Oklahoma County Emergency Management

320 Robert S. Kerr, Suite 101 • Oklahoma City, Oklahoma 73102-3441
(405) 713-1360

You have accessed the 2023-2024 Basic Plan portion of the Oklahoma County Emergency Operation Plan (EOP). This document represents extensive efforts by the Oklahoma County Office of Emergency Management, to help us align with the National Response Framework and directives from the Federal Emergency Management Agency (FEMA), the U.S. Department of Homeland Security, Oklahoma Department of Emergency Management and Homeland Security, and other planning and response documents and entities.

A few important points are emphasized below:

- An EOP is a dynamic, living document. As such, periodic revisions, updates, clarifications, and adjustments are not only anticipated, but very necessary.
- This document is not perfect; however, extensive efforts have been extended to include applicable, real-world information and guidance, and to assist in the coordination of the fifteen (15) Emergency Support Functions (ESF's). This is a standard model used by the entities mentioned above, with information specifically relevant to Oklahoma County and our planning and response "partners" in the region.
- This document is **NOT** a set of guidelines or task lists intended to instruct readers/users in how to do their jobs. Specific Standard Operating Procedures (SOP's) and Standard Operating Guides (SOG's) are the responsibility of each individual entity and are not included in an EOP. This is a big-picture document.
- Many "partner organizations" and entities within Oklahoma County government have reviewed their respective sections of this document; therefore, additional vetting has occurred as the information presented applies to a variety of operations and resources.
- The "Basic Plan" portion of the EOP is available through the Oklahoma County website.
- There is no expectation of any office, work unit, etc., knowing 100% of the contents of this document, however, it is extremely important that each operational unit be familiar with their roles and responsibilities within the EOP, and how those roles and responsibilities interface with other operations and entities.

Thank you for your time and attention to this critical Oklahoma County resource, and as you read and review this document, please provide input to our office on how it can better serve and reflect the duties, responsibilities, and capabilities of your organization and/or Oklahoma County residents.

Respectfully-

DKB/10-2023

BASIC PLAN

AUTHORITIES

The following legal references serve as guidance and direction for multiple entries and sections of the Oklahoma County Emergency Operations Plan (EOP). Although all referenced documents may not be included by specific reference in each section and/or subsection of the EOP, it is intended that all information and guidance provided by these documents will be adhered to and followed by Oklahoma County in the performance of all duties and responsibilities covered by the EOP, including this Basic Plan.

FEDERAL:

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments (P.L. 93-288, as amended)
2. Superfund Amendments and Reauthorization Act of 1986 (SARA Title III)
3. Emergency Planning and Right-To-Know Act of 1986 (EPCRA)
4. Federal Homeland Security Presidential Directive 5
5. Title 44, Code of Federal Regulations – Emergency Management and Assistance
6. Health Insurance Portability and Accountability Act (HIPAA)
7. Americans With Disabilities Act, 1990 (ADA)
8. Rehabilitation Act of 1973
9. Civil Rights Act of 1964
10. Pets Evacuation and Transportation Standards Act, 2006
11. National Response Framework
12. Federal Clean Air Act
13. Federal Resource Conservation and Recovery Act
14. Federal Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA)
15. CFR 1910.120 Hazardous Waste and Emergency Operations (HAZWOPER)

STATE:

1. Oklahoma Emergency Management Act of 2003 (O.S. § 63-683.1)
2. Oklahoma Hazardous Materials Planning and Notification Act
3. Oklahoma Emergency Response Act
4. Oklahoma Public Competitive Bidding Act of 1974

PURPOSE, CONCEPT of PLANNING, ASSUMPTIONS

The purpose of this Emergency Operations Plan is to provide general guidelines and principles for managing and coordinating the overall response and recovery activities before, during, and after major emergencies and disaster events affecting Oklahoma County.

It is not possible for any government agency to always do everything that may be required to completely protect the lives and property of the citizens. People must take personal responsibility to prepare themselves and their families, or those for whom they have responsibility, for coping with emergency situations, and manage their affairs and property in ways that will aid the government in effectively dealing with emergencies. This agency will assist its citizens in these responsibilities by providing information and assistance prior to, during, and after incidents, to the greatest extent possible and depending on available resources.

Concept of Planning

As possible, this agency intends to satisfy the planning requirements and needs of the various partners within the emergency management system. There are a variety of planning formats available, however, a combination of applicable documents help achieve the goal of creating an accurate and genuinely usable resource document.

The Emergency Operations Plan (EOP) is the primary planning document which identifies and assigns fundamental roles and responsibilities using the Emergency Support Function (ESF) format, as encouraged by the National Response Framework (NRF). This plan will explain, in general terms, the methodology and strategies to be utilized for the four (4) phases of emergency management and how they relate to each ESF.

This agency understands that the incorporated jurisdictions within Oklahoma County have primary response jurisdiction for their respective areas. This plan is intended to assist in the coordination and utilization of local resources, based upon the aforementioned ESF format with additional supporting information, in all portions of Oklahoma County, as may be necessary.

In accordance with Homeland Security Presidential Directive (HSPD) 5, the National Incident Management System (NIMS) is adopted and incorporated into this plan and is recognized as the official method of disaster, incident, or event coordination and control, to be utilized by all response partners and participants at all levels.

Support documents referenced in this plan help address specific operational or response issues and provide guidance for special circumstances or conditions. Site-specific support documents are the responsibility of the various jurisdictions/entities within Oklahoma County where an event is located, and/or where the specific department or organizational unit is implementing such guideance.

To facilitate timely revision and information accuracy, a separate Contacts Directory, and Resource List, with associated procedures as may be necessary, will be developed and periodically updated and referenced by this document.

Documents with regional implications that transcend multi-jurisdictional or multi-disciplinary activities will be referenced within the EOP to provide situation/task-specific information in a readily accessible manner. These documents will be developed by each organization or functional group to meet their specific needs and will remain the responsibility of that group or entity for revision, updating, etc. This process will support the creation of useful tools and simplify document and information management.

Examples may include:

- Oklahoma County Hazard/Risk Assessment
- Oklahoma County Debris Management Plan
- Oklahoma County EOC Operations Guide
- Oklahoma County Hazardous Weather Operations Guide
- Oklahoma County Damage Assessment Guide
- Oklahoma Region 6 and 8 Evacuation Plan
- Oklahoma County Communications Plan or Field Operations Guide (FOG)

Assumptions

The following assumptions were considered in the development of this plan:

- Oklahoma County is subject to both natural and human-caused disasters which endanger life, property, commerce, the economy, infrastructure, and the general well-being of the community.

- All disasters begin at the local level.

- Preparedness, response, recovery, and mitigation begin at the local level and are the responsibility of all involved agencies, departments, entities, etc.

- The level and "depth" of available resources generally correlates to the size, population, and fiscal capacity of a jurisdiction. Smaller communities are typically more limited in their resources and associated capabilities while larger jurisdictions are generally able to provide increased resource capabilities.

- Mutual Aid and Automatic Aid, to include neighboring jurisdictions at the local, county, regional, and State levels, at times in coordination with Federal assistance, are essential to effective and efficient large-scale response and recovery efforts.

- First responders will use the Incident Command System (ICS) as contained within the National Incident Management System (NIMS) to manage incidents, including in the field, at the scene of an event or emergency, and in the EOC.

- Municipal and County services, staff, and resources may be called upon to perform non-routine tasks in support of incident, disaster or event response and recovery activities, at times outside of their primary jurisdiction or normal scope of work.

- Oklahoma County Emergency Management is capable of short-term staffing and the operational coordination of an Emergency Operations Center (EOC).

- The Oklahoma County EOC can provide limited support to initial response efforts in the form of communications, resource coordination, administration, limited information gathering, and documentation.

- The Oklahoma County EOC can help coordinate municipal and regional efforts to mitigate hazards/disasters through coordination of the Oklahoma County Natural Hazard Mitigation Plan and information sharing and related activities, as available.

