

# City of Moore Emergency Operations Plan



**October 2024**



# EMERGENCY OPERATIONS PLAN

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October 2024

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## PLAN ADMINISTRATION

### Approval

Following is the Emergency Operations Plan for the City of Moore, adopted October 7<sup>th</sup>, 2024. This plan has been developed to provide a comprehensive all-hazards emergency management program for the City of Moore. 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 City to its normal state of affairs.

The Plan is organized in a format compatible with similar plans in other cities and counties of Oklahoma. It begins with a Basic Plan, which sets executive policy for the City's response to emergencies and disasters. Following the Basic Plan are functional annexes ("chapters"), each describing essential functions to be completed during disasters relating of all types of hazards. This open framework allows for greatest flexibility in responding to both recognized and new types of disasters, while firmly establishing policies and procedures for each necessary function.

This Plan is in accordance with existing Federal, State and local statutes. The Mayor of the City of Moore, the City of Moore City Manager, and the City of Moore Emergency Manager have concurred it in. It will be revised and updated as required. All recipients are requested to advise the City of Moore Emergency Management Director of any changes which might result in its improvement or increase its usefulness.

This Emergency Operations Plan has been approved by the City Council of Moore, Oklahoma, with original signatures on-file in the Emergency Management Department.

 Mark Hamm Mayor	 Brooks Mitchell City Manager	 Gayland Kitch Emergency Manager
10/7/2024 Date	10/7/2024 Date	10/7/2024 Date

### Distribution

Mass distribution of this Plan will be only via the City's website at <http://www.cityofmoore.com>. Paper copies will be maintained in the Emergency Operations Center for use during emergencies. Those users who do not have on-line access may request paper copies via written request to the City of Moore Emergency Management Department at 109 E. Main St., Moore OK, 73160.

## Record of Changes

This Plan is new as of October 5, 2020. Changes to this Plan will be recorded in this section.

Any user of this plan is encouraged to recommend changes 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 Moore Emergency Management Director for coordination, comment, concurrence, and approval.

### October 2020

Entire Plan	Extensive changes and updates to the entire Emergency Operations Plan
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### October 2021

Administration	Updated the Record of Changes
Administration	Updated approval signatures
Basic Plan	Updated the city's population estimate
Basic Plan - Appendix 1	Updated Appendix 1 - Census data
Basic Plan - Appendix 3	Added EMSSTAT as assisting on emergency task assignments for "emergency management planning", "epidemic control coordination", "security of vital data"
Basic Plan - Appendix 4	Changed City of Moore lead agency for ESF-1/Transportation from Moore Public Schools to Public Works Department
Annex A - App 3	Updated the City's organizational chart
Annex A - App 4	Updated term dates and Vice Mayor information
Annex A - App 5	Updated Vice Mayor information
Annex B	Updated the Interoperability Continuum
Annex B	Updated the radio zone information
Annex B	Removed reference to alpha-paging
Annex B	Added hyperlinks to the reference materials
Annex B - App 1	Changed Appendix 1 from just a radio template to include information on radio features and programming
Annex B - App 2	Updated the OKWIN site map
Annex B - App 3	Made and added VHF template
Annex B - App 7	Updated the Interoperability Continuum
Annex C	Updated listing of CodeRED initiators
Annex C	Added EM responsibility to report significant events to ODEMHS
Annex C	Added Dispatch responsibility to report significant events to EM
Annex D	Deleted Appendices with sample notices of issues with the water system (now part of the Water Emergency Response Plan)
Annex E - App 1	Added Appendix 1, Attorney General's Opinion on mandatory evacuations
Annex F - App 2	Added Appendix 2, Floorplan for the Moore Community Center
Annex H	Made major revisions and updates. Many revisions made on premise of three general scenarios for health & medical: MCI, HazMat/CBRNE, Public Health events. Added references to RMRS/MERC. Added notifications to LERC & MERC.
Annex H - App 1	Updated hospital information; added map
Annex H - App 2	Updated ambulance services information; added map
Annex I	Updated personnel numbers
Annex I - App 2	Updated organizational chart
Annex J	Added references to the AWIA Risk and Resilience Assessment and Emergency Response Plan. Removed Appendices 1 & 2 as they are part of the RRA/ERP.
Annex P	Changed damage assessment collection tool references from paper forms to computer based. Removed Appendix 2, the former paper form.

## October 2022

Administration	Updated the Record of Changes
Administration	Updated approval signatures
Basic Plan	Updated the city's population estimate
Basic Plan - Appendix 1	Updated Appendix 1 - Census data
Basic Plan - Appendix 2	Updated the City's map for annexation
Annex A	Added emphasis to the ICS/Unified Command and EOC/Command Post texts
Annex A - App 4	Updated Vice Mayor information
Annex A - App 5	Updated Vice Mayor information and Ward map
Annex B	Updated the number of OKWIN sites
Annex B	Removed Norman talkgroup zones from listing
Annex B	Added emphasis on text concerning sensitive communications
Annex B	Added description of PACE (Primary, Alternate, Contingency, Emergency) for communications planning
Annex B	Added general paragraph describing cybersecurity planning
Annex B - App 1	Updated the public safety radio template information
Annex H	Made major revisions and updates. Many revisions made on premise of three general scenarios for health & medical: MCI, HazMat/CBRNE, Public Health events. Added references to RMRS/MERC. Added notifications to LERC & MERC. <i>(Note: These were approved in 2021 but erroneously left out from final version)</i>
Annex H	Added reference to Norman Regional Hospital System's new Nine campus
Annex H - App 1	Updated hospital information for NRSH/Moore and added NRHS/Nine
Annex I	Updated personnel numbers; changed ERT to SWAT
Annex I - App 2	Updated organizational chart
Annex J - App 2	Updated ACOG Snow Route graphic to 2021-2022 version
Annex J - App 3	Corrected a location description
Annex J - App 4	Updated census data
Annex K	Added ISO PPC Class-1 rating information
Annex K - App 4	Added Appendix for the Disaster Search Marking System
Annex K - App 5	Added Appendix for the MFD Incident Check-In ICS-211 form

## October 2023

Administration	Updated the Record of Changes
Administration	Updated approval signatures
Basic Plan	Updated the city's population estimate
Basic Plan - Appendix 1	Updated Appendix 1 - Census data
Annex A - App 4	Updated Ward 1 information
Annex A - App 5	Updated Ward 1 information
Annex H	Added content to reflect addition of the City's Mental Health Liaison
Annex I	Updated personnel numbers
Annex I - App 2	Updated organizational chart
Annex J	Updated locations of the divisions for new facilities
Annex K	Update personnel numbers


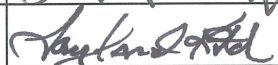
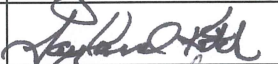
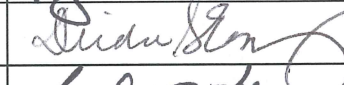
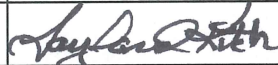






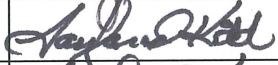

## October 2024

Administration	Updated the Record of Changes
Administration	Updated approval signatures
Basic Plan	Updated the city's population estimate
Basic Plan	Added text and references from the 2024 National Response Framework concerning principles guiding support of disaster operations as well as community lifeline stabilization
Basic Plan - Appendix 1	Updated Appendix 1 - Census data

Annex A	Changed name of MPD ERT unit to SWAT
Annex A - App 3	Updated the City's organizational chart
Annex A - App 4	Updated Mayor and Wards 2 and 3 information
Annex A - App 5	Updated Mayor and Wards 2 and 3 information
Annex B	Added link information to the electronic OKFOG and NIFOG documents
Annex B	Removed radio zone listings from Annex; now referring to Appendix 1
Annex B	Changed the alternation location for 9-1-1 to the Mobile Command Vehicle, then Fire Stations 1 and 2
Annex B - Appendix 1	Updated the public safety radio template information
Annex C	Updated information on the outdoor warning sirens for newly added units 43 and 44
Annex C	Changed references on mass notification systems to removed CodeRed and OKWARN
Annex C - App 1	Updated siren map to reflect new units 43 and 44
Annex D	Updated the graphic and information concerning how people receive information
Annex E	Changed wording concerning evacuees from criminal event from "need to be interviewed" to "may need to be interviewed"
Annex F	Added churches as potential shelter locations; added water as an essential need
Annex H	Updated information on Norman Regional Hospital System facilities
Annex H	Updated information on Cleveland County Health Department/District 10
Annex H - App 1	Updated the listing of and information concerning area hospitals
Annex H - App 2	Updated the listing of and information concerning area ambulance services
Annex I	Updated Police Dept. personnel numbers
Annex I - App 2	Updated the Police Dept. organizational chart
Annex J	Updated locations of the divisions for new facilities
Annex J - App 2	Updated the Regional Snow Removal Map
Annex J - App 4	Updated census and housing data to the Debris Removal Plan
Annex J - App 4	Added information concerning the October 202 ice storm
Annex J - App 4	Updated FEMA course listings concerning debris removal
Annex J - App 4	Removed references to Tabs that were never included in the original Debris Plan
Annex K	Updated Fire Dept. personnel numbers
Annex K	Updated references to Incident Management Teams

**Basic Plan and Annex Approvals**

The following personnel have responsibility for development and maintenance of the various Annexes, and hereby approve this Plan. All signatures dated October 7, 2024.

Annex & Title	Authority	Name	Signature
A - Direction & Control	City Manager	Brooks Mitchell	
B - Communications	Emergency Management Director	Gayland Kitch	
C - Warning	Emergency Management Director	Gayland Kitch	
D - Emergency Public Information	Public Affairs Director	Deidre Ebrey	
E - Evacuation	Emergency Management Director	Gayland Kitch	
F - Mass Care/ Sheltering	Emergency Management Director	Gayland Kitch	
H - Health & Medical	Emergency Management Director	Gayland Kitch	
I - Law Enforcement	Police Chief	Todd Gibson	
J - Public Works and Utilities	Public Works Director	Tony Mensah	
	Public Utilities Director	Robert Pistole	
K - Fire & Rescue	Fire Chief	Greg Herbster	
N - Resource Management	Emergency Management Director	Gayland Kitch	
P - Damage Assessment	Emergency Management Director	Gayland Kitch	



# EMERGENCY OPERATIONS PLAN

## PURPOSE

This Emergency Operations Plan (EOP) is a guide to how the City of Moore conducts all-hazards emergency response. It describes specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

This EOP is part of a comprehensive all-hazards emergency management program for the City of Moore. The overall program seeks to **identify hazards** to the City; take measures to **mitigate** their effects; **prepare** for measures to be taken by individuals, organizations, and responders which will preserve life and minimize damage; **enhance response** during emergencies and provide necessary assistance; and establish **recovery** systems in order to return the City to its normal state of affairs.

## SITUATION AND ASSUMPTIONS

The City of Moore is located immediately south of Oklahoma City in northern Cleveland County. The City contains approximately 22 square miles, and has an estimated population of 63,470. *Detailed census and map information may be found in the Appendices to this Basic Plan.*

The City is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. **An assessment of the frequency and vulnerability of the City to these hazards, along with a plan to mitigate these hazards, can be found in the City's "Hazard Mitigation Plan"**, which was formally adopted on June 1<sup>st</sup>, 2020.

It is assumed that the City of Moore will continue to be exposed to the hazards identified above as well as others that may develop in the future.

When confronted with real or threatened disasters, government officials should 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.

Most incidents begin and end locally; those occurring in Moore will be managed and executed by the City of Moore. Larger events may require additional "mutual aid"

### Potential Hazards to the City of Moore

#### Natural Hazards

- severe thunderstorms and tornadoes
- floods
- winter storms
- fires - rural and urban
- earthquake
- drought
- dam failure

#### Technological Hazards

- hazardous materials - fixed facility
- hazardous materials - transportation
- transportation accidents - auto, truck, rail, air, and pipeline
- radiological - transportation
- cyber crime
- epidemic/pandemic

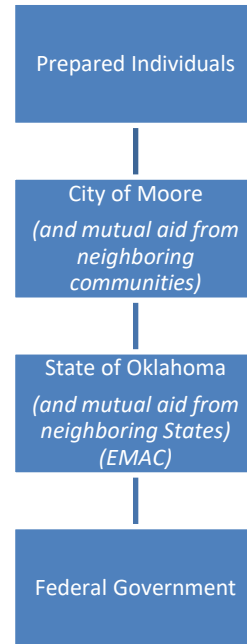
#### Manmade Hazards

- civil disorder
- school violence
- terrorism - domestic and international

support from neighboring jurisdictions. Some may need assistance from the State of Oklahoma; and a few may require Federal support.

Principles guiding the support of disaster operations include:

- Engaged partnerships, including the whole community, the private sector, non-governmental organizations, and all levels of government;
- Tiered response, locally managed and executed at the local level and supported by State and Federal government;
- Scalable, flexible and adaptable operational capabilities; adapting to evolving to changing needs and potential cascading effects;
- Unity of effort through Unified Command, maximizing response efforts while respecting and integrating the roles, responsibilities and capabilities of all participating organizations; and
- Readiness to act, with a forward-leaning posture and ability to act decisively.



***If properly implemented, this plan will reduce or prevent disaster related losses to lives, property and the environment.***

## CONCEPT OF OPERATIONS

### General Emergency Management

***Resilient communities begin with prepared individuals,*** and depends further on the leadership and engagement of local government, non-governmental organizations, and the private sector.

***Individuals should have an awareness and understanding of risk and threats to them and their families.*** They are encouraged to develop and practice family emergency plans for both sheltering-in-place and evacuation scenarios, and to keep emergency supply kits at home and in vehicles. Plans and emergency supply kits should take into account family members requiring special needs, including children, seniors, those with medical or other conditions, as well as pets and service animals.

Government has the responsibility to undertake comprehensive management of emergencies in order to protect life, property and the environment from the effects of hazardous events. ***Local government has the primary responsibility for emergency management activities because of its proximity to these events.*** Other levels of government will provide resources not available at the local level.

To plan for emergency events, the City of Moore maintains and utilizes a comprehensive emergency operations plan (EOP). This EOP considers all types of hazards and threats to the whole community and their potential effects, and accounts for activities before, during, and after the disaster.

***Emergency functions performed by City departments 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.

The City Manager may suspend day-to-day City functions that do not contribute directly to response actions 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 department managing the use of those resources.

While the City is responsible for protecting the lives and property of their citizens and promoting their well-being, the City does not, and cannot, work alone. In many facets of an incident, the City works with the private and nonprofit sectors as partners in emergency management.

Private-sector organizations play a key role before, during, and after an incident and are important in building resilient communities. Businesses must consider what they need to survive an emergency or disaster, as well as the needs of their customers and employees. Business continuity and disaster recovery planning can help private firms return to normal operations more quickly after a disaster, providing stability to the local economy and ensuring employment and therefore income to individuals.

Organizations in the nonprofit sector, including nongovernmental organizations, have enormously important roles before, during, and after an incident. Services they typically provide may include:

- Sheltering, emergency food supplies, counseling services, and other vital support services to support response and promote the recovery of disaster survivors.
- Specialized services that help individuals with disabilities and other access and functional needs.

***When an emergency exceeds the City of Moore’s capability to respond, mutual aid assistance from surrounding communities and jurisdictions may be requested*** by the emergency’s Incident Commander or Emergency Management Director.

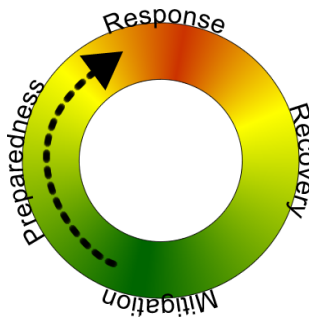
When an emergency exceeds the capabilities of both local and mutual aid responders, the Mayor of the City of Moore may declare a State of Emergency. Assistance may then be requested from the Governor of the State of Oklahoma, via the Oklahoma Emergency Operations Center.

When an emergency exceeds the capabilities of local and mutual aid responders and the State of Oklahoma, the Governor may request Federal assistance. The Federal Government has legal authorities, fiscal resources, research capabilities, technical information and services, and specialized personnel to assist local and State agencies in responding to and recovering from emergencies and disasters.

### **Phases of Emergency Management**

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

**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.



**Response.** Response activities address the short-term, direct effects of an incident, including immediate actions to save lives, protect property, and meet basic human needs. Response activities include may warning, evacuation, rescue, firefighting, medical triage and treatment, emergency shelter and housing, feeding, restoration of critical utilities and services, and similar operations.

**Recovery.** Recovery is both the short-term operations which seek to restore vital services to the community and to provide the basic needs of the public, and longer-term activities which aim to restore 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.

### **Prioritized Stabilization of Community Lifelines**

Stabilizing community lifelines is the primary effort during response to lessen threats and hazards to public health and safety, the economy, and security. A community lifeline enables the continuous operation of critical government and business functions and is essential to human health and safety or economic security. Together, the community lifelines reframe incident information to provide decision makers with root cause and impact analysis. This construct maximizes the effectiveness of federally supported, state managed, and locally executed response.

The community lifelines represent only the most basic services a community relies on and which, when stable, enable all other activity within a community. The lifelines are designed to enable emergency managers, infrastructure owners and operators, and other partners to analyze the root cause of an incident impact and then prioritize and deploy resources to effectively stabilize the lifeline.

The National Response Framework identifies seven community lifelines:

- Safety and Security;
- Food, Water, Shelter;
- Health and Medical;
- Energy (Power & Fuel);
- Communications;
- Transportation; and
- Hazardous Materials.

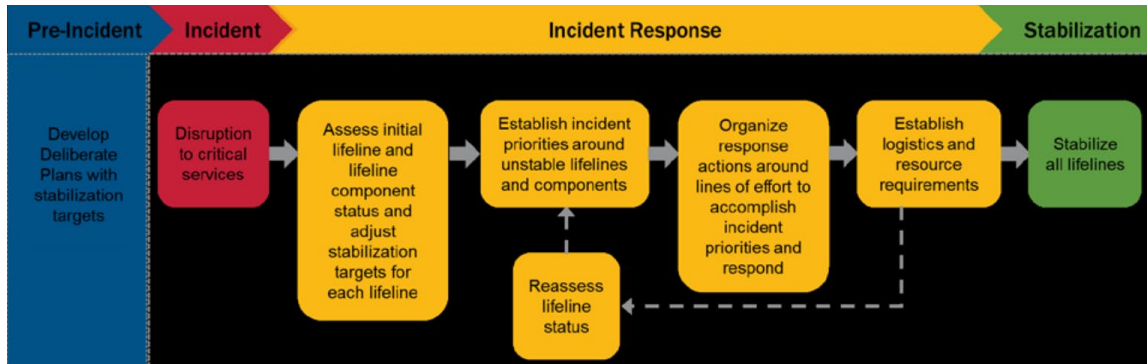
The City of Moore has chosen to further identify two additional lifelines highly important to our community:

- Education; and
- Economics.

Community lifelines rely on multiple government entities, businesses, and infrastructure sectors to function. As a result, response operations to stabilize a lifeline are unlikely to fit within a single department, agency, ESF, infrastructure

sector, or industry. Moreover, because these sectors and the community lifelines they support are interdependent, failures in one will cascade across to others.

Community lifelines can be used by all levels of government, the private sector, and other partners to facilitate operational coordination and drive outcome-based response.



*The Application of Community Lifelines to Support Emergency Management*

After an incident, initial assessments of the community lifelines (i.e., whether they are impacted and to what extent) help establish incident priorities and objectives that drive response actions. Continuously reassessing the status of community lifelines enables decision-makers to adjust operations in ways that can accelerate incident stabilization.

Using the community lifelines enables emergency managers and decision makers at all levels to understand and assess impacts on a community, identify limiting factors, and quickly develop solutions following an incident. Decision makers must rapidly determine the scope, complexity, and interdependent impacts of a disaster, so applying the community lifeline construct will allow them to do the following:

- Prioritize, sequence, and focus response efforts toward maintaining or restoring the most critical services and infrastructure;
- Utilize a common lexicon to facilitate communication across various stakeholders;
- Promote a response that facilitates unity of effort among the whole community; and
- Clarify which components of the disaster are complex (emergent) and/or complicated (difficult), requiring cross-sector coordination.

Response activities organized around the community lifelines allow emergency managers, along with private sector and nongovernmental partners, to better align, sequence, and prioritize limited public and private sector resources. The intent is to efficiently stabilize the incident by anticipating, resourcing, and managing immediate threats to life and property and to set the conditions for longer-term infrastructure restoration and economic and community recovery. Community lifeline stabilization is not the end state in itself for incident response and recovery, but a construct to achieve efficacy and efficiency throughout the disaster response phase.

## **TASK ORGANIZATION AND RESPONSIBILITIES**

***All organizations named in this plan have emergency functions in addition to their normal duties. Each organization is responsible for developing and***

***maintaining its own emergency standard operating procedures (SOPs) to fulfill these responsibilities.*** Specific responsibilities are amplified in function specific annexes in this plan. A matrix and tables specifying these responsibilities can also be found in the Appendices to this Plan.

***Emergency field operations*** will be conducted by the various responding departments under the direction of an Incident Commander (IC). Information on direction and control during emergencies may be found below, in Annex A, and in the “Direction and Control” section of each functional annex.

***Coordination of the overall emergency response*** will be managed in the Emergency Operations Center by the City’s Department Heads under the direction of the City Manager.

***City policy*** will be determined by the Mayor and City Council members.

## **DIRECTION AND CONTROL**

***Final responsibility for emergency management within the City of Moore belongs to the elected officials of the City.*** The Mayor and City Council serve as the decision-making group for all broad policy level decisions.

***Executive responsibility for emergency management is vested in the City Manager.*** As chief administrative officer and head of the administrative branch of the city government, he shall execute the laws and ordinances and administer the government of the City. He is the Chief Executive Officer of the City, and will coordinate all departments of the City during response operations.

***Operational responsibility for emergency management is vested in the Director of Emergency Management.*** The Director makes routine decisions and advises the City Manager, Mayor, and City Council on alternatives when major decisions are required. 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, mitigation, preparedness, response, and recovery agencies.

Specific persons in departments/agencies are responsible for fulfilling their responsibilities as stated in this Basic Plan and the annexes thereto. ***All responding agencies will retain control of their employees and equipment during response operations.*** Standard operating procedures are required of each department having responsibilities in this plan. These SOPs must include:

- Recall of personnel during non-duty hours.
- Prioritization of tasks to guide recovery work.
- Procedures to be followed which deviate from normal.
- Specific emergency authorities that may be assumed by the designated successor during emergencies.

***During some periods of an emergency, Department heads or their designated alternate 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.

**The National Incident Management System (NIMS) will be utilized by all City departments having responsibilities delineated in this EOP. In addition, all on-scene management of incidents will be conducted using the Incident Command System,** which is a component of NIMS. The use of NIMS and ICS allows proper coordination between local, state and federal organizations, and enables effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure.

## **CONTINUITY OF GOVERNMENT**

**The line of succession for continuity of government for the City of Moore** is as follows:

- Elected Officials
  1. Mayor of the City of Moore.
  2. Vice Mayor of the City of Moore.
  3. City Council members as determined by time in office.
- Chief Executive Officer
  1. City Manager
  2. Assistant City Manager (s)
- Emergency Management
  1. Emergency Management Director
  2. Assistant Emergency Management Director
- Each City department head shall establish a line of succession according to internal departmental rules and/or standing operating procedures. Final authority for succession lies with the City Manager.

Additional security may be needed for City facilities during some incidents. Each Department is responsible for assessing security needs and basic security procedures. Additional security may be requested via the City Manager in coordination with the Police Department.

Vital City records, both written and electronic, must be protected in order to provide for normal government operations following a disaster. **Each Department is responsible to determine what records are vital and work with the City Clerk and Information Services Director to ensure that proper security and backup methods are employed, and that multiple copies, methods, pathways and hardware exist for retrieval of that data during both normal and disaster conditions.**

## **ADMINISTRATION AND LOGISTICS**

*Emergency Authority.* Provisions for local emergency powers are found in Part 13 of the Moore Municipal Code.

A summary of existing Oklahoma legislation pertaining to emergency management is listed in Section IX of this Basic Plan.

*Agreements and Understandings.* Should city resources prove to be inadequate during an emergency, requests for assistance may be made from other local jurisdictions, higher levels of government, and other agencies. Such requests will be made via the appropriate ICS processes and in accordance with appropriate State laws governing interlocal or mutual assistance, and/or existing or emergency

negotiated mutual-aid agreements and understandings. Assistance may take the form of equipment, supplies, personnel, or other available capability. All agreements and understandings will be entered into only by duly authorized officials and will be formalized in writing whenever possible. Reference the Oklahoma Intrastate Mutual Aid Compact in Appendix 5.

*Reports and Records.* Required forms, reports and records 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.

***All City Departments shall maintain records of their tasks assigned, manpower, and specific hours worked, equipment and supplies used, and funds expended during all emergencies.*** These records will be submitted to the City's financial recovery officer as soon as practical after the disaster.

*Relief Assistance.* All individual disaster assistance provided by the government will be administered in accordance with policies set forth by those State and Federal agencies providing such assistance.

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

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

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

*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 in the City of Moore.

## **PLAN DEVELOPMENT AND MAINTENANCE**

Those people responsible for implementation of this plan must know and understand it. The Emergency Management Department is responsible for briefing City officials and staff concerning their role in emergency management and the contents of this plan in particular.

Department directors are responsible for development and maintenance of their respective segments of this plan and their appropriate supporting SOPs as stated here and in each Annex.

The City Manager will ensure all officials involved in its execution conduct an annual review of this plan. The Emergency Management Department will coordinate this review and any plan revision and distribution found necessary.



This Plan will be tested at least once a year in the form of a simulated emergency exercise or real-world incident, in order to provide practical, controlled experience to those departments and personnel tasked within the plan.

## **AUTHORITIES AND REFERENCES**

**Section 13-401 of the City of Moore Codes and Ordinances provides the authority** for the local government to protect of the lives and health of the citizens of the city and the property and property rights, both private and public.

**Title 63 of the State of Oklahoma Statutes** provides the authority for the State government to respond to disasters and emergencies in order to provide assistance to save lives and protect public health, safety, and property. The State Emergency Response Plan is designed to address the consequences of any disaster or emergency situation in which there is a need for State response assistance.

**The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) and the amendments of the Disaster Mitigation Act of 2000 (PL 106-390)** provide 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. These laws are codified in Title 44 of the Code of Federal Regulations.

**The Disaster Relief Appropriations Act, 2013 (PL 113-2) authorized** several significant changes to the way FEMA may deliver federal disaster assistance to survivors. This included changes to Public Assistance, Debris Removal, Dispute Resolution, Reimbursement, Reporting, Disaster Loans, and Declarations.

**The National Response Framework** is a guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities across the Nation.

A matrix detailing the interfaces between the City of Moore EOP, the State of Oklahoma Emergency Operations Plan, and the National Response Framework is in Appendix 4.

**Envision Moore Plan 2040** is the City of Moore's Comprehensive Plan, intended to guide development of the city. This plan provides guidance to government staff, elected and appointed officials, businesses, civic organizations and its citizens on how to address existing issues and position the city for future success.

The goals of Envision Moore 2040 are to:

- Strengthen neighborhoods;
- Plan for a healthy community;
- Promote quality, affordable housing options;
- Attract and sustain balanced growth and economic development;
- Protect the natural environment and restore water quality;
- Create a vibrant Old Town;
- Promote development that is attractive in appearance and reflects Moore's character;

- Employ best transportation practices by recognizing that the transportation system are community facilities and must be developed and maintained to serve the entire community
- Become resilient by anticipating, preparing for, recovering from, and adapting to disruptions;
- Efficiently deliver adequate infrastructure and services.

***The City of Moore/Moore Public Schools Hazard Mitigation Plan 2020-2025***

identifies the hazards that impact the City of Moore and Moore Public School District. The Plan then identifies actions and activities to reduce any losses from those hazards, as well as establishing a coordinated process to implement the plan by taking advantage of a wide variety of resources.

**REFERENCES**

- FEMA CPG-101, "Developing and Maintaining Emergency Operations Plans".
- FEMA State and Local Guide 101, "Guide for All-Hazard Emergency Operations Planning".
- City of Moore/Moore Public Schools Hazard Mitigation Plan 2020-2025.
- City of Moore Envision Moore Plan 2040.
- Emergency Operations Plan for the State of Oklahoma.
- National Response Framework.
- United States Census Bureau "QuickFacts"

**APPENDICES**

- Appendix 1 Census Data
- Appendix 2 Maps
- Appendix 3 Task Assignments and Responsibilities
- Appendix 4 Interface with State and Federal Plans
- Appendix 5 Oklahoma Intrastate Mutual Aid Compact

# CENSUS DATA

<b>Population estimates, July 1, 2023, (V2023)</b>	<b>63,470</b>
<b>PEOPLE</b>	
<b>Population</b>	
<b>Population estimates, July 1, 2023, (V2023)</b>	<b>63,470</b>
Population estimates base, April 1, 2020, (V2023)	62,808
Population, percent change - April 1, 2020 (estimates base) to July 1, 2023, (V2023)	1.1%
Population, Census, April 1, 2020	62,793
Population, Census, April 1, 2010	55,081
<b>Age and Sex</b>	
Persons under 5 years, percent	7.2%
Persons under 18 years, percent	24.4%
Persons 65 years and over, percent	13.2%
Female persons, percent	50.9%
<b>Race and Hispanic Origin</b>	
White alone, percent	73.5%
Black or African American alone, percent (a)	4.7%
American Indian and Alaska Native alone, percent (a)	4.5%
Asian alone, percent (a)	3.0%
Native Hawaiian and Other Pacific Islander alone, percent (a)	0.0%
Two or More Races, percent	11.5%
Hispanic or Latino, percent (b)	11.4%
White alone, not Hispanic or Latino, percent	68.8%
<b>Population Characteristics</b>	
Veterans, 2018-2022	5,138
Foreign born persons, percent, 2018-2022	4.7%
<b>Housing</b>	
Housing Units, July 1, 2023, (V2023)	X
Owner-occupied housing unit rate, 2018-2022	70.0%
Median value of owner-occupied housing units, 2018-2022	\$170,300
Median selected monthly owner costs -with a mortgage, 2018-2022	\$1,454
Median selected monthly owner costs -without a mortgage, 2018-2022	\$521
Median gross rent, 2018-2022	\$1,208
Building Permits, 2023	X
<b>Families &amp; Living Arrangements</b>	
Households, 2018-2022	23,927
Persons per household, 2018-2022	2.60
Living in same house 1 year ago, percent of persons age 1 year+, 2018-2022	82.9%
Language other than English spoken at home, percent of persons age 5 years+, 2018-2022	9.0%
<b>Computer and Internet Use</b>	
Households with a computer, percent, 2018-2022	96.1%
Households with a broadband Internet subscription, percent, 2018-2022	93.8%

Population estimates, July 1, 2023, (V2023)	▲ 63,470
<b>Education</b>	
High school graduate or higher, percent of persons age 25 years+, 2018-2022	91.1%
Bachelor's degree or higher, percent of persons age 25 years+, 2018-2022	27.1%
<b>Health</b>	
With a disability, under age 65 years, percent, 2018-2022	10.7%
Persons without health insurance, under age 65 years, percent	▲ 12.2%
<b>Economy</b>	
In civilian labor force, total, percent of population age 16 years+, 2018-2022	67.7%
In civilian labor force, female, percent of population age 16 years+, 2018-2022	62.4%
Total accommodation and food services sales, 2017 (\$1,000) (c)	149,623
Total health care and social assistance receipts/revenue, 2017 (\$1,000) (c)	80,896
Total transportation and warehousing receipts/revenue, 2017 (\$1,000) (c)	17,723
Total retail sales, 2017 (\$1,000) (c)	721,079
Total retail sales per capita, 2017 (c)	\$11,815
<b>Transportation</b>	
Mean travel time to work (minutes), workers age 16 years+, 2018-2022	23.9
<b>Income &amp; Poverty</b>	
Median household income (in 2022 dollars), 2018-2022	\$73,285
Per capita income in past 12 months (in 2022 dollars), 2018-2022	\$35,511
Persons in poverty, percent	▲ 10.5%
<b> BUSINESSES</b>	
<b>Businesses</b>	
Total employer establishments, 2022	X
Total employment, 2022	X
Total annual payroll, 2022 (\$1,000)	X
Total employment, percent change, 2021-2022	X
Total nonemployer establishments, 2021	X
All employer firms, Reference year 2017	981
Men-owned employer firms, Reference year 2017	488
Women-owned employer firms, Reference year 2017	145
Minority-owned employer firms, Reference year 2017	116
Nonminority-owned employer firms, Reference year 2017	713
Veteran-owned employer firms, Reference year 2017	77
Nonveteran-owned employer firms, Reference year 2017	684
<b> GEOGRAPHY</b>	
<b>Geography</b>	
Population per square mile, 2020	2,862.3
Population per square mile, 2010	2,524.3
Land area in square miles, 2020	21.94
Land area in square miles, 2010	21.82
FIPS Code	4049200

United States Census Bureau "QuickFacts" for Moore, Oklahoma  
<https://www.census.gov/quickfacts/fact/table/moorecityoklahoma,US/PST045223>











## Disaster Task Assignments

*by Primary & Assisting Departments and Agencies*

<b>Task</b>	<b>Primary Department</b>	<b>Assisting Departments and Agencies</b>
Access control of restricted areas	Police	Public Works; County Commissioners; Sheriff; DPS; National Guard
Animal victim collection, mass care, return	Public Works	
Business relocation & recovery assistance	Economic Development	SBA
Cemetery lot coordination	Finance and Accounting	Public Works, Parks and Recreation
Command post operations	Fire or Police	Emergency Management; Information Technology; DPS
Command post planning	Emergency Management	Fire; Information Technology; Police, EMSSTAT
Communications systems operations	Police	Emergency Management; Information Technology
Communications systems planning	Emergency Management	Fire; Police; Public Works; EMSSTAT
Condemnation of non-repaired property	Community Development	City Manager
Continuity of local government	Emergency Management	City Manager; Mayor; County EM
Counseling / disaster mental health	ODMHSAS	Fire; Police; VOAD/NGO; DHS; ARC
Cybersecurity planning & operations	Information Technology	State EM; CISA
Damage assessment - private property	Emergency Management	ARC; County EM
Damage assessment - public property	Emergency Management	Risk Management; County Commissioners; County EM
Debris clearance - private property	City Manager (in contracting vendor)	
Debris clearance - public property	Public Works	County Commissioners; Parks and Recreation
Debris removal - immediate from streets	Public Works	County Commissioners; Parks and Recreation; ODOT
Deceased victim operations	Medical Examiner	EMSSTAT; Police
Decontamination	Fire	EMSSTAT; Health Dept.; 63rd WMD/CST; DEO
Disaster declaration - local	Mayor	City Manager, Emergency Management; City Clerk
Disaster declaration - state	Governor	Mayor; State EM
Disaster management & coordination - overall	Emergency Management	City Manager; County EM
Disaster public education	Emergency Management	Fire; Police; American Red Cross; County EM; State EM; FEMA
Disaster welfare inquiry operations	ARC	Police; Medical Examiner
Donations management	VOAD/NGO	Economic Development
Emergency Management planning	Emergency Management	City Manager; Fire; Police; EMSSTAT; County Commissioners; County EM; State EM; State/Federal Homeland Security; FFMA
Emergency medical triage/treatment/ transport	EMSSTAT	Fire
Emergency public information	Fire or Police	Emergency Management; Public Affairs; State EM
Emergency purchasing	Finance	
Engineering services and advice	Community Development	City Manager, Public Utilities; Public Works; County Commissioners
EOC communications	Emergency Management	Information Technology; State EM
EOC operation	Emergency Management	City Manager; State EM; Information Technology
EOC planning	Emergency Management	City Manager; State EM; Information Technology
Epidemic control coordination	Health Dept	EMSSTAT
Exercise planning	Emergency Management	Fire; Police; County EM; State EM
Financial coordination	Finance and Accounting	City Manager
Fire mitigation	Fire	
Fire suppression	Fire	Public Utilities; State EM
Food supply inspection	Health Dept	
Funeral home coordination	Medical Examiner	
Garbage disposal	Public Works	
Hazardous materials mitigation	Fire	Emergency Management; DEO
Hazardous materials operations	Fire	63rd WMD/CST; DEO
Information systems planning	Information Technology	Emergency Management; Fire; Police
Information systems maint & repair	Information Technology	
Law enforcement	Police	County Sheriff; National Guard; DPS; FBI
Legal coordination	Legal	City Manager
Long term recovery	VOAD/NGO	ARC; HUD
Mapping (GIS)	Information Technology	Emergency Management; Community Development
Mass care operations	ARC	Parks & Recreation; Moore Schools; VOAD/NGO
Mass care planning	ARC	Emergency Management; County EM
Mass inoculation	Health Dept	
Portable restrooms	Parks & Recreation	
Resource coordination - federal	FEMA	Emergency Management; County EM; State EM
Resource coordination - local	Emergency Management	County EM; State EM; FEMA
Resource coordination - State	State EM	Emergency Management; County EM; FEMA
Sanitary standards enforcement	Health Dept	
Search & rescue operations	Fire	Police; Public Works; FEMA (USAR)
Security of vital data	Information Technology	All city departments
Security of vital facilities	Police	County Sheriff; National Guard; DPS; FBI
Severe weather observation	Emergency Management	
Storm drain maintenance & repair	Public Utilities	
Street & bridge repair	Public Works; ODOT	County Commissioners
Terrorism mitigation	Police; DPS; FBI	Emergency Management; Fire; Sheriff; State EM; National Guard; State/Federal Homeland Security; FFMA
Terrorism operations/response	Fire or Police; DPS; FBI	Emergency Management; EMSSTAT; Sheriff; State EM; Health Dept; 63rd WMD/CST; State/Federal Homeland Security; DEO; FFMA

**APPENDIX 3**  
**Emergency Operations Plan**

Terrorism preparedness	Police; State/Federal Homeland Security	Emergency Management; Fire; Sheriff; State EM; DPS; FEMA; FBI
Terrorism recovery	Police	Emergency Management
Traffic control	Police	Emergency Management; Public Works; Sheriff; National Guard; DPS
Transportation of non-injured victims	Moore Public Schools	Parks & Recreation
Vehicle maintenance	Public Works	
Victim lodging assistance	ARC	VOAD/NGO
Victim monetary assistance	FEMA	ARC; VOAD/NGO; State EM; SBA
Victim provisions assistance	ARC	VOAD/NGO
Volunteer manpower resource management	VOAD/NGO	Human Resources; ARC
Warning system maintenance - local	Emergency Management	State EM
Warning system operation - local	Emergency Management	Fire; State EM; DPS
Wastewater collection system maint. & repair	Public Utilities	
Water production/distribution system repair	Public Utilities	
Water supply inspection	Public Utilities	DEQ

## Disaster Task Assignments by City of Moore Department

<b>Department/Agency</b>	<b>Primary Tasks</b>	<b>Assisting Tasks</b>
City of Moore Mayor	Disaster declaration - local	Continuity of local government
		Disaster declaration - state
City of Moore City Manager	Debris clearance - private property	Legal coordination
		Disaster declaration - local
		Disaster management & coordination - overall
		Financial coordination
		Emergency Management planning
		Condemnation of non-repaired property
		Continuity of local government
		EOC operation
City of Moore Community Development Dept	Condemnation of non-repaired property	Mapping (GIS)
	Engineering services and advice	Security of vital data
City of Moore Economic Development/Public Affairs	Business relocation & recovery assistance	Donations management
		Emergency public information
City of Moore Emergency Management	Command post planning	Command post operations
	Communications systems planning	Communications systems operations
	Continuity of local government	Disaster declaration - local
	Damage assessment - private property	Emergency public information
	Damage assessment - public property	Hazardous materials mitigation
	Disaster management & coordination - overall	Information systems planning
	Disaster public education	Mapping (GIS)
	Emergency Management planning	Mass care planning
	EOC communications	Resource coordination - federal
	EOC operation	Resource coordination - State
	EOC planning	Security of vital data
	Exercise planning	Terrorism mitigation
	Resource coordination - local	Terrorism operations/response
	Severe weather observation	Traffic control
	Warning system maintenance - local	Terrorism preparedness
	Warning system operation - local	Terrorism recovery
City of Moore EMS (EMSSTAT)	Emergency medical triage/ treatment/ transport	Deceased victim operations
		Decontamination
		Emergency Management planning
		Epidemic control coordination
		Security of vital data
City of Moore Finance/City Clerk	Cemetery lot coordination	Disaster declaration - local
	Emergency purchasing	Financial coordination
		Security of vital data
City of Moore Fire Dept	Command post operations	Command post planning
	Decontamination	Communications systems planning
	Emergency public information	Counseling / disaster mental health
	Fire mitigation	Disaster public education
	Fire suppression	Emergency Management planning
	Hazardous materials mitigation	Emergency medical triage / treatment/ transport
	Hazardous materials operations	Exercise planning
	Search & rescue operations	Information systems planning

	Terrorism operations/response	Security of vital data
		Terrorism mitigation
		Terrorism preparedness
		Warning system operation - local
City of Moore Human Resources Dept		Security of vital data
		Volunteer manpower resource management
City of Moore Information Technology Dept	Cybersecurity planning & operations	Command post planning & operations
	Information systems planning	Communications systems planning & ops
	Information systems maintenance & repair	EOC communications, operation, planning
	Mapping (GIS)	
	Security of vital data	
City of Moore Legal Dept	Legal coordination	Security of vital data
City of Moore Parks & Recreation Dept	Portable restrooms	Cemetery lot coordination
		Debris removal - public property
		Debris removal-immediate from streets
		Mass care operations
		Security of vital data
		Transportation of non-injured victims
City of Moore Police Dept	Access control of restricted areas	Command post planning
	Command post operations	Communications systems planning
	Communications systems operations	Counseling / disaster mental health
	Emergency public information	Deceased victim operations
	Law enforcement	Disaster public education
	Security of vital facilities	Disaster welfare inquiries
	Terrorism preparedness, mitigation, response, & recovery	Emergency Management planning
	Traffic control	Exercise planning
		Information systems planning
		Search & rescue operations
		Security of vital data
		Warning system operation - local
City of Moore Public Utilities Dept	Water production/distribution system repair	Engineering services and advice
	Wastewater collection system maint. & repair	Fire Suppression
	Water Supply Inspection	Security of vital data
		Storm drain maintenance & repair
City of Moore Public Works Dept	Animal victim collection, mass care, return	Access control of restricted areas
	Debris clearance - public property	Cemetery lot coordination
	Debris removal - immediate from streets	Communications systems planning
	Garbage disposal	Engineering services and advice
	Storm drain maintenance & repair	Search & rescue operations
	Street & bridge repair	Security of vital data
	Vehicle maintenance	Traffic control
		Warning system operation - local
City of Moore Risk Management Dept		Damage assessment - public property
		Security of vital data

## Disaster Task Assignments by County Department/Local Agency

<b>Department/Agency</b>	<b>Primary Tasks</b>	<b>Assisting Tasks</b>
American Red Cross	Disaster welfare inquiry operations	Counseling / disaster mental health
	Mass care operations	Damage assessment - private property
	Mass care planning	Disaster public education
	Victim lodging assistance	Long term recovery
	Victim provisions assistance	Victim monetary assistance
		Volunteer manpower resource management
Cleveland County Commissioners		Access control of restricted areas
		Damage assessment - public property
		Debris clearance - public property
		Debris removal - immediate from streets
		Emergency Management planning
		Engineering services and advice
Cleveland County Emergency Management		Street & bridge repair
		Continuity of local government
		Damage assessment - private property
		Damage assessment - public property
		Disaster management & coordination - overall
		Disaster public education
		Emergency Management planning
		Exercise planning
		Mass care planning
		Resource coordination - federal
	Resource coordination - local	
	Resource coordination - State	
Cleveland County Sheriff		Access control of restricted areas
		Law enforcement
		Security of vital facilities
		Terrorism mitigation
		Terrorism operations/response
		Terrorism preparedness
	Traffic control	
Moore Public Schools	Transportation of non-injured victims	Mass care operations
Voluntary Organizations Active in Disaster	Donations management	Counseling / disaster mental health
	Long term recovery	Mass care operations
	Volunteer manpower resource management	Victim lodging assistance
		Victim monetary assistance
		Victim provisions assistance

## Disaster Task Assignments by State Agency

<b>Department/Agency</b>	<b>Primary Tasks</b>	<b>Assisting Tasks</b>
Oklahoma Governors Office	Disaster declaration - State	
Oklahoma Emergency Management Dept	Resource coordination - State	Disaster declaration - state
		Disaster public education
		Emergency Management planning
		Emergency public information
		EOC communications
		EOC operation
		EOC planning
		Exercise planning
		Fire Suppression
		Resource coordination - federal
		Resource coordination - local
		Terrorism operations/response
		Terrorism preparedness
Victim monetary assistance		
Oklahoma Dept. of Environmental Quality	Water supply inspection	Decontamination
		Hazardous materials mitigation
		Hazardous materials operations
Oklahoma State Health Dept.	Epidemic control coordination Food supply inspection Mass inoculation Sanitary standards enforcement	Terrorism operations/response
		Deceased victim operations
		Decontamination
		Terrorism operations/response
Oklahoma Office of Homeland Security	Terrorism preparedness	Emergency Management planning
		Terrorism mitigation
		Terrorism operations/response
Oklahoma Dept of Human Svcs		Counseling / disaster mental health
Oklahoma Medical Examiners Office	Deceased victim operations Funeral home coordination	Disaster welfare inquiry operations
Oklahoma Dept. of Mental Health and Substance Abuse Services	Counseling / disaster mental health	
Oklahoma National Guard		Access control of restricted areas
		Law enforcement
		Security of vital facilities
		Terrorism mitigation
Oklahoma National Guard - 63rd Weapons of Mass Destruction Civil Support		Traffic control
		Decontamination
		Hazardous materials operations
Oklahoma Dept of Public Safety	Terrorism mitigation Terrorism operations/response	Terrorism operations/response
		Access control of restricted areas
		Command Post planning & operations
		Law enforcement
		Security of vital facilities
		Terrorism preparedness
Oklahoma Dept of Transportation	Street & bridge repair	Traffic control
		Debris removal - immediate from streets

## Disaster Task Assignments *by Federal Agency*

<b>Department/Agency</b>	<b>Primary Tasks</b>	<b>Assisting Tasks</b>
Cybersecurity & Infrastructure Security Agency		Communications system planning
		Cybersecurity operations & planning
		Security of vital facilities
Federal Bureau of Investigation	Terrorism mitigation	Law enforcement
	Terrorism operations/response	Security of vital facilities
		Terrorism preparedness
Federal Emergency Management Agency	Resource coordination - federal	Disaster public education
	Victim monetary assistance	Emergency Management planning
		Resource coordination - local
		Resource coordination - State
		Search & rescue operations
		Terrorism mitigation
		Terrorism operations/response
	Terrorism preparedness	
Federal Homeland Security Dept	Terrorism preparedness	Emergency Management planning
		Terrorism mitigation
		Terrorism operations/response
Federal Housing & Urban Development	Long term recovery	
Federal Small Business Administration		Business relocation & recovery assistance
		Victim monetary assistance





## Interface Between Local, State, and Federal Emergency Planning

Plan Location		Lead Agency and/or Department		
<i><b>Federal &amp; State Emergency Support Function</b></i>	<i><b>Moore Annex</b></i>	<i><b>City of Moore</b></i>	<i><b>State of Oklahoma</b></i>	<i><b>United States Government</b></i>
1 - Transportation	E	Public Works Dept	Oklahoma Dept of Transportation	US Dept. of Transportation
2 - Communications	C	Emergency Management	Oklahoma Dept of Emergency Management & Homeland Security	Dept of Homeland Security/Cybersecurity & Infrastructure Security Agency
3 - Public Works & Engineering	J	Public Works Dept	Oklahoma Dept of Transportation	Dept of Defense/US Army Corps of Engineers
4 - Firefighting	K	Fire Dept	Oklahoma Dept of Agriculture	US Dept of Agriculture/Forest Service
5 - Emergency Management	BP, A	Emergency Management	Oklahoma Dept of Emergency Management & Homeland Security	Federal Emergency Management Agency
6 - Mass Care, Emergency Assistance, Housing, and Human Services	F	American Red Cross	Oklahoma Dept of Emergency Management & Homeland Security	Federal Emergency Management Agency / American Red Cross
7 - Logistics Management and Resource Support	N	Emergency Management	Oklahoma Dept of Emergency Management & Homeland Security	General Services Admin.
8 - Public Health & Medical Services	H	Cleveland County Health Dept	Oklahoma State Dept of Health	Dept of Health & Human Services
9 - Search & Rescue	K	Fire Dept	Oklahoma Dept of Public Safety	Federal Emergency Management Agency
10 - Oil and Hazardous Material Response	H, K	Fire Dept	Oklahoma Dept of Environmental Quality	Environmental Protection Agency
11 - Agriculture and Natural Resources	J	Animal Welfare	Oklahoma Dept. of Agriculture	Dept of Agriculture
12 - Energy		Emergency Management	Oklahoma Corporation Commission	Dept of Energy
13 - Public Safety & Security	I	Police Dept	Oklahoma Dept of Public Safety	Dept of Justice
14 - Cross - Sector Business and Infrastructure	P	Emergency Management	Oklahoma Dept of Emergency Management & Homeland Security	Federal Emergency Management Agency
15 - External Affairs	D	Police and Fire Dept.	Oklahoma Dept of Emergency Management & Homeland Security	Dept of Homeland Security
Volunteer and Donations Management	N	VOAD/NGO	Oklahoma Dept of Emergency Management & Homeland Security	Federal Emergency Management Agency



## OKLAHOMA INTRASTATE MUTUAL AID COMPACT

The "Oklahoma Intrastate Mutual Aid Compact" (63 O.S. 2006, Section 695.1) created a system of intrastate mutual aid between participating jurisdictions, including Sovereign Tribal Nations, in the State of Oklahoma.

