible to take measures to protect them.

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B. Training.

1. Public awareness and training 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 terrorist 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.

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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 (see attached list of facilities/assets and points of contact in Appendix 2).
- b. Developing overall anti-terrorism awareness and prevention program and coordinating program implementation with local Policy Groups.
- c. Coordinating and developing anti-terrorism awareness training programs with all agencies and departments with identified responsibilities.
- d. Identify special considerations which apply to biological, chemical, radiological, and other areas that have unique activities.
- e. Initiating scheduling and contracting training symposium facilities and facilitator per instructions of the Policy Groups.
- f. Coordinating with local school administrators to insure plans and procedures are in place to protect staff, faculty, students and visitors are prepared for and protected during natural and man-made emergencies and disasters (see attached school procedures in Appendix 3).

2. Police are responsible for:

- a. Coordinating and assisting the Emergency Management Director in conducting the overall terrorism threat assessment with the county and identify key assets from a crime prevention stand point.
- b. Making recommendations concerning access to facilities, security within site locations, and evacuation procedures.
- c. Assisting in the development of the security and crime prevention portions of the training program.
- d. Coordinating with other agencies/departments concerning response activities and responsibilities in the event of an attack.

3. Fire Department is responsible for:

- a. Coordinating and assisting the Emergency Management Director in conducting the threat assessment with the county and identify key assets from an

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arson/fire suppression prevention standpoint.

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. City Maintenance/Public Works Department is responsible for:

a. Coordinating and assisting the Emergency Management Director in conducting the vulnerability assessment of key assets with the county.

b. Turning off electric and gas service if needed.

c. Debris clearance.

d. Providing engineering advice.

e. Maintaining roads and bridges.

f. Assisting with damage assessment of public property.

g. Assisting in radiological and biochemical decontamination operations.

5. County Health Department will:

a. Coordinate emergency hospital services with area hospitals and nursing facilities.

b. Provide victim identification and evacuation of the dead and injured.

c. Arrange for temporary mortuary services.

d. Investigate sanitation conditions and establishing safe standards for emergency shelter or disaster relief operations.

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- e. Inspect food and water supplies.
  - f. Coordinate medical support and epidemic control.
6. DHS County Office, when committed, is responsible for:
- a. Providing provisions/funds for emergency aid.
  - b. Coordination with the Red Cross and other related agencies.
7. National Guard, when committed, is responsible for assisting in:
- a. Radiological protection.
  - b. Law enforcement and traffic control.
  - c. Search and rescue operations.
  - d. Providing military engineer support and assistance in debris clearance.
  - e. Providing logistical support with supply, transportation, maintenance, and food service support.
  - f. Providing communication support.
8. State and Federal Support is responsible for:
- a. Public welfare assistance.
  - b. Resources.
  - c. Law enforcement.
  - d. Health and medical.
  - e. Debris clearance.
  - f. Public information and education.
9. American Red Cross, when committed, is responsible for:
- a. Providing reception, care, food, lodging and welfare assistance throughout the county.

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- 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.

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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 Police Chief, or his representative, will report to the EOC. Law enforcement personnel will report to the incident location and immediately perform required law enforcement 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 City Maintenance Foreman/Public Works Directors 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. 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.

VII. 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

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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 2 – Critical Facilities/Assets

APPENDIX 3 – School Emergency Standard Operating Instructions

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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 Police Chief at 338-6525 or 911 - \_\_\_\_\_.
4. Do not hang up the receiver of your phone.
5. Notify your supervisor or employer.
6. Time: \_\_\_\_\_ Date: \_\_\_\_\_
7. Caller's Exact Words: \_\_\_\_\_

**QUESTIONS YOU SHOULD ASK:**

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

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

Loud \_\_\_ Low Pitch \_\_\_ Fast \_\_\_ Soft \_\_\_ High Pitch

Slow \_\_\_ Deep \_\_\_ Distinct \_\_\_ Pleasant \_\_\_ Distorted

Intoxicated \_\_\_ Disguised \_\_\_ Stuttered \_\_\_ Nasal

Language Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Tapped

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APPENDIX 3 – SCHOOL EMERGENCY STANDARD OPERATING INSTRUCTION

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Sample Mutual Aid Forms

**"SAMPLE #1"**

This Mutual Assistance Agreement is entered into as hereinafter set forth by and between the City/Town of \_\_\_\_\_, a municipal corporation organized and existing under the laws of the State of Oklahoma (hereinafter also referred to as "Party of the First Part") and the City/Town of \_\_\_\_\_, a municipal corporation organized and existing under the laws of the State of Oklahoma (hereinafter also referred to as "Party of the Second Part").