- Effective planning, training, and exercises will help prepare staff members, response partners and affiliated volunteers for incidents, disasters or planned event coordination, response, and recovery operations.

- By design, the roles, responsibilities, and resources in this plan provide a flexible framework that can be adapted for all-hazards/consequences.

EMERGENCY MANAGEMENT GUIDANCE

This plan has been developed to meet the requirements for local emergency planning established under the State of Oklahoma Emergency Management Act, and also meets the requirements of other State and Federal guidelines for local emergency management plans and programs. The guidelines and concepts of the Federal Emergency Management Agencies Comprehensive Preparedness Guide (CPG) 101 have been applied throughout the development of this document.

The contents of this plan are intended to provide a basis for the coordinated management of emergencies and disaster events and include an "All-Hazards" approach. The roles and responsibilities of the various agencies are organized according to the Emergency Support Function (ESF) format provided in CPG-101, and the National Response Framework. The agencies and organizations included in this plan are responsible for developing and maintaining current Standard Operating Procedures (SOP's) and Standard Operating Guides (SOG's) specific to their organization(s), discipline(s) and jurisdictional capabilities, to include checklists and other guidance tools necessary for implementing assigned duties and functions.

The Oklahoma County Emergency Management Director is responsible for plan updates and revisions and for developing a training and exercise program to familiarize officials and other participants with the provisions of the plan.

Should local jurisdictional resources prove to be inadequate during a large-scale event or emergency, requests for assistance from other jurisdictions or entities may be required. These requests may follow existing, or emergency negotiated mutual-aid or automatic-aid agreements, including 63 O.S. § 695.2, Oklahoma Intrastate Mutual Aid Compact. Such assistance may take the form of equipment, supplies, personnel or other available resources and capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible or necessary.

The Emergency Management Director is responsible for organizing and conducting an After-Action review following the conclusion of a significant event/incident or exercise in which the Emergency Management Office participated. The review will include both written and verbal input from all appropriate ESF's and participants. Where deficiencies are identified, an individual, department, or agency will be assigned responsibility for correcting the deficiency under a Quality Improvement Plan to include timing factors for task or improvement recommendations and completion.

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

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

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

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

Commercial insurance companies and adjustment agencies typically handle insurance claims on a routine basis and are usually dispatched to a disaster area to assist with claim investigation and disposition. Emergency Management will endeavor to cooperate with such companies and agencies as allowed within applicable standards and laws, as conditions are rendered safe and accessible. Insurance-related complaints will be referred to the Office of the Oklahoma Insurance Commissioner.

No person or business will receive Federal assistance with respect to any loss for which they have previously received financial assistance under any other Federal program, or for which they have received insurance or other compensation.

Protection of Historical and Culturally Significant Properties will be accomplished by submitting project plans to the State Historic Preservation Office (SHPO) prior to any work requiring movement or altering of the earth's surface or any structure, except in cases of an imminent life safety threat.

SUMMARY OF HAZARD, VULNERABILITIES, AND RISK

Severe weather is the most likely natural hazard affecting Oklahoma County. Severe thunderstorm attributes such as tornadoes, floods, high winds, hail, and lightning have the potential to cause significant numbers of injuries and casualties, substantial property damage, and the loss of critical services. Winter storms pose less of an immediate threat to public safety but can produce significant property damage, loss of services and the need to shelter those impacted. Public education and personal planning, forecasting, awareness monitoring, and early warning play critical roles in mitigating weather-related hazards. (See the Oklahoma County Hazardous Weather Operations Guide for further information)

Hazards caused by humans may occur with little or no advance notice. Hazardous materials releases from fixed facilities or during transportation-related accidents are among the most probable human-caused hazards. Rapid situational assessment and effective decision-making regarding both response and public information/instruction (i.e., evacuation or shelter in place) are critically shared responsibilities of response agencies, emergency management, and at times, the business or entity involved. (See ESF-10/Hazardous Materials for further information)

These hazards present an increased degree of danger to our community. Risk is the highly variable relationship between hazards and vulnerabilities. Risk that has not been reduced through education, prevention and mitigation must be addressed through effective preparedness, response, and recovery. This plan provides the general framework for the identification of resources, capabilities, actions, and authorities for the coordination of an all-hazards response and associated recovery efforts of the County. Partners and stakeholders in this endeavor include all levels of the public and private sectors.

Oklahoma County Risk/Hazard Analysis

HAZARD	FREQUENCY	DURATION	AREAL EXTENT	SPEED OF ONSET	DISPERSION	TIMING	RISK
NATURAL							
Tornado	High	Short	Limited	Rapid	Countywide	Random	High
High Winds	High	Short	Variable	Rapid	Countywide	Random	Moderate
Lightning	High	Short	Variable	Rapid	Countywide	Random	High
Hail	High	Short	Variable	Rapid	Countywide	Random	Moderate
Winter Weather	High	Variable	Widespread	Moderate	Countywide	Seasonal	Moderate
Flood	High	Variable	Limited	Rapid	Concentrated	Random	High
Extreme Heat	High	Long	Widespread	Slow	Countywide	Seasonal	High
Drought	High	Long	Widespread	Slow	Countywide	Random	Low
Wildfire	Medium	Variable	Variable	Rapid	Variable	Seasonal	High
Earthquake	Low	Short	Variable	Rapid	Variable	Random	High
Mosquito Borne Disease	High	Long	Widespread	Rapid	Variable	Seasonal	High
Human Pandemic	Low	Variable	Widespread	Variable	Variable	Random	Moderate
MANMADE							
Cyber Incident	High	Variable	Limited	Rapid	Countywide	Random	High
Workplace Violence or Active Threat	Very Low	Short	Limited	Rapid	Countywide	Random	Moderate
Terrorism	Very Low	Short	Limited	Rapid	Concentrated	Random	Moderate
Civil Disorder or Unrest	Very Low	Variable	Variable	Variable	Concentrated	Random	Low
ACCIDENTAL							
Urban Fires non-arson	High	Variable	Limited	Rapid	Variable	Random	High
Hazardous Materials Release	High	Variable	Limited	Rapid	Variable	Random	Moderate
Train Derailment	High	Variable	Limited	Rapid	Concentrated	Random	Moderate
Dam Failure	Very Low	Variable	Variable	Variable	Variable	Random/ Seasonal	Moderate
Radiological Release	Very Low	Short	Limited	Rapid	Concentrated	Random	Moderate
Aircraft Crash	Low	Short	Limited	Rapid	Concentrated	Random	High
Natural Gas or LP Explosion	Medium	Short	Limited	Rapid	Variable	Random	High

Comprehensive consequence management is one of the goals of this plan. All-Hazards emergency or disaster planning is based on the premise that all events, incidents, or disasters present somewhat similar consequences, thereby requiring somewhat similar response activities. These consequences may demand multi-agency/discipline response at all levels of government and the private sector. By identifying baseline consequences and associated objectives for dealing with them, potential stakeholders and the actions required to alleviate adverse consequences can be identified, evaluated, and planned.

The following is a list of the primary consequences anticipated in any significant event, incident, or disaster. Specific hazards may present unique challenges and consequences that require a more-specialized or specific response, and additional or expanded recovery resources and efforts.

1. Displaced People: Disasters often produce large numbers of displaced people who may need a wide range of services (i.e., housing, food, clothing, financial assistance, child and Access/Functional Needs care, information, employment assistance, medical assistance, etc.) during both response and subsequent recovery.

2. Injury/Illness: Rapidly developing events such as tornadoes, technical or industrial accidents, crime, or terrorist attack, etc., generally may not allow time to escape the event. The result can be a wide range of injuries or illnesses requiring significant coordination of fire/rescue, law enforcement, emergency medical services (EMS), medical, public health, hazardous materials, and environmental agencies.