This Compact is for all resources that may be available in a jurisdiction during an emergency or disaster including Law Enforcement, Fire Service, Emergency Medical Service, Public Works, Emergency Management and others.

Each jurisdiction must designate an authorized representative and alternates to request assistance from other jurisdictions and to authorize deployment of resources to other jurisdictions.

Emergencies transcend political jurisdictional boundaries and intergovernmental coordination is essential for the protection of lives and property and for best use of available assets both public and private. This Compact provides for mutual assistance among the participating jurisdictions in the prevention of, response to, and recovery from, any disaster that results in a formal state of emergency in a participating jurisdiction subject to that participating jurisdiction's criterion for declaration. This compact also provides for mutual cooperation among the participating jurisdictions in conducting disaster-related exercises, testing or other training activities outside actual declared emergency periods.

This Compact provides no immunity, rights or privileges for any individual responding to a state of emergency that is not requested and/or authorized to respond by a participating jurisdiction.

All jurisdictions within the state are automatically a part of the statewide mutual aid system. A jurisdiction within the state may elect not to participate or to later withdraw from the system upon enacting an appropriate resolution by its governing body declaring that it elects not to participate in the statewide mutual aid system and providing a copy of the resolution to the Oklahoma Department of Emergency Management. This Compact does not preclude participating jurisdictions from entering into supplementary agreements with another jurisdiction and does not affect any other agreement to which a jurisdiction may currently be a party or decide to be a party to.

Many disasters begin as emergencies where local jurisdictions require fire service and/or law enforcement assistance. These services would normally be requested and provided at the department level as normal day-to-day operations with no reimbursement. If an incident response expands beyond a normal day-to-day emergency into a disaster situation, reimbursement for mutual aid services may be necessary and will be in accordance with the Federal Emergency Management Agency reimbursement policy.

In support of the Emergency Management Compact, Section 684.1 et seq of Title 63 of the Oklahoma Statutes, the Governor or the Governor's representative may request mutual aid assistance from local jurisdictions for other states or their jurisdictions. In such situations, the assisting local jurisdiction shall be considered an agent of the State.

On behalf of the chief elected officer of each jurisdiction participating in the Compact, the legally designated jurisdiction official who is assigned responsibility for emergency management will be responsible for the formulation of the appropriate plans and procedures necessary to implement the Compact.

A. Each jurisdiction has the responsibility to formulate procedural plans and programs for interjurisdictional cooperation in the performance of the responsibilities listed in this Compact. In formulating such plans, and in carrying them out, the jurisdictions, insofar as practical, shall:

1. Review individual jurisdictional hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the jurisdictions might jointly suffer, whether due to natural or man-made disasters or emergencies;
2. Review jurisdictions' individual emergency plans and develop a plan that will determine the mechanism for the interjurisdictional management and provision of assistance concerning any potential emergency;
3. Develop interjurisdictional procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans;
4. Assist in warning communities adjacent to or crossing the jurisdictional boundaries;
5. Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, and resources, both human and material;
6. Inventory and set procedures for the interjurisdictional loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness; and
7. Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.
8. All jurisdictions should use and conform to the current national standard for on-scene management and command systems.

B. The authorized representative of a jurisdiction (appointed/authorized by the jurisdiction) may request assistance of another jurisdiction by contacting the authorized representative of that jurisdiction. The provisions of the Oklahoma Intrastate Mutual Aid Compact shall apply only to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within thirty (30) days of the verbal request. Requests shall provide the following information:

1. A description of the emergency service function for which assistance is needed, including, but not limited to, fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue;
2. The amount and type of personnel, equipment, materials and supplies needed and a reasonable estimate of the length of time they will be needed; and

3. The specific place and time for staging of the assisting party's response and a point of contact at that location.

C. There shall be frequent consultation between jurisdiction officials who have assigned emergency management responsibilities and other appropriate representatives of the jurisdictions with affected jurisdictions, with free exchange of information, plans, and resource records relating to emergency capabilities.

D. Jurisdictions shall not be obligated under the Compact to send the requested assistance, and assistance may be withdrawn at any time in the sole and absolute discretion of the jurisdiction.

E. Any jurisdiction requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by the Oklahoma Intrastate Mutual Aid Compact in accordance with the terms hereof; provided that it is understood that the jurisdiction rendering aid may withhold resources to the extent necessary to provide reasonable protection for its own jurisdiction.

F. Each jurisdiction shall afford the emergency forces of any jurisdiction, while operating within its jurisdictional limits under the terms and conditions of the Compact, the same powers, duties, rights, and privileges as are afforded forces of the jurisdiction in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under operational control of the emergency services authorities of the jurisdiction receiving assistance and must report to the incident check-in location for assignment.

G. Whenever any person holds a license, certificate, or other permit issued by any jurisdiction evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by the receiving jurisdiction, such person shall be deemed licensed, certified, or permitted by the jurisdiction requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the requesting jurisdiction may prescribe by executive order or otherwise.

H. Officers or employees of a jurisdiction rendering aid in another jurisdiction pursuant to the Oklahoma Intrastate Mutual Aid Compact shall be considered within the scope of employment of the requesting jurisdiction for tort liability and immunity purposes. No jurisdiction or its officers or employees rendering aid in another jurisdiction pursuant to the Compact shall be liable on account of any act or omission in good faith on the jurisdiction of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith shall not include willful misconduct, gross negligence, or recklessness.

I. Each jurisdiction shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that jurisdiction and representatives of deceased members of such forces who sustain injuries or are killed while rendering aid pursuant to the Oklahoma Intrastate Mutual Aid Compact, in the same manner and on the same terms as if the injury or death were sustained within its own jurisdiction.

J. Any jurisdiction rendering aid in another jurisdiction pursuant to the Oklahoma Intrastate Mutual Aid Compact shall be reimbursed by the jurisdiction receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such

requests; provided, that any aiding jurisdiction may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving jurisdiction without charge or cost; and provided further, that any two or more jurisdictions may enter into supplementary agreements establishing a different allocation of costs among those jurisdictions. Compensation expenses shall not be reimbursable under this section.

K. Plans for the orderly evacuation and interjurisdiction reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the jurisdictions of the Oklahoma Intrastate Mutual Aid Compact and the emergency management or services directors of the various jurisdictions where any type of incident requiring evacuations might occur.

Such plans shall be put into effect by request of the jurisdiction from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials, supplies, and all other relevant factors.

L. Requests for aid will be documented using the following form at Appendix 1 that designates the Requesting Jurisdiction, the resources requested, Assisting Jurisdiction, and the available resources and applicable costs for reimbursement, if any, signed and dated by both jurisdictions.

## Annex A

# DIRECTION AND CONTROL

### PURPOSE

This annex establishes policy and procedures for the direction and control of response to emergencies and disasters within the City of Moore. The purpose of these policies and procedures is maximize:

- *coordination* of all responders;
- use of available *resources*; and
- *safety* of all responders

during the emergency or disaster.

### SITUATION AND ASSUMPTIONS

***This plan assumes that direction and control of any emergency within the City of Moore will initially be established at the local level. Further, this plan assumes that control will remain at the local level for the duration of the response, unless by mutual consent of both parties control is passed to another agency.***

This plan also assumes that all outside agencies responding to the City of Moore will recognize the direction and control structure that has been established. If deemed appropriate, a unified command system recognizing both City of Moore and outside agency direction may be established.

All agencies, departments and organizations having responsibilities delineated in this Plan will utilize the National Incident Management System (NIMS). This system enhances proper coordination between local, state and federal organizations.

### CONCEPT OF OPERATIONS

***The City of Moore will utilize the Incident Command System to establish field direction and control of all emergencies.*** ICS designates a single Incident Commander (IC) who has overall incident management responsibility. If multiple agencies or jurisdictions are involved, ***the command function may evolve into Unified Command (UC), with multiple commanders sharing the command function in a single incident command post and operating from a single, consolidated incident action plan.*** Additional branches of intermediate responsibility may be established under the command function as necessary.

The City's Emergency Operations Center may be activated to provide higher level interagency coordination and executive decision making in support of the incident response. Typically, ***policy and coordination functions are completed in the EOC***, while ***incident command and tactical operations are conducted at the on-scene incident command posts*** by the IC/UC and assigned staff.

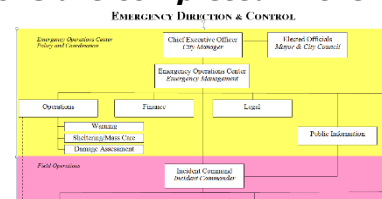


Figure 1: See Appendix 1 for larger version

## **TASK ORGANIZATION AND RESPONSIBILITIES**

***The first-arriving emergency response unit will establish supervision and command of the incident.*** This role may be passed to other responders upon their arrival. The command function may be established either by police or fire responders, and a joint/unified command function may be established if circumstances warrant.

The Incident Commander has the following responsibilities:

- Assess immediate priorities of the incident;
- Determine strategic goals and tactical objectives;
- Develop and implement an incident action plan;
- Develop a command structure appropriate for the incident. This may include the establishment of additional sub-command functions or branches such as:
  - Search and rescue;
  - Fire suppression;
  - Medical triage, treatment, and transport;
  - Scene security;
  - Police SWAT Team;
  - Resource staging and management;
  - Public information;
  - Logistics;
  - Planning;
  - Finance.
  - Intelligence/Investigations
- Assess resource needs;
- Coordinates the overall emergency response activities;
- Ensures the safety of all responders;
- Authorizes information to be released to the media.

All other tasked organizations have the following responsibilities concerning field operations:

- Accept tasking from the Incident Commander;
- If requested, provide a senior representative to the Incident Commander or command area. This representative must have sufficient authority to commit resources and set departmental policy.
- Provide support to the IC/UC as necessary.
- Coordinate with the Public Information Officer prior to releasing information to the media.

***The Emergency Operations Center, if activated, serves as a centralized management center to facilitate policy making, coordination, and overall direction of responding forces in large-scale emergencies.*** As noted below, the City Manager has executive responsibility for the EOC, while operational responsibility belongs with the Emergency Manager.

The City Manager has the following responsibilities concerning the EOC:

- Orders full activation of the EOC, if deemed necessary;
- Directs all Department Heads or their alternates to report to the EOC;
- Convenes meetings as necessary;
- Is the final authority for all decisions concerning the event.



The Emergency Manager has the following responsibilities concerning the EOC:

- Develops and maintains all primary and secondary EOC communications, information systems, warning systems, and all other equipment and systems;
- Monitors the City's status at all times and makes limited activations of the EOC if necessary;
- Immediately notifies the City Manager, Police Chief, and/or Fire Chief of significant emergency situations;
- Manages EOC resources and directs EOC operations, including directing the following functions:
  - Information processing, including:
    - Maintaining a significant events log;
    - Message handling;
    - Aggregating damage information from all available sources;
    - Identifying and reporting overall resource needs;
    - Preparing summaries on status of damage;
    - Preparing briefings for senior management officials;
    - Displaying appropriate information in the EOC;
    - Preparing and submitting necessary reports when required, including situation reports to the State EOC, as appropriate.
  - Coordinating logistical support for response personnel and disaster victims,
  - Relocating staff to an alternate EOC if necessary.
  - Terminating operations and closing the EOC when appropriate.
- Making action recommendations to the City Manager to protect the public from the life threatening consequences associated with the emergency.

All other tasked organizations have the following responsibilities concerning the event:

- Maintaining a control center to support and facilitate the organization's response activities, including
  - Dispatch and management of personnel and resources;
  - Maintenance of an activity log, personnel time sheets, equipment logs, and full documentation of resources ordered and/or expended;
  - Reporting of tasking, status, personnel and resource information to the EOC.
- Assigning a designated representative during full EOC activation. This representative must have sufficient authority to commit resources and set departmental policy.
- Identifying resource needs, and reporting any unfilled needs to the information processing function of the EOC.
- Provide support to the EOC Manager as necessary.
- Coordinating with the PIO prior to releasing information to the media.

## **DIRECTION AND CONTROL**

***Final responsibility for protection of life and property within the City of Moore belongs to the elected officials of the City.*** The Mayor and City Council serve as the decision-making group for all broad policy level decisions.

***Executive responsibility for the Emergency Operations Center is vested in the City Manager.*** As chief administrative officer and head of the administrative branch of the city government, he shall execute the laws and ordinances and

administer the government of the City. He is the Chief Executive Officer of the City, and will coordinate all departments of the City during response operations.

***Operational responsibility for the Emergency Operations Center is vested in the Director of Emergency Management.*** He makes routine decisions and advises the City Manager, Mayor, and City Council on alternatives when major decisions are required. During emergency operations, he is responsible for the proper functioning of the EOC and its staff. The EM Director also acts as liaison with other local, county, state and federal emergency management, mitigation, preparedness, response, and recovery agencies.

***Operational responsibility for field operations is vested in the Incident Commander for the scene.***

## **CONTINUITY OF GOVERNMENT**

During any large scale emergency the EOC may 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.

The EOC and alternate locations should be developed as much as possible to be totally self-sufficient, recognizing that public utilities and other normal services may be interrupted by the emergency.

All City departments must establish lines of succession as noted in the Continuity of Government section of the Basic Plan.

## **ADMINISTRATION AND LOGISTICS**

The Emergency Operations Center for the City of Moore is located at 109 E. Main Street, in the City's Public Safety Center. It contains approximately 8500 square feet of space, which includes the 9-1-1 dispatch center for the City, a 1500 square foot emergency operations room, an information technology room, two conference rooms, a media room, and various offices and utility rooms. Secondary power for the EOC is provided by two 350 kW diesel generators. The EOC portion of the Public Safety Center is constructed to withstand winds of 250 mph, allowing essential personnel to work without interruption during severe thunderstorms.

Public briefings may be held in the EOC media room or in other areas of the Public Safety Center building.

EOC staff may use the kitchenette facilities of the EOC break room, eat at nearby restaurants, or have food catered in as needed.

Should the primary EOC become unusable, an alternate EOC will be established using the City's Mobile Command Vehicle or at Fire Station #1. Existing communications equipment will be used and will be augmented with any equipment that can be brought from the primary EOC. Additionally, mobile command posts belonging to the Cleveland County Sheriff's Office, City of Norman, the Oklahoma Department of Public Safety and other agencies may be available.

During emergency operations it may be necessary to set up an incident command post to coordinate response activities at the onsite location. The Incident

Commander for the event will be responsible for establishing such required command posts, with assistance from the Emergency Management Department. Command posts should be established in an area not directly affected by the event.

### **PLAN DEVELOPMENT AND MAINTENANCE**

The Emergency Management Department is responsible for the content of this annex and for its currency. All City Department Heads and Police/Fire Department supervisors must be familiar with its content.

### **AUTHORITY AND REFERENCES**

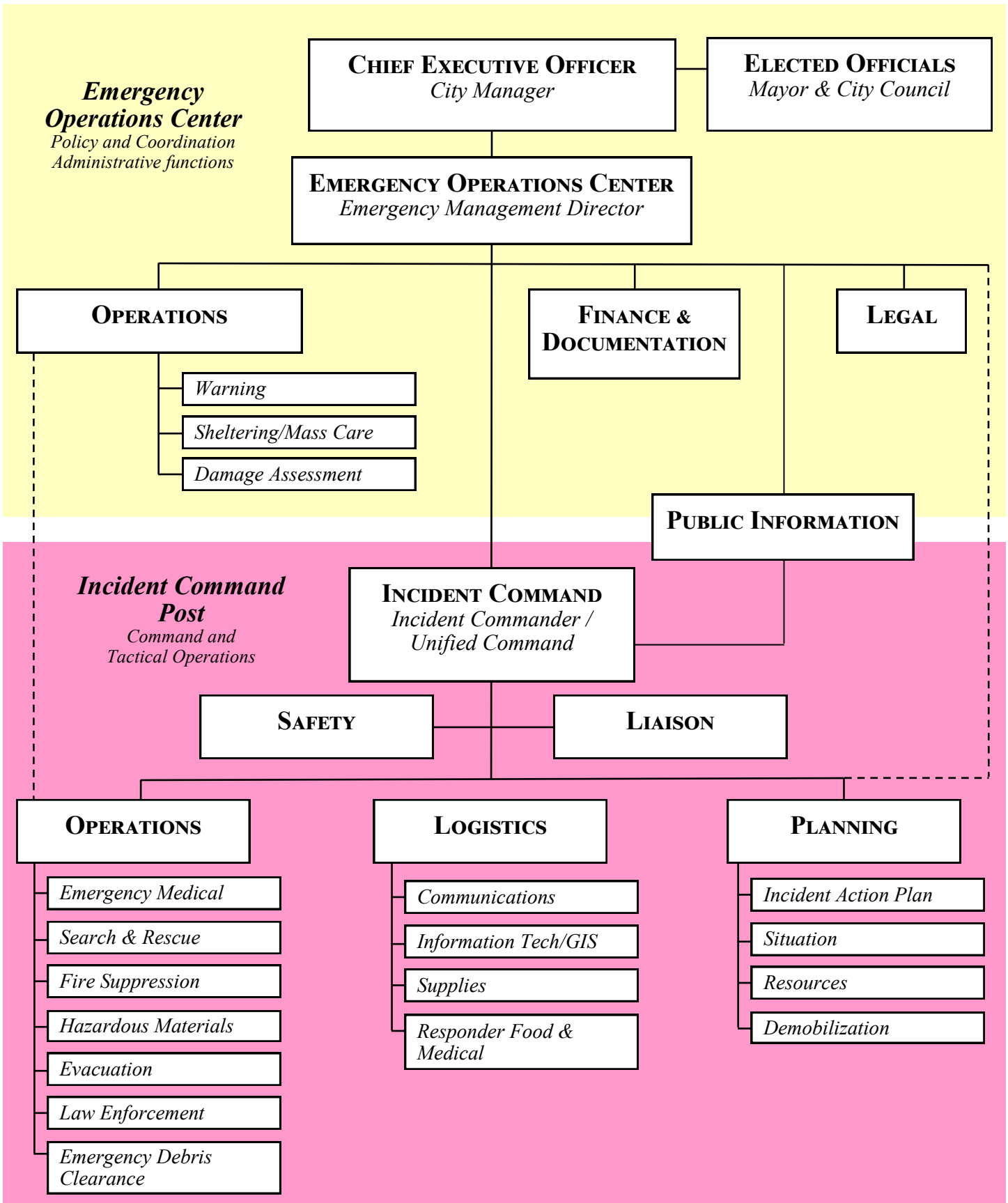
National Incident Management System. FEMA, Third Edition, October 2017  
G191: "ICS/EOC Interface". FEMA

### **APPENDICES**

- Appendix 1 - City of Moore Emergency Direction and Control Chart
- Appendix 2 - Sample Disaster Declaration
- Appendix 3 - City of Moore Organizational Chart
- Appendix 4 - City of Moore Elected Officials
- Appendix 5 - City Ward Map
- Appendix 6 - Emergency Operations Center floor plan



## Emergency Direction & Control





**DISASTER EMERGENCY PROCLAMATION**  
**The City of Moore, Oklahoma**

WHEREAS, on \_\_\_\_\_ (date), \_\_\_\_\_ (disaster type) having occurred in the City of Moore, 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 \_\_\_\_\_, Mayor of the City of Moore, Oklahoma, do find that the aforementioned conditions constitute a threat to the safety and welfare of the city, and create an emergency disaster situation within the meaning of Section 683.3, Oklahoma Emergency Management Act of 2003;

**THEREFORE, I \_\_\_\_\_, MAYOR OF THE CITY OF MOORE, OKLAHOMA, acting under the power vested in me under the Charter and Code of Ordinances of the City of Moore, declare the City of Moore to be a disaster area, entitled to aid, relief and assistance and do hereby direct the implementation of the City Emergency Operations Plan. This proclamation shall expire after seven days unless otherwise extended.**

\_\_\_\_\_ Mayor

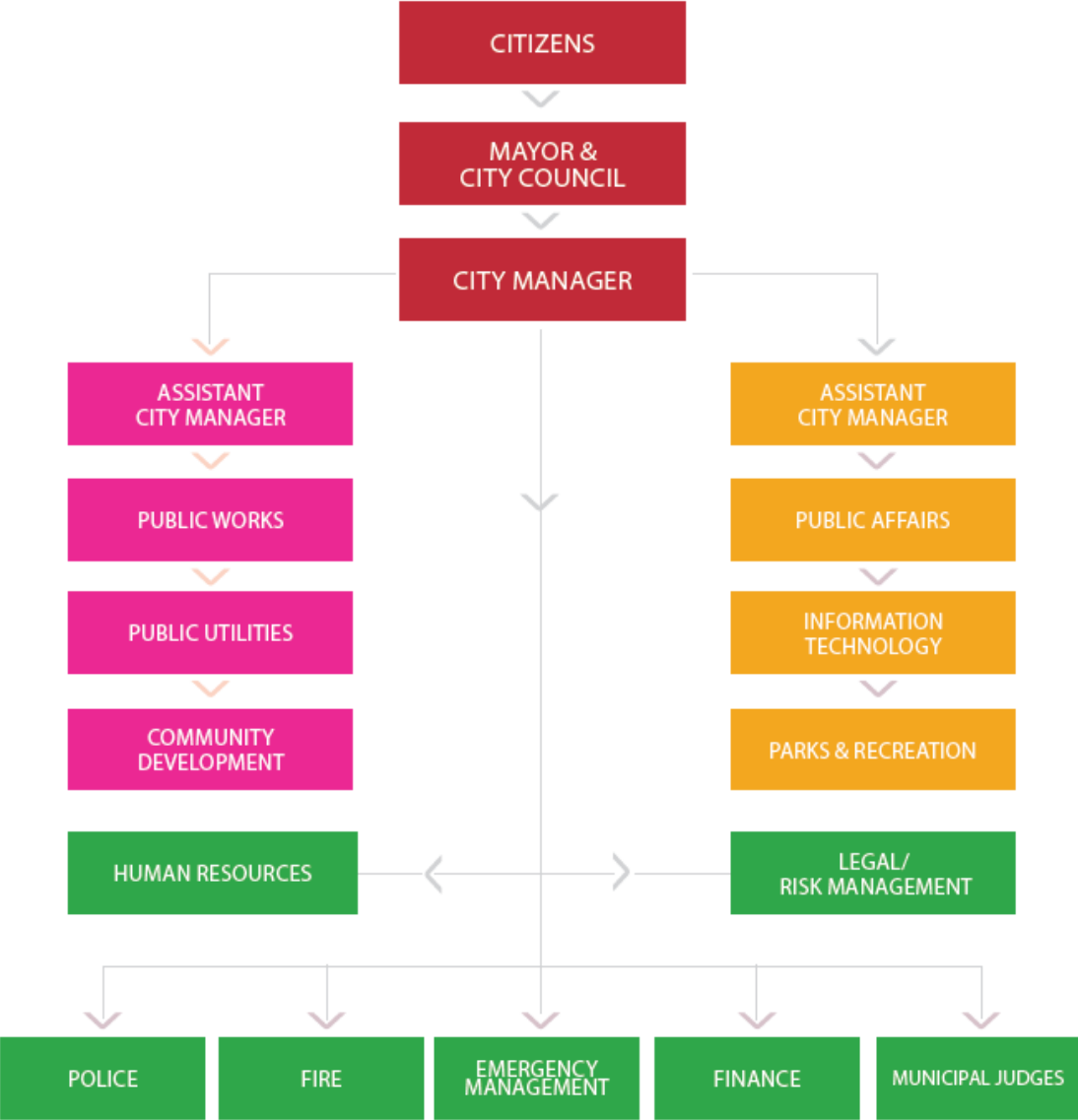
IN WITNESS WHEREOF, I have hereunto set my hand and seal to this instrument on this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord, two thousand \_\_\_\_\_, at Moore, Oklahoma.

\_\_\_\_\_ City Clerk





# Organizational Chart The City of Moore, Oklahoma





## City Council Members

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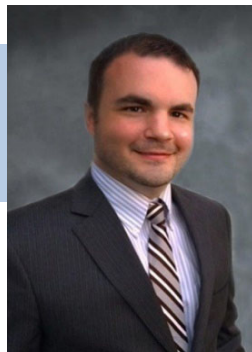
**Mark Hamm**  
**Mayor**

MHamm@cityofmoore.com  
*term expires 5/2028*



**Adam Webb**  
**Ward 1**

AWebb@cityofmoore.com  
*term expires 5/2028*



**Kathy Griffith**  
**Ward 1**

KGriffith@cityofmoore.com  
*term expires 5/2025*



**Melissa Hunt**  
**Ward 2**

MHunt@cityofmoore.com  
*term expires 5/2025*



**Rob Clark**  
**Ward 2**

RClark@cityofmoore.com  
*term expires 5/2028*



**Louis Williams**  
**Ward 3/Vice Mayor**

LWilliams@cityofmoore.com  
*term expires 5/2028*



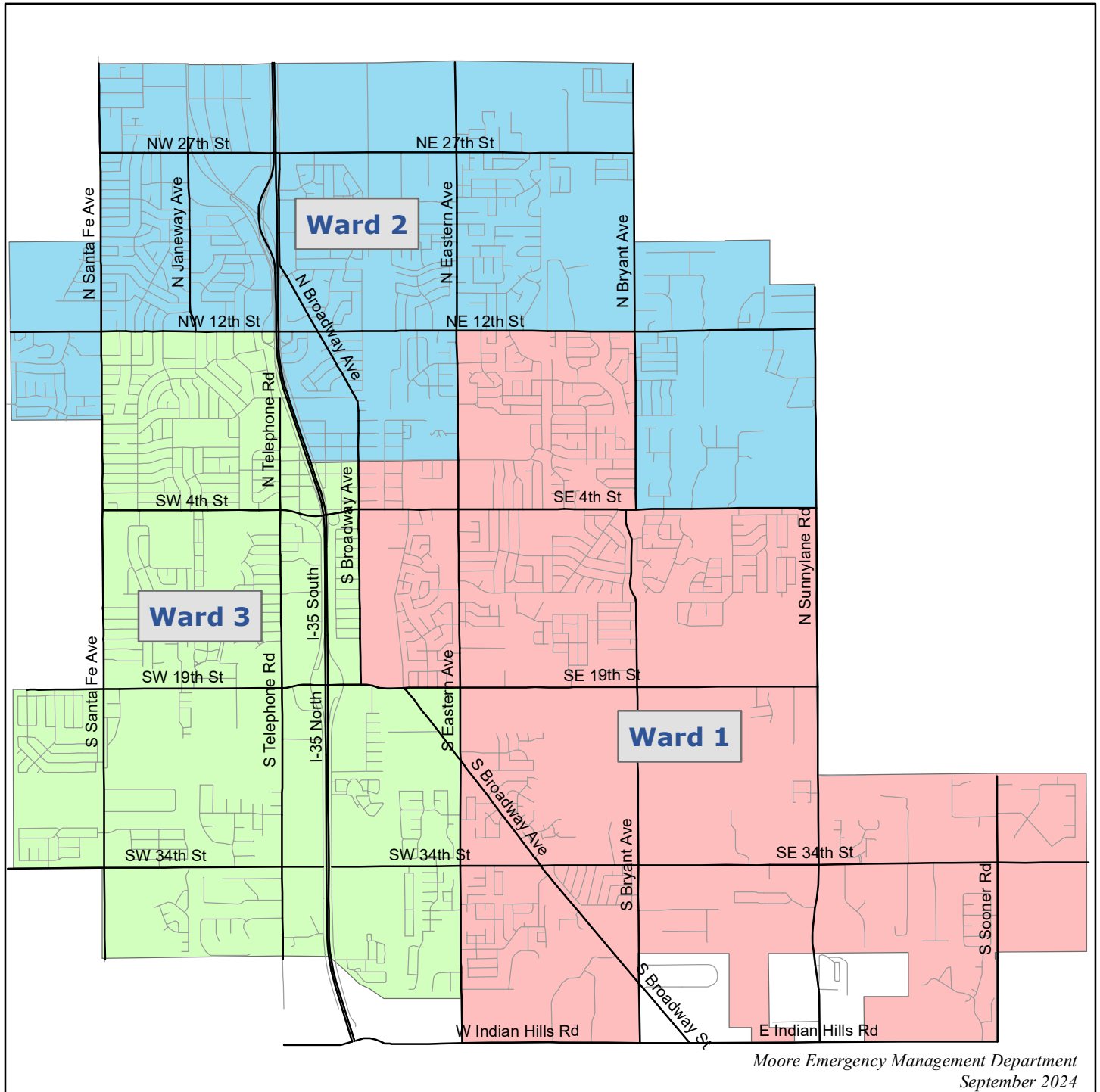
**Sid Porter**  
**Ward 3**

SPorter@cityofmoore.com  
*term expires 5/2025*





# City of Moore Wards



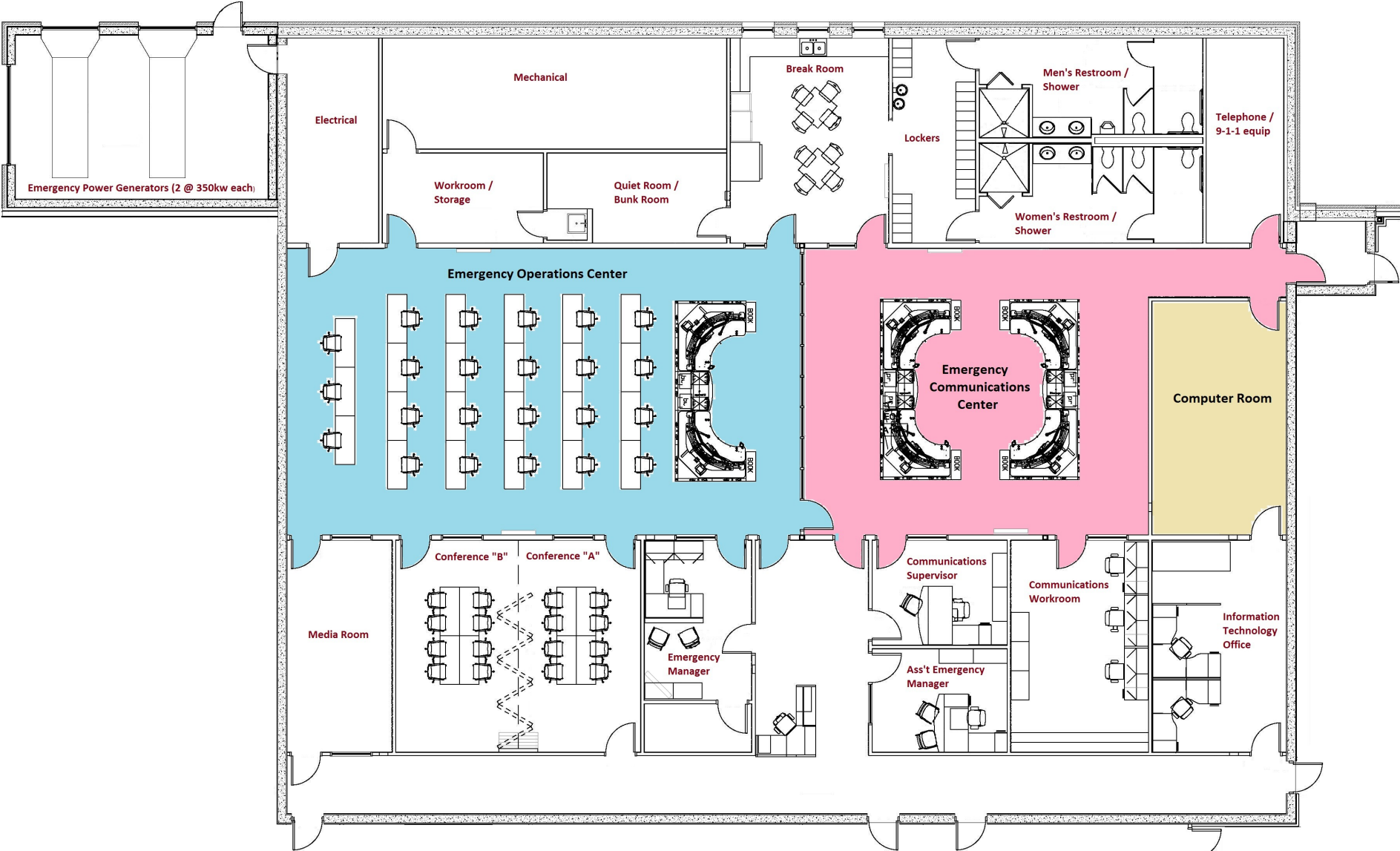
- Mark Hamm, Mayor
- Adam Webb, Vice Mayor, Ward 1
- Kathy Griffith, Councilman, Ward 1
- Melissa Hunt, Councilman, Ward 2
- Rob Clark, Councilman, Ward 2
- Louie Williams, Councilman, Ward 3
- Sid Porter, Councilman, Ward 3



Annex A, Appendix 6

CITY OF MOORE EMERGENCY OPERATIONS CENTER

109 E. Main St. 35.338707 -97.486052







# COMMUNICATIONS

## PURPOSE

This Annex provides information concerning communicating information and messages between responders, and between persons needing assistance and those able to provide assistance in the event of an emergency.

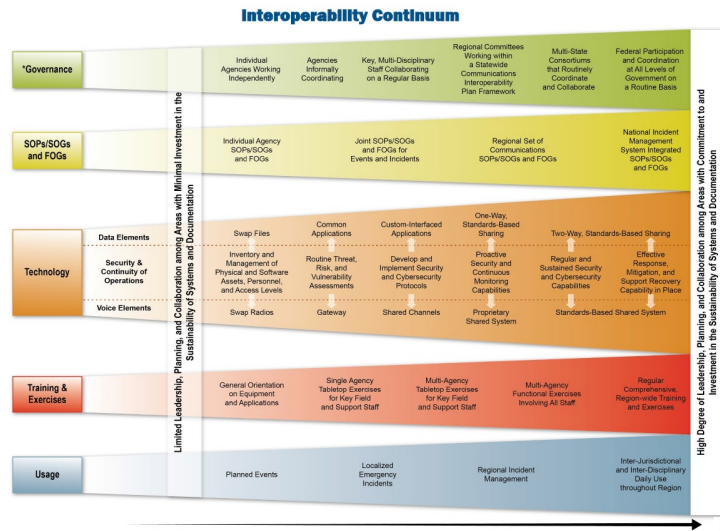
For the purposes of this section, “communications” will not include emergency public information as given to the media for public consumption, nor the control of rumors. Policy and information concerning emergency public information can be found in Annex D of this Plan. It also will not include messages or information concerning the provision of event warnings to the public; this form of communications is covered in Annex C of this Plan.

## SITUATION AND ASSUMPTIONS

The City of Moore utilizes many differing forms of communications for normal operations. These include:

- Verbal in-person communications (“face-to-face”);
- Voice and data communications via radio systems;
- Voice communications via traditional wired, wireless, and voice-over-IP systems;
- Data communications via texting and other forms of short messaging;
- Data communications via e-mail and other forms of IP-based communications.

During emergencies, many differing agencies, disciplines, and jurisdictions must work together meet response needs and guide the community towards recovery. This demands a high degree of communications interoperability – the ability for these agencies and jurisdictions to share vital data or voice information. As each of these groups have their own independent normal, day-to-day communications systems, interoperability can be a great challenge. The elements guiding successful interoperability are illustrated in the accompanying Interoperability Continuum diagram<sup>1</sup>. (see Appendix 7 for full size version)



<sup>1</sup> US Dept. of Homeland Security: Interoperability Continuum. [https://www.cisa.gov/sites/default/files/publications/21\\_0615\\_cisa\\_safecom\\_interoperability\\_continuum\\_brochure\\_final.pdf](https://www.cisa.gov/sites/default/files/publications/21_0615_cisa_safecom_interoperability_continuum_brochure_final.pdf)

Considerable work has been done in central Oklahoma to address public-safety communications interoperability, particularly for voice communications via radio. Moore Emergency Management Dept. participates in these efforts by providing a Communications Coordinator (COMC) to the Oklahoma All-Hazards Public Safety Communications Committee, and participating in numerous other Communications Unit (COMU) activities.

An Oklahoma Field Operations Guide (OKFOG) assists emergency responders in determining what radio communications resources are available in other areas of the State. This resource provides:

- Guidelines for interoperable radio communications and
- Procedures for responding to incidents with established Incident Command;
- Countywide listings of dispatch centers, phone numbers, and frequency bands/systems used;
- Guidelines for the programming and use of interoperability radio channels;
- Statewide radio programming templates;
- Standard operating procedures for the use of interoperability resources;
- OKWIN System regional interoperability procedures;
- Other assorted radio information.

The National Interoperability Field Operation Guide (NIFOG) provides information on nationwide interoperability resources, as well as information on regulations, requesting a Special Temporary Authorization from the Federal Communications Commission, as well as other communications references.

Current electronic versions of the Oklahoma OKFOG and National NIFOG may be found online as follows:

- OKFOG: <https://oklahoma.gov/homeland-security/interoperable-communications/okfog.html>
- NIFOG: <https://www.cisa.gov/safecom/field-operations-guides>

***It can be assumed that during any large-scale emergency, some forms of normal communications will be physically disrupted.*** Other forms of communications, while physically available, may be expected to be overwhelmed to the point of being unusable. This is particularly true for systems available to the general public, and particularly during the first several hours of the event.

In particular, it can be assumed that normal wireless telephone systems will quickly become overloaded during a large-scale emergency and will become unusable for immediate time-critical public safety communications. It should be noted that use of SMS (“texting”) rather than voice may be more reliable as SMS utilizes far less bandwidth, but all ***emergency communications plans should be developed so as not to rely on wireless telephone systems, or any single communications system or method.***

During the course of an emergency, several additional communications systems may become available. These include radio caches and temporary systems; additional capacity and capabilities brought in by private communications carriers; and personnel, equipment, and systems from volunteer radio operators and clubs. The Moore Emergency Management Department maintains several OKWIN system and VHF radio caches; the Moore Police Department also maintains an OKWIN system radio cache.

## **CONCEPT OF OPERATIONS**

***The City's emergency communications will be based upon using our normal everyday communications systems whenever possible.*** These may be augmented with other systems as necessary.