WHEREAS, 74 Okla Stat. ' 1008 and 11 Okla. Stat. ' 29-105 authorizes this Agreement and each entity is securing the benefits of mutual aid in the protection of life and property from fire, and in fire fighting.

NOW, THEREFORE, the parties agree to the following provisions:

**TERM**

1. This Mutual Assistance Agreement entered into by and between the Party of the First Part and the Party of the Second Part shall be effective on the 1st day of \_\_\_\_\_, 20\_\_, and continue until rescinded.
2. On request to an authorized representative of the Party of the Second Part Fire Department (FD) by an authorized representative of the Party of the First FD, fire fighting equipment and personnel of the Party of the Second Part FD will, if available, be dispatched to any location, as designated by the representatives of the Party of the First Part FD, within the area for which the Party of the First Part normally provides fire protection.
3. On request to an authorized representative of the Party of the First Part FD by an authorized representative of the Party of the Second FD, fire fighting equipment and personnel of the Party of the First Part FD will, if available, be dispatched to any location, as designated by the representatives of the Party of the Second Part FD, within the area for which the Party of the Second Part normally provides fire protection.
4. Any dispatch of equipment and personnel pursuant to this Agreement is subject to the following conditions:
  - A. Any request for aid hereunder shall include a statement of the amount and type of equipment and personnel requested, and shall specify the location to which the equipment and personnel are to be dispatched but the amount and type of equipment and number of personnel to be furnished shall be determined by a representative of the responding organization.
  - B. The responding organization shall report to the officer in charge of the requesting organization at the location to which the equipment was dispatched, and shall be subject to the orders of that official. In the event a request is made to respond to a location where the requesting FD is not present when the responding organization arrives at the scene, then the responding organization shall be in charge and shall take any necessary steps to handle the

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fire.

C. A responding organization shall be released by the requesting organization when the services of the responding organization are no longer needed within the area for which the requesting organization normally provides fire protection, as determined by the authorized representative of the requesting organization.

D. Each party waives all claims against the other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of The performance of the Agreement.

E. All equipment used by the Party of the First Part FD and Party of the Second Part FD in carrying out this Agreement will, at the time of action hereunder, be owned by or under the jurisdiction of the Party of the First Part FD and the Party of the Second Part FD, respectively; and all personnel acting for the Party of the First Part and the Party of the Second Part under this Agreement will, at the time of such action, be an employee or volunteer member of their respective FD.

**BILLING PROCEDURES**

5. The Parties will not bill any fires/emergencies/disasters within the fire response area unless the fire, emergency or disaster exceeds the capabilities of the effected jurisdiction and state and/or federal aid or resources are received. If state and/or federal aid or resources are received by the effected jurisdiction, the responding FD may receive comparable reimbursement as if it were a component of the effected jurisdiction's FD.

**TERMINATION**

6. This Agreement may be terminated at any time by either party with or without cause upon tendering in writing, notice of such termination thirty (30) days prior to the effective date of such termination.

**NO THIRD PARTY BENEFICIARIES**

7. It is not the intent of the Mutual Assistance Agreement to create any rights in any third parties.

**AUTHORIZED REPRESENTATIVES**

8. The Chief of the Fire Department of each entity shall be an authorized representative of said Department and may designate such subordinates in his Department as he determines necessary to act as authorized representative in his absence. Each Chief shall provide his counterpart with a list of authorized representatives and phone numbers for contact purposes.

**NOT ASSIGNABLE**

9. This Agreement is not Assignable except upon the prior written consent of all parties hereto.

**EXECUTE**

10. This Agreement shall be executed in quadruplicate, each copy of which shall be as an original.

**EFFECTIVE**

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11. The effective date of this Agreement shall be upon execution hereof by the last party thereto.

**AMENDMENT**

12. This Agreement may not be amended except by express written agreement of all parties hereto.

**CAPTIONS**

13. The captions, titles, and headings contained herein are for convenience of reference only and shall not control the interpretation of any provision hereof.

**INTERPRETATION**

14. When any word in this Agreement is used in the singular number, it shall include the plural, and the plural, the singular, except where a contrary intention plainly appears. When any word in the Agreement is used in the masculine, it shall include the feminine, and the feminine, the masculine, except where a contrary intention plainly appears.

**PRESERVATION OF DEFENSES AND RIGHTS**

15. Neither party hereto waives any defenses or rights available pursuant to the Governmental Tort Claims Act at 51 O.S. ' 151 et. seq., common law, statutes, or constitutions of the United States or the State of Oklahoma by entering into this Agreement.