3. Fatalities: The death of a citizen or responder is the greatest tragedy associated with events, incidents, and disasters. The State Medical Examiner's Office has statutory authority for determining the cause of death, identification, processing, and notification of kin. Several agencies may assist with the collection, storage, and final disposition of the deceased. In the event of criminal or terrorist events, investigation and evidence preservation must also be considered. Effective fatality management is essential to the emotional and mental health needs of the families, community well-being, and the prevention of potential public health and environmental crisis.

4. Damaged or Destroyed Property: These are among the most common results of events and disasters. Property damage and destruction may be reduced or limited by pre- or post-disaster mitigation. Responsibility for damaged property varies based on ownership (public property versus private property). Rapid damage assessment to determine the extent of damage or loss to critical infrastructure (public and private) and structures is critical to the disaster declaration process and the prioritization of recovery efforts. Debris management is a major component of overall disaster consequence management.

5. Loss of Emergency/Essential Services: Interruption or loss of critical services is closely linked to an event's impact on critical infrastructure, business, commerce, and government. Restoration and continuity of government, fire/rescue, law

enforcement, EMS, emergency management, public health, and environmental services are immediate priorities.

6. Loss of Critical Infrastructure: The preservation and restoration of utility services, communications, transportation, and other critical infrastructure are essential to sustained response and recovery operations. Service restoration requires close coordination between the public and private sectors.

7. Economic Impact: The interruption of commerce, loss/relocation of population, damage to property and critical infrastructure, etc., can inflict both immediate and long-term economic damage on a community. This impact must be accurately assessed and corrective measures integrated into community planning and related activities.

8. Financial Impact/Unplanned Expenses: Response, mitigation, and recovery from significant events or disaster can produce a substantial financial impact that is not a part of routine budgetary planning. Addressing these expenses is often a shared responsibility if the event qualifies as a formally "declared" emergency or disaster at the State and/or Federal levels. Eligibility for mitigation funding is also contingent on maintaining a current Natural Hazard Mitigation Plan. It is essential to have procedures and guidance in place that enable essential spending authority and effective documentation and accounting of event-related expenses.

9. Environmental Damage/Increased Health and Safety Hazards: Disasters can damage the environment both directly and indirectly. Fires, floods, severe storms, and technical/industrial events or disasters can impact broad geographic areas in a variety of ways. Cascading events may cause additional impacts such as the release of untreated sewage or hazardous materials, or other factors potentially polluting the air, surface and sub-surface water, watersheds, and land. Plant and wildlife resources could additionally be impacted. Assessing this damage and implementing strategies for mitigation and recovery requires extensive coordination of the private sector and all levels of government.

10. Psychological Damage: Significant events and disasters produce a wide range of immediate and potentially long-term mental and psychological stresses and trauma for both the general public and the response community. This impact must be recognized and addressed in pre-event planning as well as from the onset of an event, often to be continued through an extended recovery period.

11. Companion Animal Issues: The collection, rescue, transportation, housing, care, feeding, tracking and potential disposal of deceased companion animals are often significant elements of disaster response. Effectively addressing these issues can be essential to ensuring the physical and mental well-being of their owners. This is a broadly shared responsibility beginning with the individual animal owner.

12. Livestock and Wildlife Issues: Disasters can produce large numbers of endangered, injured, and deceased animals. Failure to protect these animals can have significant impacts on the environment, public health, and the economy. This too is a broadly shared responsibility beginning with the individual animal owner.

13. Debris: Large amounts of debris on public and private property are a common disaster consequence. Debris may be organic or inorganic and often hampers response and recovery operations, at times significantly contributing to public health and safety concerns. Debris management and removal require a collaborative effort between the public and private sectors beginning with individual property owners.

14. Litigation: Disasters often raise issues related to liability, responsibility, accountability, negligence, and criminal culpability. These can lead to a wide range of legal proceedings involving both the public and private sector.

15. Loss of Confidence in Public and Private Institutions: Failure to effectively prepare for, mitigate, respond to, or recover from disasters and significant events can result in a loss of confidence in public and private institutions. This complex consequence is best addressed through effective preparedness and public engagement/education before a disaster event.

The scale of these consequences may vary significantly depending on the nature, duration, complexity, and specific location of an event or disaster. Therefore, a flexible but easily understandable structure of distinct actions and relationships is required. The fifteen (15) Emergency Support Functions listed in the National Response Framework provide this structure and are utilized within this document.

GENERAL

In order to protect life and property from the effects of hazardous events, it is the responsibility of government to undertake comprehensive planning and management of significant events, emergencies, and disasters. This plan is based upon the concept that the functions performed by various organizations or groups responding to a significant event or emergency will generally reflect their normal day-to-day functions and capabilities. To the extent possible, the same personnel and material resources will be utilized in both cases.

To manage events occurring in the unincorporated portions of the County, Oklahoma County government may contact local government agencies to assist with resource provision per various agreements and accepted practices.

It must be emphasized that every individual or those responsible for families, other persons, businesses, etc., are responsible for self-sustainment for the first 72-hours of any significant event, disaster, or emergency situation. This is of particular importance during a large scale or complex event when emergency responders will likely be overwhelmed, at times unavailable, and difficult prioritization decisions are required.

Every emergency, disaster, or threat thereof, begins as a local event. Local government, because of its proximity to these events and inherent knowledge of applicable factors, has the primary responsibility for emergency management activities. Other levels of government provide resources often not available at the local level. When the emergency exceeds the local government's ability to respond, assistance from neighboring jurisdictions may be utilized. Beyond that, resources from State government will be requested through the Oklahoma Department of Emergency Management and Homeland Security. The Federal government will provide assistance and resources to the state where needed and as requested by the State. Federal assistance is often extended to aid in recovery from major disasters.

During significant events or disasters, day-to-day functions which do not contribute directly to emergency response activities may be suspended for the duration of the emergency. The resources and efforts that would typically be required for those routine functions may be diverted to the accomplishment of emergency tasks and are the responsibility of the entity managing those resources.

Comprehensive Emergency Management (CEM) is a concept that views the management of disasters and emergencies as occurring in a cycle. The concept of Comprehensive Emergency Management recognizes four phases of activity:

1. Preparedness

   Preparedness actions serve to develop the response capabilities needed when an emergency or significant event occurs. Planning, training, and exercise are among the activities conducted under this phase and include public and private applications, as well as activities initiated by individual persons or groups.

2. Response

   Response is the actual provision of emergency services during an event, incident, or disaster. These actions help reduce casualties and damage while helping facilitate recovery. Response activities include warning, evacuation, rescue, intervention, and similar operations.

3. Recovery

   Recovery is both a short-term and a long-term process. Short-term recovery efforts seek to restore vital services to the community and to provide for essential immediate public needs. Long-term recovery focuses on community restoration to a normal or improved state of affairs and capabilities. Examples of recovery actions include restoration of vital government services and reconstruction in damaged areas. The recovery period presents an opportunity to institute mitigation measures, particularly those related to a recent disaster or possible recurrence.

4. <u>Mitigation</u>

Mitigation activities are those activities which eliminate or reduce the probability of a disaster occurring, or the impact of such an occurrence. It also includes those long-term actions which reduce the undesirable effects of unavoidable hazards.

EXECUTIVE/POLICY GROUP

The Executive/Policy Group serves to coordinate policy to ensure an integrated and coordinated emergency management program. They provide input to the Emergency Management Director for the development, coordination, maintenance, evaluation, and improvement of the emergency management program. With the assistance of the Emergency Management Director, they also oversee and participate in emergency decision-making and issue-appropriate emergency proclamations, resolutions, and executive orders. Their EOC role is to provide input into, and help identify the overall objectives to be accomplished, thus supporting the development of Incident Action Plans.