The City of Moore's public-safety departments operate on the Oklahoma Wireless Information Network (OKWIN). This is a P25 800 MHz trunked radio system with over 50 sites and includes numerous talkgroups dedicated to the City of Moore. It should be noted that all City of Moore public-safety radios are programmed with the following zones:

- Zone 1 – Statewide Mutual Aid talkgroups ("SMA") – coverage statewide within the system footprint
- Zone 2- Regional Mutual Aid talkgroups ("RMA")– coverage in central Oklahoma
- Zone 3 – Central Oklahoma law enforcement agency main dispatch talkgroups
- Zone 4 – Central Oklahoma fire agency main dispatch talkgroups
- Zone 5 – Central Oklahoma EMS agency main dispatch talkgroups
- Zone 6 – Moore Police Department talkgroups
- Zone 7 – Moore Fire Department talkgroups
- Zone 8 – EMS and ICS position talkgroups
- Zone 9 – Moore Emergency Management Department talkgroups
- Zone 10 – Additional Emergency Management talkgroups
- Zone 11 – Cleveland County talkgroups
- Zone 12 - National Interoperability channels ("8TAC")
- Zone 13 - National Interoperability channels ("7TAC-50")
- Zone 14 – National Interoperability channels ("7TAC-60")
- Zone 15 - National Interoperability channels ("7TAC-70")
- Zone 16 - National Interoperability channels ("7TAC-80")

It should be noted that some radios may include zones dedicated to talkgroups on the Norman and/or Oklahoma City P25 800 MHz radio systems; these may cause the above zone numbering to differ.

See Appendix 1 for a list of individual talkgroups/channels in the primary template.

***Communications on most talkgroups on the OKWIN system are in the public realm and may be monitored by anyone with the appropriate radio scanner or by a number of readily available computer or telephone applications.***

Some City of Moore public safety radios have talkgroups that employ encryption; these may be utilized for communication of sensitive medical or personal information, and/or information sensitive to tactical operations. ***Personnel must maintain awareness of the sensitivity of the content of their radio communications in terms of public monitoring and choose their talkgroup accordingly.***

The City's non- public safety departments operate on a City-owned trunked 800 MHz NEXEDGE radio system. Radios on this system are programmed with the following talkgroups:

- Utilities
- Sanitation
- Streets
- Animal Control
- Fleet Maintenance
- Building Maintenance
- Parks Maintenance
- Community Development
- Senior Center
- Special Events
- Dispatch

These radios also have a zone programmed with the National Public Safety Interoperability channels, and also the NEXEDGE system frequencies in a direct analog mode.

The National Interoperability channels operate in a direct mode, as opposed to through a proprietary trunking system. This means that these channels are available for use even if the OKWIN or NEXEDGE systems are not operational, although with far limited range.

Much of the City's daily communications occurs via email, texting, and wireless voice communications ("cell phones"). Infrastructure for internal email is maintained by the City's Information Technology Department. Infrastructure and service for texting and wireless voice is obtained from private companies. All departments should consider options and have plans for communications during disruptions to their normal systems.

Moore Fire Department and Moore Emergency Management vehicles are also equipped with a VHF-hi band radio for use during mutual aid responses outside of the OKWIN footprint.

***When additional resources from outside of the City are ordered by the Incident Commander, the IC should identify and establish a***

***Communications Unit Leader (COML)*** position within the ICS structure. The COML then becomes responsible for the following:

- Establishment of the Communications Unit and the Incident Communications Center;
- Determining communications interoperability pathways;
- Preparing the Incident Communications Plan;
- Ordering and managing communications personnel and equipment;
- Actively participating in the incident action planning.

As a generalized rule, communications interoperability pathways should be established using the following order:

- Use of common channels/talkgroups;
- Exchanging radios with other agencies to achieve common channels/talkgroups;
- Utilization of cache radios to achieve common channels/talkgroups;
- Establishment of patches between channels/talkgroups using dispatch console patches or fixed gateways;
- Utilization of national interoperability channels;
- Establishment of patches between channels/talkgroups using mobile gateways.
- Use of face-to-face methods.

Communications plans should be developed utilizing a methodology described using the acronym "PACE" – Prietary, Alternate, Contingency, Emergency. These may be described as:

- Primary – the normal method of communications;
- Alternate – a backup method of communications;
- Contingency – a method that may not employ the normal ease and/or features as the primary or alternate, but is still viable and readily available;
- Emergency – a method of last resort.

As example, an organization's primary method of communications could be via their normal radio system and talkgroup; alternate could be via wireless telephone; contingency could be via a cache radio from a different system; and emergency could be a direct non-repeated radio channel or even a runner.

If powered forms of communications are inoperable or overwhelmed, a face-to-face runner system may be implemented. In this case, all messages passed must be written, dated, and signed by the originator. The Incident Commander may waive this requirement for direct on-scene immediate-area communications.

Critical information will be displayed at both the Incident Command Post and the Emergency Operations Center. The information display will allow all personnel to review critical data, make corrections and updates as necessary, and ensure that all personnel are making decisions based on the same data. Display of critical information also lessens the demands upon the radio and wireless systems as well as the sender's time, as critical information may be transmitted once for the benefit of many persons, rather than needing multiple redundant requests.

Another means of sharing critical information is via the State's WebEOC system. This is a web-enabled crisis information management system and provides secure real-time information sharing among Oklahoma State agencies and local response managers. Information that is typically shared includes notification and status updates on working events, requesting of assets, status of shelters, etc.

### **TASK ORGANIZATION AND RESPONSIBILITIES**

The City's Emergency Management Director is responsible for:

- Oversight of all of the City's communications systems which are required to support operations for both normal and emergency/disaster events;
- Development of a communications system to support crisis operations to include internal operations and external communications with adjacent jurisdictions and the Oklahoma State EOC.
- Development and oversight of information displays at the Incident Command Post and the Emergency Operations Center.

The City's 9-1-1 Supervisor is responsible for:

- Training of communications specialists to handle emergency/disaster operations;
- Supervision of all communications center activities during emergency/disaster operations.

9-1-1 Dispatchers are responsible for:

- Proper screening and routing of all incoming telephone calls.

All Radio Operators are responsible for:

- Proper use of communications equipment and procedures at designated stations.
- Proper handling of messages.

The City's Information Services Manager is responsible for:

- Development and maintenance of City electronic data communications systems which are required to support operations for both normal and emergency/disaster events.

All City Department Heads are responsible for:

- Development and maintenance of communications systems that are required to support operations for both normal and emergency/disaster events.

### **DIRECTION AND CONTROL**

Oversight of the City's emergency communications systems is vested in the City's Emergency Management Director. Authority for 9-1-1 Center operations is vested in the Police Department.

***During emergencies, all radio communications shall follow the incident command system model*** and will be directed through the Incident Commander, Department supervisor, net controller, or the designated on-scene communications officer.

***During emergencies, any radio code systems used for brevity will be discontinued.*** Normal speech will be used to ensure comprehension during transmission, particularly between units from different agencies.

### **CONTINUITY OF GOVERNMENT**

***All City communications systems should be developed and maintained to be as redundant as possible.*** This includes the deployment of alternate power sources for all critical communications facilities.

***Due to the vital role of communications during emergency operations, all locations having critical communications equipment should be locked at all times,*** with access limited to authorized City personnel. Access for service personnel may be granted only by authorized City personnel, and only after properly checking service personnel credentials. These locations include (but may not be limited to) the following:

- 9-1-1 Emergency Communications Center;
- Emergency Operations Center;
- City hall telephone rooms;
- Police and fire station telephone and radio rooms;
- Police and fire radio repeater locations.

During emergencies, the Police Chief may assign police officers to provide security for key communications facilities. These include the communications center, police and fire repeater sites, and command posts.

Should the City's primary 9-1-1 communications center become unusable, an alternate center may be established in the City's Mobile Command Vehicle, or at either Fire Station #1 or Fire Station #2. Existing communications equipment will be

used and augmented with any equipment or services that can be transferred from the primary center. Use of any of these locations may include:

- Access to Computer Aided Dispatch; Police, Fire and EMS records management systems; and other City computerized systems;
- Transfer of 9-1-1 and other telephone lines to the station or MCV telephone systems;
- Access to the Oklahoma Law Enforcement Telecommunications System (OLETS);
- Use of existing and augmented radio system talkgroups and channels.

Radio equipped vehicles, including the City's Mobile Command Vehicle and the Emergency Management Department's vehicles, may also be used to augment communications requirements.

The Information Services Department maintains cybersecurity plans dedicated to the security of the City's technological systems and data, including response and recovery plans. These plans are reviewed and exercised at least annually.

#### **ADMINISTRATION AND LOGISTICS**

***All communications equipment must have high maintenance priority and should be operational at all times.***

Current lists of radio frequencies, telephone numbers, and other communications references shall be maintained in the EOC and Mobile Command Vehicle.

#### **PLAN DEVELOPMENT AND MAINTENANCE**

The Director of Emergency Management is responsible for maintaining and updating this Annex annually.

#### **AUTHORITIES AND REFERENCES**

- US Department of Homeland Security/SAFECOM, "Interoperability Continuum" [https://www.cisa.gov/sites/default/files/publications/21\\_0615\\_cisa\\_safecom\\_interoperability\\_continuum\\_brochure\\_final.pdf](https://www.cisa.gov/sites/default/files/publications/21_0615_cisa_safecom_interoperability_continuum_brochure_final.pdf)
- Oklahoma Field Operations Guide <https://oklahoma.gov/homeland-security/interoperable-communications/okfog.html>
- National Interoperability Field Guide <https://www.cisa.gov/safecom/field-operations-guides>

#### **APPENDICES**

Appendix 1 – City of Moore Public Safety Radio Template

Appendix 2 – OKWIN coverage map

Appendix 3 - Moore Fire Department VHF radio template

Appendix 4 - City of Moore NEXEDGE radio system template

Appendix 5 - Oklahoma City Area Fire Communications Interoperability

Appendix 6 - Oklahoma City Area Law Enforcement Communications Interoperability

Appendix 7 - Interoperability Continuum





# Moore Public Safety Radio Template

Statewide Mutual Aid	Regional Mutual Aid	Regional Law	Regional Fire	Statewide EMS
<b>1 STATE MUT AID</b>	<b>2 CENTRL MUT AID</b>	<b>3 CENTRAL LAW</b>	<b>4 CENTRAL FIRE</b>	<b>5 STATEWIDE EMS</b>
1A SMA CALL	2A RMA-CN CALL	3A OHP AR-1	4A OKC FD	5A blank
1B SMA	2B RMA-CN	3B OHP AM-1	4B OKLA CO FD	5B LIFEFLIGHT
1C SMA	2C RMA-CN	3C SHAWNEE PD	4C SHAWNEE FD	5C MEDIFLIGHT
1D SMA	2D RMA-CN	3D NORMAN PD CAL	4D NORMAN FD	5D EMSA WEST
1E SMA	2E RMA-CN	3E OU PD CALL	4E VILL/NIC HILL	5E EMSA EAST
1F SMA	2F RMA-CN	3F EDMOND PD	4F EDMOND FD	5F SHAWNEE EMS
1G SMA	2G RMA-CN	3G OKLA CO SO	4G OKC AIRPORT	5G MWC EMS
1H SMA	2H RMA-CN	3H CLEVE CO SO	4H MWC FD	5H EMSSTAT
1I SMA	2I RMA-CN	3I POTT CO SO	4I DEL CITY FD	5I SW EMS
1J SMA	2J RMA-CN	3J MOORE PD	4J MOORE FD	5J SE EMS
1K SMA	2K RMA-CN	3K OCPD SANTA FE	4K blank	5K NW EMS
1L SMA	2L RMA-CN	3L OCPD S-WEST	4L blank	5L NE EMS
1M SMA	2M RMA-CN	3M OCPD HEFNER	4M DEL CITY PD	5M MESTA
1N SMA	2N RMA-CN	3N OCPD S-LAKE	4N MWC PD	5N MUSKOGEE EMS
1O SMA	2O RMA-CN	3O OCPD B-TOWN	4O OCPD AIRPORT	5O blank

Moore PD	Moore FD	EMS & ICS	Moore EM	Regional EM	Cleveland County
<b>6 MOORE POLICE</b>	<b>7 MOORE FIRE</b>	<b>8 EMS - ICS</b>	<b>9 MOORE EMER MGT</b>	<b>10 CENTRAL EM</b>	<b>11 CLEVELAND CO</b>
6A MPD PATROL 1	7A MOORE FD	8A EMSSTAT 1	9A MOORE EM	10A REMA1 OK CO	11A CLEVE CO SO
6B MPD PATROL 2	7B MFD FG1	8B EMSSTAT 2	9B NORMAN EM	10B REMA2 CAN	11B CLEVE CO SO 1
6C MOORE EVENTS	7C AUTOAID METRO	8C EMSSTAT 3	9C REMA-3 CLEVE	10C REMA-3 CLEVE	11C CLEVE CO SO 2
6D MPD INVEST*	7D MFD TRAINING	8D ICS-COMMAND	9D SEMA-4 CENTRL	10D REMA-4 POTT	11D CLEVE SO SO 3
6E MPD SWAT *	7E MFD SECURE *	8E ICS-OPS	9E SEMA-3 STATE	10E REMA-5 LINC	11E CLEVE DIST 1
6F MPD SECURE *	7F MOORE EVENTS	8F ICS-LOGISTICS	9F MOORE EVENTS	10F REMA-6 LOGAN	11F CLEVE DIST 2
6G MOORE FD	7G EMSSTAT 1	8G ICS-PLANNING	9G MOORE PD	10G REMA7 MCCLAN	11G CLEVE DIST 3
6H MOORE EM	7H EMSSTAT 2	8H MOORE EVENTS	9H MOORE PD2	10H SEMA-3 STATE	11H CCJC
6I NORMAN PD	7I EMSSTAT 3	8I CITY 1 DIRECT	9I MPD INVEST *	10I SEMA-4 CENT	
6J OUPD	7J NORMAN FD	8J CITY 2 DIRECT	9J PD SECURE *	10J SEMA-5 NE OK	
6K blank	7K MOORE PD	8K CITY 3 DIRECT	9K PD SWAT*	10K NWS NORMAN	
6L OCPD SANTA FE	7L MOORE PD 2	8L CITY 4 DIRECT	9L MOORE FD	10L NWS TULSA	
6M OHP AR-1	7M MOORE EM	8M CITY 1 RPT	9M MFD FG1		
6N CLEVE CO SO	7N AUTO-AID OCFD	8N CITY 2 RPT	9N AUTOAID METRO		
8L CITY 4 DIRECT	8K CITY 3 DIRECT	8O CITY 3 PRT	9O FD SECURE *		
12E 8-TAC 94 D	12D 8-TAC 93 D	8P CITY 4 RPT	9P CLEVCO HEALTH		

8-TACs	7-TAC 50's	7-TAC 60's	7-TAC 70's	7-TAC 80's
<b>12 8-TAC</b>	<b>13 7-TAC 50</b>	<b>14 7-TAC 60</b>	<b>15 7-TAC 70</b>	<b>16 7-TAC 80</b>
12A 8-CALL 90 D	13A 7-CALL 50 D	14A 7-MOB 59 D	15A 7-CALL 70 D	16A 7-MOB 79 D
12B 8-TAC 91 D	13B 7-TAC 51 D	14B 7-LAW 61 D	15B 7-TAC 71 D	16B 7-LAW 81 D
12C 8-TAC 92 D	13C 7-TAC 52 D	14C 7-LAW 62 D	15C 7-TAC 72 D	16C 7-LAW 82 D
12D 8-TAC 93 D	13D 7-TAC 53 D	14D 7-FIRE 63 D	15D 7-TAC 73 D	16D 7-FIRE 83 D
12E 8-TAC 94 D	13E 7-TAC 54 D	14E 7-FIRE 64 D	15E 7-TAC 74 D	16E 7-FIRE 84 D
12F 8-CALL 90 R	13F 7-TAC 55 D	14F 7-MED 65 D	15F 7-TAC 75 D	16F 7-MED 86 D
12G 8-TAC 91 R	13G 7-TAC 56 D	14G 7-MED 66 D	15G 7-TAC 76 D	16G 7-MED 87 D
12H 8-TAC 92 R	13H 7G-TAC 57 D	14H 7-DATA 69 D	15H 7G-TAC 77 D	16H 7-DATA 89 D
12I 8-TAC 93 R	13I 7-CALL 50 R	14I 7-MOB 59 R	15I 7-CALL 70 R	16I 7-MOB 79 R
12J 8-TAC 94 R	13J 7-TAC 51 R	14J 7-LAW 61 R	15J 7-TAC 71 R	16J 7-LAW 81 R
	13K 7-TAC 52 R	14K 7-LAW 62 R	15K 7-TAC 72 R	16K 7-LAW 82 R
	13L 7-TAC 53 R	14L 7-FIRE 63 R	15L 7-TAC 73 R	16L 7-FIRE 83 R
	13M 7-TAC 54 R	14M 7-FIRE 64 R	15M 7-TAC 74 R	16M 7-FIRE 84 R
	13N 7-TAC 55 R	14N 7-MED 65 R	15N 7-TAC 75 R	16N 7-MED 86 R
	13O 7-TAC 56 R	14O 7-MED 66 R	15O 7-TAC 76 R	16O 7-MED 87 R
	13P 7G-TAC 57 R	14P 7-DATA 69 R	15P 7G-TAC 77 R	16P 7-DATA 89 R

\* denotes encrypted talkgroup

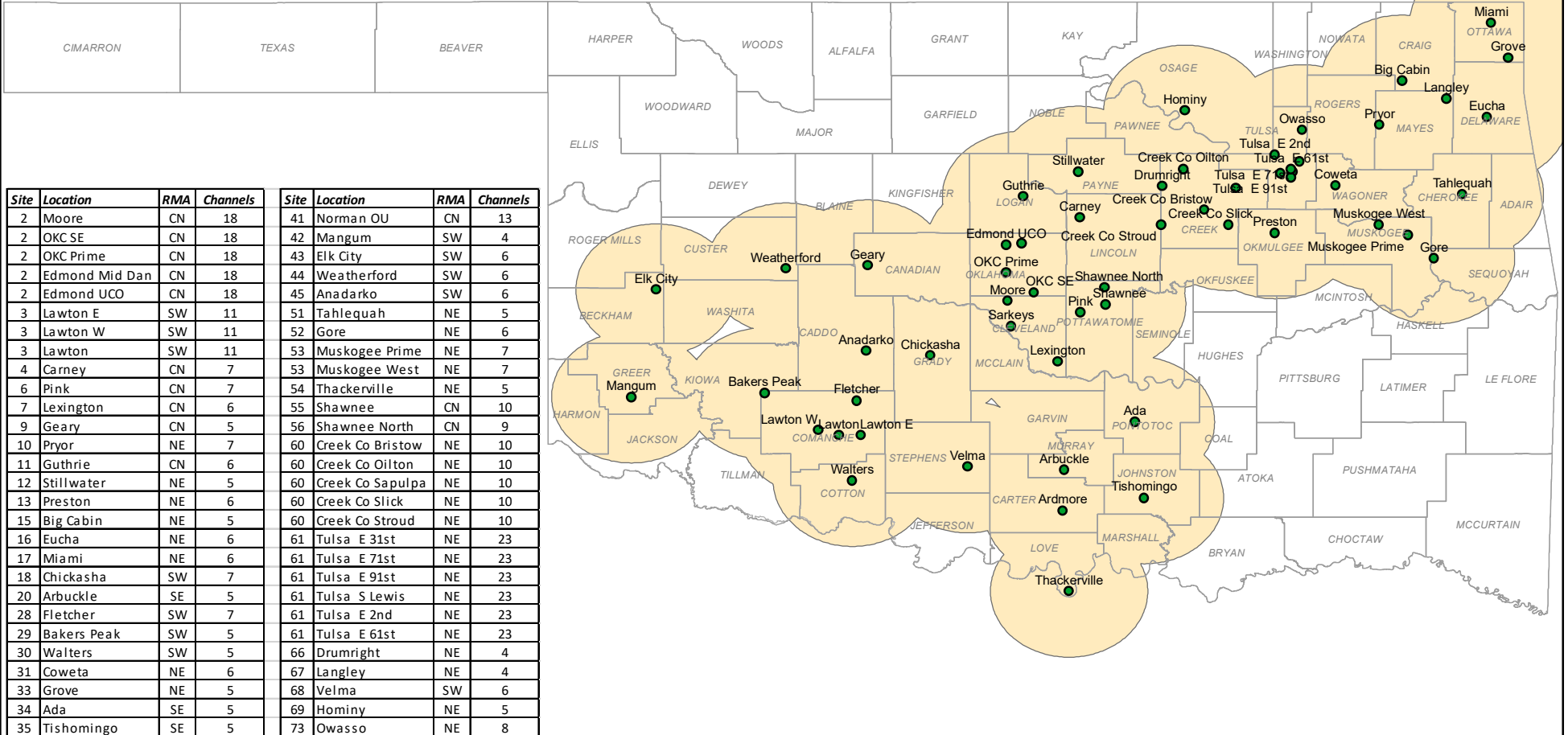
"SMA" = Statewide Mutual Aid

"RMA" = Regional Mutual Aid, "CN" = Central Oklahoma

some labels appear to be missing letters;  
this is due to length available on radio



# OKLAHOMA WIRELESS INFORMATION NETWORK RADIO SYSTEM "OKWIN"



Site	Location	RMA	Channels	Site	Location	RMA	Channels
2	Moore	CN	18	41	Norman OU	CN	13
2	OKC SE	CN	18	42	Mangum	SW	4
2	OKC Prime	CN	18	43	Elk City	SW	6
2	Edmond Mid Dan	CN	18	44	Weatherford	SW	6
2	Edmond UCO	CN	18	45	Anadarko	SW	6
3	Lawton E	SW	11	51	Tahlequah	NE	5
3	Lawton W	SW	11	52	Gore	NE	6
3	Lawton	SW	11	53	Muskogee Prime	NE	7
4	Carney	CN	7	53	Muskogee West	NE	7
6	Pink	CN	7	54	Thackerville	NE	5
7	Lexington	CN	6	55	Shawnee	CN	10
9	Geary	CN	5	56	Shawnee North	CN	9
10	Pryor	NE	7	60	Creek Co Bristow	NE	10
11	Guthrie	CN	6	60	Creek Co Oilton	NE	10
12	Stillwater	NE	5	60	Creek Co Sapulpa	NE	10
13	Preston	NE	6	60	Creek Co Slick	NE	10
15	Big Cabin	NE	5	60	Creek Co Stroud	NE	10
16	Eucha	NE	6	61	Tulsa E 31st	NE	23
17	Miami	NE	6	61	Tulsa E 71st	NE	23
18	Chickasha	SW	7	61	Tulsa E 91st	NE	23
20	Arbuckle	SE	5	61	Tulsa S Lewis	NE	23
28	Fletcher	SW	7	61	Tulsa E 2nd	NE	23
29	Bakers Peak	SW	5	61	Tulsa E 61st	NE	23
30	Walters	SW	5	66	Drumright	NE	4
31	Coweta	NE	6	67	Langley	NE	4
33	Grove	NE	5	68	Velma	SW	6
34	Ada	SE	5	69	Hominy	NE	5
35	Tishomingo	SE	5	73	Owasso	NE	8

*All repeater coverages shown are approximate, individual tower site ranges will vary.*

September 2021  
Gayland Kitch COML  
Oklahoma Emergency Management Association



## Moore Fire Department - VHF Radio Template

<b>ZONE 3</b>	<b>ZONE 4</b>	<b>ZONE 11</b>	<b>ZONE 12</b>	<b>ZONE 13</b>	<b>ZONE 127</b>
<b>National VHF</b>	<b>Oklahoma VHF</b>	<b>Federal Incident Response</b>	<b>Federal Law Enforcement</b>	<b>VHF Repeaters</b>	<b>NOAA Weather</b>
VCALL10	OK FIRE1	NC1	LE A analog	V-TAC 17R	WX1 - 162.400
VTAC11	OK LGMA1	IR1	LE 1 analog	VTAC 33	WX2 - 162.425
VTAC12	OK LAW1	IR2	LE 2 analog	VTAC 34	WX3 - 165.450
VTAC13	OK WHITE 1	IR3	LE3 analog	VTAC 35	WX4 - 162.475
VTAC14	OK WHITE 2	IR4	LE4 analog	VTAC 36	WX5 - 162.500
VSAR16	OK WHITE 3	IR5	LE5 analog	VTAC 37	WX6 - 162.525
VFIRE21	OK WHITE 4	IR6	LE6 analog	VTAC 38	WX7 - 162.550
VFIRE22	OK WHITE 5	IR7	LE7 analog		WX8/21B
VFIRE23	OK WHITE 6	IR8	LE8 analog		WX9/83B
VFIRE24	OK WHITE 7	IR9	LE9 analog		
VFIRE25	OK WHITE 8				
VFIRE26	OK AIRGND 1				
VMED28	OK AIRGND 2				
VMED29	AIR GUARD				
VLAW31					
VLAW21					
VLAW32					



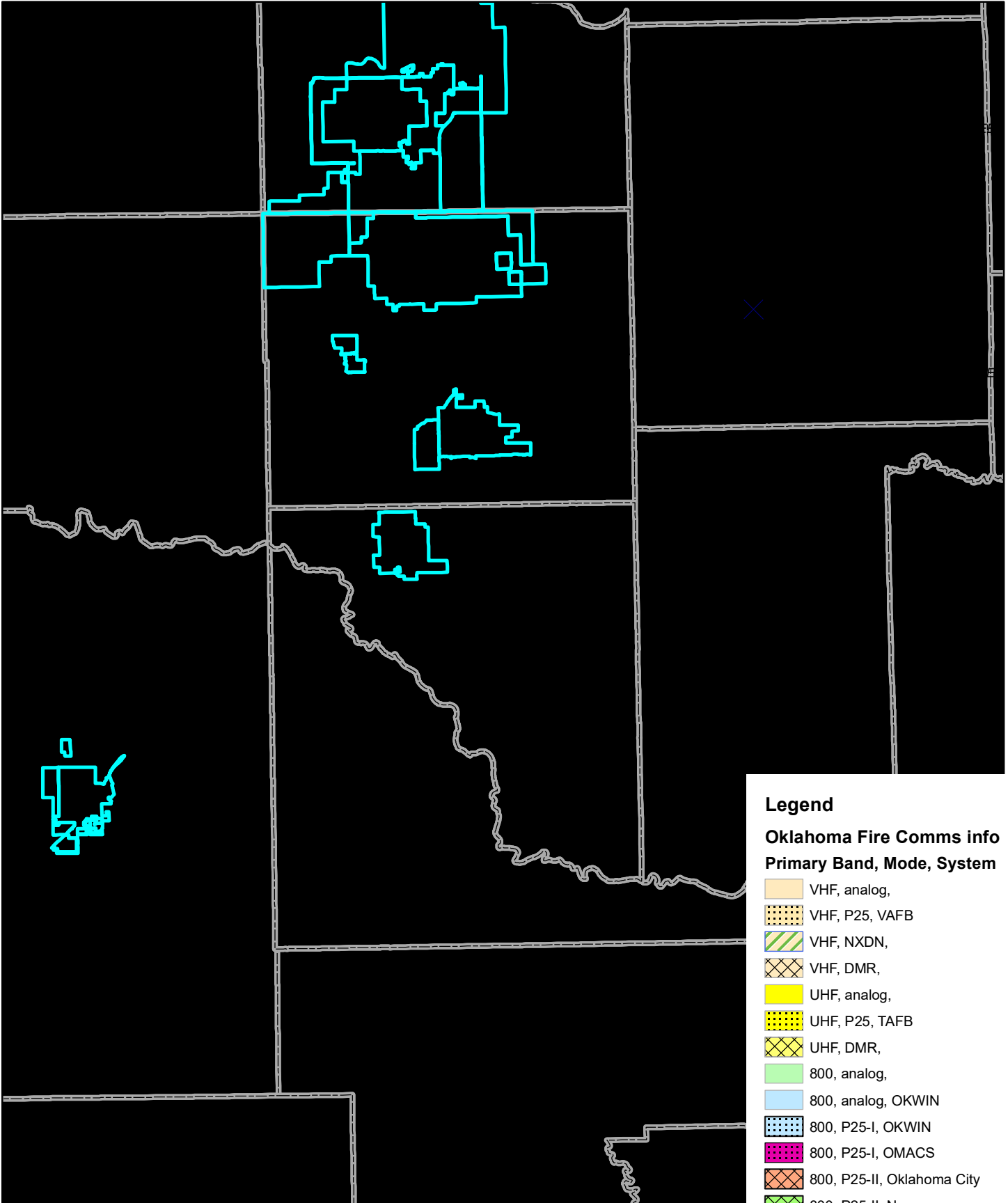
## Moore City Government Radio System Template

Zone 1		Zone 2	
Position	Talkgroup	Position	Channel
1	Utilities	1	Ch 1 direct
2	Sanitation	2	Ch 2 direct
3	Streets	3	Ch 3 direct
4	Animal Control	4	Ch 4 direct
5	Fleet Maintenance	5	8CALL90D
6	Building Maintenance	6	8TAC91D
7	Parks Maintenance	7	8TAC92D
8	Community Development	8	8TAC93D
9	Senior Center	9	8TAC94D
10	Special Events	10	8CALL90R
11	Dispatch	11	8TAC91R
12	Technician	12	8TAC92R
		13	8TAC93R
		14	8TAC94R

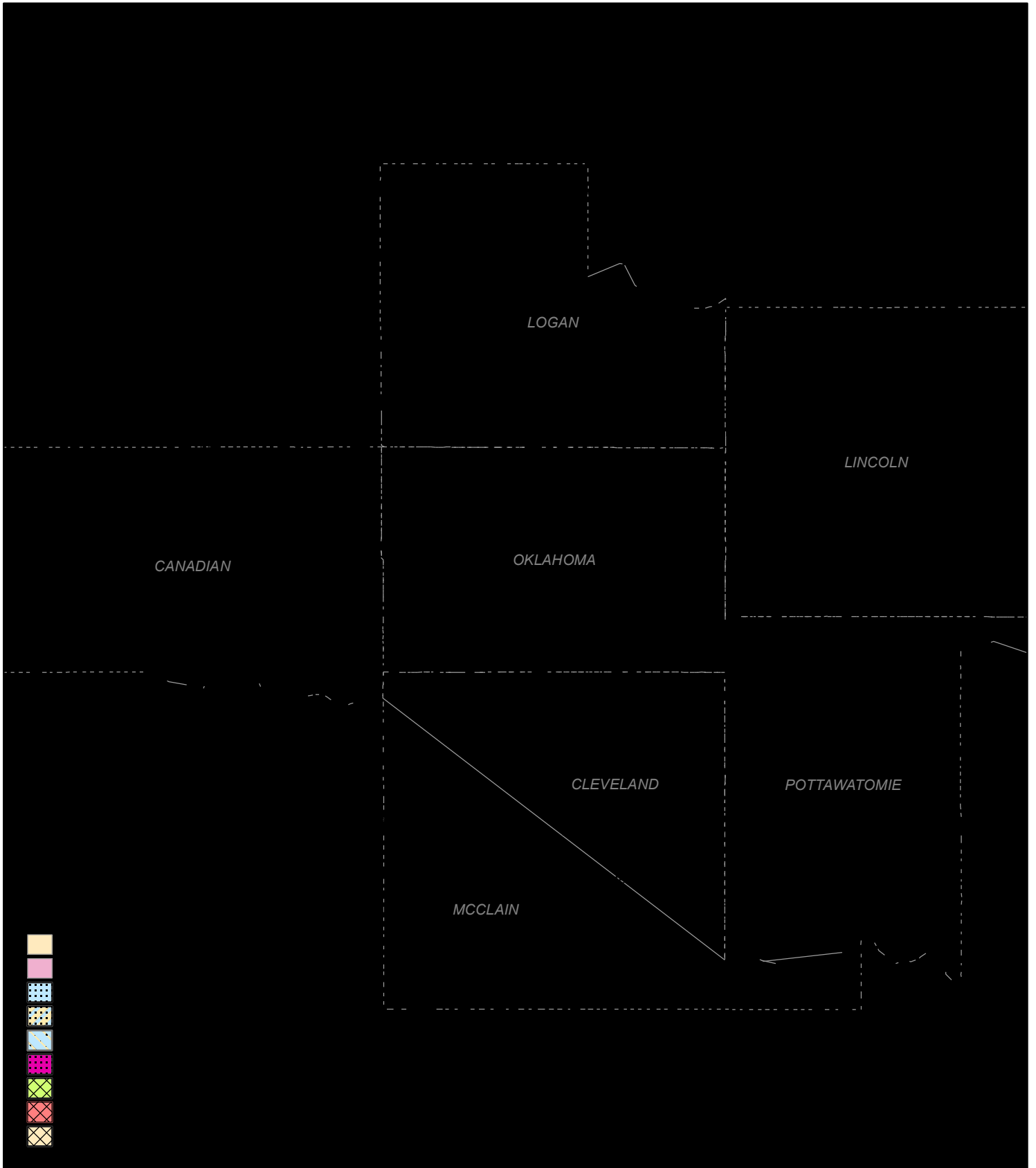




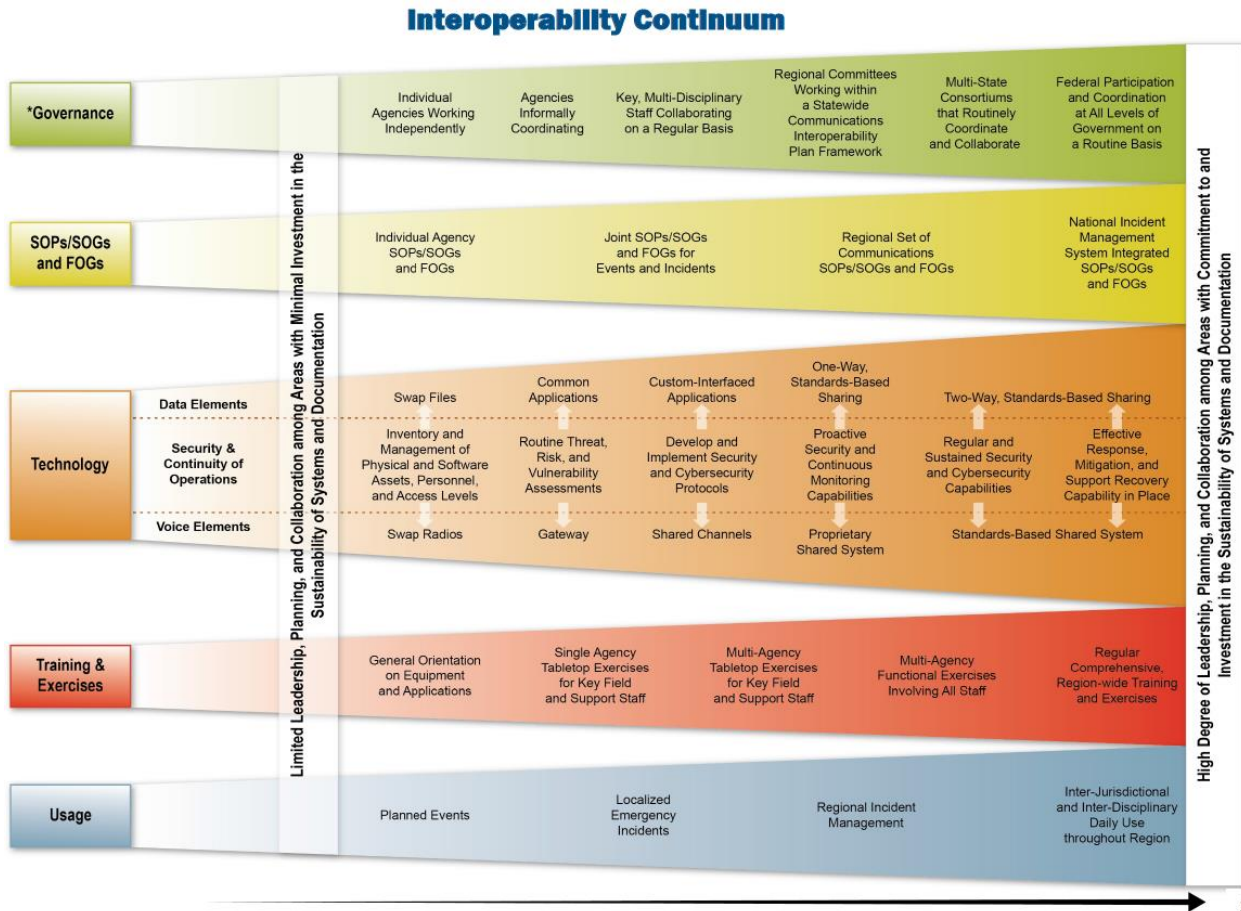
# Oklahoma City Area Fire Communications Interoperability



# CENTRAL OKLAHOMA PRIMARY RADIO SYSTEMS LAW ENFORCEMENT



# Interoperability Continuum



Source: "Interoperability Continuum: A Tool for Improving Emergency Response Communications and Interoperability". United States Department of Homeland Security



## ALERT AND WARNING

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### PURPOSE

This Annex establishes an alert and warning system within the City of Moore capable of disseminating adequate and timely warning to both City officials and the general public in the event of threatened or actual disaster.

### SITUATION AND ASSUMPTIONS

**Warning information is vital and must be made available in order to ensure that emergency responders and the public take appropriate protective actions to avoid death, injury, and/or damage to property.** Of all emergency management activities, the combination of prior disaster education and timely warning can have the greatest mitigating effect on the number of injuries and fatalities due to a disaster

**No one method of warning will reach all intended persons.** In order to reach the greatest number of citizens, a multi-faceted system must be in place. In general, the greater number of warning systems that are available and activated the greater percentage of the public that will receive warning.

Warning systems exist at the local, State, Federal, and private sectors. Warning information must be coordinated to ensure the greatest effect.

**Special needs groups such as hearing or vision impaired, physically disabled, or non-English speaking may require special attention to ensure that they are able to receive warnings.**

**Regardless of the warning, some people who are directly threatened by a hazard may ignore warning, or simply fail or refuse to take protective actions.**

**Warning information may be of limited value to persons without prior education concerning the emergency topic.** For instance, when a tornado warning is issued, it may be of limited value if the person receiving the warning does not know what a tornado is or know what protective actions to take. This annex assumes that the various emergency response departments carry out a program of proper disaster education within the City.

### Available Warning Systems

The following systems are in place and available to provide alerting and warning to the general public:

- City of Moore outdoor warning sirens. This is a network of 44 sirens spaced throughout the City. These sirens are capable of producing alerting tones, pre-recorded digital voice, or live voice (public address). These sirens are controlled via two-way radio, with encoders available in the Emergency Operations Center and the City's Mobile Command Vehicle. Thirty-five of the sirens operate from batteries charged by commercial or solar power; the remaining sirens operate from commercial power only. Each unit is equipped with a diagnostics and status monitoring package, which reports any changes in the siren's status to the EOC.

- City of Moore mass notification system. This system mass calls telephone numbers within a specified area and plays a recorded message upon answer. It also sends email and text messages.
- NOAA All-Hazards Radio. The National Weather Service operates a system that broadcasts warning information concerning both weather and other civil emergencies via tone-alerted radios that can be purchased by the general public.
- Broadcast television and radio. Several commercial broadcast television and numerous radio stations exist in the Oklahoma City area. Many of these stations interrupt their normal programming to provide warning information when emergencies are happening.
- Social Media. This includes several public services such as Facebook and X/Twitter. The City of Moore has the ability to send messages via these systems to those who have “followed” various City accounts.
- Internet. Various governmental and private entities offer programs to send email with warning information to subscribers. In addition, many internet web sites exist that have various forms of alerting and warning information on them. One example of this is the Homeland Security Alerting System that is commonly found on web sites concerning terrorism.
- Amber Alert. The Amber Alert system is a joint project of the Governor’s office, the Department of Public Safety, local law enforcement agencies, and various media outlets. The purpose of the Amber Alert system is to immediately saturate the media in the event of a child kidnapping. The primary entry point for the Amber Alert system is the DPS Comm Center.

(It should be noted that the City of Oklahoma City and the City of Norman also both operate networks of outdoor warning sirens, some of which can be heard within the city limits of Moore.)

In addition to these various public systems, additional internal systems have been developed by the City of Moore to alert City officials of impending or in-progress emergencies. Chief among these is a telephone-tree calling system in the various City buildings.

### **CONCEPT OF OPERATION**

The general concepts of the alerting and warning system for the City of Moore are:

- Information is collected or received by the City of Moore Emergency Operations Center concerning an impending or immediate threat to those within the city limits of Moore.
- The City's Emergency Management Director, either alone or in collaboration with the Police Chief, Fire Chief, City Manager, and/or a scene Incident Commander, determines that:
  - the information is valid;
  - there is a direct immediate threat to those within the city limits of Moore, and;
  - persons receiving warning information might be able to take protective measures to limit their personal and property risk from the threat.
- The Emergency Management Department determines which warning systems can provide the best alerting and warning for the particular situation, and activates these systems.

- If necessary, the Emergency Management Department contacts officials responsible for non- City of Moore warning systems and provides information to them such as to cause activation of these systems.
- The Emergency Management Department ensures via the internal systems that City officials also have the warning information, and are aware of any other information that might be of note to prepare their Departments for potential effects of the emergency.

### **TASK ORGANIZATION AND RESPONSIBILITIES**

The Emergency Management Department has the following alerting and warning responsibilities:

- Develop, maintain, and operate systems to monitor and receive information on potential threats to the City of Moore;
- As appropriate, share information with the Police Chief, Fire Chief, City Manager, on-scene Incident Commanders, and/or other City officials;
- As appropriate and timely, coordinate warning decisions with the above-mentioned persons;
- Develop, maintain, and operate systems capable of warning the general public, and systems for internal warning;
- Develop relationships with, share intelligence information, and coordinate warning decisions with officials responsible for the operation of non- City of Moore warning systems;
- Pursuant to Oklahoma Statute 63 OS 683.11.E, report and share information on all impacting significant events to the Oklahoma Department of Emergency Management;
- Develop relationships with and share intelligence information with officials and agencies responsible for providing information that could adversely affect the City of Moore;
- Provide education programs for City officials and City communications personnel concerning the operation of warning systems, various actions to be taken prior to and during emergencies, and general disaster-related topics.
- Provide education programs for the general public concerning the meanings of various warnings, personal protective actions that can be taken to minimize or mitigate the effects of impending emergencies, and general disaster-related topics.

The Police Chief has the following alerting and warning responsibilities:

- Develop, maintain, and operate systems to monitor and receive information on potential terrorist and criminal threats to the City of Moore;
- As appropriate, share information with the Emergency Manager, Fire Chief, City Manager, on-scene Incident Commanders, and/or other City officials;
- As appropriate and timely, coordinate terrorist and criminal warning decisions with the above-mentioned persons, and task the Emergency Management Director with activation of the various warning systems;
- Authorize requests to activate the Amber Alert system for child kidnappings occurring within the City of Moore;
- Develop relationships with and share intelligence information with officials and agencies responsible for providing information that could adversely affect the City of Moore;
- Provide education programs for City officials and City communications personnel concerning various actions to be taken prior to and during terrorist and criminal emergencies.

- Provide education programs for the general public concerning the meanings of various warnings, personal protective actions that can be taken to minimize or mitigate the effects of impending terrorist and criminal emergencies, and general terrorist and criminal emergency-related topics.

The Fire Chief has the following alerting and warning responsibilities:

- Assist the Emergency Management Department with the operation of systems capable of warning the general public;
- As appropriate and timely, coordinate fire and hazardous materials warning decisions with the above-mentioned persons, and task the Emergency Management Department with activation of the various warning systems;
- Provide education programs for City officials and City communications personnel concerning various actions to be taken prior to and during fire and hazardous materials related emergencies;
- Provide education programs for the general public concerning the meanings of various warnings, personal protective actions that can be taken to minimize or mitigate the effects of impending fire and hazardous materials related emergencies, and general fire and hazardous materials emergency-related topics.

The City Manager has the following alerting and warning responsibilities:

- Ensure communications and coordination between the various public safety chiefs and managers in their intelligence sharing and warning decision making;
- Liaison with the Mayor and City Council concerning received information and the various warning decisions that have been made;
- Ensure that all city personnel receive disaster related education.