**WHOLE AGREEMENT**

16. It is mutually understood and agreed by the parties hereto that this Agreement contains all of the covenants, stipulations and provisions agreed upon by said parties and no agent or other party to this Agreement has authority to alter or change the terms hereof, except as provided herein, and no party is or shall be bound by any statement or representation not in conformity herewith.

**RENEWAL**

17. This agreement is in effect until rescinded by county or city resolution..

APPROVED this \_\_ day of \_\_\_\_\_, 20\_\_, by the City/Town of\_\_\_\_\_.

THE CITY/TOWN OF

MAYOR

ATTEST: (seal)  
\_\_\_\_\_ CITY CLERK

APPROVED this \_\_ day of \_\_\_\_\_, 20\_\_, by the City/Town of\_\_\_\_\_.

THE CITY/TOWN OF

MAYOR

ATTEST: (seal)  
\_\_\_\_\_ CITY CLERK

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APPROVED as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY/TOWN ATTORNEY FOR THE CITY/TOWN OF  
"SAMPLE #2"

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the cities, towns, counties, other government entity of the State of Oklahoma, as set forth in EXHIBIT A.

WITNESSETH:

I. DURATION

This agreement shall be in full force and effect and binding upon the parties hereto upon the execution of this agreement and shall continue in full force and effect for a period of two (2) years. At the end of the two (2) year period this agreement shall continue in force on a year to year basis, for an indefinite term, until terminated by the parties. Any party desiring to terminate or modify this agreement shall notify each party of this intent in writing ninety (90) days before the date upon which the party intends to withdraw or request changes in this agreement.

II. PURPOSE

The parties hereto, by their respective governing bodies, hereby find and declare;

(1) WHEREAS, the cities/counties/town/other government agency, parties, to this agreement, desire to provide aid and assistance to same cities/counties/towns/other government agencies in times of disaster or casualty to their governmental systems; and

(2) WHEREAS, the parties, hereto, individually and collectively are in danger of and susceptible to disasters, including but not limited to fire, flood, tornadoes, and other acts of God; and

(3) WHEREAS, it would be for the mutual benefit and advantage of all concerned to counter disaster, casualty or other calamities through greater cooperation, pooling of resources, and the exchange of expertise and manpower.

(4) WHEREAS, each Fire Department, government entity/agency shall provide mutual aid assistance to the requesting agency except when;

in the opinion of the Fire Chief or Ranking Officer, it is impossible to do so on account of other possible fires or situations with in its own City or area, broken apparatus, manpower conditions, dangerous highways or other limiting conditions.

(5) WHEREAS, it is understood and agreed by all parties of this agreement that the agency requesting assistance will be the agency in command of the situation and that the ranking officer from the agency providing mutual aid assistance will remain in charge over that agency's manpower and equipment.

III. LIABILITY

It is agreed that each party of this agreement will provide and/or continue in full force its own workmen's compensation coverage and retirement benefits of that agency (if provided by the agency)

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while their employees are providing mutual aid assistance.

It is further agreed that nothing in this agreement shall be construed to impose civil liability on the requesting agency, who acts in good faith and without malice, for or on account of injury and/or damages resulting to men or equipment of the assisting agency.

It is understood and agreed that the assisting agency or any of that agency's employees providing mutual aid assistance while acting in good faith and without malice, shall not render themselves liable and are hereby relieved of all liability for or on account of injury and or damages resulting to men or equipment of the requesting agency.

**EXHIBIT A**

1. CITY OR TOWN OF: \_\_\_\_\_ 2. CITY OR TOWN OF:

MAYOR: \_\_\_\_\_

MAYOR:

FIRE CHIEF: \_\_\_\_\_

FIRE CHIEF:

ATTEST: \_\_\_\_\_

ATTEST:

CITY CLERK

CITY CLERK

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

3. CITY OR TOWN OF: \_\_\_\_\_ 4. CITY OR TOWN OF:

MAYOR: \_\_\_\_\_

MAYOR:

FIRE CHIEF: \_\_\_\_\_

FIRE CHIEF:

ATTEST: \_\_\_\_\_

ATTEST:

CITY CLERK

CITY CLERK

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

5. CITY OR TOWN OF: \_\_\_\_\_ 6. CITY OR TOWN OF:

MAYOR: \_\_\_\_\_

MAYOR:

FIRE CHIEF: \_\_\_\_\_

FIRE CHIEF:

ATTEST: \_\_\_\_\_

ATTEST:

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CITY CLERK

CITY CLERK

\_\_\_\_\_  
DATE

DATE \_\_\_\_\_