In addition to Oklahoma County government, situations, incidents, and disasters may involve one or more local jurisdictions. A local jurisdiction may choose to include members of their Executive/Policy Group or Coordination Group at the County EOC, along with County personnel. The standing membership of the Executive/Policy Group consists of:

<u>County</u>

1. The Oklahoma County Board of County Commissioners, or designee
2. The Oklahoma County District Attorney, or designee

<u>City/Municipality</u>

1. Mayor
2. City Manager
3. Town/City Council
4. Town/City Clerk
5. Fire Chief
6. Chief of Police

The authority to implement this Emergency Operations Plan and to activate the EOC is delegated to the Director, Oklahoma County Office of Emergency Management (see EOC Activation guidance later in this document). The Emergency Management Director will activate the EOC when a major incident or disaster has occurred or is likely to occur within or near the County's jurisdictional area, as required. Should the Policy Group or members

thereof be needed at the EOC, they or their designee will be contacted by the Director or Emergency Management or their designee and requested to respond to the EOC or other specified location.

COORDINATION GROUP

The Coordination Group is composed of senior Oklahoma County management officials and additional subject matter experts or their designee, who have the experience and knowledge to provide effective leadership and coordination during a crisis. This group typically consists of department heads, assistants, or appropriate staff members, to include leadership from agencies and organizations designated as a Lead Agency for an activated Emergency Support Function (ESF).

Emergency Management Coordination Group members will be contacted by the Emergency Management Director or their designee and will report to the EOC or other designated meeting location as needed and available.

Coordination Group duties include organizing and providing the various resources (personnel, equipment, supplies) deployed from within their respective organization(s), provides logistical support to field units, and monitors the overall event impact on the community from their operational perspective. All group members are responsible for coordination and cooperation with other group members and their respective agencies. In addition to representatives from specific ESF Lead Agencies, the Coordination Group may include:

- Director, Oklahoma County Emergency Management or designee

- Law Enforcement Coordinator – Oklahoma County Sheriff or designee

- Engineering Services Coordinator – Oklahoma County Engineer or designee

- Environmental Health & Safety Coordinator – Director, OK County Health & Safety or designee

- Public Works Coordinator(s) – District Highway Superintendents or designee(s)

- Social Services Coordinator – Director of Oklahoma County Social Services or designee

- Public Utilities Coordinator – Designated representatives of Public Utility Companies

- Volunteer Resources Coordinator – State V.O.A.D. Coordinator or designee, or various organizational leaders as applicable

- Resources Coordinator – as determined by the Oklahoma County Director of Emergency Management

Should an event, incident, or disaster involve multiple jurisdictions or those in addition to Oklahoma County government, it may be necessary to include jurisdictional

representatives from neighboring areas in the Coordination Group. This level of activity is generally required during large-scale or long-term situations and will require additional coordination between jurisdictions and other stakeholders.

Should EOC activation and the implementation of the Executive/Policy Group or Coordination Group be necessary, it is imperative that all Group members (particularly designees representing an actual elected/appointed official) have decision-making capabilities. It should also be understood that an event of extended duration may include multiple operational periods, potentially necessitating the identification of more than one person to fulfill the roles and responsibilities associated with the Executive/Policy or Coordination Group positions.

SUPPORT STAFF

The Emergency Management Director may appoint such EOC Support Staff as necessary to accomplish administrative and technical functions within the EOC and for the community at large. These positions may include, but not be limited to:

- Operations Officer
- Logistics Officer
- Planning Officer
- Finance/Administration Officer
- Public Information Officer (PIO)
- Liaison Officer
- Safety Officer
- Communications Officer
- Technical Specialist
- Resource Coordinator
- Documentation Unit
- Damage Assessment Coordinator
- Shelter/Evacuation Coordinator
- Transportation Coordinator
- EOC Security Officer

The development and maintenance of this plan are activities that take place in the preparedness phase. However, plan contents are designed to strategically guide operations and related tasks in the response and initial recovery phases. While the desired overall effect of conducting operations utilizing this plan is mitigation (lessening the impact of the event), separate plans may be developed for specific mitigation and long-term recovery programs, projects, and activities.

Comprehensive Emergency Management is additionally defined as the ability to maintain mission-critical operations and services despite the effects of a disaster or emergency. Increased community resiliency is a direct result.

Response and Recovery activities provide an all-hazards/all-consequences approach that builds on the common features and elements of Comprehensive Emergency

Management. These situations are dynamic and demand a flexible, coordinated effort tailored to actual consequences and the efficient utilization of available resources.

Oklahoma County response and recovery efforts will apply the principles of "scalability" as embodied within the Incident Command System (ICS), the National Incident Management System (NIMS), the National Response Framework, applicable State plans, and this EOP. The overall goal of this plan is to provide a clear depiction of roles, responsibilities, and the effective utilization of available resources, thus helping to ensure a rapid, flexible, tailored, coordinated response to the consequences of any disaster or significant event. These resources are typically provided by local and regional agencies response and other partners or stakeholders.

SCALABILITY

The following are general assumptions regarding the scale of emergency/disaster events and their relationship to this plan:

- "Routine" emergencies will be managed in the field under the Incident Command System (ICS), typically by resources local to the event. The ICS is a highly flexible national standard for all first responders that provides a clear chain of command and a communications and organizational structure for incident management. In extraordinary events, ICS remains in place but is expanded to the broader emergency management network within the EOC to accomplish the additional functions that are needed (e.g., damage assessment, coordination of outside agencies and volunteers, intergovernmental relations, etc.). Activation of the EOC is particularly important when required resources are scarce, or when multiple requests for similar resources are generated from the field.

- The first government representative to arrive on the scene of an event will initiate the Incident Command System. For most emergency situations, the Incident Commander (IC) will establish, direct, and coordinate on-scene operations from an Incident Command Post (ICP). There is generally only one ICP for each incident or event, however, depending on specific needs and incident-related dynamics, it may change locations during the event. The ICP may be located in a specially equipped vehicle, trailer, tent, or within a building. The ICP will be positioned outside of the present and potential hazard zone, but close enough to the incident to maintain operational command and an effective perspective.

  A Unified Command structure will be utilized for events where there are overlapping jurisdictions, multiple disciplines or legal authorities and responsibilities for incident management.

- Based on the situation being experienced or anticipated, the Incident Commander determines the scope and degree to which the elements of the ICS will be implemented. It is the responsibility of the IC or their designee within the ICS to develop a formal written Incident Action Plan (IAP) for all incidents that are expected to extend beyond one operational period.

- Scale and complexity distinguish disasters from routine emergencies. When an event impacts a broad area or will involve numerous response agencies over an extended period, activation of this EOP, or that of the initially impacted local jurisdiction should be considered.

- Disasters and large-scale emergencies are rarely confined to one jurisdiction. Therefore, a multi-jurisdictional effort will be required to effectively manage most major incidents. Accordingly, emergency plans and exercises should incorporate procedures for integrating multiple local and county governmental resources, private and volunteer organizations, and State and Federal governmental entities. ICS provides this framework and applicable procedures.

- An EOC is hereby established to serve as the seat of government during disasters and emergencies, to coordinate Oklahoma County government's response to a significant event, to ensure the continuity of government, and to help facilitate the transition from response to recovery.

EMERGENCY OPERATIONS CENTER (EOC)

The primary Oklahoma County Emergency Operations Center is located at 4600 N. Martin Luther King Boulevard, Oklahoma City, in the Oklahoma City/Oklahoma County Regional Multi-Agency Coordination Center (RMACC). A back-up EOC is located at 320 Robert S. Kerr, Suite 101, Oklahoma City, in the Oklahoma County Annex Building. These facilities are operated under the direction of the Emergency Management Director or the designated EOC Staff Coordinator. The Emergency Management Director activates the EOC when the County is threatened with, or experiences, an event where there is a potential for significant loss of life or substantial property damage. The level of activation and the scope of staffing are determined by the Emergency Management Director based on the situation.