The City's Emergency Dispatchers have the following alerting and warning responsibilities:

- Monitor the OLETS system for any emergency information that could potentially affect the City of Moore;
- As workload permits, monitor other agencies radio channels for emergency information that could potentially affect the City of Moore;
- Immediately notify the Emergency Management Director of all significant events and/or emergency information received that could potentially affect the City of Moore;
- Immediately notify the Police Chief of all terrorist or criminal related emergency information received that could potentially affect the City of Moore;
- In the absence of the Emergency Management Director or authorized and qualified EOC personnel, activate the various warning systems if necessary.



## **DIRECTION AND CONTROL**

Final decision authority for activation of the City's warning systems for terrorist or criminal related emergencies rests with the Police Chief.

Final decision authority for activation of the City's warning systems for all emergencies other than terrorist or criminal related rests with the Emergency Management Director.

## **CONTINUITY OF GOVERNMENT**

The following is the chain of command for activation of the City's alerting and warning systems:

1. Emergency Management Director or Assistant Director;
2. Police Chief or acting Chief;
3. Fire Chief or acting Chief, if neither of the above can be contacted in a timely manner;
4. Senior on-duty Police Supervisor, if none of the above can be contacted in a timely manner;
5. Senior on-duty Fire Assistant Chief if none of the above can be contacted in a timely manner;
6. Senior on-duty Communications Dispatcher, only if none of the above can be contacted.

Care should be taken to balance the need for immediate warning versus validating the information any warning decision is based upon, and any inability to contact either the Emergency Management Director or Police Chief.

## **ADMINISTRATION AND LOGISTICS**

The City's outdoor warning systems are based on a two-way data system such that any change in a unit's status is transmitted to the City's Emergency Operations Center immediately. Additionally the system is polled for status twice per day. The outdoor warning systems are audibly tested at noon on each Saturday, provided such testing is done in a manner that will not create fear or panic in the general public.

## **PLAN DEVELOPMENT AND MAINTENANCE**

The Emergency Management Department is responsible for updating this Annex on an as needed basis.

## **AUTHORITY AND REFERENCES**

Moore Police Department. Amber Alert Memo  
Title 63 Oklahoma Statutes, Section 683: "Oklahoma Emergency Management Act of 2003"

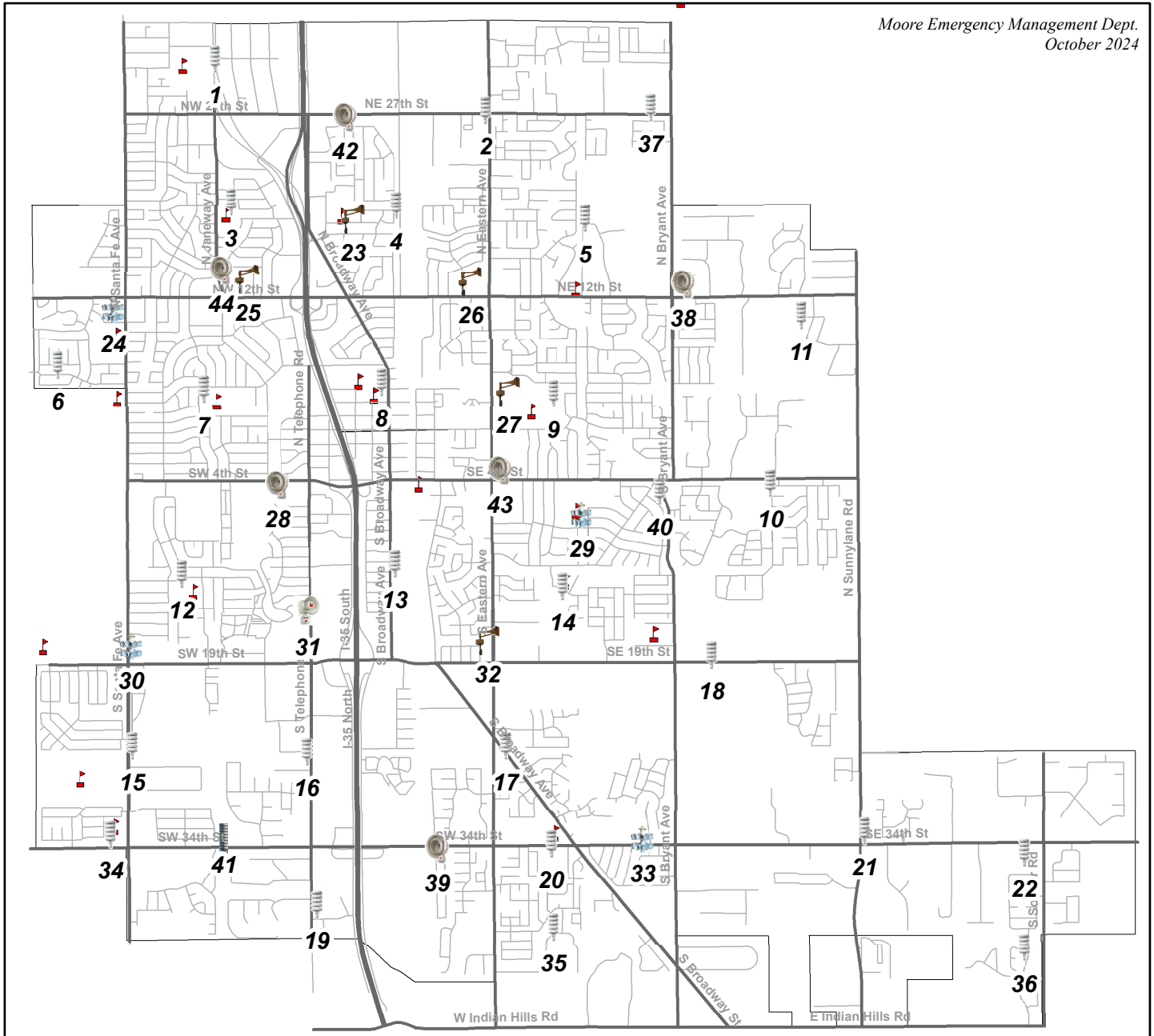
## **APPENDICES**

Appendix 1 – City of Moore Outdoor Warning System map  
Appendix 2 - Oklahoma City Area Outdoor Warning System map



# City of Moore Outdoor Warning System

Moore Emergency Management Dept.  
October 2024



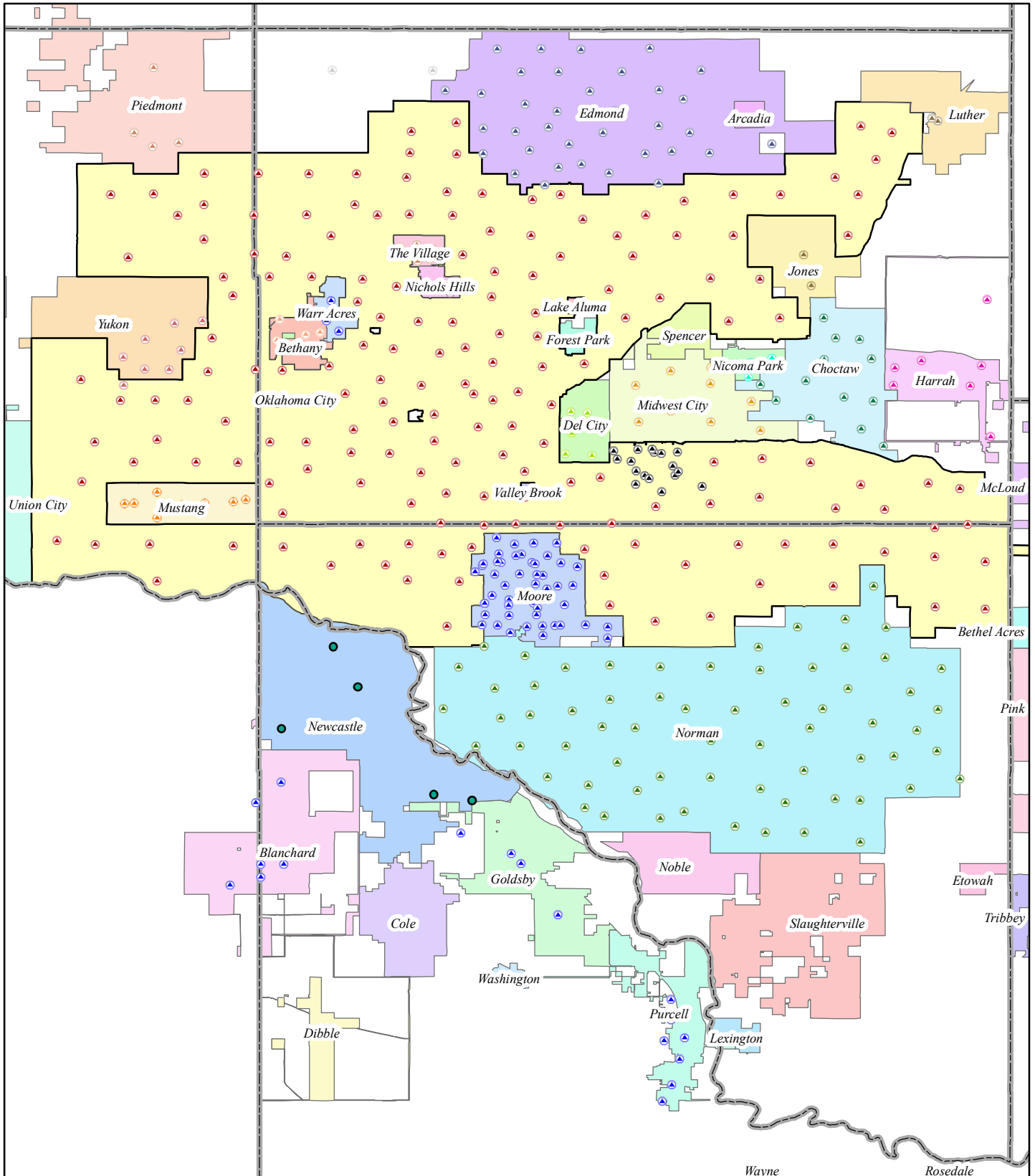
1	Shields & Cass Ave.
2	NE27 & Eastern
3	Kelley Elementary
4	2100 Nail Parkway
5	Buck Thomas Park
6	Greenbriar Park
7	Southgate Elementary
8	City Hall
9	MHS Baseball Stadium
10	2600 SE 4th
11	3400 NE 12th
12	Plaza Towers Elementary
13	Central Park
14	Apple Creek Elementary
15	2500 S Santa Fe

16	2600 S Telephone
17	Broadway & Eastern
18	SE 19th & Bryant
19	Randall University
20	Broadmoore Elementary
21	SE 34th & Sunnyslane
22	SE 34th & Sooner Rd
23	Northmoore Elementary
24	NW12 & Santa Fe
25	725 NW 12th
26	NE12 & Flicker Ridge
27	Moore High School
28	Little River Park
29	Highland East Jr High
30	1800 blk S. Santa Fe

31	1700 blk S Telephone
32	1805 S Eastern
33	SE34 & Fairway Dr.
34	Oakridge Elementary
35	Apples Splashpad Park
36	SE 42nd & Vista Dr.
37	NE 27 & Bryant
38	Fire Station #4
39	SW 34th & BNSF Railroad
40	Veterans Park
41	Arbor Gardens Park
42	NE 27th & Highland Dr.
43	SE 4th & Eastern
44	Parmele Park



# Metro Area Outdoor Warning Sirens



Moore Emergency Management Department  
October 2024



## Annex D

# EMERGENCY PUBLIC INFORMATION

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### 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.

### SITUATION AND ASSUMPTIONS

Public information during an incident serves many important functions. It can:

- *Save lives and reduce injury.* Knowing the proper protective actions to take enables people to reduce their risk.
- *Protect property and the environment.* Understanding how to mitigate risk to property and the environment may lessen the damage inflicted by disasters.
- *Facilitate the tactical response* by calming fears and managing expectations. People who know what to expect are more likely to follow instructions and all responders to do their jobs.
- *Educate, inform, and change behavior or attitudes.* An educated public is more likely to prepare for emergencies and be ready when they occur
- *Seek the public's cooperation.* Whether the need is for volunteers, citizens to cooperate with investigators, or residents to evacuate their homes, public information is one instrument that can help make it happen.
- *Instill public confidence.* Providing timely, accurate and understandable information builds confidence in the emergency management's competence.
- *Provide information to help families reunite.* Public information about shelter message boards, hotlines, survivor registries, and other linkages can help reunite families and enable them to move forward with their recovery.<sup>1</sup>

The general public expects current and accurate information from the government during a disaster. ***It can be expected that the public will seek useful information and instructions during an emergency, and will turn to whatever source they can find that is providing information.*** Therefore, it is critical that the City of Moore, in partnership with state and federal agencies, provide the public accurate, timely and useful instructions throughout the emergency period.

Emergency information efforts will focus on specific event-related information. This information should generally be

- Instructional and/or informational in nature;
- Periodic at regular intervals;
- Positive but truthful.

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. It can be assumed that the media will respond immediately to any disaster scene, with television expected to be broadcasting live video of the disaster within minutes, and that live video will be distributed worldwide. Additionally, any person near the disaster scene may be recording and/or live-

<sup>1</sup> IS-242b: Effective Communication. Federal Emergency Management Agency

streaming video of the event. It may be assumed that multiple sources of live video will be immediately available to the general public worldwide.

The media will be requesting current and accurate information upon their arrival at the disaster. If information is not received in a timely and comprehensive manner, it can be expected that the media will turn to other sources that cannot be controlled, and may not have a requirement to provide accurate information. ***It is critical that the City provide the media with accurate, timely, and comprehensive information throughout the emergency period.***

<sup>2</sup>Social media not only allows for another channel of broadcasting messages to the public, but also for two-way communication between the City and major stakeholder groups. Increasingly the public is turning to social media technologies to obtain up to date information during emergencies and to share data about the disaster in the form of geo data, text, pictures, video, or a combination of these media. Social media also can allow for greater situational awareness for emergency responders. While social media allows for many opportunities to engage in an effective conversation with stakeholders, it also holds many challenges.

An analysis of the data shows that social media and news websites combined rival television as the primary source of news for Americans.

***It can be expected that rumors and inaccurate information will surface very quickly after the onset of the emergency.*** The City must act swiftly to establish credibility and timeliness in the provision of accurate information to counteract these rumors.

**CONCEPT OF OPERATIONS**

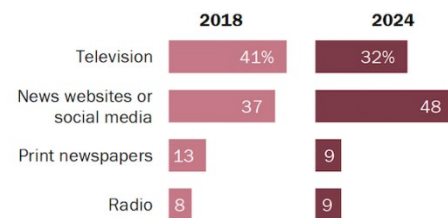
***Emergency public information activities in the City of Moore will be the responsibility of the City department having Incident Command of the emergency,*** likely either the Fire or Police Departments. Both departments have individuals tasked to public information efforts. In addition, the City’s Public Affairs personnel may assist with emergency public information efforts. All of these individuals – from all departments – will work together in the provision of emergency public information.

When tasked by the Incident Commander, the PIOs will establish a joint information center (JIC) at or near the incident command post. This should be near to the information display of the CP is, to ensure that the PIOs are able to receive accurate and timely information.

<sup>2</sup> Pew Research Center, December 10, 2018

**Americans increasingly prefer digital pathways to local news**

*% of U.S. adults who say they prefer \_\_\_ for getting local news and information*



Note: Respondents who did not answer are not shown. Source: Pew Research Center survey of U.S. adults conducted Jan. 22-28, 2024.

“Americans’ Changing Relationship With Local News”

PEW-KNIGHT INITIATIVE

**Most Americans say local media are at least somewhat important to their community**

*% of U.S. adults who say they think local news outlets are \_\_\_ to the well-being of their local community*



Note: Respondents who did not answer are not shown. Source: Pew Research Center survey of U.S. adults conducted Jan. 22-28, 2024.

“Americans’ Changing Relationship With Local News”

PEW-KNIGHT INITIATIVE



The PIOs will further establish a media area, and meet with the representatives from the media as needed. During a long-term event, a media briefing schedule will be established.

During an event where a command post is not established or if the event is widespread, the PIOs may elect to establish the JIC in the Emergency Operations Center.

All information released concerning the event will be via the JIC, after consultation with the IC and/or City Manager (EOC executive).

### **TASK ORGANIZATION AND RESPONSIBILITIES**

The Police Chief, Fire Chief, and Public Affairs Director each have responsibility to

- Assign and provide proper training for Public Information Officers, both primary and secondary;
- Implement policy establishing the PIO as the single official point of contact for the media during an emergency.

The Public Information Officers have responsibilities to:

- Develop and maintain public information operating procedures;
- Develop working relationships with various local media personnel;
- Develop working relationships with PIOs from other City departments and area agencies;
- Upon notification of an emergency, respond to the command post and direct all emergency public information efforts.
- Provide news releases for the media, upon approval for release by the IC and/or EOC executive;
- Check all print media for accuracy of reports.
- Monitor social media for information pertaining to the event, and to provide information and updates
- Investigate rumors.
- Check TV and radio broadcasts for accuracy of reports.
- Maintain a recent record of events.

### **DIRECTION AND CONTROL**

Operational responsibility for all field operations remains vested in the Incident Commander. The PIOs should work closely with the IC to ensure that information to be released is current, accurate, and is not of a nature to jeopardize ongoing field operations.

Executive responsibility for EOC operations remains vested in the City Manager. During a EOC-based operations, the PIOs should also work closely with the City Manager and Emergency Management Director to ensure that information to be released is current, accurate, and will not jeopardize ongoing field operations.

### **CONTINUITY OF GOVERNMENT**

The Police, Fire, and Public Affairs Departments should maintain a number of adequately trained personnel such that the emergency public information function may be maintained even in the absence of the primary PIO.

### **ADMINISTRATION AND LOGISTICS**

The PIOs will keep copies of all press releases, and provide the EOC with copies to be included in the event record.

### **PLAN DEVELOPMENT AND MAINTENANCE**

The PIOs will be responsible for the development and maintenance of emergency public information programs. Other persons or organizations specified in the Annex will work with the PIO as necessary.

### **AUTHORITIES AND REFERENCES**

- FEMA IS-242.b, "Effective Communication"
- "Social Media Outpaces Print Newspapers in the U.S. as a News Source". Pew Research Center, December 10, 2018.

## Annex E

# EVACUATION / SHELTERING-IN-PLACE

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### PURPOSE

The purpose of this Annex is to provide policy and procedures for providing an area of safety for those in or about to be in an unsafe or hostile environment. This may include the ordering of sheltering-in-place or an evacuation of the area.

### SITUATION AND ASSUMPTIONS

***Emergencies typically cause affected areas to become unsafe.*** When this occurs, it is necessary to either evacuate persons from the affected area to an area of safety, or instruct persons to remain in the area but take additional positive measures to protect themselves from the environment. In some instances this may be possible prior to the event; however during most of the types of emergencies that may affect the City of Moore it is more likely that evacuation or sheltering-in-place will be carried out after the event has occurred.

As indicated in the Oklahoma Emergency Management Act of 2003, Oklahoma § Title 63, Supplement 2006, and the [Oklahoma Attorney General Opinion 07-11](#) of April 23, 2007, the Governor and Political Subdivisions have the authority to require evacuation during an emergency for the health and safety of the public.

Evacuation may be spontaneous and self-initiated after an event, or an evacuation may need to be ordered by a local Incident Commander. The evacuation area may cover more than one jurisdiction, and may even be needed region-wide depending upon the nature of the event.

***For some emergencies, it may be more advantageous to order sheltering-in-place rather than moving persons from the affected area.*** Factors that may assist in determining which action to take may include:

- Relative safety of remaining in place (with additional protective measures) vs. moving outside in a hostile environment;
- Safety of responders assisting in an evacuation order;
- Amount of time available prior to the environment becoming hostile or unsafe vs. the time needed to affect an evacuation;
- Amount of time the environment will remain hostile or unsafe vs. the time needed to affect an evacuation.

At the time of evacuation/shelter-in-place order, most emergencies will still be in a confused state. Persons needing to take evacuation/protective actions will likely still be in a state of disbelief, fear, grief, etc. Responders will be struggling to bring the incident under control and save as many lives as possible. Some persons will forget – or ignore – the things they need to do to protect themselves. Additionally, ***it should be assumed that some of the public might not understand or be able to take the additional positive measures to protect themselves, and also that some people will refuse to evacuate, regardless of the threat.***

Transportation may likely be needed between the affected area and the area of safety, as personal vehicles of the evacuees may be damaged or destroyed by the

event. Some evacuees may not have vehicles, relying in normal circumstances on bicycles or walking.

Traffic control will likely be needed, as:

- Normal transportation routes may be affected by the event;
- A large volume of both pedestrians and vehicles may be evacuating an area;
- Orderly egress by evacuees will increase the efficiency of an evacuation;
- Swift and unimpeded ingress by emergency workers is essential to life-safety and incident stabilization.

***Evacuees of a terrorism or criminal event may be suspects or witnesses to a crime***, and may need to be interviewed and/or segregated from other witnesses prior to and during evacuation.

***Decontamination of evacuees may be needed*** prior to transport.

***Persons with special needs may require assistance to properly evacuate.***

***Evacuees from schools, daycares, and other congregate care facilities will need to be accounted for during all phases of evacuation or sheltering-in-place events***, and may require supervision and/or assistance during all phases.

During a terrorism or criminal event, armed security may be needed along the route and/or with the transport vehicles. Security will likely be needed at assembly and reunification centers to maintain order.

Security will be needed in areas that are evacuated to control both those wishing to return to their homes or businesses, and to reduce the chance for looting or criminal activity.

***A great deal of timely and accurate emergency public information will be required*** to provide:

- Immediate and longer-term information and instructions to evacuees;
- Detailed information to those sheltering-in-place;
- Information to relatives and/or friends of evacuees as to their status and location. This is particularly important when the evacuees are children.
- Information concerning arrangements for companion animals and pets.

## **CONCEPT OF OPERATIONS**

As or after an emergency event occurs, the Incident Commander for the event will determine:

- If it is safe for persons to remain in the area affected;
- If sheltering-in-place or evacuation is required;
- The boundaries of any unsafe areas, using a conservative estimate of the threat or risk (meaning to err on the side of caution)
- If immediate evacuation is necessary, or if the surrounding area should be swept and deemed secure prior to evacuation (particularly during a terrorist or criminal events);
- Safe (and/or unsafe) evacuation routes.

If evacuation is ordered, shelters should be established for evacuees. In general, the concept of operations for mass care shelters is as follows:

- The Incident Commander determines if evacuation is required and orders such as needed;
- The Emergency Management Director coordinates the location and initial logistics of any shelters;
- The Parks Department and/or Moore Public Schools provide facilities for shelters.
- The American Red Cross staffs and manages shelters;
- The American Red Cross, Fire Department and EMSSTAT provide medical monitoring and treatment at shelters.

Schools, day care facilities, and/or congregate care facilities are responsible to supervise and track all persons in their care. If such a system does not exist, Incident Command will establish such a system.

Transportation may be needed to a shelter facility. The EOC is tasked to coordinate the provision of such transportation. Schools, day care facilities, and/or congregate care facilities are responsible for transportation of evacuees in their care. An assembly area may be required for picking up persons to be transported.

The Police Department will rapidly determine if evacuees need to be screened as potential suspects of a terrorist or criminal event prior to transport or evacuation. Additionally, they will also determine if evacuees need to be interviewed as witnesses and/or segregated prior to or during transport or evacuation.

Specific dangers posed by the potential disaster should be cited to those persons refusing to evacuate. It should be made clear that emergency responders may not be able to evacuate them later if conditions become too hazardous.

Procedures should be established and implemented to safely allow persons back into the evacuated area to retrieve necessary items; assess, secure, and repair damaged property; and again exit the area if needed.

If sheltering-in-place is ordered, the concept of operations includes:

- Determination of what protective measures those sheltering-in-place should take;
- Provision and distribution of detailed information concerning the recommended protective measures and estimates of the length of time the sheltering-in place is anticipated to last;
- Monitoring conditions to ensure that sheltering-in-place continues to be the best protective action.
- Assisting persons with special needs with taking proper actions.

## **TASK ORGANIZATION AND RESPONSIBILITIES**

The Incident Commander has responsibility for all field events directly related to the emergency, including:

- Ordering of evacuation or sheltering-in-place;
- Determining the area to be evacuated;
- Determining if transportation is needed;
- Determining if an assembly area is required; and
- Determining security needs.

The Emergency Management Department has responsibility for all events outside of the emergency area, including the:

- Assisting the Fire Department with software modeling of chemical plumes.
- Establishment of shelters;
- Coordinating the provision of transportation;
- Disseminating shelter-in-place information via the City's warning systems and/or mass notifications systems.

The Police Department has responsibility for:

- Criminal and terrorist operations;
- Establishing the area perimeter;
- Sweeping the evacuated area;
- Security of the evacuated area;
- Determining if special screening or handling of the evacuees is needed;
- Providing armed security if needed in assembly areas, along transportation routes, in transport vehicles, and at shelters.

The Fire Department has responsibility for:

- Hazardous materials operations, to include software modeling of chemical plumes;
- Sweeping the evacuated area;
- Decontamination of evacuees;
- Assisting with monitoring medical needs of persons awaiting evacuation, being transported, and while in shelters.

The Parks & Recreation Dept. has responsibility in:

- Providing shelters and assisting with their operation;
- Assisting with transportation vehicles (in particular, the senior citizens van).

The Moore Public Schools has responsibility for:

- Assisting with transportation vehicles and drivers;
- Accounting for and providing supervision for student and staff evacuees from school locations;
- Assisting with providing shelter locations if needed.

The American Red Cross has responsibility for:

- Sheltering operations, logistics and staffing;
- Monitoring medical needs of persons and while in shelters.

EMSSTAT has responsibility for:

- Providing medical transport vehicles, if necessary, for the evacuation of persons with special medical needs;
- Assisting with monitoring medical needs of persons awaiting evacuation, being transported, and while in shelters.

The City Animal Welfare Division has responsibility for:

- Providing sheltering locations for animals during an evacuation. *See City of Moore Animal Response Plan, Annex F, Appendix 2.*

## **DIRECTION AND CONTROL**

Operational authority is vested in the Incident Commander at the scene, and in the Emergency Management Director in the EOC.

Executive authority remains with the City Manager.

The Superintendent of the Moore Public Schools retains executive authority of school facilities and resources.

Schools, day cares, and other congregate care facilities retain responsibility for evacuees that were in their care at the time of the event, until the evacuee is released to the evacuee's parent, guardian, or other appropriate person responsible for the evacuee.

The Animal Welfare Director retains authority over animal sheltering operations.

## **CONTINUITY OF GOVERNMENT**

All agency heads of the tasked agencies and departments will ensure that adequate primary and secondary personnel are familiar with and receive training concerning these policies and procedures.

All City department heads will be familiar with the Continuity of Government section of the Basic Plan and be prepared to take all actions necessary to ensure the provision of emergency services should City Hall and/or other City facilities need to be evacuated.

## **ADMINISTRATION AND LOGISTICS**

All schools, day care facilities, and congregate care facilities should develop and implement an accountability system for immediate emergencies. Information from these systems should be provided to the Incident Commander upon arrival.

The Fire and Emergency Management Departments will maintain persons trained in the operation of computer software that will model the dangers associated with chemical releases. During such events, models should be run in both Departments so as to cross-check the results.

The Emergency Management and Information Technology Departments will maintain persons trained in the operation of computer software that will determine the number of households and residents within a given area. During emergency events, this information should be run and passed to the Incident Commander to assist in determining the scope of any evacuation or sheltering-in-place event.

The City's public safety departments will provide educational programs to the public concerning disasters, actions that may occur during evacuations, and information on needed supplies and actions during a shelter-in-place order.

## **PLAN DEVELOPMENT AND MAINTENANCE**

Responsibility for updating and revising this Annex rests with the Emergency Management Director

## **AUTHORITIES AND REFERENCES**

Moore Public Schools Crisis Management Plan.

[Oklahoma Attorney General Opinion 07-11](#) (April 23, 2007)

Oklahoma Homeland Security Regions 6 & 8 Evacuation Plan (draft)

FEMA SLG-101, "A Guide for All-Hazards Emergency Operations Planning".

FEMA Emergency Management Institute Course E408 materials, "Terrorism Planning Course".

## **APPENDICES**

Appendix 1 - Attorney General Opinion 2007-11



## Oklahoma Attorney General Opinion 2007 OK AG 11 "Mandatory Evacuations During Emergencies and/or Natural Disasters"

Question Submitted by: State Director Albert Ashwood, Oklahoma  
Department of Emergency Management  
2007 OK AG 11  
Decided: 04/23/2007  
Oklahoma Attorney General Opinions

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Cite as: 2007 OK AG 11, \_\_\_ \_\_

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¶0 This office has received your request for an official Attorney General Opinion in which you ask, in effect, the following questions:

1. Does the Governor or any local jurisdictional body have the authority to order a mandatory evacuation during emergencies and/or natural disasters?
2. Does the Governor or any local jurisdictional body have the authority to enforce a mandatory evacuation necessary during emergencies and/or disasters?
3. If authorized to order a mandatory evacuation, what, if any, legal liabilities would the Governor or local jurisdiction be subject to?

### Police Power

¶1 The subject matter of your request requires an analysis of the most central of all powers possessed by a state government - the police power. The "[p]olice power is an attribute of state sovereignty[.]" and is "an inherent power of the state legislature that extends to the whole system of internal regulation by which the state preserves public order," welfare and peace. *Jacobs Ranch, L.L.C. v. Smith*, [148 P.3d 842](#), 849 (Okla. 2006). "The promotion of safety of persons and property is unquestionably at the core of the State's police power." *Kelley v. Johnson*, 425 U.S. 238, 247 (1976). It cannot be doubted that protecting the "safety of its citizens is a valid basis for the exercise of a state's police power." *State ex rel. Dep't of Transp. v. Pile*, [603 P.2d 337](#), 342 (Okla. 1979). In addition, the power to enforce laws enacted by the State Legislature under its exercise of police power may be delegated to political subdivisions of the state. *Teeter v. City of Edmond*, [85 P.3d 817](#), 822 (Okla. 2004); see also *Harris v. State*, [251 P.2d 799](#), 802-03 (Okla. 1952) (stating that the Legislature has no power to delegate the power to make laws, but may delegate authority to carry into effect existing laws). Having established the well-recognized power of the State to enact laws under its police power for the welfare and safety of its citizenry and to delegate the power to implement those laws, our analysis now turns to the specific laws of the State of Oklahoma regarding evacuations during emergencies or disasters.

### Evacuation

¶2 The Oklahoma Legislature has enacted three acts which authorize evacuations of the civilian population: the Oklahoma Emergency Management Act of 2003, the Catastrophic Health Emergency Powers Act and the Oklahoma Emergency Response Act. The Oklahoma Emergency Management Act of 2003 creates broad authority for the Governor and political subdivisions to declare emergencies and disasters, and act for the benefit of public safety. See [63 O.S. Supp.2006, §§ 683.1 - 683.24](#). The Catastrophic Health Emergency Powers Act empowers the Governor and the State Commissioner of Health or local health departments to act in response to a nuclear, biological or chemical attack. See [63 O.S. Supp.2006, §§ 6101 - 6804](#). The Oklahoma Emergency Response Act allows local law enforcement and fire department officials to take protective actions in the event of extreme emergencies involving the release of dangerous substances. See 27A O.S. 2001, §§ 4-1-101 - 4-1-106.

¶3 Before analyzing the power of evacuation authorized in these three acts we must first establish the meaning of that term. Each of the three acts uses the term "evacuation"; however, neither the provisions

of the acts, the Oklahoma Constitution, other Oklahoma statutes nor published cases provide a definition of that term. In the absence of an express definition of the common words used in a statute, the words must be given their plain and ordinary meaning. [25 O.S. 2001, § 1](#); *City of Durant v. Cicio*, [50 P.3d 218, 221](#) (Okla. 2002). Accordingly, we look to the plain and ordinary meaning of the term "evacuation."

¶4 The word "evacuation" is a noun that means "the act of emptying." Webster's New International Dictionary 786 (3d ed. 1993). The word "evacuate" is a verb which means "to remove (a person or thing) from some place in an organized way esp. as a protective measure." *Id.*<sup>1</sup> The word "remove" is a verb which means to change the location. *Id.* at 1921. Therefore, the plain and ordinary meaning of the word "evacuation" is to empty by removing or changing the location of a person or thing. In addition, where the statutes that provide for the power of evacuation also provide for the power of enforcement, such evacuations could be made mandatory by the use of the enforcement power.

### The Oklahoma Emergency Management Act of 2003

¶5 The Oklahoma Emergency Management Act of 2003 ("Emergency Management Act") is a broad delegation of police powers to the Governor and political subdivisions <sup>2</sup> for the purpose of protecting the public in the event of emergencies and disasters. Title [63 O.S. Supp.2006, § 683.2](#) in pertinent part provides:

A. Because of the existing and increasing possibility of the occurrence of disasters of unprecedented size and destructiveness resulting from natural and man-made causes, in order to ensure that preparations of this state will adequately deal with such disasters and emergencies, to generally provide for the common defense and to protect the public peace, health, and safety, to preserve the lives and property of the people of this state, and to carry out the objectives of state and national survival and recovery in the event of a disaster or emergency, it is hereby found and declared to be necessary to:

. . . .

4. Confer upon the Governor and upon the executive heads or governing bodies of the political subdivisions of the state the emergency powers provided by the Oklahoma Emergency Management Act of 2003[.]

*Id.* Evacuation is among the emergency powers conferred by the Emergency Management Act.

"Emergency management" means the preparation for and the coordination of all emergency functions by organized and trained persons, who will extend existent governmental functions and provide other necessary nongovernmental functions, to prevent, minimize and repair injury and damage resulting from natural or man-made disasters developing to such an extent to cause an extreme emergency situation to arise which by declaration of the Governor jeopardizes the welfare of the citizens of this state. These **emergency functions include**, but are not limited to, fire fighting, law enforcement, medical and health, search and rescue, public works, warnings, communications, hazardous materials and other special response functions, **evacuations of persons from affected areas**, emergency assistance services, emergency transportation, and other functions related to preparedness, response, recovery and mitigation[.]

*Id.* § 683.3(1) (emphasis added). Specifically at Section 683.8(7), the Emergency Management Act confers upon the Governor the power to:

Cooperate with the President of the United States and the heads of the Armed Forces, the Federal Emergency Management Agency, and other appropriate federal officers and agencies, with the officers and agencies of other states in matters pertaining to the emergency management of the state and nation, including the direction and **control of**:

a. state emergency management activations and exercises,

- b. warnings for actual or exercise events and the equipment to be used in connection therewith,
- c. the conduct of civilians and the movement of and cessation of movement of pedestrians and vehicular traffic during, prior and subsequent to natural and man-made disasters and emergencies,
- d. public meetings or gatherings, and
- e. the **evacuation** and reception of the civil population[.]

*Id.* (emphasis added). In the event of a natural or man-made emergency <sup>3</sup> declared by the Governor or Legislature, the Emergency Management Act provides additional powers to the Governor to "provide for the evacuation of all or part of the population from any stricken or threatened area or areas within this state and to take such steps as are necessary for the receipt and care of such evacuees." *Id.* § 683.9(3). The power to control the conduct of civilians and control the evacuation and receipt of the civilian population expressly provides authority for the Governor to evacuate an area by ordering the removal of persons and to provide for the care of the evacuees pursuant to the provisions of the Emergency Management Act. <sup>4</sup>

¶6 With regard to the authority of political subdivisions, the Emergency Management Act also confers responsibility for evacuation.

Each local organization for emergency management shall perform emergency management functions within the territorial limits of the political subdivisions within which it is organized, and, in addition, shall conduct such functions outside of such territorial limits as may be required pursuant to this act. Each local emergency management organization shall develop, maintain and revise, as necessary, an emergency operations plan for the jurisdiction. Each plan shall address the emergency management system functions of preparedness, response, recovery and mitigation. **Such plan shall be based upon a hazard and risk assessment for the jurisdiction and shall include provisions for evacuation of all or a portion of the jurisdiction based upon such risk in the event any disaster, as defined in Section 683.3 of this title, necessitates the evacuation of its citizens.**

[63 O.S. Supp.2006, § 683.11](#)(A) (emphasis added) (footnote omitted). Section 683.11(F) further authorizes political subdivisions to declare a local emergency. This authority to declare a local emergency and then evacuate all or a portion of the jurisdictional area of the political subdivision when events require, is clearly a delegation of the state's police power to act for the protection of public safety. Therefore, a political subdivision may evacuate an area within its jurisdiction by ordering a removal of persons pursuant to the Emergency Management Act.

¶7 With regard to the enforcement of evacuations ordered under the Emergency Management Act, the Governor and political subdivisions are directed as follows:

In carrying out the provisions of this act, **the Governor and the executive officers or governing bodies of the political subdivisions of the state are directed to utilize the services, equipment, supplies and facilities of existing departments, offices and agencies of the state and of the political subdivisions thereof to the maximum extent practicable**, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the Governor and to the emergency management organizations of the state upon request.

[63 O.S. Supp.2006, § 683.18](#) (emphasis added). Accordingly, the Governor and political subdivisions are authorized to use their existing powers of enforcement to carry out an evacuation order. This office previously recognized the Governor's constitutional authority under Article VI, Section 6 of the Oklahoma Constitution to use the state militia to protect the public health of the State in an emergency. See A.G. Opin. 01- 44, at 224. In addition, the Emergency Management Act provides for civil and criminal actions against persons who refuse to comply with the order issued by the Oklahoma Department of Emergency

Management ("OEM") and authorizes the Department of Public Safety, the Oklahoma State Bureau of Investigation and the Oklahoma Tax Commission to assist in the enforcement of any order of OEM. <sup>5</sup> See [63 O.S. Supp.2006, § 683.23](#).

¶8 With regard to the legal liabilities of the Governor and political subdivisions during an emergency or disaster, the Emergency Management Act provides the following:

B. Neither the State of Oklahoma nor any political subdivision thereof nor any officer or employee of the State of Oklahoma or of any political subdivision thereof nor volunteer whose services have been accepted and utilized by an officer or employee of the State of Oklahoma or of any political subdivision thereof for carrying out the functions of this act shall be civilly liable for any loss or injury resulting to any person's company, corporation or other legal entity as a result of any decision, determination, order or action of such employee in the performance of assigned duties and responsibilities under this act during a stated emergency unless such loss or injury was caused by the gross negligence, or willfully and unnecessarily or by the wanton act of such state officer or employee or volunteer. Nothing in this act shall be construed to waive the sovereignty or immunity of the State of Oklahoma, or any political subdivision thereof, from being sued.

[63 O.S. Supp.2006, § 683.14](#) (footnote omitted). In addition to this specific limitation on liability, the Oklahoma Governmental Tort Claims Act may also provide protection from liability depending on the particular facts. See [51 O.S. 2001 & Supp.2006, §§ 151](#) - 200.

#### **The Catastrophic Health Emergency Powers Act**

¶9 The Catastrophic Health Emergency Act ("Health Emergency Act") authorizes state and local officials to take certain actions for the protection of the public safety and health during emergencies caused by a nuclear, bioterrorism or chemical attack. See [63 O.S. 2001 & Supp.2006, §§ 6101](#) - 6804. The Health Emergency Act specifically authorizes the Oklahoma State Commissioner of Health and local health departments during investigations to "evacuate" any "facility" when there is a reasonable suspicion that such facility may endanger the public health. [63 O.S. Supp.2006, § 6302](#)(B). The Health Emergency Act also provides authority for the Governor to declare a catastrophic health emergency, and while evacuation is not expressly mentioned, it authorizes the Governor to exercise broad powers. Section 6403 in pertinent part provides:

B. During a state of catastrophic health emergency, the Governor may:

1. Suspend the provisions of any regulatory statute prescribing procedures for conducting state business, or the orders and rules of any state agency, to the extent that strict compliance with the same would prevent, hinder, or delay necessary action (including emergency purchases) by the public health authority to respond to the catastrophic health emergency, or increase the health threat to the population;
2. Utilize all available resources of the state government and its political subdivisions, as reasonably necessary to respond to the catastrophic health emergency;
3. Transfer the direction, personnel, or functions of state departments and agencies in order to perform or facilitate response and recovery programs regarding the catastrophic health emergency;
4. Mobilize all or any part of the National Guard into service of the state. An order directing the National Guard to report for active duty shall state the purpose for which it is mobilized and the objectives to be accomplished;
5. Provide aid to and seek aid from other states during the catastrophic health emergency in accordance with any interstate emergency compact made with this state; and
6. Seek aid from the federal government for the catastrophic health emergency in accordance with federal programs or requirements.

*Id.* The Health Emergency Act also provides that the Oklahoma State Commissioner of Health and local health departments may request assistance from the Department of Public Safety or local law enforcement, which may in turn request assistance from the National Guard to enforce orders issued pursuant to the Health Emergency Act. *Id.* § 6404; *see also id.* § 6302(C) (providing for immediate enforcement of certain orders by the Department of Public Safety or local law enforcement); *id.* § 6801 (providing for enforcement through fines and penalties). Therefore, under the Health Emergency Act, removal of persons to another location may be ordered by the State Health Department and local health departments during an investigation, and be enforced by the Department of Public Safety, local law enforcement or the National Guard. In addition, the Governor has broad powers to use all available resources of the State and political subdivisions, including the National Guard, to respond to a catastrophic health emergency. <sup>6</sup>

### The Oklahoma Emergency Response Act

¶10 The Oklahoma Emergency Response Act ("Response Act") provides authority to local law enforcement, fire protection and the Oklahoma Highway Patrol to take protective actions during extreme emergencies involving the release of dangerous substances.

"Protective actions" are those steps deemed necessary by first responders to an extreme emergency to preserve the health and safety of the emergency responders, the public and the protection of the environment and property during an incident involving the release of a dangerous substance. **Protective actions include but are not limited to area isolation, evacuation, dilution, cooling, encapsulation, chemical treatment and diking[.]**

27A O.S. 2001, § 4-1-102(7) (emphasis added). "First responder" is defined to mean "the first person to arrive at the scene of an incident involving the release of a dangerous substance who has the authority by virtue of that person's position as a local law enforcement officer, peace officer, fire protection officer or Oklahoma Highway Patrol Officer or other law enforcement officer[.]" *Id.* § 4-1-102(8). Therefore, during an extreme emergency involving the release of a dangerous substance, first responders may evacuate an area by ordering the removal of persons to another location. While the Response Act does not specifically address enforcement of such orders, law enforcement officers would have the enforcement authority given them by applicable law. See [11 O.S. 2001 & Supp.2006, §§ 34-101 - 34-106](#) (municipal police officers); [19 O.S. 2001, § 516](#) (sheriffs); [21 O.S. 2001, § 99](#) (peace officers); [47 O.S. Supp.2006, § 2-117](#) (Department of Public Safety). <sup>7</sup>

¶11 It is, therefore, the official Opinion of the Attorney General that:

- 1. The Governor and certain political subdivisions may evacuate an area by ordering the removal of persons to another location during emergencies pursuant to the provisions of the Oklahoma Emergency Management Act of 2003, [63 O.S. Supp.2006, §§ 683.1 - 683.24](#); the Catastrophic Health Emergency Powers Act, [63 O.S. Supp.2006, §§ 6101 - 6804](#); and the Emergency Response Act, 27A O.S. 2001, §§ 4-1-101 - 4-1-106.**
- 2. The Governor and certain political subdivisions have the authority to enforce evacuation orders pursuant to the provisions of the Oklahoma Emergency Management Act of 2003, [63 O.S. Supp.2006, §§ 683.1 - 683.24](#); the Catastrophic Health Emergency Powers Act, [63 O.S. Supp.2006, §§ 6101 - 6804](#); and the Emergency Response Act, 27A O.S. 2001, §§ 4-1-101 - 4-1-106.**
- 3. The Governor and officials of political subdivisions ordering evacuations during emergencies would be protected by the general immunity provisions of the Oklahoma Governmental Tort Claims Act, [51 O.S. 2001 & Supp.2006, §§ 151 - 200](#), and are further protected from civil liability for any loss or injury as specifically provided by [63 O.S. Supp.2006, § 683.14](#) of the Oklahoma Emergency Management Act of 2003.**

W.A. DREW EDMONDSON  
Attorney General of Oklahoma

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Assistant Attorney General

**FOOTNOTES**

- <sup>1</sup> The word's usage in the English language dates to the 15th century and is derived from the Latin word evacuare, "to empty." The Barnhart Dictionary of Etymology 347 (1988).
- <sup>2</sup> The Emergency Management Act defines political subdivision as follows: "Political subdivision' shall mean any county, city, town or municipal corporation of the State of Oklahoma represented by an elected governing body." [63 O.S. Supp.2006, § 683.3](#)(9).
- <sup>3</sup> The Emergency Management Act provides definitions for "Emergency," "Man-made disaster" and "Natural disaster" rather than man-made or natural "emergencies." See [63 O.S. Supp.2006, § 683.3](#).
- <sup>4</sup> This office has previously recognized the broad authority possessed by the Governor under this provision of the Emergency Management Act. See A.G. Opin. 01-44, at 222-24.
- <sup>5</sup> As the Emergency Management Act gives the Governor "general direction and control of [OEM]" during emergencies that exceed local capability, the provisions pertaining to the enforcement of OEM orders would apply to the evacuation orders issued by the Governor acting through OEM. [63 O.S. Supp.2006, § 683.8](#)(A).
- <sup>6</sup> There is no provision in the Catastrophic Health Emergency Powers Act addressing the liability of the Governor or local jurisdiction. With regard to the legal liability of the State and political subdivisions in general, see the Oklahoma Governmental Tort Claims Act. [51 O.S. 2001 & Supp.2006, §§ 151](#) - 200.
- <sup>7</sup> There is no provision in the Emergency Response Act addressing the liability of the Governor or local jurisdiction. With regard to the legal liability of the State and political subdivisions in general, see the Oklahoma Governmental Tort Claims Act. [51 O.S. 2001 & Supp.2006, §§ 151](#) - 200.