Actual EOC "activation" is a misnomer, primarily because most, if not all EOC's are always at some level of activation. It may be simply monitoring local conditions or various forms of information available from a variety of sources, but in reality, even if no significant incidents or events are occurring, emergency managers are still on standby, still monitoring for potential threats, and are still gathering information. This is often considered a "virtual activation."

Should a perceived threat be identified, appropriate levels of notification are immediately initiated to applicable offices and personnel on a 24 X 7 basis. Should the threat continue or escalate beyond prudent monitoring activities, additional staff members are re-focused on the situation and various additional components (resources) are activated on an "as needed" or a "potentially needed" basis, depending on the nature of the threat and the number and type of resources required to effectively handle the situation.

The determination of which EOC is to be utilized is based on multiple factors, including nature and scope of the event, timing of the event, anticipated event duration and actual physical needs of the EOC staff.

A separate Emergency Operations Center Operations Guide has been developed and is incorporated here by reference.

At the most basic levels, the following chart depicts generalized EOC activation factors:

Operational Level	Trigger	Staffing	Functions
LEVEL IV Normal Operations	No Immediate Threat	As scheduled	Monitor a broad spectrum of threats and situations.
ACTIVATED			
LEVEL III Monitoring	Potential Threat	Performed by Emergency Management staff	Monitor a specific potential threat; Develop a Common Operating Picture; Provide updates to response and recovery partners; may begin days in advance of an event.
LEVEL II Enhanced Operations	Immediate Threat	Increased staffing at EOC; Usually limited to one 12-hour operational period or less	Monitor an immediate, specific threat, Notification to, and Coordination of preparedness actions by response and recovery partners; Develop a Common Operating Picture; Frequency of updates may increase
LEVEL I Emergency or Disaster Operations	Hazard Impact	Increased staffing at EOC; Multiple 12-hour operational periods may be necessary	Coordination & Support of response and recovery operations; Develop a Common Operating Picture; Provide impact assessment and situation reports (SITREP)

EOC Activation Chart

Multi-Agency Coordination

As previously stated, the Incident Command Post (ICP) is the location from which the Incident Commander directs on-site activities relative to an event. Incident-specific objectives, strategies, and tactics are formulated and directed from the ICP.

Under the guidance of the Emergency Management Director or their designee, the EOC may be activated at the request of the Incident Commander or senior officials to provide overall jurisdictional direction and control, coordination, and resource support.

Upon activation of the EOC, communications and coordination must be established between Incident Command and the EOC, either directly or through the parent organizations. Additionally, in order to maintain continuity of operations and overall coordination, EOC's at all levels of government and across participating functional agencies must be capable of communicating directly with other's EOC's, including those maintained by private organizations.

The establishment of a Joint Information Center (JIC) integrates incident information and public affairs into a cohesive organizational framework designed to provide consistent, coordinated, timely information during crisis or incident operations.

The JIC provides a structure and applicable guidance for:

- Developing and delivering coordinated interagency messages;

- Developing, recommending, and executing coordinated public information plans and strategies on behalf of the IC and the EOC staff;

- Advising the IC and Executive/Policy Group concerning public affairs issues that could affect a response effort; and

- Monitoring, counter-acting and controlling rumors and inaccurate information that could distract from operations, undermine public confidence in the emergency response effort or cause information recipients to take inappropriate actions.

See diagram BP-1 which depicts the relationship between the Incident Command System, the EOC, and the JIC.
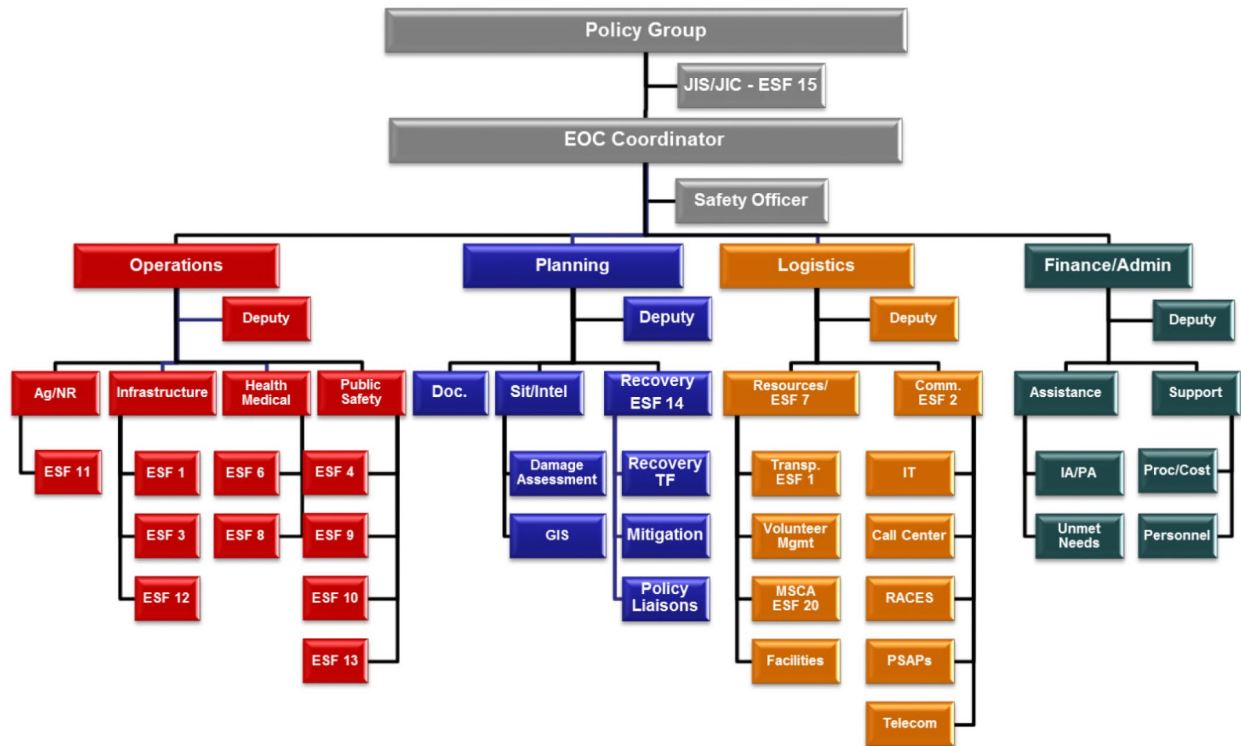
BP1 - The Relationship between the Incident Command System (ICS), the EOC and JIC

In some situations, agencies that require unique local support for their internal operations may establish a Department Operations Center (DOC). A DOC is primarily concerned with supporting the operations of the specific agency and ensuring regular activities continue. The DOC will focus on issues such as staff scheduling and obtaining, coordinating, and directing specialized resources for the agency to fulfill its mission. DOC activities should be coordinated with the EOC to help maintain overall continuity.

Emergency Support Functions

ESF's are common to operations in most large-scale emergency and disaster incidents regardless of the type of hazard involved. Event/incident needs will determine which ESF's are required. A number of these functions are also implemented to some extent in the field under the ICS. EOC activities in these areas should be undertaken in support of ICS measures in place, based on specific resource requests from the incident command staff. All functions described in this section are potentially active EOC operations in the event of a large-scale or extended-duration disaster or event.

The Emergency Manager may implement an ESF based on event needs or potential needs. The Lead/Unified Agency stakeholder of the specific ESF or the IC may also

recommend its activation. Upon the activation of a specific ESF, the identified Lead Agency is responsible for activity coordination within the ESF, in concert with identified Support Agencies and other stakeholders of the ESF, as well as coordination with other ESF's.