**Citationizer® Summary of Documents Citing This Document**

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Cite Name	Level
<b>Oklahoma Supreme Court Cases</b>	
Cite	Name
<a href="#">1952 OK 459, 251 P.2d 799, 207 Okla 589,</a>	<a href="#">HARRIS v. STATE</a>
<a href="#">2002 OK 52, 50 P.3d 218,</a>	<a href="#">CITY OF DURANT v. CICIO</a>
<a href="#">2004 OK 5, 85 P.3d 817,</a>	<a href="#">TEETER v. CITY OF EDMOND</a>
<a href="#">2006 OK 34, 148 P.3d 842,</a>	<a href="#">JACOBS RANCH, L.L.C. v. SMITH</a>
<a href="#">1979 OK 152, 603 P.2d 337,</a>	<a href="#">STATE EX REL. DEPT. OF TRANSP. v. PILE</a>
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Cite	Name
<a href="#">11 O.S. 34-101,</a>	<a href="#">Police Officers</a>
<b>Title 19. Counties and County Officers</b>	
Cite	Name
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<b>Title 21. Crimes and Punishments</b>	
Cite	Name
<a href="#">21 O.S. 99,</a>	<a href="#">Definitions - Peace Officer</a>
<b>Title 25. Definitions and General Provisions</b>	
Cite	Name
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**Level**

<p><a href="#">25 O.S. 1,</a>  <b>Title 47. Motor Vehicles</b>                  Cite  <a href="#">47 O.S. 2-117,</a></p>	<p><a href="#">Meaning of Words</a></p>	<p>Cited</p>
<p><b>Title 51. Officers</b>                  Cite  <a href="#">51 O.S. 151,</a></p>	<p>Name  <a href="#">Police Authority of Department - Traffic-related Enforcement Authority on National System of Interstate and Defense Highways - Special Traffic-related Enforcement in Municipalities</a></p>	<p>Level                  Cited</p>
<p><b>Title 63. Public Health and Safety</b>                  Cite  <a href="#">63 O.S. 6101,</a>  <a href="#">63 O.S. 6302,</a>   <a href="#">63 O.S. 683.1,</a>  <a href="#">63 O.S. 683.2,</a>  <a href="#">63 O.S. 683.3,</a>   <a href="#">63 O.S. 683.8,</a>  <a href="#">63 O.S. 683.11,</a>  <a href="#">63 O.S. 683.14,</a>  <a href="#">63 O.S. 683.18,</a>  <a href="#">63 O.S. 683.23,</a></p>	<p>Name  <a href="#">Short Title</a></p> <p>Name  <a href="#">Short Title</a>  <a href="#">Public Health Authority - Identification of Catastrophic Health Emergency Cases - Exposed Individuals</a>  <a href="#">Short Title</a>  <a href="#">Findings and Declarations</a>  <a href="#">Creation of Oklahoma Commission on Volunteerism - Members - Meetings</a>  <a href="#">Powers and Duties of Governor</a>  <a href="#">Local Civil Defense Organizations - Functions - Contracts</a>  <a href="#">Exemption from Civil Liability</a>  <a href="#">Utilization of Services, Equipment, etc.</a>  <a href="#">Violations - Civil Actions - Jurisdiction - Penalties - Enforcement</a></p>	<p>Level                  Discussed at Length</p> <p>Level                  Discussed at Length</p> <p>Level                  Discussed at Length                  Cited                  Discussed at Length                  Cited                  Discussed                  Cited                  Cited                  Discussed                  Cited                  Cited</p>





## **HUMAN SERVICES – MASS CARE**

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### **PURPOSE**

This purpose of this annex is to plan for the provision of emergency public assistance – including the provision of temporary shelter, water and food, medical care, clothing, and other essential life support needs – to those displaced because of disaster or disaster threat situation.

### **SITUATION AND ASSUMPTIONS**

The ultimate responsibility for sheltering operations rests with the local government; however, ***the American Red Cross serves as the primary organization that manages and staffs sheltering facilities in the City of Moore.***

Sheltering operations may be necessary within the City of Moore even if a disaster does not directly affect the City. It is likely that a large-scale disaster in either Norman or Oklahoma City could cause Moore to become a “host” area; shelters have also been established to host evacuees from major hurricanes forecasted for the Gulf coastal areas in Louisiana and Texas.

#### ***The Moore Community Center is the primary location for a sheltering facility.***

Various schools and churches may also work as shelters; however, this use should be balanced versus the need to continue with normal class and services schedules. ARC planners and the Moore Emergency Management Department will identify preferred locations and enter into emergency use agreements with these facilities.

***Needs of those displaced may differ*** depending upon the type of disaster, age of those displaced, and the anticipated duration of the shelter stay.

Decontamination may be necessary prior to admission to the shelter.

***It may be necessary to assist persons in replenishing their essential supplies, such as medications,*** if the disaster requires sheltering for an extended period or if the sheltering is the result of an immediate emergency evacuation.

***Persons will bring pets and other animals in their care with them to a shelter.*** The City’s Animal Welfare Division will provide animal sheltering arrangements per the City’s Animal Response Plan.

Distribution of water, snacks, and other essential supplies to both victims and responders will likely be needed throughout the affected area.

***Sheltering and feeding of emergency workers may also be required,*** particularly if the affected area is widespread.

## CONCEPT OF OPERATIONS

### ***Sheltering***

Three types of shelters may be established to support emergency and disaster events:

- *Warming/cooling shelters:* These shelters are typically short-term operations established to provide warmth or cool to residents during times of power outages. These shelters may also provide electricity to those who require power for medical assistance equipment, such as oxygen concentrators.
- *Temporary emergency shelters:* These shelters are typically shorter-term operations established to provide immediate shelter to persons evacuated from the area of an ongoing emergency.
- *Mass care shelters:* These shelters will likely be longer-term operations, providing temporary residence to persons whose permanent homes have been severely damaged or destroyed as result of a disaster.

### *Warming/Cooling Shelters*

The Emergency Management Department is responsible for monitoring weather conditions that post a threat to the community. When extreme temperature conditions are forecast, the Emergency Management Director will review plans for opening of warming/cooling shelters. In addition, the EM Department, with the assistance of the 9-1-1 Center, will monitor the city for reported power outages. If power is lost and it appears that such outage could affect the normal heating/cooling systems of residents, the Department will consider opening shelters.

In general:

- The opening of cooling/heating shelters will be directly tied to a combination of extreme temperatures and the widespread loss of residential cooling/heating systems. Sheltering for the loss of an individual system or for those without residences will be the purview of the individual and various social service agencies.
- Public facilities that are already open may be utilized. These include The Station, the Brand Senior Center, and the Moore Public Library.
- Other public facilities may be opened, including the Moore Community Center, City Hall, and the Public Safety Center.
- Staffing of short-term stay facilities will be provided by normal on-duty staff, with augmentation by other facility and City staff as required.
- Cooling shelters may remain open through periods of peak daytime heating; with only short-term stays likely, meals and lodging should not be necessary.
- Heating shelters may require longer-term stays. Other than for short-term stays, the American Red Cross should be requested to provide staff and logistics. Lodging will likely be needed. Meals may be needed should transportation also be affected by the weather (snow storms, etc). Heating shelters will be demobilized when normal residential heating systems are again functional (such as when power is restored).

### *Temporary Emergency Shelters*

As outlined in Annex E, the Incident Commander of an emergency or disaster may order evacuation of an unsafe area; if an evacuation is ordered the Emergency Management Director is tasked to open a shelter for those displaced. In general, the concept of operations for temporary emergency shelters is as follows:

- The Incident Commander determines if evacuation is required and orders such as needed;
- The Emergency Management Director coordinates the location and initial logistics of any shelters;
- The Parks Department and/or Moore Public Schools provide facilities for shelters.
- The Emergency Management and/or Parks Departments staff and manages short-term stay temporary shelters;
- Staffing and management of shelters will be transferred to the American Red Cross if it appears that longer-term stays will be required;
- The Fire Department, EMSSTAT, and American Red Cross provide medical monitoring and treatment at shelters.
- The Police Department provides security for shelters.

Temporary emergency shelters should be located near the emergency event, but far enough away to:

- Remain safe from the effects of the emergency;
- Out of any chemical plumes, inclusive of any changes in the wind direction;
- Not impede traffic flow of emergency vehicles responding to the emergency.

Typical locations for immediate temporary emergency shelters include the normal city facilities (Community Center, Brand Senior Center, The Station, Moore Public Library), and Moore Public School facilities. Shelter locations may be moved should longer-term stays be required.

Staffing of immediate temporary emergency shelters will be by the normal staff of the facility, with augmentation as necessary by other facility and/or City staff. As the event progresses, staffing and management of the shelter may be augmented and/or transferred to the American Red Cross.

Demobilization of temporary emergency shelters will occur when either the emergency event is concluded and the area is deemed as safe by Incident Command, or when no clients remain in the shelter and no further clients are anticipated.

### *Mass Care Shelters*

Longer-term mass care shelters may be required to provide temporary residence to persons whose permanent homes have been severely damaged or destroyed as result of a disaster. A mass care shelter may be required in the aftermath of a local disaster event, or for refugees from a catastrophic distant event.

Location of a mass care shelter will be coordinated between the Emergency Management Director and the American Red Cross. Preferred or pre-planned locations include the Moore Community Center, Randall University, and First Baptist Church of Moore.

Once a shelter location is identified, the American Red Cross will:

- Respond,
- Finalize the shelter location,
- Enter into a written agreement with the facility owner, and
- Begin shelter operations per normal ARC policy and training, to include:
  - Registration of clients;
  - Provision of shelter, food, water, and security;
  - Provision of essential first-aid medical care; and
  - Provision of disaster mental health services.

Other sheltering responsibilities include:

- Liaison with the City of Moore will be provided through the Moore Emergency Management Department'
- Security will be provided by or arranged for by the Moore Police Department;
- Decontamination of persons will be provided by the Moore Fire Department and EMSSTAT;
- Housing and care of pets belonging to shelter clients will be provided by or arranged for by the Animal Control Division of the Moore Public Works Department.

Mass care shelters will be demobilized through the normal procedures of the American Red Cross.

#### ***Care Needs in Disaster Affected Areas***

In addition to the need for mass care sheltering, there will be other needs within the actual areas affected by and/or damaged/destroyed by the emergency event:

- Food, water, snacks, and essential supplies may be provided by the American Red Cross, other VOAD agencies, and private organizations.
- Portable toilet facilities will be arranged for by the Parks and Recreation Department.
- Counseling and mental health support may be provided by the Oklahoma Department of Mental Health, local faith-based organizations, VOAD agencies, and private organizations.

#### ***ALL care operations within the disaster area MUST be coordinated through Incident Command.***

This increases safety and accountability of care workers as well as emergency responders. Any individuals or organizations who refuse to operate within the established Incident Command organization and/or comply with direction from the Incident Commander will be escorted from the area by the Police Department and issued trespass warnings.

#### ***Disaster Welfare Inquiries***

The 9-1-1 Center and Moore Police Department will begin receiving disaster welfare information and inquiries beginning immediately after the disaster occurrence. These will be investigated as time and manpower allow. Information received that indicates an immediate life-safety issue will be escalated in the process. Increasing resources will be made available to this task as time progresses.

The American Red Cross will establish and operate a disaster-welfare-inquiry system within 72 hours of the onset of the disaster, in accordance with ARC policy and training.

## **TASK ORGANIZATION AND RESPONSIBILITIES**

The Incident Commander is responsible for:

- Ordering evacuations which then determines the need for emergency temporary shelters;
- Liaison with agencies and organizations wishing to provide care within a disaster area.

The Emergency Management Director is responsible for:

- Monitoring weather forecasts and observations for extreme temperature events;
- Monitoring power outages within the City that might require establishment of cooling/warming shelters;
- Establishment of cooling/warming shelters;
- Establishment of immediate, emergency temporary shelters;
- Liaison with Incident Command concerning shelter operations;
- Liaison with the American Red Cross concerning all shelters and operations.

The American Red Cross is responsible for

- Staffing and management of longer-term stay temporary emergency shelters and mass care shelters;
- Providing medical first-aid and disaster mental health services within shelters;
- Providing food, water, and essential supplies in and around disaster-affected areas;
- Establishment and operation of a disaster welfare inquiry system within 72 hours of the onset of the disaster.

The Police Department is responsible for provision of security for shelter facilities.

The Moore Fire Department and EMSSTAT is responsible for

- Decontamination of shelter clients;
- Assistance with medical monitoring and treatment in shelters.

Parks & Recreation is responsible for:

- Management of the Moore Community Center, The Station, and the Brand Senior Center;
- Provision of portable toilet facilities in and around disaster affected areas.

The Public Works Animal Control Division is responsible for management of pets and animals associated with persons being sheltered.

VOAD agencies, faith-based organizations, and other private organizations are responsible for:

- Provision of food, water, and essential supplies in and around disaster-affected areas.
- Provision of counseling and mental health support in shelters and disaster-affected areas.

## **DIRECTION AND CONTROL**

Oversight of all sheltering operations will be the responsibility of the Emergency Management Department.

Oversight of all operations within disaster-affected areas will be the responsibility of the Incident Commander.

Management of longer-term stay and mass care shelters will be transferred to the American Red Cross will provide management of sheltering operations.

Management of the Moore Community Center, The Station, and the Brand Senior Center will remain with the Parks & Recreation Department.

Liaison and cooperation with the Incident Commander will be the responsibility of all agencies, organizations and private individuals conducting operations within disaster affected areas.

## **CONTINUITY OF GOVERNMENT**

All non-essential activities within the Community Center, The Station, and/or the Brand Senior Center will be suspended as necessary to provide for the needs of the shelter facility.

## **ADMINISTRATION AND LOGISTICS**

The Emergency Management Department will provide administration and logistics necessary for the operation of cooling/warming shelters and immediate emergency temporary shelters.

The American Red Cross will provide all administration and logistics necessary for operation of the longer-term stay emergency temporary shelters and mass care shelters.

## **PLAN DEVELOPMENT AND MAINTENANCE**

The Emergency Management Director is responsible for maintaining and updating this Annex. Changes must be closely coordinated with the American Red Cross Disaster Services Coordinator.

## **AUTHORITIES AND REFERENCES**

### **APPENDICES**

Appendix 1 - Warming Shelter Instructions and Roster Form

Appendix 2 - Moore Community Center floorplan

## **WARMING SHELTER ROSTER INSTRUCTIONS**

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### **When Persons are Arriving:**

1. Please maintain a simple roster of those who are in the shelter. This allows us to keep an idea of the number of persons and a rough idea of where they're from.
2. "Name" refers to the name of the primary person in a group of persons.
3. "Number in Party" is the number of persons in the group.
4. "Home City/State" is just an idea of where they're from. IF LOCAL, please put their street address.
5. "Contact Telephone Number" will allow us to contact them if necessary (like if they leave something here, etc)

### **When Persons are Leaving:**

1. Please mark an "X" through the number in the far left column.
2. Record date and time leaving in the far right column.

### **When Shelter is Closed:**

1. Please make sure all roster sheets are forwarded to the Emergency Management Department.

***Warming Shelter Roster on reverse side***

# Warming Shelter Roster

Date: \_\_\_\_\_

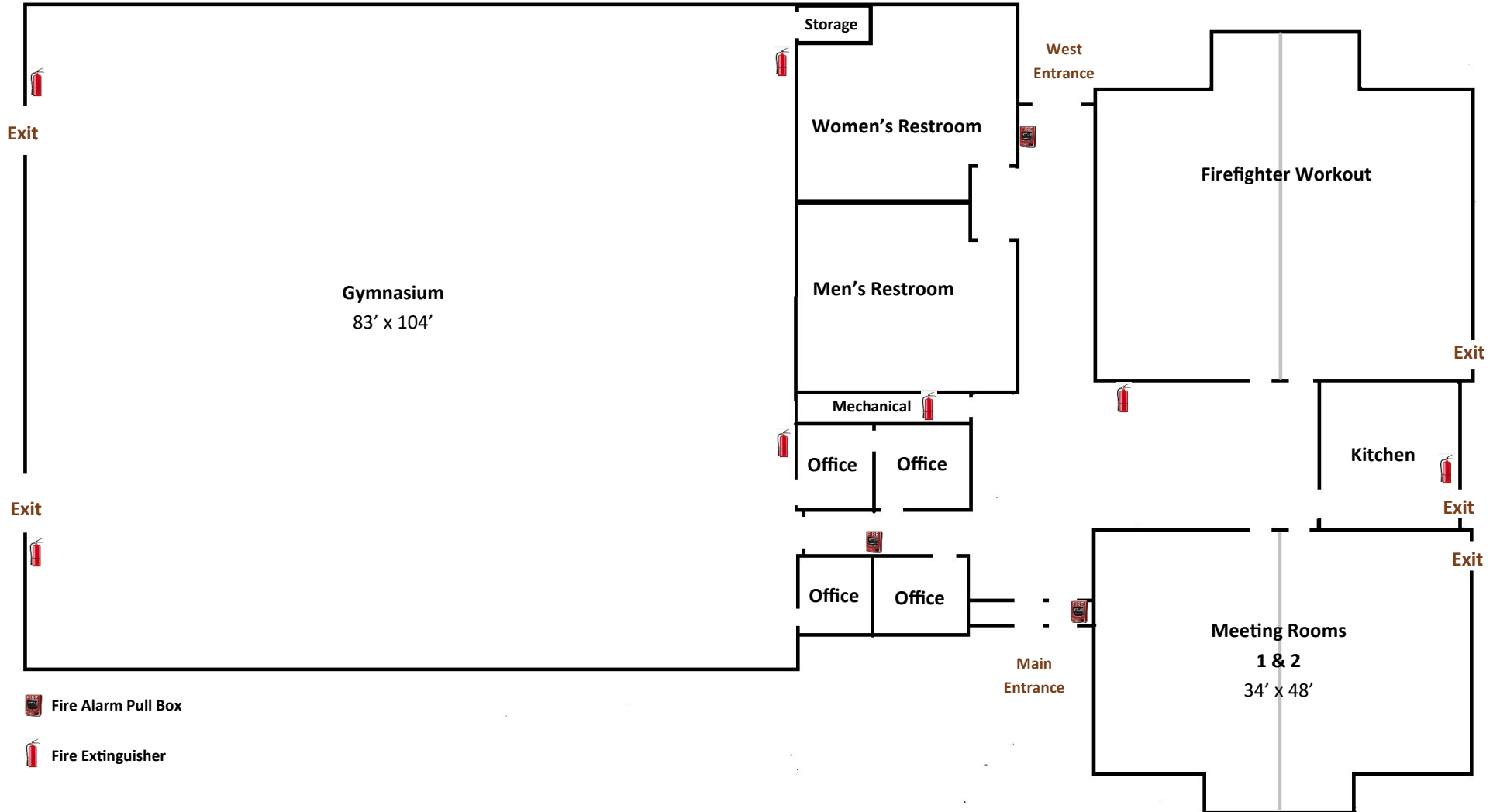
	Name	Number in Party	Home City/State	Contact Telephone Number	Date/Time Out
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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22					
23					
24					
25					
26					



# Moore Community Center

301 S. Howard - NE corner of I-35 @ SW 4th St.

35.335242 -97.489287



- Fire Alarm Pull Box
- Fire Extinguisher

Parking Area





## **HEALTH AND MEDICAL**

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### **PURPOSE**

The purpose of this Annex is to establish procedures associated with the provision of health and medical services in disasters. For purposes of this Annex, health and medical services includes:

- Emergency medical services (EMS);
- Hospitals;
- Public and environmental health;
- Hazardous materials and chemical/biological response;
- Mental health;
- Disaster mortuary services.

### **SITUATION AND ASSUMPTIONS**

#### **ASSUMPTIONS:**

***It is assumed that disaster situations may cause sufficient casualties and/or fatalities to overwhelm the local medical, health, and mortuary services capabilities. Virtually all disaster situations will contain a health and medical element.***

***There are three general scenarios of disaster situations requiring health and medical services:***

1. ***Mass casualty events***, such as transportation accidents, tornado strikes, mass shootings, etc.;
2. ***Hazardous materials releases and/or CBRNE events*** (chemical, biological, radiological, nuclear, or explosives);
3. ***Public health events***, including epidemics or pandemics.

It can be assumed that *mass casualty events* have the following general characteristics:

- Immediate onset, with no or very little notice;
- Immediate casualties, with health issues mostly involving trauma;
- Immediate overwhelming of emergency medical triage/treatment/transport systems;
- Response will be local for the first hour, with back-fill arriving from regional mutual aid providers.
- Overwhelming of hospital emergency treatment systems beginning 10-20 minutes after the event occurrence;
- Short-term event, on-scene responder time 2-6 hours (not counting investigation and reporting);
- Small localized footprint.

***Particularly for traumatic injuries such as encountered during a mass casualty event, the quicker treatment is applied, the greater the chance of patient survival.***

It can be assumed that *hazardous materials releases or CBRNE events* may have the following general characteristics:

- May or may not be as result of a mass casualty event;

- Immediate onset, with no or very little notice;
- Immediate casualties; potential for additional casualties after the immediate event;
- Immediate overwhelming of emergency medical triage/treatment/transport systems;
- Initial responders may likely need protective clothing and equipment to avoid exposure to the hazards present;
- Decontamination of patients, responders, facilities, and/or equipment is likely to be needed;
- Quick overwhelming of hospital emergency treatment systems;
- Potential overwhelming of hospital in-patient capabilities;
- Overall on-scene responder time may be from a few hours to a few days, hospital response time may last to a week or more;
- Immediate footprint may be relatively small but also may easily expand to several miles, either in radius and/or downwind. CBRNE events have the potential to affect a larger area, perhaps the entire metropolitan area and/or region.

It can be assumed that *public health events* may have the following general characteristics:

- Measured onset, likely some notice or public information as the event unfolds;
- Few or no immediate casualties; casualties will begin and increase as the event continues;
- The health system may become overwhelmed, in terms of availability of treatment and facilities, personnel, and resources;
- Personnel may be impacted by the event and become unavailable for response;
- Long-term event, health system may be impacted from weeks to years;
- Events may range in size from regional to worldwide;
- There may be competition for personnel and resources;
- Supply of resources may become limited as personnel in the supply chain become impacted;
- Availability of facilities, personnel and resources may be impacted by local, state, national, and international politics.

***Emergency medical and public health services during a disaster 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 community.

#### ***SITUATION:***

***Emergency Medical First Response:*** Emergency medical first response is provided by the Moore Fire Department and EMSSTAT.

Emergency medical services for the City of Moore are provided by EMSSTAT, a division of the Norman Regional Health System. EMSSTAT maintains at least two ambulance units in Moore at all times, with additional units available from Norman locations as needed. Mutual aid is available from Oklahoma City's EMS provider, EMSA, and other area EMS services. See Appendix 2 for a listing of area ambulance services.

**Hospitals:** There are two hospitals located within the City of Moore:

- *Norman Regional-Moore* is a state-of-the-art healthcare facility at 700 S. Telephone Road. Norman Regional-Moore houses a 24-hour emergency center, physician offices, and other services including diagnostic imaging, lab, and physical therapy.
- *INTEGRIS Community Hospital in Moore* is located at 1401 SW 34<sup>th</sup> Street, on the northwest corner of SW 34<sup>th</sup> at I-35. INTEGRIS Moore is a small-format facility also known as a micro-hospital, serving a variety of patient needs including emergency medical care, inpatient care and other comprehensive health services.

Norman Regional-Moore is part of *Norman Regional Health System (NRHS)*, a multi-campus system that provides for the health and wellness needs of regional communities throughout south central Oklahoma. NRHS is operated by Norman Regional Hospital Authority, a public trust, which serves the public interests and functions as a political subdivision of the State of Oklahoma.

NRHS operates three facilities in addition to Norman Regional-Moore:

- The Norman Regional Hospital campus at Interstate 35 and Tecumseh Road (formerly known as the HealthPlex) was updated in July 2024 to consolidate all hospital services in Norman inside one building. It is a full-service hospital that is capable of Level-III trauma, cardiovascular services, spine and orthopedic surgery, women's and children's services, and has a 38-bed emergency department. The facility is licensed for 312 beds.
- The Norman Regional Nine campus located at SE 24<sup>th</sup> & Highway 9 in Norman opened in October 2022, and offers 24-hour emergency services with 12 beds, outpatient laboratory and imaging services, outpatient rehabilitation, and a primary care physician clinic.
- The Porter Avenue campus in Norman closed at the end of July 2024. It is no longer a hospital.

INTEGRIS Community Hospital in Moore is part of *INTEGRIS Health*, the state's largest not-for-profit and Oklahoma-owned health care system. INTEGRIS Health operates hospitals, specialty clinics, family care practices and centers of excellence.

INTEGRIS Health operates INTEGRIS Southwest Medical Center located at SW 44<sup>th</sup> & Western in Oklahoma City. INTEGRIS Southwest is a full hospital licensed for 334 beds, and is home to 40 different widely recognized medical specialties, and seven Centers of Excellence.

A list of hospitals, their distance from Moore, and the types of care provided can be found in Appendix 1.

**Hazardous Materials and Chemical/Biological:** The Moore and Norman Fire Departments jointly operate a CBRNE Hazardous Materials Unit, as a part of the Oklahoma Homeland Security Regional Response System. This unit operates a forty-foot self-driven apparatus, with fixed equipment including a command/research center, laptop computers, generator and an interoperable communication radio system. The capabilities of the unit include:

- Identification of chemicals by use of sophisticated monitoring and identification equipment along with various reference/guide books;
- Containment and mitigation of hazardous liquids and gaseous product from damaged cylinders and apparatus;

- Gross and technical decontamination.

Personnel on the unit include approximately 20 team members from both Moore and Norman, with a minimum of 15 trained to the hazardous materials technician level and 5 trained to the hazardous materials operational level.

Additional hazardous materials resources are available from the Oklahoma Regional Response System (RRS). The Oklahoma RRS consists of:

- 5 regional hazardous materials response units, including the Moore/Norman CBRNE Unit;
- 12 intermediate hazardous material response units;
- 2 urban search and rescue units;
- 9 intermediate technical rescue units;
- 2 mass decontamination units;
- 24 small decontamination units, and;
- 6 agriculture cleaning and disinfecting units.

The procedure for activating these local units is located in Appendix 5.

Another asset for CBRNE events is the Oklahoma National Guard 63rd WMD-CST unit based in Norman. The mission of this unit is to support civil authorities at a CBRNE incident site by identifying CBRNE agents/substances, assessing current and projected consequences, advising on response measures, and assisting with requests for additional support.

**Public and Environmental Health:** The Oklahoma State Health Department provides public and environmental health services throughout the State. OSDH District 10/Cleveland County Health Department serves Cleveland County from a regional office in Norman and an office located at 424 S. Eastern in Moore.

Primary concerns of 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 to evaluation, inoculation and treatment of the entire citizenship of the county and region. This may also involve assisting other agencies with maintaining a source of pure water and coordination of wastewater disposal under disaster conditions. Statewide mitigation, preparedness, response, and recovery from public health emergencies, including infectious disease outbreaks, natural disasters, and acts of terrorism is provided by the Emergency Preparedness and Response Services (EPRS) division of OSDH.

OSDH District 10 employs two Local Emergency Response Coordinators (LERCs) who serve as the primary liaisons between OSDH/Cleveland County Health Department and the City of Moore.

**Regional Coordination.** The Oklahoma Regional Medical Response System (RMRS) leads healthcare system preparedness planning efforts and coordinates health and medical response and recovery activities for the healthcare system in their jurisdictions. The RMRS works closely with system partners, emergency management, public health authorities, and various response agencies to provide a comprehensive, uniform, and consistent framework and infrastructure for response and recovery efforts, through a variety of targeted outreach activities and coordinated planning projects

During an emergency response a regional Medical Emergency Response Center

(MERC), operating under the direction of the RMRS, is designed to coordinate a public health or medical emergency in their region for hospitals and emergency medical services. The Region 6/8 MERC, located in the Oklahoma City Regional Multi-Agency Coordination Center, supports Cleveland County and the City of Moore.

***Mental Health:*** The City of Moore employs a Mental Health Liaison who provides therapy and psychoeducation to first responders for the City and can also provide referrals to their family members. The liaison also consults with the peer teams of the Fire and Police Departments and is part of the Police Hostage Negotiation Team. In addition, the Fire and Police Departments maintain counseling and/or chaplaincy peer support programs to assist first response personnel with daily emotional and traumatic injury issues. The Mental Health Liaison assists with group diffusions and debriefing, as well as individual crisis therapy. These support programs will be active during large scale emergency and disaster events.

Both the Oklahoma Department of Mental Health and Substance Abuse Services and the American Red Cross provide disaster mental health services. During an event, these agencies will coordinate disaster mental health services via the City's Mental Health Liaison.

***Disaster Mortuary Services:*** Disaster mortuary services are coordinated by the Oklahoma Medical Examiner's Office.

## **CONCEPT OF OPERATIONS**

***Immediate Emergency Medical Operations.*** The Fire Department and EMSSTAT, under direction of the Incident Commander, will establish areas for medical triage and field treatment of disaster victims. EMSSTAT will provide for transport of patients to area hospitals. In general terms, FD will do "hot zone" rescue and bring patients to triage; EMSSTAT will do "warm zone" medical treatment and transport.

Other than during response to natural disasters, all immediate responders shall be cognizant that events may be terrorist or criminal in nature and that responders may be secondary, direct or indirect targets. Often, the initial call may not provide the true nature of the event. If necessary, medical responders will stage away from the immediate scene until Police personnel have cleared the scene for response.

The Region 6/8 RMRS MERC should be advised of response to any potential mass casualty event; MERC personnel will then begin canvassing of medical facilities for available beds. Triage area supervisors should maintain contact with the MERC throughout the event to allow for effective dispersal of transported patients to various facilities, therefore reducing the stress on any one particular facility.

The OSDH District 10 LERC should also be advised of any incident which affects or could affect the health and medical system.

It should be recognized that many persons may be treated by bystanders or volunteers, and many may be transported to medical facilities by private vehicle. Some persons may forego initial medical treatment, believing that scarce response resources should be directed to the more seriously injured.

A field morgue will initially be established by the Fire Department or EMSSTAT, if necessary. Extended operations should be transitioned to the Oklahoma Medical Examiner's Office.

When an emergency involves multiple patients and the apparent cause of sickness is not readily apparent, the Fire Department, EMSSTAT, and/or the Moore/Norman CBRNE Hazardous Materials Unit will work to identify the causative agent.

The Fire Department and/or EMSSTAT must be prepared to provide decontamination of patients and/or responders, as necessary.

**Hospital Operations.** Hospitals will provide medical treatment to incoming patients per their plans and procedures. Patients may arrive via ambulance, having had professional on-scene treatment; transport of patients may also occur via private vehicle. It should be recognized that there will be little or no coordination of those transported by private vehicle, and the nearest facilities to the event will likely receive most of these.

Hospitals should be prepared to provide decontamination of arriving patients, especially those arriving via private vehicle.

Hospital incident commanders should provide liaison with the City of Moore Emergency Operations Center to ensure proper information flow to assist with decision making.

**Public and Environmental Health Operations.** The Health Department will provide public and environmental health operations per their plans and procedures. The Health Department will coordinate with the Incident Commander on issues that involve emergency responders.

The Health Department will also coordinate with the City of Moore PIOs in issuing health and medical advisories to the public on such matters as emergency water supplies, waste disposal, mass feeding services, disease vectors, immunizations, disinfection, and others.

Mass Immunization and Prophylaxis Strategy (MIPS) plans have been developed for rapid establishment and implementation of mass vaccination sites. These plans include details for distribution of vaccines to regions; receiving, warehousing, and division of bulk shipments for local use; and setting up points of dispensing for the general public to receive medications or vaccination under emergency situations.

A national Strategic National Stockpile (SNS) exists to provide access to large quantities of pharmaceuticals and medical supplies beyond those normally stocked at the local level. SNS assets are available via the Oklahoma State Department of Health.

Chemical and nerve agent antidotes have been forward deployed into Oklahoma via the CHEMPACK program to allow rapid response to a chemical agent or radiological attack. CHEMPACK assets are available via assessment of the situation by the Oklahoma Center for Poison and Drug Information (formerly known as the Oklahoma Poison Control Center), with assessment information provided to the MERC.



See Appendices 5 & 6 for further information on the SNS and CHEMPACK programs.

**Chemical/Bioterrorism Operations.** If a chemical or bioterrorism event is suspected, the IC may request the Moore/Norman CBRNE Hazardous Material Unit or other resources of the Oklahoma Regional Response System.

The Health Department will assist in the identification of infectious diseases, take measures to control their spread, and report their presence to the appropriate State or Federal health or environmental authorities.

In general:

- *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.*
- *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.*

**Mental Health Operations.** The City's Mental Health Liaison may begin limited scale mental health services in the immediate aftermath of a disaster event, particularly focusing upon the responders to the event. Assistance will likely be provided by the Police and Fire chaplain/peer support groups.

Mental health services may be delivered by American Red Cross volunteers to those temporarily housed in mass care shelters. Local churches may likely also provide counseling to those in the community.

As an event moves from response to recovery, the Oklahoma Department of Mental Health and Substance Abuse Services will provide mental health programs and counseling.

The City's Mental Health Liaison will provide coordination of all mental health services and providers.

**Deceased Persons Operations.** Field morgues may be initially established by the Moore Fire Department and/or EMSSTAT, with longer term operations transitioning to the Oklahoma Medical Examiner's Office. The Medical Examiner's Office will assist with the identification, transportation, and disposition of the deceased per their plans and procedures.

## **TASK ORGANIZATION AND RESPONSIBILITIES**

The Fire Department is responsible for rescue, initial field treatment, and decontamination of victims.

EMSSTAT is responsible for the field treatment and transport of patients to area hospitals.

The Region 6/8 MERC is responsible for coordination of public health or medical emergencies for hospitals and emergency medical services.

The OSDH District 10/Cleveland County Health Department is responsible for providing a liaison to the Emergency Operations Center for coordination of public health and medical service issues.

The Oklahoma State Department of Health is responsible for public health operations and programs.

The City's Mental Health Liaison is responsible for providing mental health services to the City's responders and will provide coordination of all activities concerning mental health during emergency and/or disaster events.

The Oklahoma Department of Mental Health and Substance Abuse Services and the American Red Cross are responsible for providing disaster mental health programs.

The Oklahoma Medical Examiner's Office is responsible for the identification, transportation, and disposition of the deceased.

The 63<sup>rd</sup> WMD-CST is responsible for supporting the Fire Dept and EMSSTAT during CBRNE events.

#### **DIRECTION AND CONTROL**

Normal direction and control of City operations will apply during field and EOC operations, as outlined in Annex A.

Direction and control of all public and environmental health activities is the responsibility of the Health Department.

#### **CONTINUITY OF GOVERNMENT**

The order of succession will be determined by each individual agency.

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

The Emergency Management Department and City Manager will monitor chemical and bioterrorism events and take necessary measures to ensure that vital City services will continue to be provided. Non-essential City services may be suspended by the City Manager if deemed necessary.

#### **ADMINISTRATION AND LOGISTICS**

The Health Department will collect vital statistics as under normal operating procedures. Data related to disease out-break will also be collected and forwarded to appropriate state and federal officials.

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

## **PLAN DEVELOPMENT AND MAINTENANCE**

The Emergency Management Director is responsible for maintenance of this Annex, with assistance from the Moore Fire Department, EMSSTAT, the Region 6/8 MERC, the Region 10 LERCs, and the local hospital liaisons.

## **AUTHORITIES AND REFERENCES**

Oklahoma Homeland Security Regional Response System  
OSDH District 10 Mass Immunization and Prophylaxis Strategy Plan  
63<sup>rd</sup> Weapons of Mass Destruction – Civil Support Team Mission Statement  
RMRS Region 6/8 Health Care Coalition Emergency Preparedness Plan  
RMRS Region 6/8 Health Care Coalition Response Plan and associated Annexes  
FEMA SLG-101, "A Guide for All-Hazards Emergency Operations Planning".  
FEMA Emergency Management Institute Course E408 materials, "Terrorism Planning Course".

## **APPENDICES**

Appendix 1 – Central Oklahoma Hospitals  
Appendix 2 – Central Oklahoma Ambulance Services  
Appendix 3 – City of Moore Continuity of Operations Plan – Epidemic/Pandemic  
Appendix 4 – Oklahoma Regional Response Unit System  
Appendix 5 - Overview of Strategic National Stockpile  
Appendix 6 - Overview of CHEMPACK



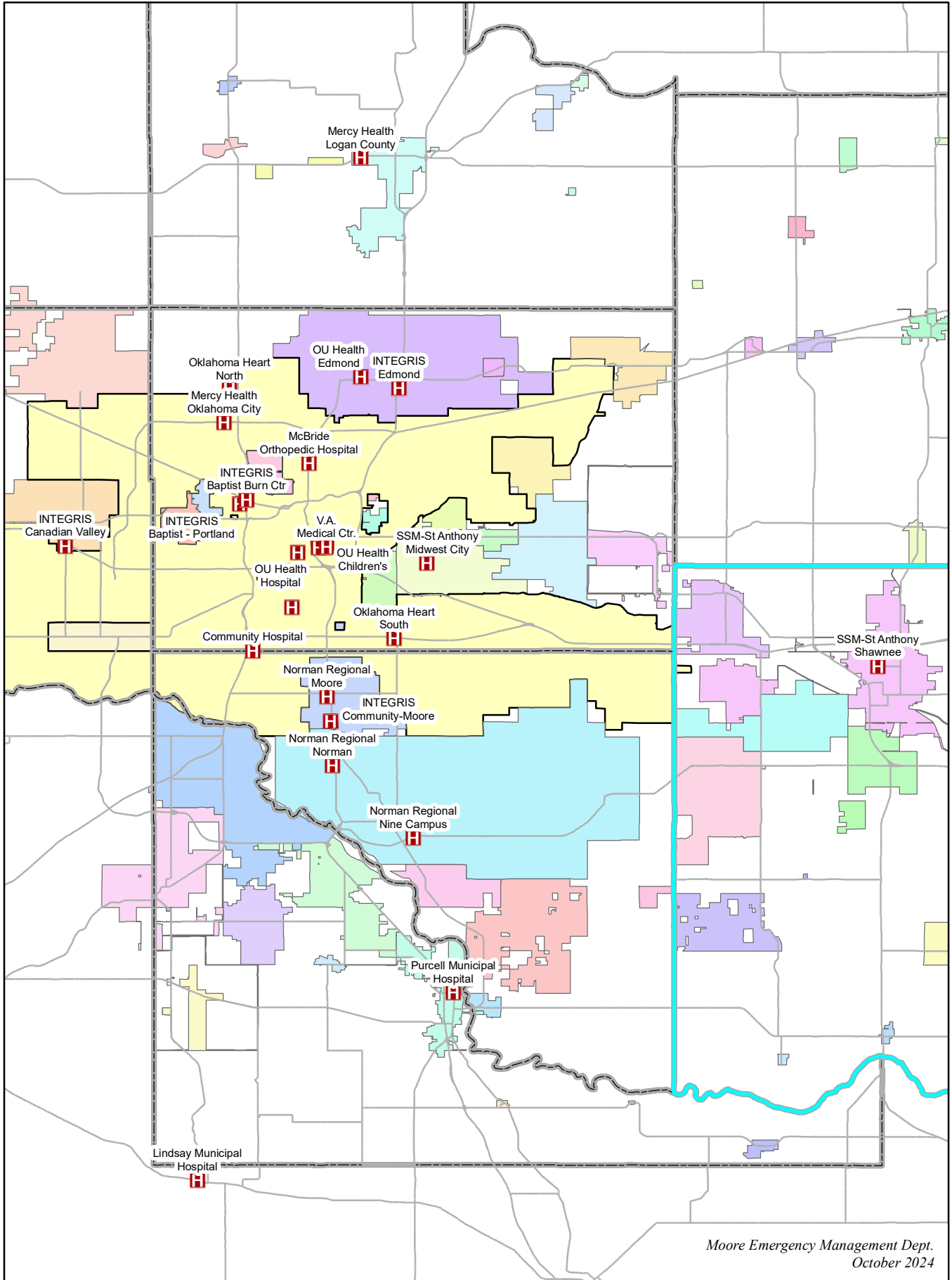
**CENTRAL OKLAHOMA GENERAL MEDICAL/SURGICAL HOSPITALS**

Miles calculated from SW4 & I-35 in Moore

Miles	Facility	Address	Lat	Long	Phone	ER	Licensed Beds	Trauma Level	CT Scan	Cardiology	Hand	NeoNat	Neuro	NeuSig	OB/GYN	OMF	Orhto	Stg	Website
1.1	Norman Regional Moore	700 S. Telephone	35.330612	-97.494502	405-307-1000	405-912-3096	45	III	y	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	<a href="http://www.normanregional.com">www.normanregional.com</a>
2	INTEGRIS Community Hospital - Moore	1401 SW 34th St	35.305651	-97.490987	405-500-3330		32	IV	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	<a href="http://www.integriscommunityhospital.com">www.integriscommunityhospital.com</a>
5.5	Norman Regional Health	3300 HealthPlex Parkway, Norman	35.260794	-97.489049	405-307-1000	405-515-1086	152	III	y	y	n	y	y	y	y	y	y	y	<a href="http://www.normanregional.com">www.normanregional.com</a>
7.3	Community Hospital	3100 SW 89th St, OKC	35.377113	-97.570117	405-602-8100	405-602-8390	45	IV	y	n	n	n/a	n/a	n/a	n/a	n/a	y	y	<a href="http://communityhospitalokc.com/">http://communityhospitalokc.com/</a>
7.4	Oklahoma Heart Hospital South	5200 E. I-240 Service Rd., OKC	35.38973	-97.42666	405-628-6000		Specialty Facility	-	-	-	-	-	-	-	-	-	-	-	<a href="http://www.okheart.com">www.okheart.com</a>
8	INTEGRIS Southwest Medical Ctr.	4401 S. Western, OKC	35.42158	-97.530207	405-636-7000	405-636-7230	334	III	y	y	y	n/a	y	n	y	n	y	y	<a href="http://integrisk.com/southwest">http://integrisk.com/southwest</a>
10	The Children's Hospital at OU Health	940 NE 13th, OKC	35.482296	-97.496687	405-271-4700	405-271-4876	44	I	y	y	n	y	y	y	y	y	y	y	<a href="http://www.oumedcenter.com">www.oumedcenter.com</a>
10	OU Health	700 NE 13th, OKC	35.48233	-97.503284	405-271-4700	405-417-6733	874	I	y	y	y	y	y	y	y	y	y	y	<a href="http://www.oumedcenter.com">www.oumedcenter.com</a>
10	V.A. Medical Ctr.	921 NE 13th, OKC	35.482421	-97.495122	405-456-1000		Specialty Facility	-	-	-	-	-	-	-	-	-	-	-	<a href="http://www.oklahoma.va.gov">www.oklahoma.va.gov</a>
11.5	SSM Health-St. Anthony Hospital OKC	1000 N. Lee, OKC	35.47728	-97.524285	405-272-7000	405-272-6137	773	III	y	y	n	n/a	y	y	y	n	y	y	<a href="http://saintsok.com">http://saintsok.com</a>
15	SSM Health-St Anthony Hospital MWC	2825 Parklawn, MWC	35.466405	-97.393011	405-610-4411	405-610-8838	243	III	y	y	n	n	y	n	n	n	y	y	<a href="http://www.midwestregional.com">www.midwestregional.com</a>
17	McBride Orthopedic Hospital	9600 N Broadway, OKC	35.567742	-97.512869	405-486-2100	405-486-2140	68	IV	y	n/a	n	n/a	n	n/a	n/a	n/a	y	y	<a href="http://www.mcboh.com/">http://www.mcboh.com/</a>
18	INTEGRIS Baptist Portland Avenue	5501 N. Portland, OKC	35.526222	-97.583441	405-604-6000	405-604-6106	269	III	y	y	y	n	y	n	n	n	y	y	<a href="http://www.deaconessokc.com">www.deaconessokc.com</a>
18	INTEGRIS Baptist Medical Ctr.	3300 NW Expressway	35.530765	-97.576445	405-949-3011	405-949-3155	577	III	y	y	y	y	y	y	y	y	y	y	<a href="http://integrisk.com/baptist">http://integrisk.com/baptist</a>
18	Baptist Burn Ctr.	3300 NW Expressway	35.530765	-97.576445	405-949-3345		18	-	-	-	-	-	-	-	-	-	-	-	<a href="http://integrisk.com/burn">http://integrisk.com/burn</a>
23	OU Health Edmond	1 S. Bryant, Edmond	35.65535	-97.460463	405-341-6100	405-359-5265	99	I*	y	n/a	n	n/a	n/a	n/a	n/a	n/a	y	y	<a href="http://www.oumedicine.com/landing.cfm?id=4996">http://www.oumedicine.com/landing.cfm?id=4996</a>
24	INTEGRIS Health Edmond	4801 Integris Parkway, Edmond	35.64401	-97.421313	405-657-3000	405-657-3152	64	III	y	y	n	y	y	n	y	n	y	y	<a href="http://integrisk.com/integris-health-edmond-ok">http://integrisk.com/integris-health-edmond-ok</a>
24	Purcell Municipal Hospital	1500 N. Green Ave, Purcell	35.030159	-97.366115	405-527-6657	405-527-2250	39	IV	y	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	<a href="http://www.purcellhospital.com">www.purcellhospital.com</a>
25	INTEGRIS Canadian Valley Hospital	1201 Health Center Parkway, Yukon	35.483705	-97.760312	405-717-6800	405-717-6800	75	III	y	n	n/a	y	n/a	n/a	y	n/a	y	y	<a href="http://integrisk.com/yukon">http://integrisk.com/yukon</a>
25	Mercy Health OKC	4300 W. Memorial, OKC	35.609036	-97.599189	405-755-1515	405-752-3733	385	III	y	y	y	y	y	y	y	y	y	y	<a href="http://www.mercyok.net/mhc">www.mercyok.net/mhc</a>
25	Oklahoma Heart Hospital	4050 W. Memorial Rd., OKC	35.64285	-97.59391	405-608-3200		Specialty Facility	-	-	Cardiology for Mercy OKC	-	-	-	-	-	-	-	-	<a href="http://www.okheart.com">www.okheart.com</a>
15.6	Norman Regional Nine	2000 Ann Braden Blvd Norman, OK 73071	35.187217	-97.406715	405-307-1000	405-253-1700	Standalone ED	IV	y	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	<a href="https://www.normanregional.com/locations/norman-regional-nine/">https://www.normanregional.com/locations/norman-regional-nine/</a>
34	Grady Memorial Hospital Authority	2220 Iowa Ave, Chickasha	35.048768	-97.962105		405-779-2281	57	III	y	n/a	n/a	n/a	n/a	n/a	n/a	n/a	y	y	<a href="http://www.gradymem.org">www.gradymem.org</a>
35	Lindsay Municipal Hospital	1305 W Cherokee St, Lindsay	34.839447	-97.626172	405-756-1404		26	IV	y	n	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	<a href="http://lindsayhospital.com">lindsayhospital.com</a>
38	SSM Health-St. Anthony Hospital Shawnee	1102 W. MacArthur St, Shawnee	35.36178	-96.935182	405-878-8121	405-273-2270	96	IV	y	y	n	n/a	n/a	n/a	y	n/a	y	y	<a href="https://www.ssmhealth.com">https://www.ssmhealth.com</a>
39	SSM Health-St Anthony Hospital El Reno	2115 Parkview Dr., El Reno	35.53068	-97.976619	405-262-2640	405-262-2640	Standalone ED	IV	y	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	<a href="http://www.mercyok.net/mhelreno">http://www.mercyok.net/mhelreno</a>
42	Mercy Health Logan County	200 S. Academy Rd, Guthrie	35.877741	-97.460457	405-282-6700	405-282-6700	25	IV	y	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	<a href="http://www.loganmedicalcenter.com">www.loganmedicalcenter.com</a>

\* Level I trauma by shared license only

# Oklahoma City Area Hospitals

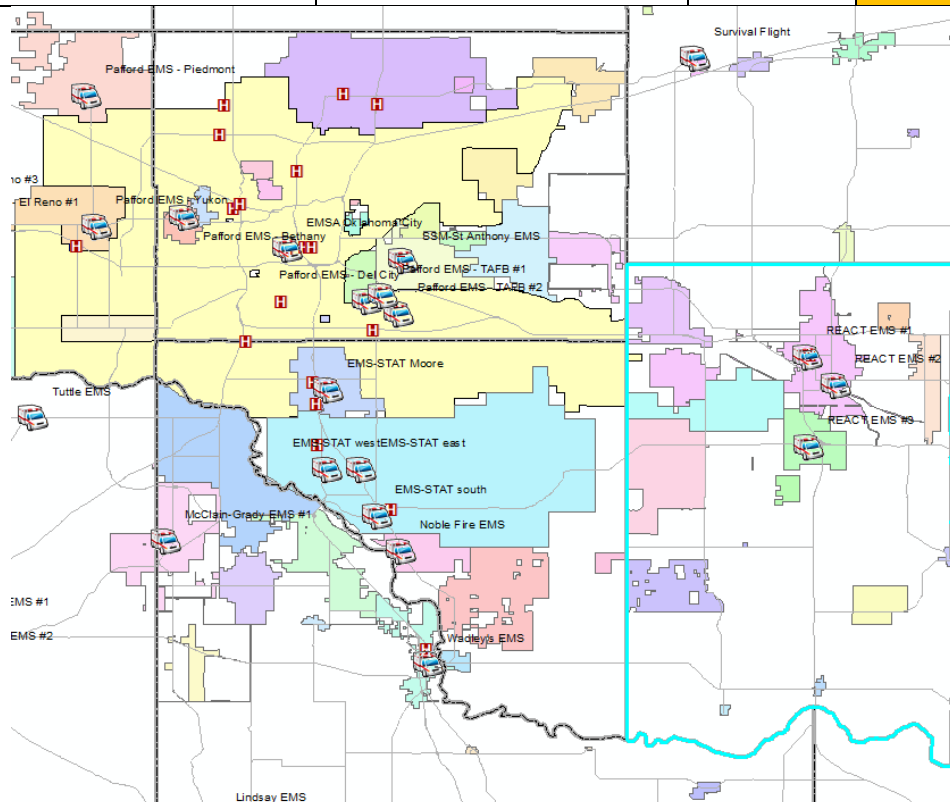


Moore Emergency Management Dept.  
October 2024

# Central Oklahoma Ambulance Services

*Miles calculated from SW 4<sup>th</sup> & I-35 in Moore*

Miles	Ambulance Service	Address	Phone	Life Support Level
1.75	EMS-STAT - Moore	1805 S. Eastern, Moore	405-799-4357	Paramedic
7	EMS-STAT - Norman (west station)	2400 W. Robinson, Norman	405-321-1444	Paramedic
7.5	EMS-STAT - Norman (east station)	901 N. Porter, Norman	405-321-1444	Paramedic
8	Pafford EMS - Del City	4609 SE 44th, Del City	844-498-6471	Paramedic
8	Pafford EMS - Tinker AFB	Building 117, TAFB	844-498-6471	Paramedic
9	EMSA - West Division	6205 S. Sooner Rd, Oklahoma City	405-297-7010	Paramedic
11	SSM-St Anthony	100 S. Midwest Blvd, Midwest City	405-732-2266	Paramedic
11	EMS-STAT - Norman (south station)	3101 12th Ave NE, Norman	405-321-1444	Paramedic
18	Noble Fire Department	119 N 2nd, Noble	405-872-3030	Intermediate
19	Pafford EMS - Yukon	S. Ranchwood Dr, Yukon	844-498-6471	Paramedic
20	Tuttle EMS	4 SE 2nd, Tuttle	405-381-4464	Intermediate
21	Pafford EMS - Bethany	4312 N. Wilburn, Bethany	844-498-6471	Paramedic
22	AMR - Edmond	1315 S. Broadway, Edmond	405-519-7788	Paramedic
22	McClain-Grady EMS District #1	211 Blanchard Dr, Blanchard	405-485-2000	Paramedic
25	Wadley's EMS, Inc	402 W Washington, Purcell	405-527-3999	Intermediate
30	Pafford EMS - Piedmont	314 Edmond Rd. NW, Piedmont	405-838-1948	Paramedic
35	Pafford EMS - El Reno	2828 S US-81, El Reno	405-345-5345	Paramedic
36	Chickasha Fire Dept EMS	1700 Harly Day Drive, Chickasha	405-222-6033	Intermediate
39	REACT EMS	2316 Airport Road, Shawnee	405-878-5880	Paramedic
40	Guthrie EMS	209 E Springer, Guthrie	405-282-4433	Basic
42	Lindsay EMS	100 W Creek, Lindsay	405-756-4322	Intermediate
44	Survival Flight - Wellston	211 Cedar St, Wellston	877-581-5585	Paramedic
48	Miller EMS - Crescent	121 N Hickory St, Crescent	580-395-2911	Paramedic
66	Miller EMS - Lincoln Co.	211 N 3rd Ave, Stroud	580-395-2911	Paramedic







## CITY OF MOORE CONTINUITY OF OPERATIONS PLAN – EPIDEMIC/PANDEMIC

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### PURPOSE

The purpose of this Appendix is to establish procedures associated with the provision of continuity of operations for the City of Moore during an epidemic/pandemic.

### SITUATION AND ASSUMPTIONS

An *epidemic* is a disease occurring suddenly in humans in a community, region or country in numbers clearly in excess of normal. A *pandemic* is an epidemic of infectious disease that is spreading through human populations across a large region or even worldwide. Pandemics happen when a novel influenza virus emerges that infects and can be efficiently transmitted between humans. Pandemics have occurred intermittently over centuries. The last three pandemics, in 1918, 1957 and 1968, killed approximately 40 million, 2 million and 1 million people worldwide, respectively. Although the timing cannot be predicted, history and science suggest that we will face one or more pandemics in this century.

Depending on the virus strain, approximately 30 to 50% of the population may be affected. This includes employees of the City and their families.

The anticipated fatality rate may be significant.

An epidemic/pandemic may last approximately 10-15 weeks. They also will likely occur in waves separated by months of drops in the level of disease activity.

All levels of government, some schools, private businesses and other institutions may close or suspend operations. This will likely include critical suppliers of City equipment and resources.

Managing Public information will be critical.

Capabilities of the health services – hospitals, clinics, doctors, EMS, pharmacies, etc. – will be stretched to the limit.

The Cleveland County Health Department will be our lead agency for health-related issues during an epidemic/pandemic.

There are three levels of services that are provided by the City of Moore:

- *Critical services* – those relating to life safety which the community expects to be provided under all circumstances;
- *Essential support services* – those other services which support the provision of the critical services;
- *Non-critical services* – those services or support services that the City provides which are not critical to the immediate health, safety, or welfare of the community.

During an epidemic/pandemic, it may be expected that employees may be absent due to illness, illness of an immediate family member, and/or being required to provide care for children whose school or day-care facility have closed. Therefore it should also be assumed that the City's absenteeism rate may be higher than the rate of those affected by the illness.

The Moore Public Schools survey absenteeism rates at their campuses on a daily basis, and works in conjunction with the Cleveland County Health Department to monitor potential influenza outbreak issues. When the absentee rate at an individual school reaches 30%, MPS and CCHD will be working together to determine if school closure at that site is necessary. Again it should be noted that school closures in particular may directly affect absenteeism rates among City employees.

Titles referred to in this Plan such as Department Heads, City Manager, etc., refer to positions within the City, and not specific persons who normally hold those titles. Therefore, tasks and responsibilities fall to the person currently acting in the position, regardless of whether they normally hold the position. This accounts for order of succession should any key person becomes ill and is unable to function.

## **CONCEPT OF OPERATIONS**

### **Provision of Services.**

The City will provide all services as normal when possible, dependent upon the availability of manpower and necessary resources.

All Department Heads will monitor absenteeism within their departments and facilities on a daily basis.

At such time where 20% or more of staff identified as Critical or Essential Support are absent within a department, the Department Head will assess whether services can still be adequately provided without degradation of quality. If necessary, the Department Head may suspend provision of non-essential services, with permission of the City Manager.

If services are suspended, available personnel may be reassigned to support the provision of Critical or Essential Support services as needed.

At such time where 30% of all facility-based staff at any city facility are absent for more than two days, the City Manager may consider the closing of the facility for all but Critical and Essential Support services.

A Department Head, with the concurrence of the City Manager, may allow staff to work from their homes, if connectivity and other services allow.

### **Protection of Employees and Customers.**

*Prevention.* The City will take all steps possible to minimize exposure to viruses by employees and customers of the City.

The City shall encourage employees to be vaccinated for influenza, and provide for vaccination opportunities as available.

The City will provide information to all employees regarding prevention of influenza, and encourage all employees to follow good hand sanitizing, coughing or sneezing into the elbow, and other guidelines issued by the Health Dept. and/or CDC.

The City shall encourage all employees to maintain the cleanliness of their work areas, including the encouragement of frequent cleaning multiple-user equipment such as telephones, keyboards, steering wheels, etc. In addition, custodial staff will be tasked to upgrade efforts in maintaining the cleanliness of public use areas.

The City will provide hand-sanitizer for use in employee work areas and in public areas.

The City will educate employees on and promote the concept of social distancing in contacts between co-workers and with the general public.

Other means of personal protection may be necessary and/or suggested by the Health Dept. and/or CDC; these will be passed along and/or provided to employees as available.

*Monitoring of Immediate Health.* One of the best ways to reduce the spread of influenza is to keep sick people away from well people. Therefore, the City will monitor the current health of employees and encourage those who are ill to stay home. This shall take the form of the following three escalating steps:

1. Employees who have symptoms of influenza-like illness are recommended to stay home and not come to work until at least 24 hours after their fever has resolved;
2. Employees who are at work and appear to display symptoms of influenza-like illness will be requested or required to go home by their respective Department Head;
3. Employees who are at work, are displaying symptoms of influenza-like illness, and are refusing to leave work may be required to leave by the City Manager.

All persons in City facilities may be observed for symptoms of influenza-like illness. Those persons displaying such symptoms may be asked to leave City facilities by City management staff.

## **TASK ORGANIZATION AND RESPONSIBILITIES**

The City Manager will be responsible for:

- Ensuring that all possible steps are taken to minimize exposure to influenza virus for City employees while at work and for all persons working in or visiting City facilities.
- Ensuring that an order of succession has been established for all City command and supervisory positions.
- Directing the Emergency Management Director to develop and maintain a continuity of operations plan for use by during an epidemic/pandemic.
- Directing the Human Resources Director to ensure that employees are provided with information concerning the prevention of influenza, and that resources are made available to employees to follow prevention guidelines.
- Directing City Department Heads to monitor their employees and work areas to ensure compliance with the provisions of this plan.
- Coordinating with the Mayor concerning the need for issuance of a Disaster Emergency Proclamation.

- While within the timeframe of a Disaster Emergency Proclamation, temporarily implementing and/or altering City policies as necessary.
- Appointing a Public Information Officer responsible for all information tasks related to City activities concerning the epidemic/pandemic. All information requests shall be directed to this PIO or their staff.
- Review all requests for reduction in services.
- Consider the closing of facilities for all but Critical and Essential Support services when 30% of all facility-based staff at any city facility are absent for more than two days; and review personnel availability and facility status on a daily basis

The Emergency Management Director will be responsible for:

- Development and maintenance of this Plan.
- Coordination with the Cleveland County Health Department, Moore Public Schools, Oklahoma State Department of Health, and all other agencies and entities to ensure City of Moore efforts are aligned with the most current, accurate information available and with the efforts of others.
- Monitoring health surveillance external to the City.

The Human Resources Director will be responsible for:

- Daily overall surveillance of absenteeism among City employees.
- Providing hand sanitizer and other physical items as appropriate which help to limit the spread of influenza.
- Ensuring that the City of Moore maintains a safe and healthy environment within its facilities for all employees and guests.

Each Department Head will be responsible for:

- Reviewing all services provided to the community or to other City departments, and classifying them as to Critical, Essential Support, or Non-Critical. It is important to note that this classification is based upon the criticality to life safety of the community.
- Identifying personnel positions critical to the provision of Critical or Essential Support services, minimum staffing levels for those positions, and identify personnel to staff those positions. Each position should have at least 3 qualified personnel identified for each position.
- Identifying any and all resources that are critical to supporting Critical and Essential Support operations. Each resource should be reviewed to determine if adequate supplies are on hand or immediately available from vendors, remembering that vendors may be closed due to the epidemic/pandemic. Supplies should be ordered or alternate sources developed if it appears that resources may not be readily available.
- Monitoring absenteeism within their Departments and facilities; monitoring the ability to provide services with degradation in quality; coordinating with the City Manager to suspend provision of non-essential services if necessary; and reviewing personnel availability and facility status on a daily basis.
- Developing alternate schedules, reviewing work areas for social distancing, assessing services for possible reduction, determining personnel who might be able to work from alternate locations and the needs associated with such relocation, reassigning of personnel as needed to support Critical and Essential Support services, and any other tasks as necessary and appropriate to ensure the provision of Critical and Essential Support services.

Each City employee will be responsible for:

- Sanitizing and overall cleanliness of individual work areas.
- Following personal steps to prevent the spread of influenza.
- Staying home when sick.
- Remaining cheerful and flexible during disruption of normal activities.

### **DIRECTION AND CONTROL**

Normal direction and control of City operations will apply during field and EOC operations, as outlined in the City's organizational chart and in Annex A of the City of Moore Emergency Operations Plan.

Direction and control of all public and environmental health activities is the responsibility of the Cleveland County Health Department.

The City Manager will retain executive responsibility for all City operations.

The Emergency Management Director or designee will serve as Incident Commander for City operations related to an epidemic/pandemic event.

The City Human Resources Director will serve as the City's Safety Officer as related to employee and customer protection.

### **CONTINUITY OF GOVERNMENT**

The City will provide all services as normal when possible, dependent upon available of manpower and necessary resources. Critical and Essential Support services must be provided.

All City Departments must identify an order of succession for each command and supervisory position which is at least 4 persons deep.

Each partner agency will be responsible for determining and maintaining appropriate documentation relevant to their role in response and recovery. .

### **ADMINISTRATION AND LOGISTICS**

The Health Department will collect vital statistics as under normal operating procedures. Data related to disease outbreak will also be collected and forwarded to appropriate state and federal officials.

### **PLAN DEVELOPMENT AND MAINTENANCE**

The Emergency Management Department is responsible for maintenance of this Appendix.

## **AUTHORITIES AND REFERENCES**

Cleveland County Mass Vaccination Plan

Novel Influenza A H1N1 (Swine Influenza) in Oklahoma:

[http://www.ok.gov/health/Disease, Prevention, Preparedness/H1N1 Influenza Updates and Alerts/index.html](http://www.ok.gov/health/Disease_Prevention_Preparedness/H1N1_Influenza_Updates_and_Alerts/index.html)

Oklahoma Influenza View:

[http://www.ok.gov/health/Disease, Prevention, Preparedness/H1N1 Influenza Updates and Alerts/OK Influenza View/index.html](http://www.ok.gov/health/Disease_Prevention_Preparedness/H1N1_Influenza_Updates_and_Alerts/OK_Influenza_View/index.html)

Business and Employee Resources - Novel Influenza A H1N1 (Swine Influenza):

[http://www.ok.gov/health/Disease, Prevention, Preparedness/H1N1 Influenza Updates and Alerts/Workplaces/index.html](http://www.ok.gov/health/Disease_Prevention_Preparedness/H1N1_Influenza_Updates_and_Alerts/Workplaces/index.html)

2009 H1N1 Influenza: Situation Update:

<http://www.cdc.gov/h1n1influenza/update.htm#totalcases>

[www.influenza.gov](http://www.influenza.gov)

# Oklahoma Office of Homeland Security Regional Response System Overview



**Johnny Vaughn, Regional Response Coordinator**

## **The Oklahoma Regional Response System:**

- **Has Very Capable Equipment**
- **In Very Capable Hands**
- **108 Units Strong**

**Changes the way Oklahoma Responders  
respond to emergency incidents!**



## **Regional CBRNE Units**

The (5) Regional Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Units are strategically located along the I-44 corridor. Each of the Regional CBRNE Units is a forty-foot self-driven apparatus. Fixed equipment on the unit includes a command and research center, laptop computers, a generator and an interoperable communication radio system. Each unit cost \$ 750,000 to build.

### **Capabilities**

- Interoperable communications
- Establish control zones
- Identify chemicals by use of sophisticated monitoring and identification equipment, and reference and guide books
- Gross and technical decontamination
- Contain and mitigate hazardous liquids and gaseous product from damaged cylinders and apparatus
- Basic emergency medical procedures

## **Intermediate CBRNE Units**

There are (13) Intermediate CBRNE Units strategically placed throughout the state. Each unit cost \$450,000 to build and equip. Each of the Intermediate CBRNE Units has a 38-foot trailer equipped with a quad-cab four-wheel drive tow vehicle. Once on scene the tow vehicle can be disconnected from the trailer and be used for other needed functions such as transporting responders and equipment closer to the incident.

Additional fixed equipment includes a command and research center, laptop computers, satellite receiver, a light tower, a generator and an interoperable communications system.

### **Capabilities**

- Interoperable communications
- Establish control zones
- Identify chemicals by use of sophisticated monitoring and identification equipment, and reference and guide books.
- Gross and technical decontamination
- Contain and mitigate hazardous liquids and gaseous product from damaged cylinders and apparatus
- Provide satellite connection for laptop computers (Internet connection)
- Basic emergency medical procedures
- Command center for emergency events

## **Mass Decontamination units**

There are (2) Mass Decontamination units located in the state. Each of the Mass Decontamination units is a self-contained unit that contains the decontamination system within the unit. Each unit contains a generator, the ability to produce hot water and external decontamination shower heads. Each unit cost \$280,000 to build and equip.

### **Capabilities**

- Decontaminating victims and responders at a rate of 150-200 per hour
- Rest and recovery center
- Medical treatment and triage
- Personnel staging area

## **Small Decontamination**

There are (24) Small Decontamination units throughout the state. The Small Decontamination trailer is a 14-foot trailer equipped with an electric generator, a decontamination tent, which can be used as a rehabilitation shelter and the associated decontamination equipment. Each unit cost \$42,000 to build and equip.

These units work in conjunction with the Large and Intermediate Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) units to provide decontamination of victims and or responders exposed to hazardous substances. **These units are not designed to clean up hazardous materials spills.**

### **Capabilities**

- Technical decontamination at a rate of approximately 50 per hour
- Command center capability
- Rehabilitation area for first responders
- Medical treatment and triage
- Personnel staging area

## **Bomb Squads**

Oklahoma has (9) FBI Certified Bomb Squads. Each bomb squad has received a standardized bomb response robot and other equipment to ensure they have the latest state of the art equipment.

The Oklahoma Highway Patrol Bomb Squad has statewide jurisdiction and assists communities not already covered by a local jurisdiction. Team members will assist other bomb squads as requested. The bomb squads facilitate the capabilities of the Regional Response System to coordinate a response anywhere in the state of Oklahoma.

## **Capabilities**

- Explosive detection, including X-Ray, chemical analyses, manual and K-9 search and recovery
- Commercial and military explosive recovery
- Disposal of explosives
- Pre and post blast evidence recovery
- Improvised Explosive Device (IED) mitigation and render safe practices
- CBRNE detection
- Emergency decontamination
- Crime scene
- Liaison with federal agencies (FBI, ATF, Military)
- Underwater explosive recovery

## **Urban Search and Rescue (US&R) Units**

There are (2) Urban Search and Rescue (US&R) Units within the state. These two units have similar training and equipment to the FEMA regional US&R teams, including high level rescue capabilities. Each unit includes a 42-foot trailer and tow vehicle. The equipment cache is based on the that of the FEMA US&R requirements. Both teams have additional equipment including three quad-cab, four-wheel drive, one-ton trucks, a bobcat with attachments and a 27-foot enclosed trailer to transport the bobcat and any additional equipment. Each unit cost \$1,700,000 to build and equip.

## **Capabilities**

- Heavy structural collapse
- High angle rescue
- Confines space rescue
- Trench rescue
- Canine search for trapped victims

## **Intermediate Technical Rescue Units**

There are (10) Technical Rescue Units across the state. Each unit cost around \$450,000 to build. Each Technical Rescue Unit consists of a tow vehicle, a 38-foot trailer containing rescue equipment and a Small Rescue Unit.

The Small Rescue Unit is a multi-faceted, self-contained rescue trailer. A 44 horsepower diesel engine and a 20KVVW generator powers each unit. Fixed equipment includes a full range of hydraulic core technology extrication tools, two 900-watt light towers, a breathing air compressor system, four cascade air tanks and storage for additional equipment. Once on scene the tow vehicle can be disconnected from the trailer and be used for other needed functions such as transporting responders and equipment closer to the incident.

## **Capabilities**

- Interoperable communications
- Structural collapse operations
- High angle rescue
- Confined space rescue
- Trench rescue
- Provide O2 to refill cylinders and cascade system on other response units
- Provide electrical power to support emergencies
- Tower lighting capabilities
- Command center for emergency events

## **Small Rescue Unit**

There are (3) stand alone Small Rescue Units across the state. Each Technical Rescue Unit also has a Small Rescue Unit as part of its equipment cadre. The Small Rescue Unit is a multi-faceted, self-contained rescue trailer. A 44-horsepower diesel engine and 20KVV generator powers each unit. The equipment fixed to the unit include a full range of hydraulic core technology extrication tools, two 900-watt light towers, a breathing air compressor system, four cascade air tanks and storage for additional equipment. All of the equipment is enclosed in the trailer and can be pulled easily by a 1-ton pick-up. Each unit cost \$130,000 to build and equip.

## **Capabilities**

- Rapid deployment of primary or secondary emergency equipment
- Extrication equipment for vehicular, agricultural and industrial incidents
- Lighting to assist in nighttime emergencies
- Provide breathing air to refill cylinders on the emergency scene
- Provide constant air source for air equipment needs
- Provide a source for electricity at incidents

## **Regional EMS System (REMSS)**

The Regional EMS System (REMSS) program was developed in support of the Homeland Security Regional Response System by providing EMS medical equipment, personnel, and transportation capabilities during major events or disasters. There are currently 28 units strategically placed throughout the state. There are three types of units, , the Large, Medium and the Bantam.

## **Capabilities**

### **Large EMS Units (2)**

- Medical supplies and equipment capable of treating up to 200 patients

- Unit deploys with on board oxygen generation capability
- Satellite and interoperable communication
- Command post

### **Medium EMS Units (12)**

- Medical supplies and equipment capable of treating 50-100 patients
- Units are climate controlled, and contain movable HEARS radios, a generator and outside lighting

### **Bantum EMS Units (14)**

- Medical supplies and equipment capable of treating up to 25 patients
- Responds with oxygen and backboards
- Can be pulled by SUV or pickup

### **Additional Support**

Additional support is provided by the Oklahoma Highway Patrol allowing them to utilize the Emergency Medical Service Unit (EMSU) to augment the Regional DMR teams. These troopers will provide triage, treatment and security assistance during a response. Oklahoma Highway Patrol has assigned 20 troopers to the regional teams.

### **Agriculture Response Teams**

In coordination with the Oklahoma Department of Agriculture, eight mobile cleaning and disinfecting units are strategically located across the state to facilitate the response to agricultural disaster or disease event. Agriculture Response Unit Teams will operate the mobile cleaning and disinfecting units during an animal disease outbreak or other agricultural emergency to disinfect transport vehicles and other equipment. In addition, one decontamination unit can be used to clean and disinfect equipment used during other Regional Response System emergencies. Each unit cost \$80,000 to build and equip.

### **Capabilities**

- Disinfecting contaminated equipment from an animal or plant disease outbreak
- Decontamination of equipment in a hazardous materials incident
- Rehabilitation shelter for first responders

### **Ag Mobile Laboratory**

The State Department of Agriculture, Food and Forestry (ODAFF) received a Mobile Laboratory to assist the Agriculture Response Units in managing an incident. This laboratory can assist in other emergencies as well. The mobile laboratory can be deployed into the field for onsite testing of samples by state laboratory technicians during an animal

or plant disease outbreak or other emergency. The mobile laboratory cost \$500,000 to build and equip.

### **Capabilities**

- Mobile command post
- On-site testing for plant and animal diseases
- Rehabilitation center for first responders

### **Logistical Support Response Unit**

The Logistical Support Response Unit is located at Oklahoma State University Fire Service Training in Stillwater, OK. The tractor-trailer contains a large air compressor, a large cache of self-contained breathing apparatus (SCBA) and extra SCBA cylinders. The unit is similar to the Regional and Intermediate CBRNE trailers with the fixed equipment cache and can be used to respond during a major incident to provide logistical to support responding Regional Response System units. The Logistical Support Response Unit cost \$750,000 to build and equip. The Logistical Support Response Unit is staffed with a minimum of 12 team members who are IFSAC certified to the NFPA 472 Hazardous Materials Operations Level.

### **Capabilities**

- Provide breathing air to refill cylinders and cascade system on other response units
- Provide electrical power to support other response units
- Portable and tower lighting capabilities
- Communication capabilities
- Additional personal protective equipment (PPE) to support emergency events

### **Mobile Communications and Command Units**

#### **Command One**

The State of Oklahoma has (2) Mobile Communications and Command Units, referred to as Command One and Command Two. Both units are located within the Department of Public Safety in Oklahoma City and are available for response across the state. Both Mobile Communications and Command Units are designed to handle large, multi-disciplinary, multi-jurisdictional events. Each unit is staffed with at least six team members. Team members are from the Oklahoma Highway Patrol, Oklahoma Department of Emergency Management and the Oklahoma Military Department who have communications, electronics and computer operations experience and have been trained to use the sophisticated computer and communications equipment on the units.

Command One is a tractor-trailer unit designed to function as a command and communications unit that is available to respond during local or statewide disasters. It has

the capability to "bridge" different city, county, tribal and/or state agency radio communications systems when set up at an emergency anywhere in the state.

### **Command Two**

Command Two is based on a 2008 Ford F350 dual platform with a small camper-type attachment. It provides rapidly deployable communications for on-site cross-band radio net integration for VHF/UHF/800 MHz, military and amateur radio. It also provides onsite broadband Internet through an onboard satellite link, a satellite and cellular phone communications. This vehicle can be operated on a standalone basis with its onboard generator, and due to its small platform and four-wheel drive capability, it can be used almost anywhere.

### **Capabilities for Command One and Command Two**

- Interoperable communications
- Multiple ports for radio, computer and telephone equipment
- Command center
- Personnel staging area

# Incident Resource Hotline



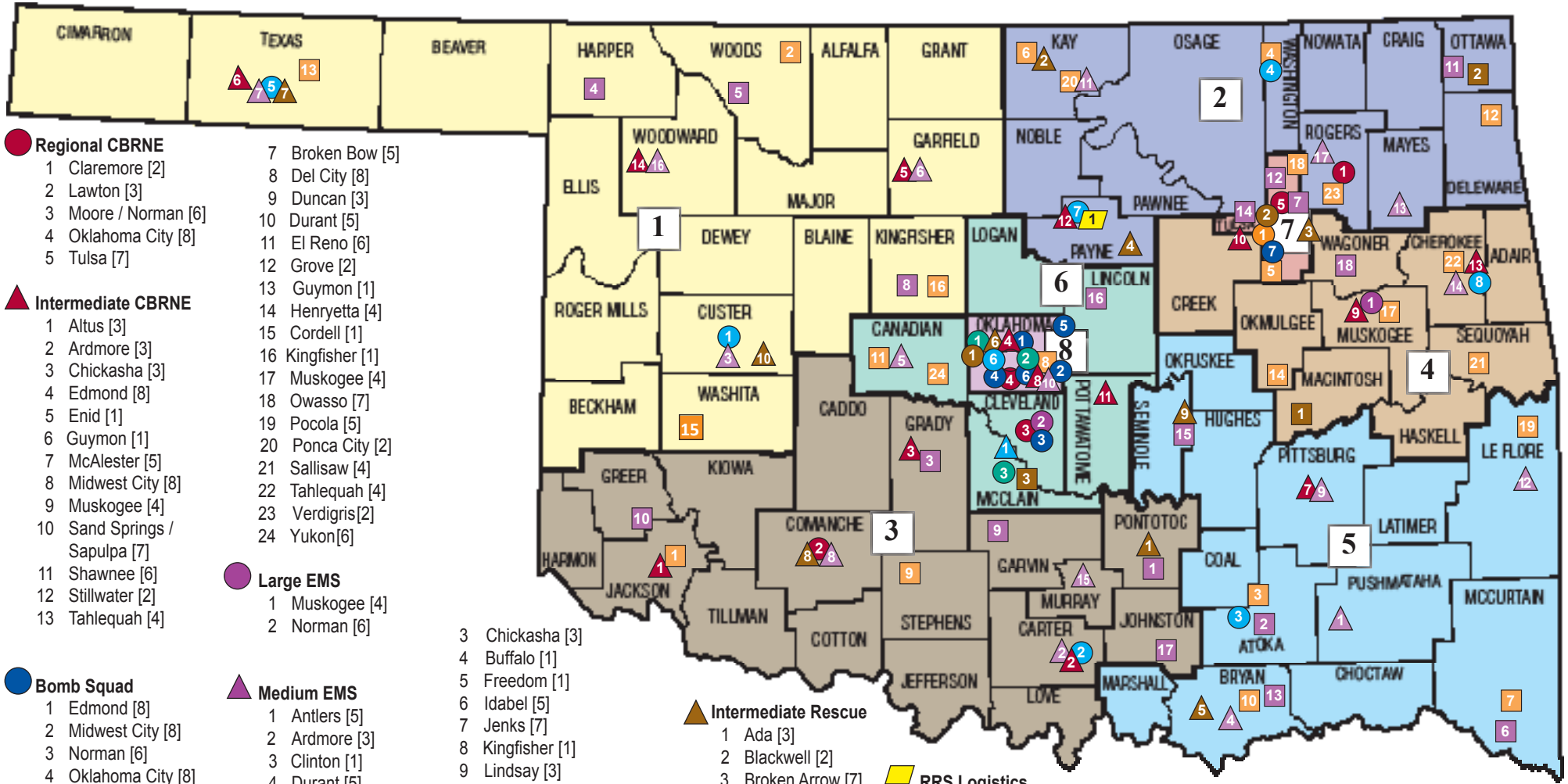
**24/7 phone number for resource  
acquisition**

**1-800-800-2481**

**Johnny Vaughn, Regional Response Coordinator**  
**Office of Homeland Security**  
**405-425-7296 Office**  
**405-521-7274 Desk**  
**405-397-6950 Cell**  
**[jvaughn@dps.state.ok.us](mailto:jvaughn@dps.state.ok.us)**  
**[www.homelandsecurity.ok.gov](http://www.homelandsecurity.ok.gov)**



# Oklahoma Regional Response System



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  - 4 Oklahoma City [8]
  - 5 Tulsa [7]

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  - 2 Ardmore [3]
  - 3 Chickasha [3]
  - 4 Edmond [8]
  - 5 Enid [1]
  - 6 Guymon [1]
  - 7 McAlester [5]
  - 8 Midwest City [8]
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# CHEMM

CHEMICAL HAZARDS EMERGENCY MEDICAL MANAGEMENT



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## Quick Links

- ▶ [CHEMM Intelligent Syndromes Tool: CHEMM-IST](#)

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- ▶ [Acute Patient Care Guidelines](#)

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- ▶ [Types and Categories of Hazardous Chemicals](#)

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- ▶ [Emergency Contacts](#)

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- ▶ [Dictionary](#)

## Strategic National Stockpile (SNS)

- [Who authorized the SNS program?](#)
- [What is in the SNS?](#)
- [Who manages the SNS program?](#)
- [When would the stockpile be used?](#)
- [Who can request assets of the SNS?](#)
- [Whose decision is it to release assets from the SNS?](#)
- [What kinds of things are in the stockpile?](#)
- [Where are the SNS assets stored?](#)
- [How fast can the SNS assets be deployed?](#)
- [Are there specific agents available in the SNS for chemical emergencies?](#)

### Who authorized the SNS program?

- In 1998, Congress appropriated funds for the [CDC](#) to acquire a pharmaceutical and vaccine stockpile to counter potential biological and chemical threats and threats from widespread diseases that could affect large numbers of persons in the civilian population.
- The program was originally called the National Pharmaceutical Stockpile (NPS) program, but it has since been extended to involve much more than just drugs.
- On March 1, 2003, the NPS became the Strategic National Stockpile (SNS) program managed jointly by [DHS](#) and [HHS](#).
- With the signing of the BioShield legislation, the SNS program was returned to HHS for oversight and guidance.
- The SNS is designed to supplement and resupply state and local public health agencies in the event of a national emergency anywhere and at anytime within the United States or its territories.

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### What is in the SNS?

- The SNS is a national repository of antibiotics, chemical antidotes, antitoxins, life-support medications, IV administration, airway maintenance supplies, and medical/surgical items.

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### Who manages the SNS program?

- [HHS/CDC](#)

- Federal agencies, primarily CDC, are responsible for maintenance and delivery of SNS assets, but state and local authorities must plan to receive, store, stage, distribute, and dispense the assets.

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### **When would the stockpile be used?**

- The plan is to deliver critical medical resources to the site of a national emergency when local public health resources would likely be or have already been overwhelmed by the magnitude of the medical emergency.
- Examples might be emergencies resulting from a major earthquake, pandemic flu, a smallpox event, and terrorist events of chemical, biological, radiological/nuclear, or explosive incidents.
- Pre-event requests for SNS resources might include
  - Actionable intelligence indicating an impending chemical, biological, radiological/nuclear, or large explosive attack or overwhelming public health disaster
  - Analysis of data derived from syndromic or epidemiologic surveillance
  - A sentinel event, such as a single case of smallpox

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### **Who can request assets of the SNS?**

- State departments of health, usually in conjunction with the state governor
- National agencies e.g., FEMA, FBI in certain circumstances
- To receive SNS assets, the affected state's governor's office would directly request the deployment of the SNS assets from CDC or HHS.

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### **Whose decision is it to release assets from the SNS?**

- HHS, CDC, and other federal agencies will evaluate the request, the situation, and determine a prompt course of action, releasing those assets that are most appropriate.

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### **What kinds of things are in the stockpile?**

- 12-Hour Push Packs (less than 5% of the SNS inventory)
  - Broad-spectrum oral and intravenous antibiotics
  - Other medicines for emergency conditions
  - IV fluids and fluid administration kits
  - Airway equipment, such as ET tubes, stylettes, oropharyngeal airways, Ambu-Bags, and CO<sub>2</sub> detectors
  - Bandages
- Managed inventories maintained by specific vendors or manufacturers, or the SNS
  - Vaccines
  - Antitoxins (e.g., Botulinum)
  - Ventilators
  - Additional quantities of 12-Hour Push Pack items

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### **Where are the SNS assets stored?**

- This is not public information

- The SNS maintains ownership of the inventory and is responsible for storing, monitoring, and maintaining the inventory, which is located in secure, environmentally controlled areas throughout the United States.

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### How fast can the SNS assets be deployed?

- The SNS program is committed to having 12-Hour Push Packs delivered anywhere in the United States or its territories within 12 hours of a federal decision to deploy.
- The 12-Hour Push Packs have been configured to be immediately loaded onto either trucks or commercial cargo aircraft for the most rapid transportation.
- At the same time assets from the SNS are deployed, the SNS program will deploy its Technical Advisory Response Unit (TARU) to coordinate with state and local officials so the SNS assets can be efficiently received and distributed on arrival at the site.

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### Are there specific agents available in the SNS for chemical emergencies?

- Yes, the SNS is in the process of forward deploying "[CHEMPACK](#)" to the states. The [CHEMPACK](#) contain nerve agent antidotes that can be used in the event of a nerve agent attack that overwhelms locally available resources.
- The SNS also contains nerve agent antidotes at this time.

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### References

1. Need JT, Mothershead JL, Strategic National Stockpile Program: Implications for Military Medicine. Military Medicine 2006, 171:698-702
2. [Strategic National Stockpile](#) (HHS/CDC, April 14, 2005)

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[Office of the Assistant Secretary for Preparedness and Response](#), [National Library of Medicine](#)

**Last updated:** Invalid Date





# CHEMM

CHEMICAL HAZARDS EMERGENCY MEDICAL MANAGEMENT



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## CHEMPACK

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- [CHEMPACK Benefits](#)
- [CHEMPACK Provisions](#)
- [CHEMPACK Containers](#)
- [Fielding and Maintenance](#)
- [The Way Ahead](#)
- [Enterprise CHEMPACK](#)
- [Integrated Program Team \(IPT\)](#)



Atropine autoinjector and pralidoxime chloride autoinjector (2-PAM)

Sources: [CHEMPACK Program Overview](#) (PPT - 581 KB)  
(HHS/CDC, Division of Strategic National Stockpile)

### Quick Links

- ▶ [CHEMM Intelligent Syndromes Tool: CHEMM-IST](#)
- ▶ [Acute Patient Care Guidelines](#)
- ▶ [Types and Categories of Hazardous Chemicals](#)
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## Overview

The CHEMPACK program is an ongoing initiative of CDC's Division of Strategic National Stockpile (SNS) launched in 2003, which provides antidotes (three countermeasures used concomitantly) to nerve agents for pre-positioning by State, local, and/or tribal officials throughout the U.S. CHEMPACK Program is envisioned as a comprehensive capability for the effective use of medical countermeasures in the event of an attack on civilians with nerve agents. The [Enterprise CHEMPACK program](#) would build upon the existing system, improving it by adding an education, training, and exercise component and by optimizing the pre-positioning of antidotes.

- **CHEMPACK MISSION**
  - Provide, monitor and maintain a nationwide program for the **forward** placement of nerve agent antidotes.
  - To provide state and local governments a **sustainable** resource; and improve their capability to respond quickly to a nerve agent incident.
- **WHY CHEMPACK?**
  - Strategic National Stockpile (SNS) has a 12-hour response time, too long in the event of a chemical attack
  - State and local governments have limited or no chemical/nerve agent antidote stocks
  - Hospitals carry very limited supplies of treatments for nerve agent exposures
  - Nerve agent antidotes are costly and have variable shelf lives (not an easily sustainable resource)
- **BACKGROUND**
  - The CHEMPACK Program pilot was established in September 2002.
    - Three Project Areas participated (South Dakota, Washington State and New York City)
    - Tested the concept of forward placement of SNS-owned chemical / nerve agent antidotes
    - Determined feasibility of the tested strategy
    - Lessons learned used to refine processes for the nationwide program

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## CHEMPACK Benefits

- Pre-position containers for faster response times during an emergency
- Extended shelf life of SNS-owned assets to save in overall costs
- Local control of critical life-saving assets to ensure assets are dispensed timely
- Federal management of product life cycle to ensure quality of products

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## CHEMPACK Provisions

- The Program supplies material, approved storage containers and monitoring equipment
- Project Areas are required to provide secure, environmentally controlled storage areas with phone connectivity
- The Program monitors temperature and container entry 24/7
- Project Areas are required to sign a Memorandum of Agreement to store and use material according to program guidelines

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## CHEMPACK Containers

CHEMPACK containers are self-contained units placed in centralized locations to enable first responders to quickly administer life-saving antidotes and save lives.