Recognized Emergency Support Functions (ESF):	
ESF – 1	Transportation
ESF – 2	Communications
ESF – 3	Public Works & Engineering
ESF – 4	Firefighting & Technical Rescue
ESF – 5	Emergency Management
ESF – 6	Mass Care & Sheltering
ESF – 7	Logistics & Resource Support
ESF – 8	Public Health & Medical Services
ESF – 9	Search & Rescue
ESF – 10	Hazardous Materials
ESF – 11	Agriculture & Natural Resources
ESF – 12	Energy and Utilities
ESF – 13	Public Safety & Security
ESF – 14	Short Term Recovery
ESF – 15	Public Information

For additional information specific to the Emergency Support Function format see the Emergency Support Function Overview of the EOP.

Designated Roles and Responsibilities

The primary goal of this plan is to ensure the effective use of local resources in addressing the consequences of disasters or other significant events. This plan must also take into consideration:

1) Disasters do not limit themselves to an individual or specific jurisdictions;
2) Any community or operation can be overwhelmed;
3) Any community or operation can provide assistance;
4) Disaster response and recovery will be dependent on an effective partnership between the local, County, State, Tribal, and Federal agencies, as well as the private sector and volunteer groups;

5) Disaster situations require adaptive and innovative thinking and actions. Employees and agencies may be called upon to perform non-routine tasks outside of "normal" work assignments and hours. This expectation and capability is established through policies, plans, training, and exercises prior to disaster events.

In the event of a disaster or significant event that exceeds local response capacity, Oklahoma County Emergency Management may coordinate requests for mutual aid activation on behalf of, or from Oklahoma County government, to include support from municipalities and/or neighboring jurisdictions, State, Tribal and Federal entities. Municipalities within Oklahoma County may request that Oklahoma County Emergency Management provide similar assistance on behalf of their jurisdiction or request mutual aid assistance on their own.

Continuity of Operations

Each department and agency is responsible for ensuring that critical staff are identified and trained to enable effective execution of existing response plans, procedures, and policies. Departments and agencies tasked by this EOP with specific emergency management responsibilities should complete the following Continuity of Operations (COOP) activities:

- Maintain current internal personnel notification rosters and standard operating procedures to perform assigned tasks and Essential Functions (notifications, staffing, etc.).

- Ensure that applicable training needs and requirements are identified and met, to include appropriate levels of NIMS/ICS certification and competency.

- Negotiate, coordinate, and prepare mutual aid/automatic aid agreements as appropriate.

- Analyze operational requirements and determine specific communications resource needs and capabilities.

- Provide the emergency management department with current contact information including facsimile numbers, phone/text numbers, and e-mail addresses.

- Identify and maintain lists of potential sources of additional equipment and supplies (resource lists) specific to statutory, essential and/or assigned duties and responsibilities.

- Ensure that orders of succession for key management positions are established to support continuous leadership and authority for emergency actions and decisions in emergency conditions, including multiple operational periods.

- Protect records, facilities and organizational equipment deemed essential for sustaining governmental functions and conducting emergency operations.

- If practical, ensure that alternate operating locations are available if the primary location suffers damage, becomes inaccessible or untenable, or requires evacuation.

- Protect emergency response staff. Actions may include**:**

  - Assist in obtaining applicable personal protective equipment (PPE) for responders.
  - Provide official site security.
  - Rotate staff or schedule time off to help prevent fatigue and stress.
  - Provide stress counseling as necessary.
  - Encourage staff to prepare family disaster plans including arrangements for the safety and welfare of emergency worker's families.

When contacted for activation, ESF agency representatives shall report to the designated EOC or other specifically identified location. They will quickly prioritize their needs in accordance with applicable guidance:

1. Life Safety – ensure a safe working environment for all participants

2. Human requirements (such as water, food, shelter, and medical support)

3. Property and infrastructure (transportation, communications, and utility systems)

   Appropriate EOC personnel will compile damage assessment information to help determine the fiscal/dollar loss and operational impact associated with an event or disaster. Damage assessment information is an initial step in helping secure a Presidential Disaster Declaration (not normally required before federal assistance is requested in a catastrophic disaster). Emergency public information and rumor control are coordinated by ESF-15/Public Information. As needed, a Joint Information Center (JIC) will be established when the EOC is activated or when a state of emergency has been declared. The JIC will be under the direction of ESF-15/Public Information and will handle rumor control as previously described. If a Presidential Disaster Declaration is obtained, a recovery team will be implemented to address long-term recovery issues.

4. Existing forms, reports, and procedures will be used. All records subject to review of actions taken will be retained for at least three years or longer, as required by applicable law or ordinance. Local agencies occupying the EOC will maintain their own records and administrative forms. Standardized forms used in the EOC (i.e., message and activity logs, ICS forms, etc.) will be provided by emergency management. Reimbursement for expenditures (if made available) will follow established local administrative procedures, State, and Federal guidelines and procedures.

This plan requires that all department and agency heads with emergency preparedness responsibilities designate primary and alternate personnel for assignment in the EOC. Department or agency heads will remain responsible for their personnel and resources.

Lines of succession for these positions should be specified in their respective SOP's/SOG's and/or Continuity of Operations Plan (COOP).

Continuity of government, defined as the preservation and maintenance of the local civil government's ability to carry out its constitutional responsibilities, is an essential function of overall operations and of emergency management, and is vital during a community emergency or disaster. All levels of government (Federal, State, and local) share a constitutional responsibility to preserve life and the property of its citizens. Ordinances, administrative rules, and departmental procedures addressing continuity of government in Oklahoma County should be kept updated, available, and well-known throughout the respective organizational unit.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes the President to issue a major disaster or emergency declarations before or after significant events meeting established criteria occur. Emergency declarations trigger assistance mechanisms that help protect property and public health and safety, and reduces or averts the threat of an event or incident becoming a catastrophic event.

Before requesting a Presidential Declaration, the Governor must declare a State of Emergency for the affected area. Prior to this, the local chief elected official should declare a State of Emergency for their jurisdiction. The Oklahoma County Board of County Commissioners must issue a declaration at the County level. See "Sample Emergency Proclamation" in Appendix 1.

Public Roles and Responsibilities

It is understood that all disasters begin locally. One of the single most important aspects of any successful response and recovery mission rests solely with the impacted persons or groups. Personal responsibility can never be understated, and each individual must take personal responsibility for helping avoid or eliminate conditions or situations that could cause, contribute to, or in any manner worsen a threatening event or situation of any type.

While some persons may lack the full capacity to provide for themselves or their families in all situations, most are capable of making a positive contribution to response and recovery efforts by:

- Identifying and providing all basic personal needs for the first 72-hours of any event
- Following all lawful orders as given
- Advanced planning for eventual emergency or disaster-related situations
- Sharing critical planning and preparedness information with family and friends

- Maintaining an overall awareness of potential threats or risks that may develop or become reality

During an emergency or disaster situation, there may be periods, particularly in the earlier stages of an event, when available assistance and resources are limited and may be unavailable. Emergency responders and public officials will prioritize situational needs according to applicable life-safety and resource availability considerations. This reality may cause delays in the receipt of assistance by some persons, at times even those who believe their lives are being threatened. Some needs may temporarily be un-met, and those providing emergency assistance may be unavailable for extended periods. **Sole dependence on local government to meet all personal needs during an emergency situation may be unrealistic and ill-advised. Personal responsibility must be emphasized and accepted.**

The reality of this potentiality further emphasizes the necessity of developing a personal/family preparedness plan, sharing the information with all affected persons, and practicing the plan while being aware of any area or topic that may require modification or updating. Life factors are constantly changing and personal emergency planning should also be flexible.

Basic emergency planning should include at a minimum the following considerations:

- Identification of threats or risks: The Hazard–Risk Analysis portion of this Basic Plan (see page 7) provides a list of the primary identified threats for Oklahoma County.
- Identification of the potential impact(s) of a threat or risk: The question should be asked, "If the situation should occur, how will it affect my family or me?" Bear in mind that special conditions or Access and Functional Needs may significantly influence the "impact" of a given event. For example, in planning for an extended electrical outage – those dependent on electrically-powered medical equipment must identify an immediately available source of dependable backup power.
- Identification of the resources needed to sustain ourselves and our families during the event or until "normal" resources are again available, a minimum of 72 hours.
- Identification of multiple methods to receive information and/or maintain situational awareness. Many critical situations can be avoided by simply being aware that an identified threat is present, developing, or approaching. Reliance on a single source of critical information is extremely dangerous and should be avoided.
- Identification of, and participation in preparedness training: Knowing what to do can help persons better protect themselves, their loved ones, friends, neighbors, and others. A variety of training courses are available through The American Red Cross and other entities, including many local public safety organizations.

- <u>Getting involved in community preparedness and planning activities</u>: Organizing neighborhood or other group capabilities adds strength and resiliency to our communities and provides support to professional responders in the provision of critical emergency services.
- <u>Plan from the "All-Hazards" approach:</u> Many of the planning topics or factors apply to multiple threats or risks. For example, a "Go Kit" for use in the event of an emergency evacuation will also help meet basic needs during other types of emergencies.

Additional planning information and assistance is available from multiple sources, including:

- Ready.gov
- The American Red Cross
- Local or State Office of Emergency Management

Planning Maintenance, Training, and Exercise

Authority and responsibility for maintenance and routine updates of this plan are the responsibility of the Emergency Management Director. Maintenance of this document includes annual review and periodic updating of the plan and associated annexes and other supporting guides, plans or documentation. Additionally, the Emergency Management Director is responsible for document control including plan distribution.

This EOP is designed to be a flexible, dynamic document, subject to revision as appropriate. EOP revisions may result from a variety of causes such as:

- New procedures, policies, or technologies

- Lessons learned and observations from an actual event

- Feedback during training or case study review

- To accommodate new capabilities, organizations, or organizational structures

Major revisions to this EOP must be approved through the same adoption process as described in other sections of the document.

The Emergency Management Director will at times conduct or coordinate exercises and training sessions to ensure that provisions of the EOP are well understood by all departments and organizations with assigned responsibilities. Individual elected officials or departmental leadership are additionally responsible for, and encouraged to routinely

review and provide training and/or updates to their respective Continuity of Operations Plans, internal EOP, applicable SOP's and SOG's, etc.

Staff participation in periodic exercises provides the best opportunities for refining plans and procedures in preparation for actual disaster and emergency events. Multi-agency and multi-jurisdictional exercises may be coordinated by the Emergency Manager or other applicable official(s).

National Incident Management System

Basic National Incident Management System training (IS-700, IS-800, ICS-100, ICS-200) is available at http://training.fema.gov/IS/NIMS.asp. Training requirements for NIMS compliance will be reviewed annually with documentation maintained by each office or organizational unit. Failure to maintain annual NIMS certification may result in the loss of qualification for specific Federal grants and other forms of funding.

The Emergency Management Director shall coordinate with emergency responders in the County to encourage NIMS compliance by:

1. Helping ensure that NIMS policies and procedures are communicated to all entities that may become involved in emergency response operations.

2. Providing information to departments/agencies/organizations with emergency responsibilities of known NIMS training and exercise opportunities.

3. Encouraging all departments/agencies/organizations with emergency responsibilities to develop and maintain current internal procedures for performing assigned functions, where appropriate.

4. Participating in multi-department, multi-agency, and multi-jurisdictional exercises to improve coordination and reduce overall training costs.

5. Establishing procedures for distributing plan revisions to all departments, agencies, or organizations with assigned responsibilities.

6. Encouraging the application of the Homeland Security Exercise and Evaluation Program (HSEEP) Guidance to exercise and process improvement efforts.

Standardized Identification System for Disaster Services Workers

It is imperative that authorized individuals be able to gain quick access to appropriate areas within an incident site or the EOC without having to undergo laborious and time-consuming authorization checks. No less critical is the need to deny access to individuals

with questionable or non-mission critical motives, whose presence would be a hindrance and possibly constitute illegal entry, or that would provide an opportunity for inappropriate activities.   To help meet this goal, a county-wide, reliable, and well-understood identification system is vital.

Personnel Identification Systems

For a variety of reasons, identification methods or systems used by jurisdictions and agencies in Oklahoma County vary in their design, stage of development and sophistication. Therefore, this section encourages a standardized photo identification card provided by each person's "home jurisdiction," to be issued to all personnel providing critical disaster and emergency services in an official governmental capacity within the County, at the municipal and County levels. This card will be used in conjunction with access management procedures established by an incident commander or critical facility operator.

1. The Oklahoma County Office of Emergency Management will be responsible for assisting with the coordination of personnel identification methods, as practical and available. The preparation and issuance of standardized identification will be encouraged for all jurisdictions, agencies, and participating governmental organizations within Oklahoma County.

2. Individual jurisdictions, agencies, and organizations are accountable for the safekeeping and appropriate use of their selected system or method. Periodic checks should be conducted to verify that personnel retain their "issued identification." Personnel shall surrender their individual entity identification to the respective organization upon termination of affiliated status. Surrendered identification items shall be destroyed to prevent fraud or inappropriate use, and to protect the integrity of the system.

3. If an official identification card or credential is damaged, destroyed, stolen, or lost, the employee assigned the item should immediately report the damage, destruction, theft, or loss to their immediate supervisor.

4. It is the responsibility of the agency or jurisdiction to which the worker is affiliated to ensure that workers are compliant with the training, knowledge, skills, and abilities required for their position under the National Incident Management System (NIMS) and other applicable guidance.

5. The standard photo identification card does not ensure access to buildings, or facilities that are equipped with electronic card readers, or access to sites, incidents, events, or activities, including those officially endorsed by, or operated within Oklahoma County. If providing mutual aid or official assistance outside of Oklahoma County or the jurisdiction/agency of affiliation, proof of identification beyond the issued identification card may be required.

6. Law enforcement agencies are not required to honor the access/identification card if there are overriding safety concerns or if there is reasonable concern as to the validity of the identification or person presenting it.

Guidance for all Emergency Responders and ESF Lead Agencies

1. ESF Lead Agency Coordinators who learn of a large-scale emergency or disaster within, or affecting Oklahoma County, including widespread communications outages, should attempt to contact the Emergency Operations Center to determine whether their presence is needed to coordinate emergency activities within their area of responsibility.

2. Off-Duty emergency responders who learn of a large-scale emergency or disaster within, or affecting Oklahoma County, including widespread communications outages, should contact their respective organizations or duty stations unless local guidelines indicate otherwise.

3. When in doubt about the appropriate level of emergency response or coordination needed, do more than is expected. All emergency responders and coordinators must continually be aware of the overall priorities stated in the EOP and within their respective SOP's and SOG's. <u>First responders are not encouraged nor authorized to "self-deploy" to ANY emergency scene, with the exception of them inadvertently discovering and arriving at such location while involved in normal, routine activities</u>.

4. Emergency response agencies should expect to sustain themselves during the first 24 hours of an emergency. Additional operational periods may be necessary and internal SOP's and SOG's should reflect such possibility and subsequent sustainment capabilities.

5. Supplier of Last Resort – Unless otherwise directed by the IC, emergency service agencies should exhaust their own methods of support (e.g., internal followed by mutual aid agreements with similar agencies in other jurisdictions) before turning to the EOC for assistance.

6. Purchase prices and contract costs, where possible, should be established prior to an event, during emergency planning. Emergency agencies are initially responsible for event and response-related costs, even if eligible for reimbursement.

7. As directed by competent authority, Oklahoma County maintenance crews and equipment will provide primary assistance at the disaster site (debris clearance, emergency road upgrading, damage assessment, perimeter control, etc.) and assist with the repair and restoration of essential services and vital facilities, within their scope of work and/or expertise.