There are two types of containers:

- **EMS containers**
  - Geared to first responders
  - 85% auto injectors
  - 454 casualty capacity
- **Hospital containers**
  - Geared to clinical care environment
  - 85% Multi-dose vials
  - 1,000 casualty capacity



CHEMPACK containers

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## Fielding and Maintenance

- Cache Site Survey and Fielding
  - Logisticians evaluate proposed storage site for compliance with Program requirements
  - Maintenance Technician establishes connectivity and alarm functionality with CDC
- Maintenance Visits
  - DSNS Maintenance Technicians conduct maintenance visits as required to repair or replace malfunctioning monitoring units
- Container Movements
  - CHEMPACK Teams support movement of existing containers within host sites and between facilities in the Project Area as required
- Sustainment
  - Inventory teams monitor shelf life of container contents and rotate product during site



visits prior to product expiration

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## The Way Ahead

- Continuous sustainment of all CHEMPACK sites
- Fielding of the 8 remaining Project Areas (5 U.S. territories and 3 associated Pacific Island Nations)
- Formulary component review and restructuring

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## Enterprise CHEMPACK

The CHEMPACK program is an ongoing initiative of CDC's Division of Strategic National Stockpile (DSNS) launched in 2003, which provides antidotes (three countermeasures used concomitantly) to nerve agents for pre-positioning by State, local, and/or tribal officials throughout the U.S. The proposed Enterprise CHEMPACK program would build upon the existing system, improving it by adding an education, training, and exercise component and by optimizing the pre-positioning of antidotes. The Enterprise CHEMPACK Program is envisioned as a comprehensive capability for the effective use of medical countermeasures in the event of an attack on civilians with nerve agents. Clinical competency, logistics and operations, including training of responders and pre-positioning of countermeasures, as well as the formulary, are addressed.

Proposed **Enterprise CHEMPACK** program includes:

- Education, training and exercises
- Far forward pre-positioning of antidotes
- Improvements to formulary as next generation medical countermeasures become available

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## Integrated Program Team (IPT)

- **Description:**
  - Develop overall strategies for developing, acquiring, deploying and using the high priority medical countermeasures identified in the HHS Public Health Emergency Medical Countermeasures Enterprise (PHEMCE) Implementation Plan or by request of the Enterprise Executive Committee.
- **Membership:**
  - Interagency Subject Matter Experts; chaired by The Biomedical Advanced Research and Development Authority (BARDA)
- **Deliverables:**
  - Monitor Medical Countermeasures (MCM) developmental pipeline (tech watch)
  - Threat-specific BARDA Medical Countermeasure Plan
  - Annual progress reports
  - Receive reports from Project Coordinating Teams (PCT) and alert Enterprise Executive Committee to any significant delay or change in the projected schedule

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**Last updated:** Invalid Date

## **LAW ENFORCEMENT**

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### **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.

### **SITUATION AND ASSUMPTION**

The City of Moore employs a full-time, paid professional police department of approximately 115 commissioned officers and 10 support personnel. The Police Department also manages the 911 center with 16 personnel. The Department is accredited through the Oklahoma Law Enforcement Accreditation Program.

Police Department manpower is organized as follows:

- Patrol Division
- Traffic Unit
- Investigations Division
- Community Service Unit
- Administration

If additional personnel are needed on large incidents, traffic unit, investigative and administrative personnel can be utilized. In addition, the operations commander may recall off-duty personnel to duty.

Additional functional teams with specialized training are staffed within the Department, utilizing Officers normally assigned to other "regular" duties. These teams include:

- *SWAT Team.* Utilizing specialized equipment and training to handle high-risk law enforcement situations such as armed and barricaded subjects, hostage incidents, and service of high-risk search and criminal warrants on subjects suspected to be armed and dangerous.
- *Civil Disturbance Team.* Utilizing special equipment and tactics to control civil disturbances such as riots, or other disturbances involving large crowds.
- *Hostage Negotiation Team.* Utilizing specialized training and active listening skills to initiate constructive verbal dialog with suicidal persons, barricaded criminal suspects, and criminal suspects in hostage situations. The mission of the Hostage Negotiation Team is to preserve life during critical incidents by resolving conflict without the use of force.

Additional law enforcement personnel are typically available from the Cleveland County Sheriff's Department, Norman Police Department, University of Oklahoma Police Department, Oklahoma City Police Department, Oklahoma Highway Patrol and other area law enforcement agencies.

Additional non-commissioned personnel to assist with traffic and crowd control are typically available from the Emergency Management volunteer organization.

## **CONCEPT OF OPERATIONS**

Emergency operations for law enforcement personnel are simply an expansion of normal daily responsibilities. These include maintenance of law and order, traffic, and crowd control.

The Police Department will generally be able to provide adequate police control for disaster events using on-duty, call-back, mutual aid, and volunteer personnel.

### ***Active Criminal/Hostage/Barricaded Subject Events***

Initial response to active crime/barricaded subject/hostage situations will be by on-duty Patrol Division officers. These officers will take immediate actions to preserve life safety. Patrol Division officers will establish both a safe perimeter prior to other responders entering the area, and a crime scene perimeter. Safety perimeters may be augmented by personnel from other City departments. Medical and other support responders will stage away from the immediate scene and enter only upon direction of the Patrol officers.

If the emergency event involves a barricaded subject and/or hostage situation, the SWAT and Hostage Negotiation Teams will be activated. Operations will be conducted in accordance with departmental policies and operating procedures.

The Emergency Management Department will provide the City's Mobile Command Vehicle for support of incident operations.

Investigative activities, as well as forensic and evidence collection, will begin as soon as possible. All emergency responders must be cognizant of the event including a crime scene and take measures as possible to not disturb potential evidence.

### ***Non-Criminal Disaster Events***

Initial response to any emergency or disaster will be by on-duty Patrol Division officers. These officers will assist in locating trapped and injured persons, and in determining the immediate areas affected. Officers may assist in providing door-to-door evacuation notices and/or sweeping evacuation areas. Perimeters will be established as soon as possible, limiting access to unsafe areas.

As soon as the initial event is stabilized, efforts will shift to

- Maintaining the perimeter;
- Security within the area;
- Security for evacuation assembly areas, transportation routes, and shelters;
- Security of critical facilities;
- Identification and investigation of fatalities;
- Investigating disaster welfare inquiries;
- Traffic control in and around affected areas;
- Other activities native to normal law enforcement and departmental operations.

## **TASK ORGANIZATION AND RESPONSIBILITIES**

The Moore Police Department has the responsibility of maintaining law and order and the protection of life and property of the citizens of Moore. This includes the following emergency and disaster tasks:

- Maintenance of law and order.
- Coordination of all law enforcement activities in the City.
- Coordination of crisis relocation traffic control.

- Support emergency public safety activities.
- Provide traffic control during shelter operations or other emergencies.
- Provide security for emergency assembly areas, evacuation transportation, and shelters.
- Provide crowd control as required.
- Conducting investigations and assisting the Medical Examiner's Office concerning fatalities.
- Investigate missing person and disaster welfare inquiries.
- 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.
- Protect the community by providing solutions to assist in preemptive identification of terrorist activity, to swiftly react to terrorist events, and to lead the community in recovery from terrorist events.

### **DIRECTION AND CONTROL**

The Police Chief is responsible for coordinating all law enforcement activities within the City of Moore. All operations will be conducted using the standard command structure of the Department.

The operations commander will generally be the highest-ranking officer on-scene. Routine operations will be handled by departmental policies and procedures.

Each Chief of law enforcement agencies providing mutual aid assistance will maintain control of his units while operating in the City of Moore. Each agency shall provide a liaison to be present with the operations commander. The operations commander will direct all operations of both local and mutual aid agencies. State and federal support may be called upon after all local police capability and mutual aid support has been exhausted.

### **CONTINUITY OF GOVERNMENT**

Lines of succession for the Police Department will be according to established departmental procedures. An organizational chart of the Moore Police Department is located in Appendix 1.

### **ADMINISTRATION AND LOGISTICS**

The Moore Police Department is dispatched from the City's 911 Emergency Operations Center.

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

### **PLAN DEVELOPMENT AND MAINTENANCE**

The Police Chief is responsible for maintenance of this Annex.

### **AUTHORITY AND REFERENCES**

Moore Police Department Policy and Procedures Manual

**APPENDICES**

Appendix 1 - Moore Police Department Mission, Vision and Values

Appendix 2 - Moore Police Department Organizational Chart

Appendix 3 - Police Facilities and Response Districts Map



# Moore Police Department

## Our Vision

We aspire to enhance the community by positively impacting the lives of individuals.

## Our Mission

The Moore Police Department is here to walk alongside residents to create a city desirable to live in. Forging strong partnerships, we will find answers and apply solutions to problems. Compassionately serving and seeking the best outcomes with the community. Fighting crime, Passionately Protecting the community, and humbly putting Service Before Self.  
Together we are MOORE STRONG.

## Our Values

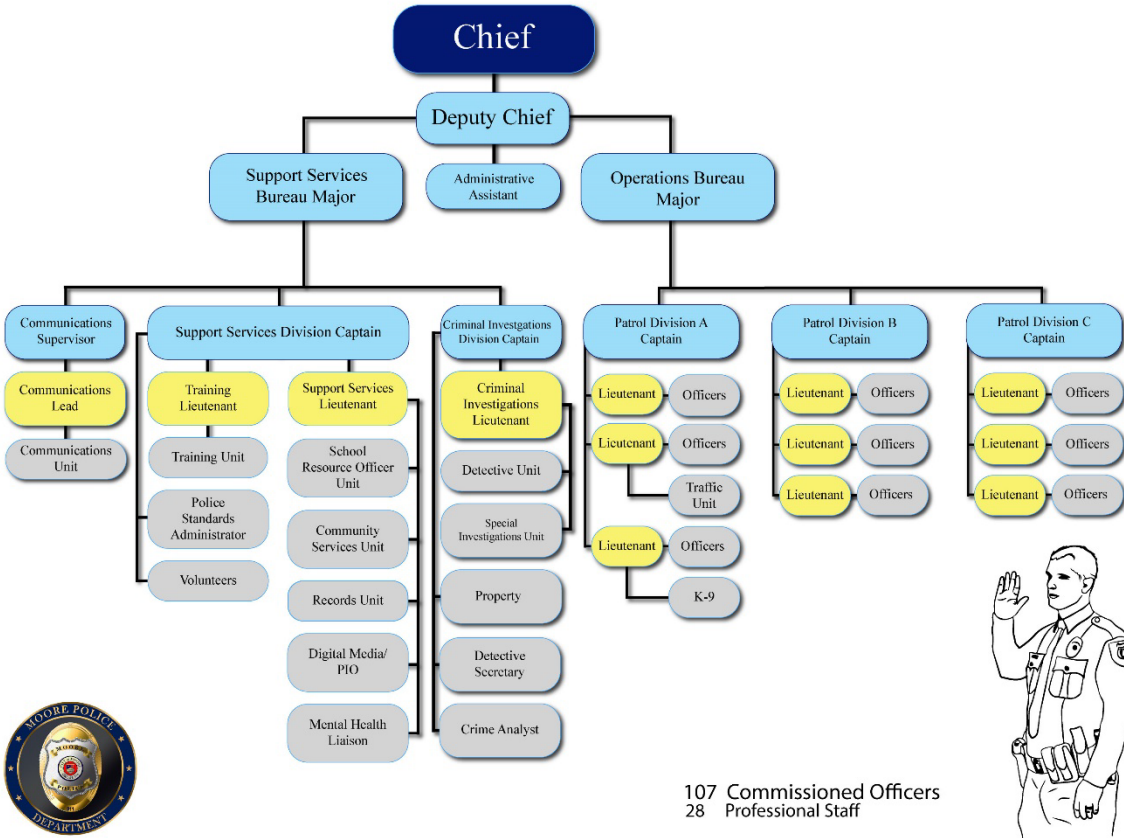
<u>Integrity</u>	Our character in action; honest, trustworthy, and incorruptible.
<u>Accountability</u>	Openly operating to the expectations of the community. Own our actions.
<u>Humility</u>	We are not better than our residents, service before self.
<u>Professionalism</u>	Treating everyone with dignity and respect. Service with Pride and Honor.
<u>Empowerment;</u>	Leading to increase partnerships and effectiveness, seeking excellence.





# Moore Police Department - Organizational Chart

Moore Police Department Organizational Chart



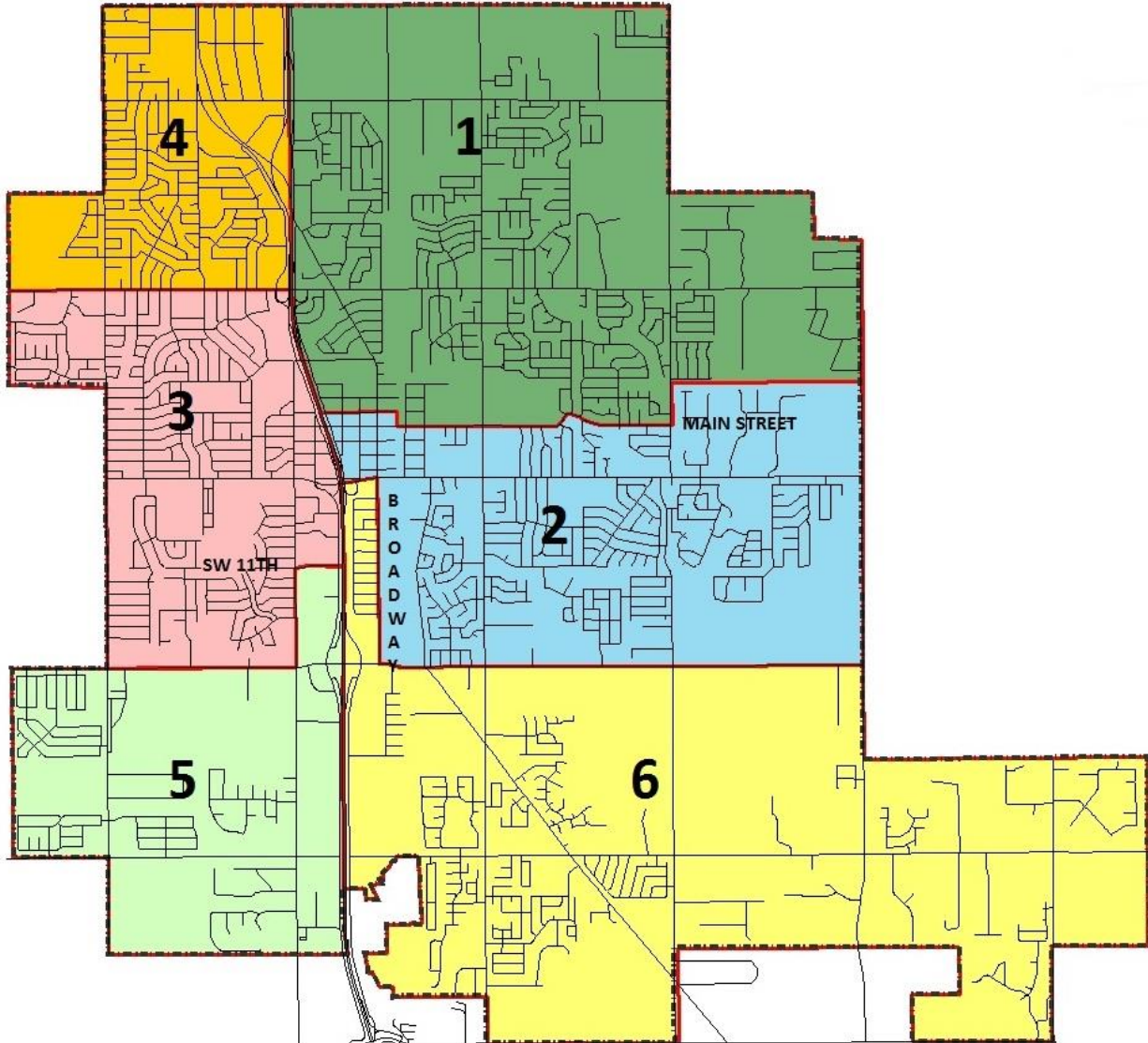
107 Commissioned Officers  
28 Professional Staff



Revised: 8-26-2024 TB



## Moore Police Department - Patrol Districts





## **PUBLIC WORKS AND UTILITIES**

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### **PURPOSE**

This Annex establishes procedures and priorities for the City’s Public Works and Public Utilities departments in response to an emergency or disaster in the City of Moore. It also addresses responsibilities and tasks for private utility companies who provide services within the City of Moore.

This annex also supplements the EOP to comply with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002.

### **SITUATION AND ASSUMPTIONS**

For the purposes of this Annex, all of the following will be referred to as “Public Works”, unless otherwise noted.

#### *Departments and Companies:*

The City of Moore Public Works Department consists of the following divisions:

- Streets & Drainage;
- Sanitation;
- Animal Control;
- Fleet Maintenance;
- Building Maintenance.

A part of the Streets & Drainage division is contracted to a private vendor, Silver Star Construction.

The City’s Public Utilities Department is contracted to a private vendor, Veolia Water, and consists of the following divisions:

- Wastewater Treatment & Collection;
- Water Production & Distribution.

Much of the utility infrastructure in Moore is owned and operated by private companies. This includes services such as electrical, natural gas, landline telephone, wireless telephone and data, and cable television.

#### *Facilities and Operations:*

The City’s Public Works Department operates from several locations:

- 512 NW 27<sup>th</sup> St.: Administration, Sanitation, Building Maintenance, and Fleet Maintenance divisions
- 3500 S. Service Rd.: Animal Welfare division
- 2009 N. Moore Ave.: Streets and Drainage division

The Public Works Department maintains a pond and dam in Little River Park. The pond and dam are designed as a dry detention pond for flood mitigation and recreational purposes. The pond was designed to maintain a dry base and not possess a true normal pool. The pond incorporates the Little River’s natural channel passing through a pond, with overbank areas graded to create storage volume during a flood event. The dam is a 23’ high earthen fill dam with a concrete orifice wall structure built in 2019, and is classified as a “high hazard” by the Oklahoma Water Resources Board.

The City's Public Utilities Department operates a water production/distribution system consisting of approximately 35 water wells, 5 storage facilities, and a distribution system. The water system also includes multiple interconnections with the City of Oklahoma City's surface water system to supplement the existing City of Moore groundwater system.

Public Utilities also operates a wastewater collection and treatment system. The focal point for the Department is the City's Wastewater Treatment Plant, located at 4000 S. Service Rd.

A Risk and Resilience Assessment for the City's water production and distribution system was completed in December 2020; and an Emergency Response Plan was completed in June 2021. These documents are maintained and updated by the Public Utilities Department.

### **CONCEPT OF OPERATIONS**

The City's Public Works and Public Utilities Departments, as well as private utility companies, are responsible during periods of emergency take necessary actions to prevent damage to public services, facilities, streets, and infrastructure. If damaged, the various infrastructure and systems will need restored to normal operations, with priority given to facilities identified as critical. The departments and companies must also support the City's emergency service departments with actions to control damage and prevent loss of life.

Each Department and/or company should be prepared to provide a liaison to the Incident Command Post and/or Emergency Operations Center upon request. This liaison should be authorized and empowered to fully represent the department or company without the general use of telephone or other contact with other command centers.

### **TASK ORGANIZATION AND RESPONSIBILITIES**

Following a large emergency, disaster or attack, Public Works departments and companies will coordinate tasked responsibilities with the EOC and the Incident Commander. Immediate actions may include:

#### *Public Works Department:*

- Emergency repairs to the City's critical facilities, including water and sewer infrastructure, buildings, and equipment;
- Emergency repairs and refueling to the City's emergency response equipment;
- Collection of displaced animals, including transportation to a veterinary clinic or sheltering facility;
- Provision of heavy equipment to the Incident Commander upon request;
- Emergency debris removal from streets and City facilities, to include snow and ice during winter storms and trees during windstorms;
- Erection of barricades and other traffic control devices;
- Monitoring the status of the Little River Dam; determination of the emergency level of the dam; notification of the Assistant City Manager (Dam Administrator) and/or Emergency Management Director (Incident Commander) as outlined in the Dam's Emergency Action Plan.

*Public Utilities Department:*

- Priority restoration of service to critical facilities;
- Emergency repairs to the water and wastewater infrastructure;
- Emergency testing of water supplies to ensure safe drinking water.
- Provision of information to the Incident Commander and EOC concerning the status of the City's water and wastewater systems, including the safety of drinking water;
- Coordinating emergency public notification information with the City's Public Information Officer as outlined in Annex D of this Plan;
- Implementation of the water system Risk and Resilience Assessment and subsequent Emergency Response Plans currently under development;
- Immediate notification to the Police Department if an event potentially involves criminal intent and/or activity.

*Private Companies:*

- Priority restoration of service to critical facilities;
- Emergency repairs to the company's infrastructure;
- Provision of liaisons to the Incident Command Post and/or the City's Emergency Operations Center.

As personnel and equipment become available and as coordinated with the Incident Commander and/or Emergency Operations Center, Public Works departments and companies will also:

*Public Works Department:*

- Continue debris removal from streets and City facilities;
- Repair roads, bridges, and traffic control devices;
- Prepare and post replacement street signs;
- Prepare and post temporary signs and barricades as requested by the Police Dept.
- Perform additional repairs to City facilities and utilities;
- Photograph all live and deceased animals collected; place the photographs at shelter locations and other public locations to assist in the identification and reunion of animals with their families, utilize social media to distribute photos and information.
- Adopt unclaimed animals to new homes after all attempts at identification and reunion have failed, and the specified waiting period has passed;
- Provide and service collection bins for spoiled food (dumpsters) in or around the affected areas;
- Provide and service collection bins for hazardous debris items such as propane bottles, automotive batteries, pesticides, etc. in or around the affected areas;
- Continue monitoring of the Little River Dam and provide updates to the Emergency Management Director and/or Emergency Operations Center.

*Public Utilities Department:*

- Continue repairs to the water and wastewater systems;
- Restore service to all customers;
- Continue testing of the water system for water safety and quality, as needed.

*Private Companies:*

- Continue repairs to the company's infrastructure;
- Restore service to all customers;

**DIRECTION AND CONTROL**

Executive authority for the City's Public Works and Public Utilities Departments is vested in an Assistant City Manager. Operational authority will remain with the Director of Public Works Department and the Public Utilities Manager as tasked by the Incident Commander and the EOC.

Private utility providers will remain under their normal company management structure but work in cooperation with the Incident Commander and Emergency Operations Center.

The Incident Commander during emergencies involving the Little River Dam is designated in the Dam's Emergency Action Plan as the Emergency Management Director. The Dam Operator is designated as the Public Works Director; Dam Administrator is the Assistant City Manager.

The Incident Commander during water system emergencies will normally be the Public Utilities Manager. A public safety official may be utilized as a Deputy Incident Commander to assist the Public Utilities Manager with management of the Incident Command System.

**CONTINUITY OF GOVERNMENT**

Debris clearance from, emergency repairs to, and restoration of services to critical City facilities and utilities should be undertaken as soon as the situation allows.

The City's Public Works and Public Utilities Departments are responsible to predetermine alternates and lines of succession for all supervisory personnel. Identified primary and alternate personnel must be given training necessary for successful performance of assigned responsibilities.

Private utility companies are encouraged to predetermine alternates and lines of succession for their personnel.

**ADMINISTRATION AND LOGISTICS**

City departments will continually document personnel hours, equipment, and materials used as related to the emergency response. This documentation will be forwarded to the City's Finance Director as requested.

**PLAN DEVELOPMENT AND MAINTENANCE**

The Director of Public Works and the Public Utilities Manager will review this Annex annually, with needed changes submitted to the City's Emergency Management Director.



## **AUTHORITIES AND REFERENCES**

Memo, "Emergency Response for Animal Control"

Little River Park Detention Basin Emergency Action Plan

Water System Risk and Resilience Assessment, and Emergency Response Plan

## **APPENDICES**

Appendix 1 Animal Emergency Response Plan

Appendix 2 Metro Snow Removal Plan

Appendix 3 Little River Park Detention Basin Emergency Action Plan

Appendix 4 Disaster Debris Management Plan

Appendix 5 Listing of Private Utility providers



# Emergency Response Plan for Animals

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## INTRODUCTION

### **Mission Statement**

To:

- **provide for immediate care of animals** during disaster situations,
- **minimize animal suffering** and human anguish by providing temporary shelter for companion and farm animals during disasters,
- **provide emergency veterinary care** to companion and farm animals injured during a disaster and
- **provide a system for returning animals** to their owners after a disaster event is over.

### **Purpose**

It is the purpose of the City of Moore Animal Welfare Division to protect animal safety and public health by providing personnel, expertise, and/or supervision during any incident that requires the evacuation and/or temporary housing of animals because of flooding, tornadoes, hazardous materials incidents, hurricanes, or any other emergency where animals are involved.

### **Assumptions**

Potential hazards such as flooding, tornadoes, hurricanes and hazardous materials incidents, may require the evacuation of citizens from selected areas of the city.

Typically, human evacuation shelters do not admit companion animals.

When possible, owners will receive advance notice about evacuating their animals, but some emergent situations require immediate evacuation.

The City of Moore Animal Welfare Division will continue to educate the public on animal disaster planning and preparedness.

## EMERGENCY/DISASTER RELATED ACTIVITIES

### **Preparedness- no current or potential disasters**

- Normal business hours and staffing levels.
- Develop plans and procedures to provide shelter and care to displaced and/or injured animals during natural and man-made disasters.
- Identify potential locations for fixed facility and temporary companion animal and livestock shelters based on electrical and sanitation requirements.
- Recruit volunteers and assign key staff personnel to assist with operations at the shelter facilities.
- Identify local resources for veterinary services, animal medical supplies and vaccines for use at these shelter facilities.
- Identify local resources for pet and animal foods, cages and flea sprays/dips for use at these shelter facilities.
- Prepare/obtain brochures and handout materials on animal disaster planning for community distribution to promote citizen awareness. Provide this information on agency's web site, at the shelter location, and other partner locations,.
- Assist local animal owners with identifying evacuation locations for pets prior to an emergency or disaster occurs. These locations could be at an animal owner's friend or relative's residence, at the family's veterinarian, or at a boarding facilities, etc.

**Warning - A disaster is potentially threatening the local area.**

- Hours of operation remain normal at this point.
- Review and update the emergency animal shelter plans as necessary.
- Confirm task assignments and alert key personnel and volunteer groups to put them on stand -by status.
- Begin public service announcements in coordination with the City's Public Information Officer.
- Determine what additional supplies might be needed, identify sources and costs. Complete any necessary pre-purchase tasks.
- Confirm the current availability of potential shelter sites, and resources.
- Begin record keeping of disaster related expenses (to include hours worked by staff and volunteers) and continue for the duration of the event.
- Ensure that all equipment is in proper working order and vehicles have adequate fuel.

**Response-period immediately following an incident**

- Response duties may supersede, but not completely replace, normal activities. Personnel may be placed on alternate schedules (i.e. - Rotating 12-hour shifts) until the response is concluded.
- Animal Welfare liaison will report to the EOC.
- Conduct thorough search, locate and rescue operations throughout the affected areas for lost, misplaced, abandoned and/or injured companion and farm animals.
- Disaster related and emergency calls will be given first priority. Any other issues will be dealt with when possible.
- Work with the Incident PIO to disseminate pet evacuation and sheltering, and other animal related emergency information through the appropriate media outlets.
- Receive and care for evacuated pets and animals. Screen and register each animal and maintain accurate records on their status.
- Pick up and transport displaced animals in the evacuation area(s) as needed.
- Request animal response volunteers as needed. *(Request through the EOC.)*
  - Moore Animal Welfare Volunteers
  - Cleveland County CART
  - Other area CARTs
  - State Department of Agriculture Resources
- Provide timely situation reports of the Animal Welfare Division's activities in the field and in the shelter to the EOC (or IC if EOC not activated) at least one time during each operational period.
- Establish lost and found resource listings through media and web site(s).
- Continue to receive and provide care for animals at the established shelters.
- Organize and deploy animal rescue teams.
- Respond to citizens' requests for assistance with, or rescue of, their animals.

**Recovery**

- Begin to transition back to normal hours/staffing.
- Continue to provide for the sheltering and care of displaced animals as long as required.
- Continue to maintain lost and found resource listings.
- Dispose of animals killed as a result of the disaster. Work in conjunction with the Department of Agriculture and/or Debris Removal Contractor as necessary.
- Consolidate temporary animal shelters as soon as possible.
- Deactivate temporary animal shelters and transfer any remaining animals to fixed shelter facilities in the City as soon as possible.
- Collect, consolidate and report disaster related expenses to the Finance Section. Include costs for temporary shelter operations, veterinary supplies, associated personnel costs and any related expenses.

## **VOLUNTEER SUPPORT**

The City of Moore Animal Welfare Division may engage volunteers to assist with shelter operations during disaster response. Volunteers must be screened and trained prior to working with Animal Welfare.

Spontaneous volunteers will be given just-in-time training when possible. It is always preferable to use pre-screened and trained volunteers such as established City of Moore Animal Welfare and/or OKMRC CART volunteers. Affiliated volunteers will be given priority in assignments.

All Animal Welfare volunteers are responsible to the Director of Animal Welfare. AW Volunteers will respond only when called; tasks are limited to those assigned by the Animal Welfare Director.

Animal Welfare volunteers will not speak to the media or post to social media regarding response activities unless tasked to do so by Incident Command.

## **ACTIVATION**

### ***Activation of the Emergency Response Plan for Animals***

The City's Director of Emergency Management is responsible for activating the Emergency Operations Center (EOC), and those parts of the City's Emergency Operations Plan applicable to that disaster/emergency. Upon activation, the Animal Welfare Liaison will report to the EOC, and maintain communication with field personnel. When animal response needs exceed available response capability, the Animal Welfare Liaison at the EOC request additional resources.

### ***Set up of Emergency Animal Shelter***

The Animal Welfare Division will determine which site(s) to activate as emergency animal shelters. The selection of the site(s) will depend on the areas of the City impacted by the incident and the number and types of animals affected by the incident.

### ***Record Keeping and Documentation***

Record keeping and documentation are a critical part of any shelter operations. Daily reports will provide accountability and provide information about resource allocations

If an Emergency Animal Shelter receives monetary or other donations on site, the Shelter Coordinator will work with City finance/administrative personnel to document and track all items.

### ***Communications***

Communications between primary and support agencies will occur primarily by telephone, radio, email, and WebEOC.

## **SHELTER OPERATIONS**

### ***Receiving Animals at the Emergency Animal Shelter***

- Each Emergency Animal Shelter shall have a designated area to receive animals.
- The shelter staff/volunteers and their designee(s) will check in all animals brought to the emergency animal shelter.
- Each animal will have an Animal Intake Form completed at this time. See Appendix for Intake form.
- Record animal intake number on all forms, on animal's collar or tag, and cage.

- Take a digital photograph of each animal, including the intake number. Include the animal's owner, if present, and animal intake number.
- After the check in process is complete, shelter staff will take animal to the proper holding area.

### ***Emergency Care of Animals***

Shelter personnel will provide limited emergency care (first-aid) to all injured animals brought to the emergency animal shelter. Any injured animal that needs further medical care will be transferred off-site to a veterinary clinic (or examined by the on-site veterinarian if one is available) as soon as possible. Charges incurred for emergency treatment are the responsibility of the owner. **At no time will the paperwork process hold up any emergency care that an animal needs.**

If an animal requires transfer off site, keep a copy of the shelter record with the animal at all times, and log animal in and out of shelter.

### ***Priority Care***

Police, SAR Dogs, and Service Animals will receive priority medical treatment if needed.

### ***Daily Care***

Every animal housed at the emergency shelter will receive food, water, shelter, exercise daily. Shelter staff will treat every animal with compassion and kindness.

### ***Daily Reporting***

The Shelter Coordinator will report to the EOC at least once per operational period. This report will include activities performed; resources used, current shelter population, and projected closing date.

## **FACILITY DEMOBILIZATION**

### ***Reduction of services***

The assigned shelter coordinator is responsible to make the decision to operate the Emergency Animal Shelter at a reduced level of services based on the shelter population.

### ***Demobilization***

- **Shelter staff will make every attempt to reunite the animals with their owner(s) prior to taking alternative action.**
- The Animal Welfare Director or his/her designee, will make the decision to demobilize the shelter based on the shelter population and ongoing resource requests
- Any animals not reclaimed from the City of Moore Animal Welfare Division within thirty (30) days of the closing of the Emergency Animal Shelter will be considered abandoned and will become the property of the Animal Welfare Division who will make a disposition of the animal in accordance with State and City laws and the current Standard Operations Procedures (SOP).

**Documentation**

- All paperwork created by or received by the Emergency Animal Shelter(s) is the property of the City of Moore Animal Welfare Division.
- The City of Moore Animal Welfare Division will organize and maintain these records. All originals will remain on file with the Animal Welfare Division.
- Make copies of all documentation available to the Director of Emergency Management or Incident Documentation Unit Leader upon demobilization. Any other agencies requesting shelter paperwork will have to do so through the EOC.
- Copies of individual animal records may be given to the animal's owner/custodian, but the original copies must remain on file for accountability.
- Shelter documentation may be subject to the Open Records Act.



**TAB A: RESOURCE LISTING**

<b>Name</b>	<b>Phone</b>	<b>Website</b>
Cleveland County Medical Reserve Corps	405-794-1591	<a href="http://www.okmrc.org">www.okmrc.org</a>
Oklahoma City Animal Welfare	405-297-3100	<a href="http://www.okc.gov/AnimalWelfare/index.html">http://www.okc.gov/AnimalWelfare/index.html</a>
Norman Animal Welfare	Emergency 405-321-1600 Non-Emergency 405-292-9736,	<a href="http://www.ci.norman.ok.us/content/animal-welfare">http://www.ci.norman.ok.us/content/animal-welfare</a>
Oklahoma Department of Agriculture, Food and Forestry	405-521-3864	<a href="http://www.ag.ok.gov">www.ag.ok.gov</a>
Oklahoma Emergency Management	405-521-2481 Resource Hotline 1-800-800-2481	<a href="http://www.oem.ok.gov">www.oem.ok.gov</a>
USDA APHIS	405-751-1701	<a href="http://www.aphis.usda.gov">www.aphis.usda.gov</a>
Federal Emergency Management Agency		<a href="http://www.fema.gov">www.fema.gov</a>
Tulsa Humane Society	918-630-1666	<a href="http://www.tulsapets.com">www.tulsapets.com</a>
Oklahoma Humane	405-286-1229 x 4	<a href="http://www.okhumane.org">www.okhumane.org</a>
American Humane Association	800-227-4645	<a href="http://www.americanhumane.org">www.americanhumane.org</a>
Humane Society of the United States	866-720-2676 Dogfighting tip line 800-847-4787	<a href="http://www.humanesociety.org">www.humanesociety.org</a>

**TAB B: VOLUNTEER PACKET**



# Volunteer Packet



## VOLUNTEER PROGRAM

### \*VOLUNTEER INFORMATION\*

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

Age: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_ CELL: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

NAME

NUMBER

Please list any specific Allergies: (examples: cats, bleach, ECT.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*I WOULD LIKE TO VOLUNTEER FOR THE CITY OF MOORE BECAUSE\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF VOLUNTEER



## CITY OF MOORE VOLUNTEER AGREEMENT

This agreement is made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By and between the City of Moore and \_\_\_\_\_  
VOLUNTEER

I \_\_\_\_\_, have agreed to participate in the City of Moore's Volunteer Program as a volunteer. I understand that I am not an employee of the City of Moore or entitled to any payment for services rendered. I further understand that as a volunteer, I am not covered by workers' compensation benefits or other insurance for injuries which may occur during this program. I acknowledge that I am a volunteer for the purposes of the Fair Labor Standards Act.

\_\_\_\_\_  
SIGNATURE OF VOLUNTEER

\_\_\_\_\_  
SIGNATURE OF PARENT (S) (IF VOLUNTEER  
IS UNDER 18 YEARS OF AGE)

If your child will be volunteering at the Moore Animal Shelter, a **TETANUS SHOT IS RECOMMENDED**. If your child/ Ward has had a Tetanus shot in the past Ten (10) years please provide documentation of the approximate date of the Shot: \_\_\_\_\_

# Volunteer Requirements

Moore Animal Shelter

3900 S. I-35 Service Rd. Moore, OK 73160

(405)793-5190

## Instructions & Dress Code

Wear clothes that you don't mind getting dirty. Jean/Long pants, t-shirts (please no offensive prints/styling) any shirt with sleeves. (No tank/halter tops).

Comfortable shoes. No open toes (No Flip-Flops)

Do not enter/open animal cages without permission.

Follow instructions given by Animal Control/Shelter Staff.

## Volunteer Task Examples:

Walk dogs

Socialize Cats & Assist cleaning cat room - scoop litter boxes, fill food & water bowls, sweep & mop, and clean cage windows

Laundry & Dishes

Check outdoor water buckets, collect food pans & wash, dry and put away dishes

Brush animals, bathing of some animals

Socializing/visiting animals

Community outreach events

Assist with cleaning up the yard with scooper

Other duties as needed

**If you have any pet skills, talents, or hobbies; please let us know**

**TAB C: ANIMAL INTAKE FORM**

**Animal ID#** \_\_\_\_\_ **Shelter:** \_\_\_\_\_

Take and save photo of animal with ID number

**Entry – Intake Circumstances**

Drop Off \_\_\_\_\_ Rescue \_\_\_\_\_ Seizure \_\_\_\_\_ Date of Arrival / Intake Date: \_\_\_\_\_

Location of Found / Rescued / Seized Animal: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Exit – Disposition of Animal at Departure**

Reclaimed Placed to \_\_\_\_\_ Exit Date: \_\_\_\_\_

Euthanized Date: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Animal Description**

Kind of Animal: Dog \_\_\_\_\_ Cat \_\_\_\_\_ Other (Specify) \_\_\_\_\_

Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Distinctive Markings: \_\_\_\_\_

Animal Name: Tag \_\_\_\_\_ or Microchip# \_\_\_\_\_

Health or Behavior Issues: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Birth Date: \_\_\_\_\_ (if known) Weight: \_\_\_\_\_ (estimate)

Sex: Male Neutered \_\_\_\_\_ Female Neutered \_\_\_\_\_

Male Intact \_\_\_\_\_ Female Intact \_\_\_\_\_

**Owner/Agent Information**

Name of Animal's Owner/Agent: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Other contact info: Type of ID and #: \_\_\_\_\_

Alternate Contact: Phone: \_\_\_\_\_

**Intake Questions for Owner or Agent**

**1. Do you understand and agree to the Pet Owner Sheltering Agreement?**

Yes, I understand and agree to the Pet Owner Sheltering Agreement

Owner/Agent Signature: \_\_\_\_\_

Witness (print): \_\_\_\_\_

**2. Has your pet been vaccinated?**

Rabies 1 Yr \_\_\_\_\_ 2 Yr Date \_\_\_\_\_ Certificate with you? Yes \_\_\_\_\_ No \_\_\_\_\_

Distemper/UR Date: \_\_\_\_\_

FeLV Date: \_\_\_\_\_

Other: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**3. Is your pet currently on any medications?**

Heartworm Prevention \_\_\_\_\_ Flea/Tick Prevention \_\_\_\_\_

Other? \_\_\_\_\_

Name / Route / Dosage / Frequency: \_\_\_\_\_

\_\_\_\_\_

Did you bring these medications with you? Yes \_\_\_\_\_ No \_\_\_\_\_

**4. What is your pet's normal diet? How much food and when each day?**

\_\_\_\_\_ Wet or Dry Brand \_\_\_\_\_

**5. What percentage of time do you estimate your pet normally spends outdoors? \_\_\_\_\_ %**

**6. Is your pet allergic to any drugs or medications?** Yes \_\_\_\_\_ No \_\_\_\_\_

Which ones? \_\_\_\_\_

**7. Any injury or illness in the past 30 days?** Yes \_\_\_\_\_ No \_\_\_\_\_

**8. Any history of seizures?** Yes \_\_\_\_\_ No \_\_\_\_\_ (frequency) \_\_\_\_\_

**9. Any history of biting or other aggressive behavior?** Yes \_\_\_\_\_ No \_\_\_\_\_

**10. Has your pet exhibited recent changes in:**

Appetite?	Yes _____	No _____
Bowel Movements?	Yes _____	No _____
Water Intake?	Yes _____	No _____
Urination?	Yes _____	No _____
Weight?	Yes _____	No _____
Behavior?	Yes _____	No _____

**11. Has your pet exhibited any of the following problems?**

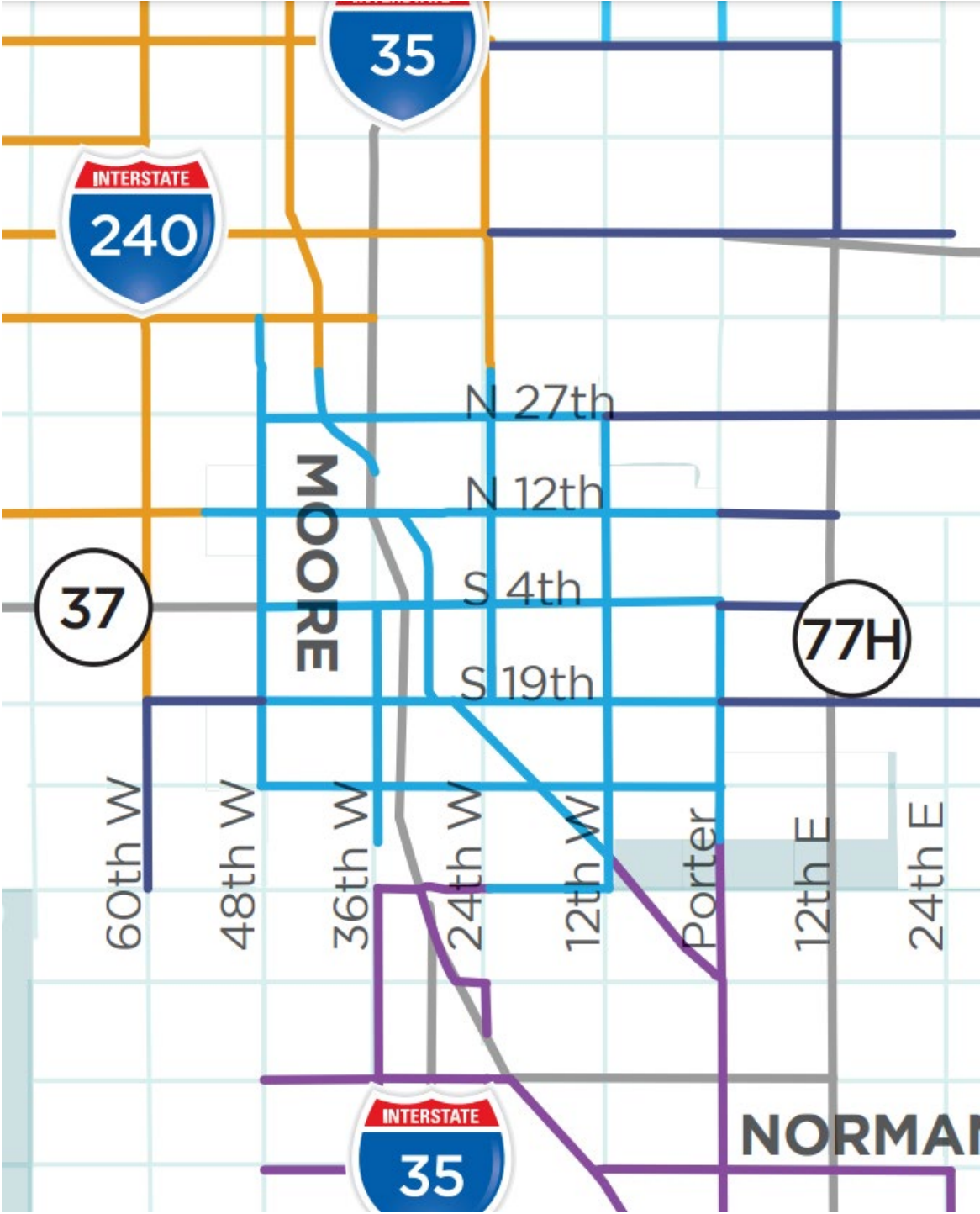
Lumps/Bumps?	Yes _____	No _____
Shaking Head?	Yes _____	No _____
Hair Loss?	Yes _____	No _____
Bad Breath?	Yes _____	No _____
Scratching?	Yes _____	No _____
Weakness?	Yes _____	No _____
Coughing?	Yes _____	No _____
Lameness?	Yes _____	No _____
Sneezing?	Yes _____	No _____
Stiffness?	Yes _____	No _____
Vomiting?	Yes _____	No _____
Difficulty Rising?	Yes _____	No _____

**12. Other special care instructions, questions, or concerns?**

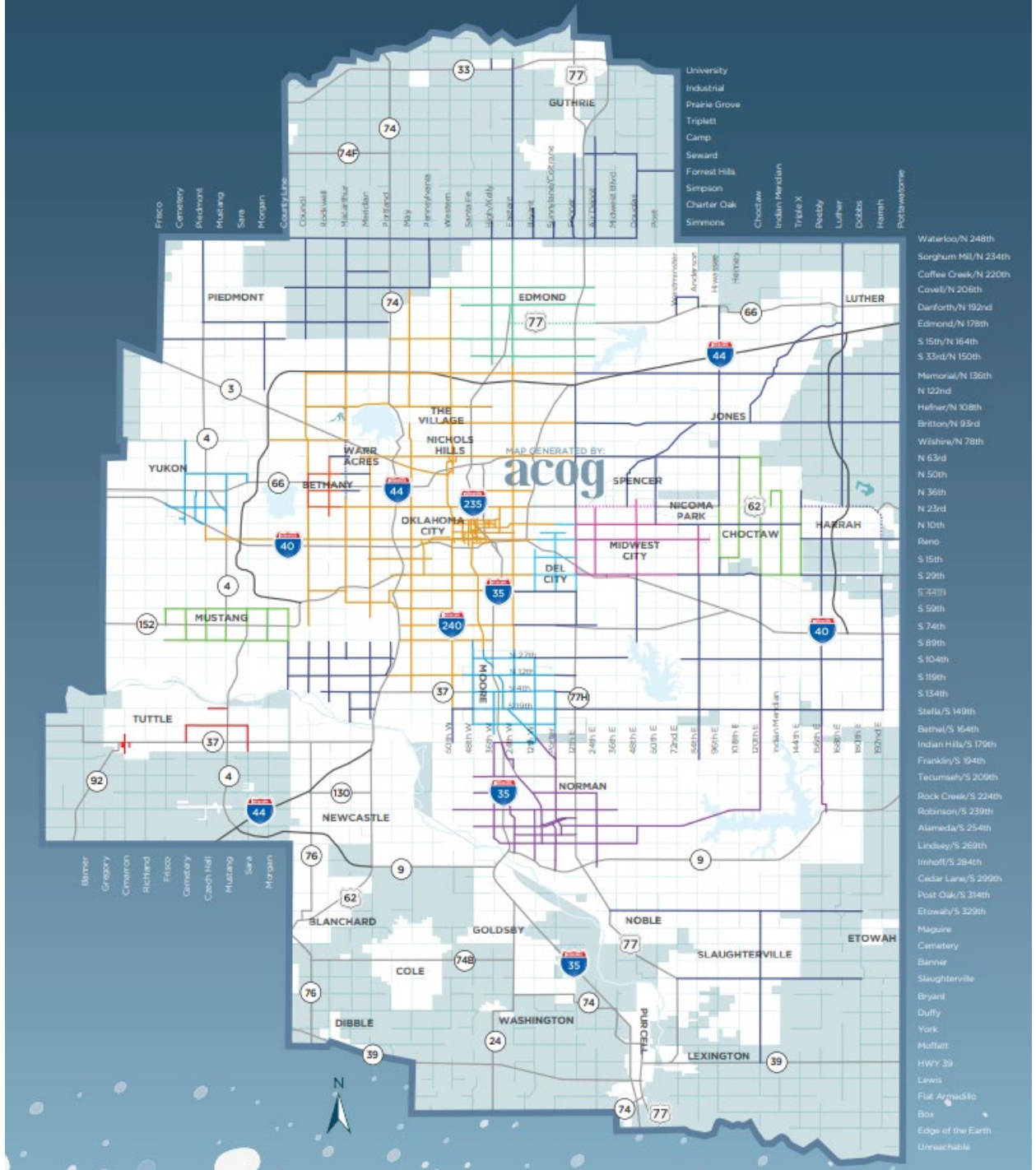
\_\_\_\_\_  
\_\_\_\_\_



# Regional Snow Routes



# CENTRAL OKLAHOMA REGIONAL SNOW ROUTES 2023-2024



# Emergency Action Plan

## Little River Park Detention Basin

National Inventory of Dams (NID) No. OK30561  
NW ¼ of the NE ¼ of Section 22, T-10 N, R-3-W, I.M.  
City of Moore, Cleveland County, Oklahoma

December 2019

Approved By:

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Gayland Kitch  
*Emergency Management Director*  
*City of Moore*

---

Jerry Ihler  
*Assistant City Manager*  
*City of Moore*

Prepared By: Community Development and Emergency Management Departments  
The City of Moore, Oklahoma

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# Emergency Action Plan

Little River Park Detention Basin, The City of Moore

## Basic Emergency Action Plan Data

### Purpose

The purpose of the Emergency Action Plan (EAP) is to reduce the risk of human life loss and injury and minimize property damage during an unusual or emergency event at the Little River Park Detention Basin and downstream watershed area.