8. All responding agencies and ESF Lead Agency Coordinators will manage and coordinate their own personnel, equipment, facilities, and supplies to accomplish their respective tasks. The Resource Coordinator at the EOC will provide a participating agency with supplies, specialized resources, and other emergency needs to the greatest extent possible.

9. The following conditions, listed in order of priority, will determine who has event or incident jurisdiction, (responsible for incident command and resource coordination):

    a. Location of the emergency

    b. The jurisdiction providing/operating the majority of the initial response

    c. Specialized expertise or capabilities required due to the nature of the event

    d. Arrival of higher authorities such as State or Federal agencies

    e. Law-enforcement sensitive situations

Government – Native American Interface

There are four (4) Federally recognized Native American tribes in Oklahoma County, including the Iowa, Kickapoo, Citizen Pottawatomie, and Absentee Shawnee (Citizen Pottawatomie and Absentee Shawnee include the same geographic areas), see map below.

The United States government recognizes tribes as domestic, independent nations with the right to self-governance, tribal sovereignty, and self-determination. Tribal governments are responsible for the protection and preservation of life, property, and the environment on tribal lands. These tribal governments maintain various levels of emergency management. Recognizing that tribal members serve dual citizenship as members of the tribe and residents of Oklahoma County, the County will make every effort to support the tribal communities in their emergency management efforts, including coordination, communications, and collaborations with tribal governments. As conditions require and upon request from the affected tribe, the available and appropriate governmental resources will, in accordance with the law and prior
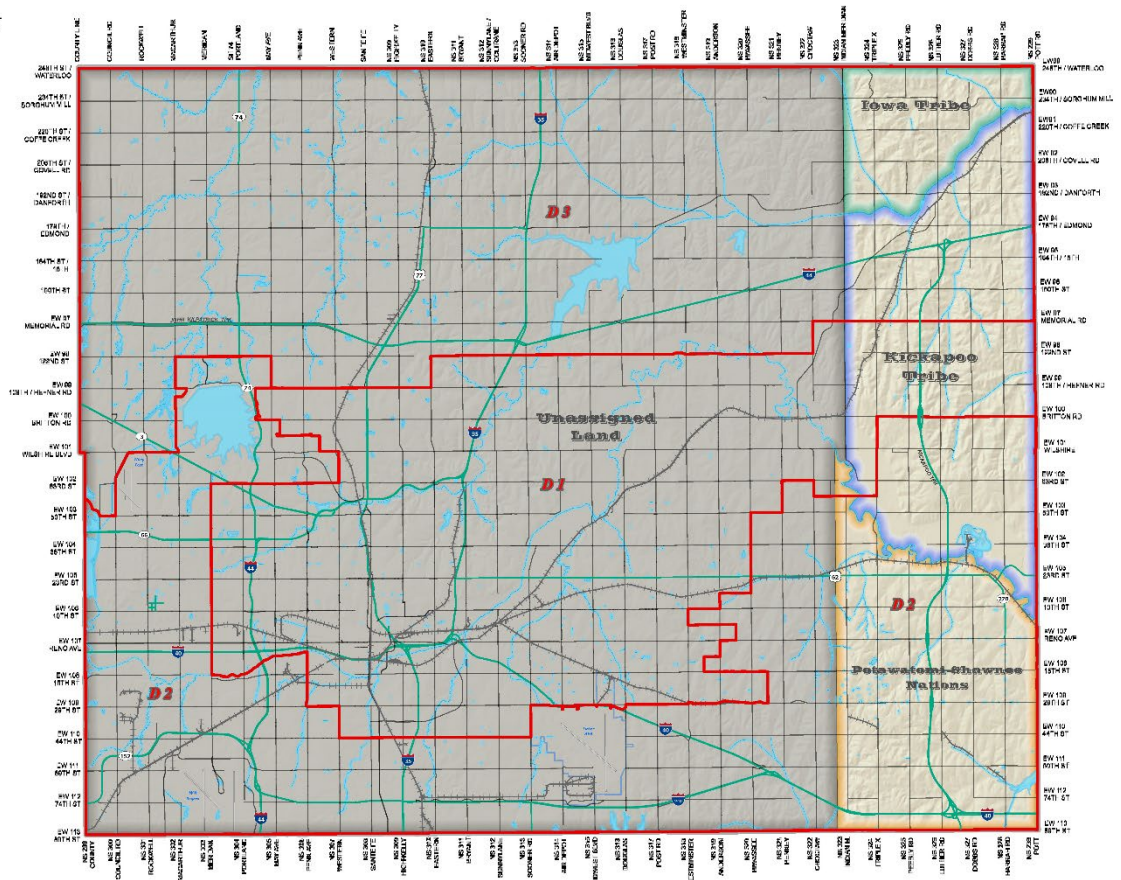
arrangements when made, be committed to tribal lands to protect lives, property, and the environment.

Oklahoma County

APPENDIX 1:   Sample Emergency Proclamation

APPENDIX 1

Sample Emergency Proclamation

<u>SAMPLE PROCLAMATION</u>

WHEREAS, on _____ and continuing, a _____ affected portions of Oklahoma County, Oklahoma, which caused, or has a high potential to cause, widespread and severe damage, injury, and loss of life and property and;

WHEREAS, the event is consistent with the definition of "*disaster*" as defined by Section 683.3 of the Oklahoma Emergency Management Act of 2003, as amended and;

WHEREAS, Section 683.3 states that a "*state of emergency*" shall be deemed to exist whenever, by reason of a disaster, such state of emergency is legally proclaimed by proper authority as provided in this article and that "*such state of emergency shall continue [in the affected areas] until terminated by proclamation of proper authority as provided in this article*" and;

WHEREAS, Section 683.3 provides that the County Officials, after finding that a public disaster exists which affects life, health, property or the public peace, may proclaim a state of emergency in the area affected and;

WHEREAS, Section 683.3 provides that such proclamation shall be in writing and signed by the Board of County Commissioners and filed with the County Clerk and;

WHEREAS, Section 683.3 provides that the Board of County Commissioners shall give as much public notice as practical through the news media of the issuance of said proclamation and;

WHEREAS, Section 683.3 provides that the state of emergency shall cease to exist in 14 calendar days or upon the issuance of a proclamation of the Board of County Commissioners declaring its termination; provided that the Board of County Commissioners shall terminate the proclamation (in whole or in part) when order has been restored in one or more of the areas affected by the event and;

WHEREAS, Section 683.3 provides that the Board of County Commissioners, during the existence of a state of emergency, by proclamation, may, in the area or areas affected by

the disaster, prohibit (quoted in pertinent part): "*any person being on the public streets, or in the public parks or at any other public place during the hours declared by the Board of County Commissioners to be a period of curfew;…the use of certain streets, highways or public ways by the public; and such other activities as they reasonably believe should be prohibited to help preserve and maintain life, health, property or the public peace*" and;

WHEREAS, at this time, we, the Board of County Commissioners of Oklahoma County, desire to exercise the authority vested in us by the above-cited sections of the law and to proclaim a state of emergency to exist in the areas within Oklahoma County and

NOW, THEREFORE, we, the Board of County Commissioners of Oklahoma County, Oklahoma, do hereby proclaim a state of emergency to exist within Oklahoma County and;

WE HEREBY DIRECT that the County Emergency Operations Plan be implemented and;

WE DO FURTHER DIRECT that public notice of this proclamation and state of emergency shall be given by the County Clerk or his/her assistants to as many local news media outlets as may be practical and;

WE REQUEST that the Governor of the State of Oklahoma does hereby issue a similar declaration of a State of Emergency for the affected area and direct State resources and assets are used for response and recovery efforts.

ADOPTED and **SIGNED** this _____ day of _____.
BY THE BOARD OF COUNTY COMMISSIONERS:

_____
Chairperson

ATTEST:

_____
County Clerk

APPROVED AS TO FORM AND LEGALITY BY:

_____
District Attorney