### Potential Impact Areas

See Evacuation Map (*Appendix B-4*) and People at Risk (*Appendix B-5*) for the locations of the residents and businesses that may be flooded if the dam should fail. Due to the large number of people that would be affected, individual contact information is not included; instead whole neighborhoods & streets would be evacuated.

### Dam Description

The pond and dam are designed as a dry detention pond for flood mitigation and recreational purposes. The pond was designed to maintain a dry base and not possess a true normal pool. The pond incorporates the Little River's natural channel passing through a pond, with overbank areas graded to create storage volume during a flood event. The dam is an earthen fill dam with a concrete orifice wall structure.

Structural Height: 23 ft.      Hydraulic Height: 18 ft.      Built: 2019  
Drainage Area: 2.9 sq. miles, Little River Watershed

Legal Description: 35.329684 -97.500274 Sec. 22, T10N, R3W  
National Inventory of Dams No.: OK30561  
Hazard Classification: High

Dam Owner/Operator: City of Moore, Oklahoma  
Dam Designer: Meshek & Associates, LLC  
Dam Construction: Downey Contracting  
Detailed Design Data: See Appendices B-6 and B-7

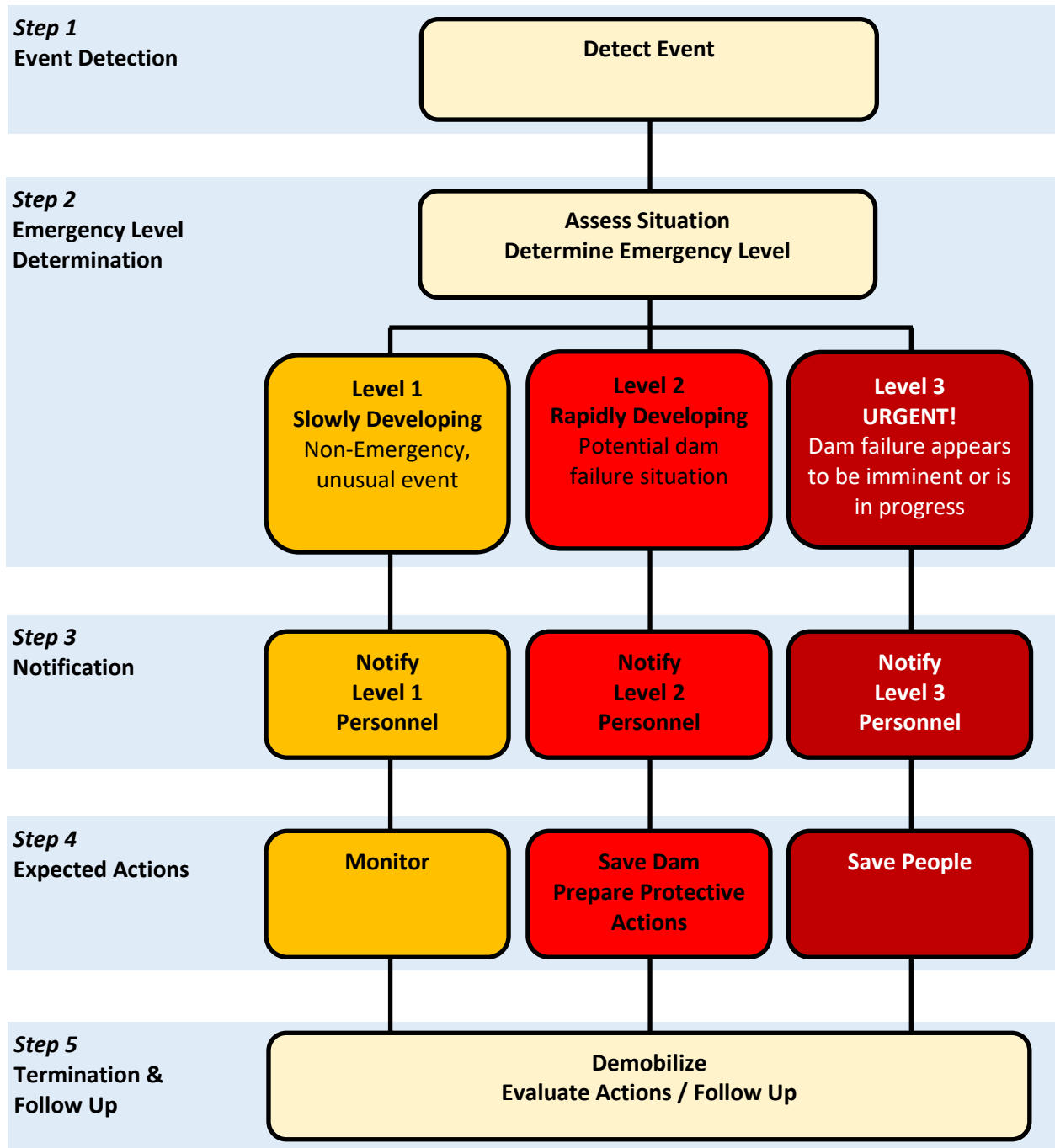
### Directions to Dam (*see Location and Vicinity Map; Appendix B-2*)

From I-35 @ SW 4<sup>th</sup> St. in Moore:

- Proceed west on SW 4<sup>th</sup> St. approximately 0.1 miles to S. Telephone Rd.
- Turn left on S. Telephone Rd. and proceed south approximately 0.4 miles to SW 10<sup>th</sup> St.
- Turn right onto SW 10<sup>th</sup> St. and proceed west approximately 0.25 miles to the east side of the dam site

Note that these instructions are given from an upstream direction.

## Emergency Action Plan Overview



## Roles and Responsibilities

### **Dam Operator:**

#### *City of Moore Public Works Director*

1. Observe and monitor the dam on a regular basis, monitoring the structure, embankments, spillway and surrounding area for overall condition, damage, erosion, debris, and other factors that might potentially be cause for an event.
2. If as an emergency event is observed or reported, immediately determine the emergency level:
  - a. Emergency Level 1: Unusual event, slowly developing
  - b. Emergency Level 2: Potential dam failure situation, rapidly developing
  - c. Emergency Level 3: Dam failure appears imminent or is in progress
3. Immediately notify the personnel in the order on the notification chart for the appropriate level
4. Provide updates of the situation to the City of Moore Emergency Management Director to assist him/her in making timely and accurate decision regarding warning and evacuations.
5. Participate in the annual review and update of the EAP.

### **Dam Administrator:**

#### *City of Moore Assistant City Manager*

1. Assist the Dam Operator in determining the emergency level, if time permits.
2. Contract with qualified firms and personnel for technical assistance and inspections.
3. Ensure required inspections and reports are completed and submitted.
4. Participate in the annual review and update of the EAP.

### **Incident Commander / Emergency Management Services:**

#### *City of Moore Emergency Management Director*

1. Serve as the primary contact person responsible for coordination of all emergency actions.
2. When an Emergency Level 2 situation occurs:
  - a. Activate the City's Emergency Operations Center and assemble EOC staff appropriate to the scope and complexity of the incident
  - b. Prepare for possible evacuations that may be needed should the event escalate to Level 3.
  - c. Maintain communications with the public and media; prepare to alert public if necessary.
  - d. Maintain coordination and communications with and between personnel in the EOC, field responders, the dam operator and technical representatives, OWRB, and other subject matter experts
  - e. Continue to monitor the dynamic situation and adjust actions as necessary; always be prepared to move to Emergency Level 3.
  - f. Demobilize personnel and EOC as appropriate upon termination of the emergency.
  - g. Convene an event response evaluation meeting with input from all affected parties; prepare an after-action report and improvement plan.
3. When an Emergency Level 3 situation occurs:
  - a. Initiate warning of the public
  - b. Cause emergency services personnel to immediately evacuate those in and around the inundation area



- c. Cause emergency services and public works personnel to close roads and maintain a perimeter around the inundation area
  - d. Activate the City's Emergency Operations Center and assemble EOC staff appropriate to the scope and complexity of the incident
  - e. Maintain communications with the public and media.
  - f. Maintain coordination and communications with and between personnel in the EOC, field responders, the dam operator and technical representatives, OWRB, and other subject matter experts
  - g. Continue to monitor the dynamic situation and adjust evacuation and perimeter areas as needed
  - h. Demobilize personnel and EOC as appropriate upon termination of the emergency.
  - i. Coordinate public recovery activities.
  - j. Convene an event response evaluation meeting with input from all affected parties; prepare an after-action report and improvement plan.
4. Provide leadership to assure the EAP is reviewed and updated annually or as needed.

#### **Dam Operator's Technical Representatives:**

##### *City of Moore, Dam Engineering Contractor*

1. Provide assistance to the Dam Operator and Dam Administrator in determination of an event's emergency level, if time permits.
2. Provide assistance to the Dam Operator, Dam Administrator, and Incident Commander in determination of potential remedial actions to solve issues and/or emergency events.
3. Provide inspections and prepare inspection reports for submittal as required by the Oklahoma Water Resources Board.

#### **State Dam Safety Agency:**

##### *Oklahoma Water Resources Board*

1. Provide assistance to the Dam Operator and Dam Administrator in determination of an event's emergency level, if time permits.
2. Provide assistance to the Dam Operator, Dam Administrator, and Incident Commander in determination of potential remedial actions to solve issues and/or emergency events.

## Emergency Action Plan Process

This Emergency Action Plan consists of a five-step process as listed below:

- Step 1: Event Detection
- Step 2: Emergency Level Determination
- Step 3: Notification and Communication
- Step 4: Expected Actions
- Step 5: Termination

### Step 1: Event Detection

This step describes detection of an unusual or emergency event and provides information to assist the dam operator in determining the appropriate emergency level for the event.

Unusual or emergency events may be detected by:

- Observations at or near the dam by government personnel, visitors to the dam, or the public.
- Earthquakes felt or reported in the vicinity of the dam.
- Forewarning of condition that may cause an unusual event or emergency event at the dam (for example, a severe weather or flash flood forecast)

### Step 2: Emergency Level Determination

After an unusual or emergency event is detected or reported, the City of Moore's Public Works Director or designee is responsible for classifying the event into one of the following three emergency levels:

#### **Emergency Level 1 – Slowly developing: Non-emergency, unusual event:**

This situation is not normal but has not yet threatened the operation or structural integrity of the dam, but possibly could if it continues to develop. The City of Moore's technical advisors may be contacted to investigate the situation and recommend actions to take. The condition of the dam should be closely monitored, especially during storm events, to detect any further development of a potential or imminent dam failure situation. The City's Emergency Management Director should be advised of the situation, allowing time for review of emergency plans.

#### **Emergency Level 2 - Rapidly developing: Potential dam failure situation:**

This situation may eventually lead to dam failure and flash flooding downstream, but there is not an immediate threat of dam failure. The Public Works Director will closely monitor the condition of the dam and make notifications of all personnel listed on the Level 2 Emergency Notification Chart. Periodic status reports of the dynamic situation will be made to the City's Emergency Operations Center. If the dam condition worsens and failure becomes imminent, the Emergency Management Director must be notified immediately of the change in the emergency level..

If time permits, the City of Moore's technical advisors and the Oklahoma Water Resources Board should be contacted to assist in the evaluation of the situation and potentially recommend remedial actions to prevent failure of the dam. The Dam Administrator should initiate remedial repairs; note that the time available to employ remedial actions may be hours or days.

This emergency level is also applicable when flow through the spillway has or is expected to result in flooding of downstream areas and people near the channel could be endangered. The City's Emergency Operations Center should be prepared to initiate emergency measures as the dynamic situation requires.

**Emergency Level 3 – URGENT!: Dam failure appears imminent or is in progress:**

This is an extremely urgent situation when a dam failure is occurring or obviously is about to occur and cannot be prevented. Flash flooding will occur downstream of the dam. This situation is also applicable when flow through the spillway is causing downstream flooding of people and roads. The City's Emergency Management Director should be contacted immediately and cause initiation of evacuations of all at-risk people and road closings as needed.

## Guidance for Determining the Emergency Level

Event	Situation	Emergency Level
Spillway Flow	Reservoir water surface elevation at auxiliary spillway crest or spillway is flowing with no active erosion	1
	Spillway flowing with active gully erosion	2
	Spillway flow that could result in flooding of people downstream if the reservoir level continues to rise	2
	Spillway flow that is flooding people downstream	3
Embankment Overtopping	Reservoir level is 1 foot below the top of the dam	2
	Water from the reservoir is flowing over the top of the dam	3
Seepage	New seepage areas in or near the dam	1
	New seepage areas with cloudy discharge or increasing flow rate	2
	Seepage with discharge greater than 10 gallons per minute	3
Sink Holes	Observation of new sinkhole in reservoir area or on embankment	2
	Rapidly enlarging sinkhole	3
Embankment Cracking	New cracks in the embankment greater than 1/4 -inch wide without seepage	1
	Cracks in the embankment with seepage	2
Embankment Movement	Visual movement/slippage of the embankment slope	1
	Sudden or rapidly proceeding slides of the embankment slopes	3
Instruments	Instrumentation readings beyond predetermined values	1
Earthquake	Measurable earthquake felt or reported on a within 50 miles of the dam	1
	Earthquake resulting in visible damage to the dam <i>or</i> appurtenances	2
	Earthquake resulting in uncontrolled release of water from the dam	3
Security Threat	Verified bomb threat that if carried out could result in damage to the dam	2
	Detonated bomb that has resulted in damage to the dam or appurtenances	3
Sabotage/ Vandalism	Damage to dam or appurtenance with no impacts to the functioning of the dam	1
	Modification to the dam or appurtenances that could adversely impact the functioning of the dam	1
	Damage to dam or appurtenances that has resulted in seepage flow	2
	Damage to dam or appurtenances that has resulted in uncontrolled <i>water release</i>	3

\* **Emergency Level 1 – Slowly developing: Non-emergency, unusual event**

\* **Emergency Level 2 - Rapidly developing: Potential dam failure situation**

\* **Emergency Level 3 – URGENT!: Dam failure appears imminent or is in progress**

## Examples of Emergency Situations

Adverse or unusual conditions that can cause the failure of a dam are typically related to aging or design and construction oversights. Extreme weather events that exceed the original designed conditions can cause significant flow through the auxiliary spillway or overtopping of the embankment. However, accidental or intentional damage to the dam may also result in emergency conditions.

*Pre-existing conditions on this dam:* This is a storm water detention dam constructed in 2019. The pond is normally dry and supports a healthy stand of grass; the area along the upstream channel is tree lined.

The following are examples of conditions that usually constitute an emergency situation that may occur at a dam. The conditions have been grouped to identify the most likely emergency-level condition. The groupings are provided as guidance only. Not all emergency conditions may be listed, and the dam administrator is urged to use conservative judgment in determining whether a specific condition should be defined as an emergency situation at the dam.

### *Embankment Overtopping*

#### **Emergency Level 2 - Rapidly developing: Potential dam failure situation:**

- The reservoir level is within 1 foot from the top of the dam.

#### **Emergency Level 3 – URGENT!: Dam failure appears imminent or is in progress:**

- The reservoir level has exceeded the top of the dam, and flow is occurring over the embankment.

### *Seepage and Sinkholes*

#### **Emergency Level 2 - Rapidly developing: Potential dam failure situation:**

- Cloudy seepage or soil deposits are observed at seepage exit points or from internal drain outlet pipes.
- New or increased areas of wet or muddy soils are present on the downstream slope, abutment, and/or foundation of the dam, and there is an easily detectable and unusual increase in volume of downstream seepage.
- Significant new or enlarging sinkhole[s] near the dam or settlement of the dam is observed.
- Reservoir level is falling without apparent cause.
- The following known dam defects are or will soon be inundated by a rise in the reservoir:
  - Sinkhole(s) located on the upstream slope, crest, abutment, and/or foundation of the dam, or
  - Transverse cracks extending through the dam, abutments, or foundation.

#### **Emergency Level 3 – URGENT!: Dam failure appears imminent or is in progress:**

- Sudden or rapidly increasing cloudy seepage or soil deposits at seepage exit points to the extent that failure appears imminent or is in progress.
- Rapid increase in volume of downstream seepage to the extent that failure appears imminent or is in progress.
- Water flowing out of holes in the downstream slope, abutment, and/or foundation of the dam to the extent that failure appears imminent or is in progress.
- Whirlpools or other evidence exists indicating that the reservoir is draining rapidly through the dam or foundation.

- Rapidly enlarging sinkhole(s) are forming on the dam or abutments to the extent that failure appears imminent or is in progress.
- Rapidly increasing flow through crack (s) eroding materials to the extent that failure appears imminent or is in progress.

*Embankment Movement and Cracking*

**Emergency Level 2 - Rapidly developing: Potential dam failure situation:**

- Settlement of the crest, slopes, abutments and/or foundation of the dam that may eventually result in breaching of the dam.
- Significant increase in length, width, or offset of cracks in the crest, slopes, abutments, and/or foundation the dam that may eventually result in breaching of the dam.

**Emergency Level 3 – URGENT!: Dam failure appears imminent or is in progress:**

- Sudden or rapidly proceeding slides, settlement, or cracking of the embankment crest, slopes, abutments, and/or foundation, and breaching of the dam appears imminent or is in progress.

**Step 3 – Notification and Communication**

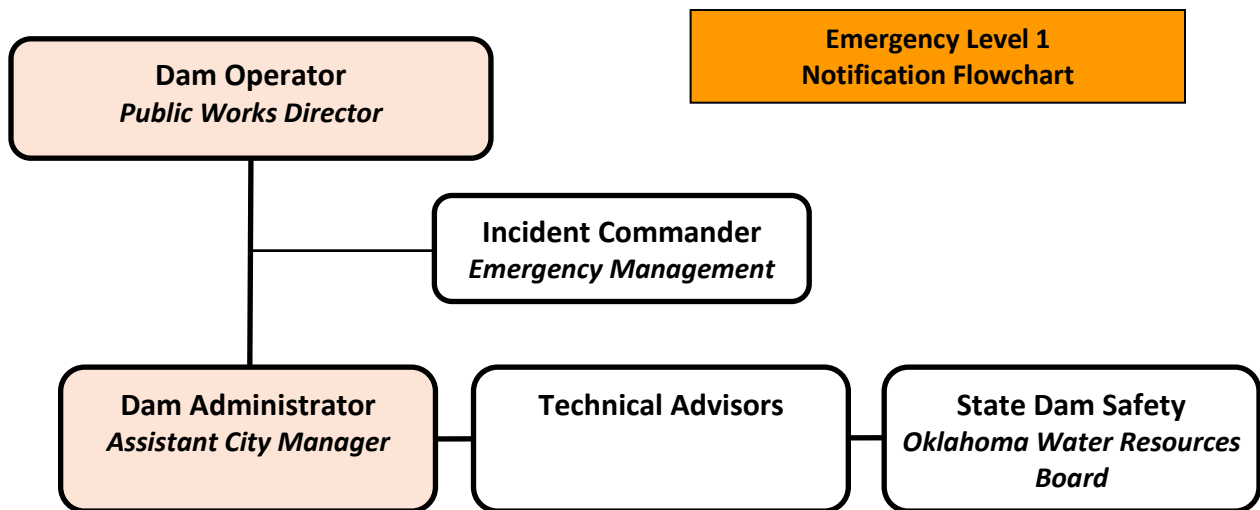
*Notification*

After the emergency level has been determined, the people on the appropriate emergency level flowcharts are to be notified immediately.

*Communication*

**Emergency Level 1 – Slowly developing: Non-emergency, unusual event:**

The City of Moore Public Works Director or his designee should contact the City’s Assistant City Manager and Emergency Management Director. The situation should be described, and technical assistance requested as needed.



**Emergency Level 2 - Rapidly developing: Potential dam failure situation:**

The City of Moore Public Works Director or his designee should immediately contact the City’s Emergency Management Director. The situation should be described in detail, including the caller’s name and return call phone number, what is happening, where the event is.

As an example:

*"This is John Doe, Public Works Director and operator of the Little River Dam.*

*We have an emergency condition at the Dam, which is located north of SW 10<sup>th</sup> Street and west of Janeway Avenue, at the south end of Little River Park.*

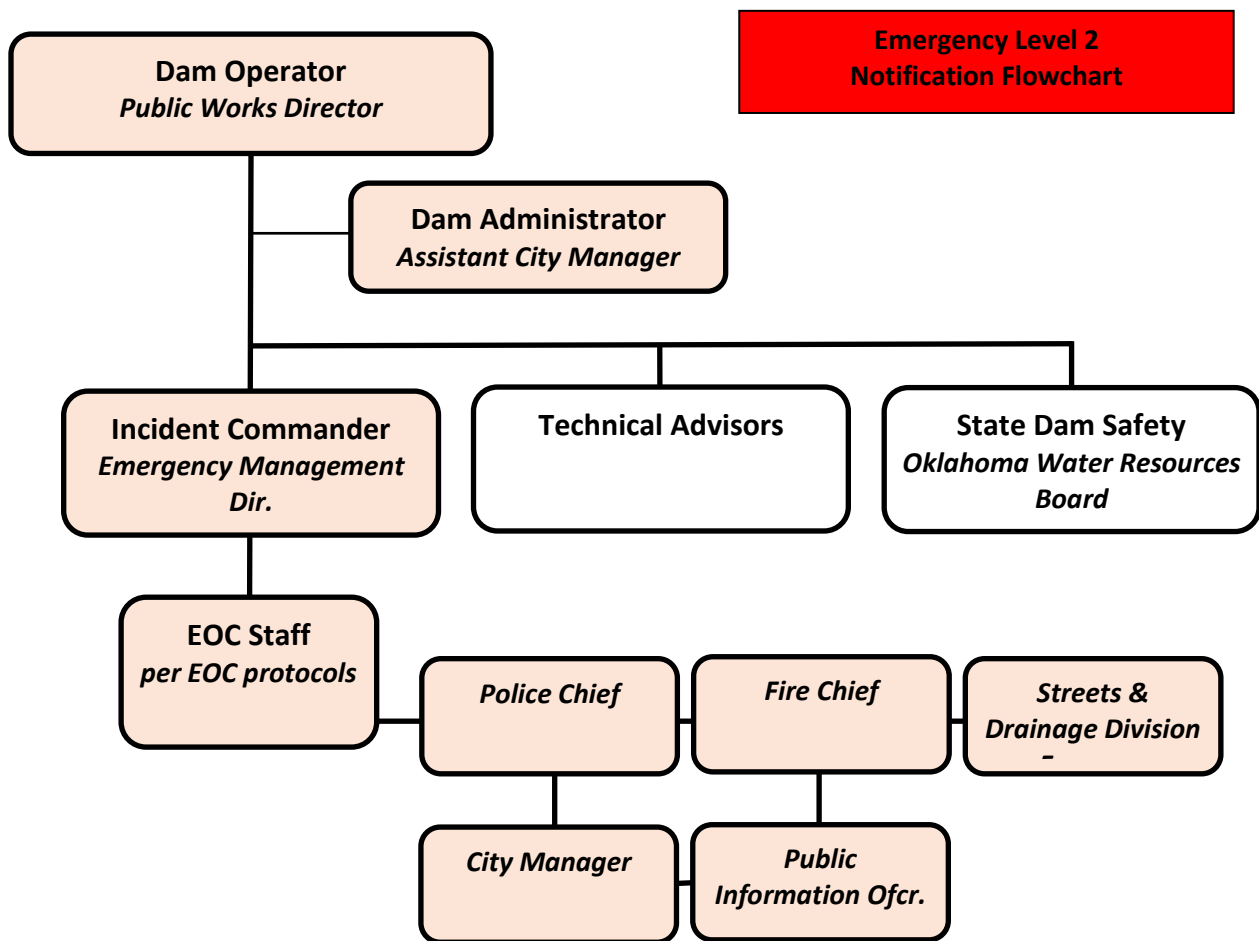
*We need to immediately activate the Emergency Action Plan for this Dam. I have determined that the incident is currently at Emergency Level 2.*

*(Describe what is happening, what the emergency condition is)(Share any timeline for potential dam failure, and also for any remedial actions)*

*I will keep you updated as to the status of this event.*

*I can be reached at 405-555-1212 (or other appropriate phone number)(radio channel?)."*

The Public Works Director then should continue contacting others on the Emergency Level 2 Notification Flowchart as needed.



### **Emergency Level 3 – URGENT!: Dam failure appears imminent or is in progress:**

The City of Moore Public Works Director or his designee should immediately contact the City's 9-1-1 Center. The situation should be described in detail, including the caller's name and return call phone number, what is happening, where the event is.

As an example:

*"This is John Doe, Public Works Director and operator of the Little River Dam.*

*We have an emergency condition at the Dam, which is located north of SW 10<sup>th</sup> Street and west of Janeway Avenue, at the south end of Little River Park.*

*We need to immediately contact the Emergency Management Director, who is the designated Incident Commander for this event, and advise him that I have determined that the incident is currently at Emergency Level 3. After making that contact, your field responders will need to evacuate and secure the area downstream from the dam, as directed by the Emergency Management Director and outlined in the Emergency Action Plan for this Dam.*

*I can be reached at 405-555-1212 (or other appropriate phone number)(radio channel?)."*

**The mission for all personnel and responders at this point is to take whatever actions that are necessary to bring people in immediate danger to safety.**

The Public Works Director then should continue contacting others on the Emergency Level 3 Notification Flowchart as needed. He shall also maintain frequent contact with the City of Moore Emergency Operations Center to keep them up-to-date on the condition of the dam.

#### Communications with the Public:

The following pre-scripted message may be used as a guide for the City of Moore Public Information Officer to communicate the status of an Emergency Level 3 event with the public:

*"This is the City of Moore Emergency Operations Center with an emergency message. Please listen carefully, your life may depend on immediate action.*

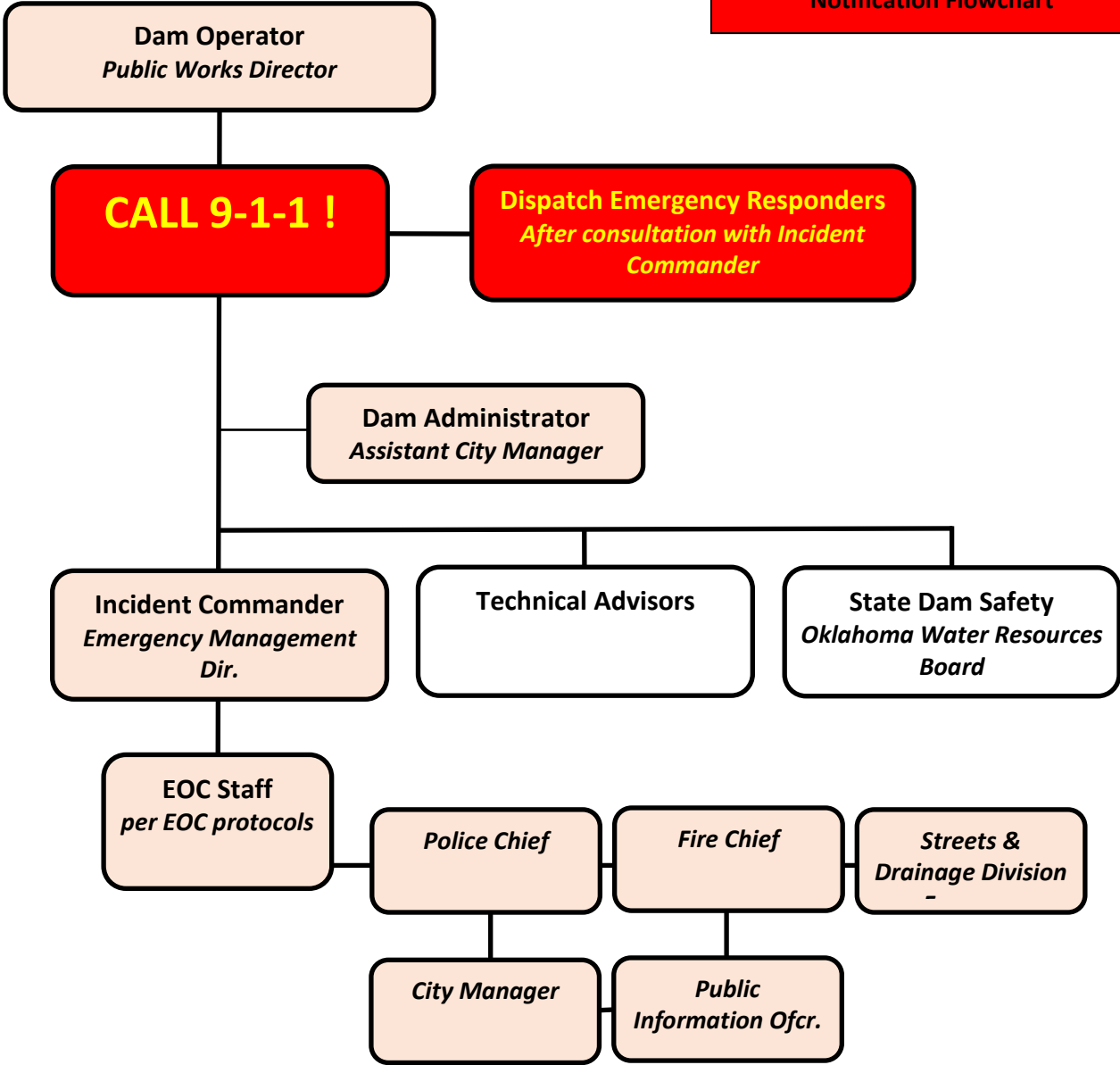
*The dam in Little River Park is failing (or "has failed"). This dam is located north of SW 10<sup>th</sup> Street and west of Janeway Avenue. Persons in the area from SW 10<sup>th</sup> to SW 19<sup>th</sup>, and from Telephone Road to Janeway should immediately leave, and travel east towards Telephone Road and then north towards SW 4<sup>th</sup> St. Also, persons immediately west of the creek between SW 10<sup>th</sup> and SW 12<sup>th</sup> should leave and travel west towards Plaza Towers School. Please do not go to SW 19<sup>th</sup>, as this is in the flood area.*

*I repeat, the Little River Park Dam is failing (or, "has failed"). Persons in the immediate area of the creek should take immediately actions to protect your lives.*

*Information on this evacuation will be updated via local television stations 4, 5, and 9, and be posted on the City of Moore web and social media pages."*



**Emergency Level 3  
Notification Flowchart**



**Emergency Services Contacts**

Lists of current emergency services personnel and their routine and emergency contact telephone numbers are maintained in the City’s 9-1-1 and Emergency Operations Centers.

#### Step 4: Expected Actions

If a call of information is received regarding the observations of an unusual or emergency event at the dam, the City of Moore's Public Works Director should be immediately contacted. The Public Works Director and/or his designee should promptly respond, investigate the report, determine if further action is necessary, and determine the emergency level of the event.

City of Moore Public Works personnel should inspect the dam. At a minimum, the inspection should include the full length of the upstream slope, crest, downstream toe, and downstream slope. Also, check the reservoir area, abutments, and downstream channel for signs of changing conditions. If piping, increased seepage, erosion, cracking, or settlements are observed, immediately report the observed conditions to the Public Works Director; refer to the emergency level table for guidance in determining the appropriate event level for the new condition and recommended actions.

Record all contacts that were made on the Contact Checklist (*Appendix A-1*). Record all information, observations, and actions taken on the Event Log Form (*Appendix A-2*). Note the time of changing conditions. Document the situation with photographs and video, if possible.

After the emergency level is determined, the following actions should be taken.

##### **Emergency Level 1 – Slowly developing: Non-emergency, unusual event:**

The City of Moore Public Works Director should contact the Assistant City Manager and request technical staff to investigate the situation and recommend corrective actions. The Emergency Management Director should also be contacted and made aware of the conditions.

##### **Emergency Level 2 - Rapidly developing: Potential dam failure situation:**

The City of Moore Public Works Director should contact the Assistant City Manager to report the situation and, if time permits, request technical staff to investigate the situation and recommend corrective actions.

The Public Works Director should also contact the Emergency Management Director to inform him/her that the Emergency Action Plan has been activated at Emergency Level 2 and if current conditions get worse, an emergency situation may require evacuation. The Emergency Operations Center should be activated and preparations made for possible warnings, evacuations and road closures.

Regular updates will be provided to the Emergency Operations Center to assist staff in making timely decisions concerning the need for warnings, evacuations and road closures.

#### Emergency Remedial Actions

If time permits, the following emergency remedial actions should be considered for Emergency Level 2 conditions. Immediate implementation of these remedial actions may delay, moderate, or prevent the failure of the dam. Several of the listed adverse or unusual conditions may be apparent at the dam at the same time, requiring implementation of several modes of remedial actions. Close monitoring of the dam must be maintained to confirm the success of any remedial action taken at the dam. Time permitting, any remedial action should be developed through consultation with the City of Moore's technical representatives and the Oklahoma Water Resources Board. See the Resources Available appendix (*Appendix B-1*) for sources of equipment and materials to assist with remedial actions.

### *Embankment overtopping*

- If the water level in the reservoir is no longer rising, sandbags may be placed along the low areas of the top of the dam to control wave action, reduce the likelihood of flow concentration during minor overtopping, and to safely direct more water through the spillway.
- Cover the weak areas of the top of the dam and downstream slope with riprap, sandbags, plastic sheets, or other materials to provide erosion-resistant protection.

### *Seepage and sinkholes*

- Insure that the low flow & high flow inlets are clear of debris and are able to operate at full capacity to lower the reservoir level as rapidly as possible to a level that stops or decreases the seepage to a non-erosive velocity. If the inlets are damaged or blocked, pumping or siphoning may be required. Continue lowering the water level until the seepage stops.
- If the entrance to the seepage origination point is observed in the reservoir (possible whirlpool) and is accessible, attempt to reduce the flow by plugging the entrance with readily available materials such as hay bales, bentonite, soil or rock fill, or plastic sheeting.
- Cover the seepage exit area(s) with several feet of sand/gravel to hold fine grained embankment or foundation materials in place. Alternatively, construct sandbag or other types of ring dikes around seepage exit areas to retain a pool of water, providing backpressure and reducing the erosive nature of the seepage.
- Prevent vehicles and equipment from driving between the seepage exit points and the embankment to avoid potential loss from the collapse of an underground void.

### *Embankment Movement*

- Insure that the outlet conduit is not blocked so that the reservoir may drain at it's maximum rate. If the inlet(s) are damaged or blocked, pumping or siphoning may be required.
- Repair settlement of the crest by placing sandbags or earth and rock fill materials in the damaged area to restore freeboard.
- Stabilize slides by placing a soil or rock filled buttress against the toe of the slide.

### *Earthquake*

- Immediately conduct a general overall visual inspection of the dam.
- Perform a field survey to determine if there has been any settlement and movement of the dam embankment, spillway, and low-level outlet works.
- Drain the reservoir, if required.

### **Emergency Level 3 – URGENT!: Dam failure appears imminent or is in progress:**

The Public Works Director shall immediately contact the City's 9-1-1 Center to inform them that the Emergency Action Plan has been activated at Emergency Level 3. He then should continue contacting others on the Emergency Level 3 Notification Flowchart as needed. He shall also maintain frequent contact with the City of Moore Emergency Operations Center to keep them up-to-date on the condition of the dam.

The 9-1-1 Center will contact the Emergency Management Director to inform him/her that the Emergency Action Plan has been activated at Emergency Level 3, and follow the Emergency Management Director's instructions concerning further emergency personnel notification, areas to be evacuated and other warning/response actions. All personnel shall be reminded to follow safe

procedures; all personnel should wear proper personal protective equipment appropriate for water events, stay clear from any of the failing structures or slopes, and remain out of potential breach inundation areas.

The Emergency Operations Center will be activated and serve as the coordination center for warnings, evacuations, road closures, public information, and all other facets of the emergency response.

All contacts made should be recorded on the Contact Checklist (*Appendix A-1*). Record all information, observations, and actions taken on the Event Log form (*Appendix A-2*). Note the time of changing conditions. Document the situation with photographs and video if possible.

### Step 5 - Termination

Whenever the emergency is over and all EAP actions have been completed, event should be terminated and follow-up procedures completed.

#### Termination responsibilities

With input from all affected organizations, the Emergency Management Director is responsible for terminating EAP operations. It is then the responsibility of each person to notify the same group of contacts that were notified during the original event notification process to inform those people that the event has been terminated.

Prior to termination of an Emergency Level 3 event that has not caused actual dam failure, the City of Moore will have a qualified engineer inspect the dam to determine whether any damage has occurred that could potentially result in loss of life, injury, or property damage.

The Emergency Management Director shall convene an event response evaluation meeting including all affected parties. An After-Action Report and Improvement Plan (AAR-IP) for the emergency response shall be completed and distributed by the Emergency Management Director. A Dam Safety Emergency Situation Report (*Appendix A-3*) shall be completed by the Assistant City Manager and forwarded to the Oklahoma Water Resources Board.

## Emergency Action Plan Review, Maintenance, and Administration

### EAP Annual Review

The City of Moore will review and, if needed, update the EAP at least once each year. This annual review will include the following:

- Review of the entire EAP to verify that data and procedures are current and correct.
- Calling all persons in the Contacts List (*Appendix A-1*) to verify that the phone numbers and persons in the specified positions are current.
- Calling the locally available resources to verify that the phone numbers, addresses, and services are current.

### Revisions

The City of Moore Emergency Management Department is responsible for maintaining currency of this EAP document.

### EAP periodic test

The City of Moore Emergency Management Department will facilitate an annual periodic exercise of this Emergency Action Plan. This exercise may be of tabletop or functional design, and will include:

- review of potential unusual or emergency events that may occur;
- response and actions to address the scenario event;
- discussion surrounding and review of the five sections of this EAP.

An After-Action Report and Improvement Plan (AAR-IP) for the emergency response shall be completed and distributed

### Record Holders

This Emergency Action Plan is maintained in an Appendix to Annex J (Public Works) of the City of Moore Emergency Operations Plan. The EOP is available for public distribution; the master copy is maintained in the Emergency Management Director's office.

Appendix A-1 of this EAP contains confidential contact information and will not be published in the EOP; copies of Appendix A-1 will be available only in the Emergency Operations Center and to the Dam Operator and Dam Administrator.

## Record of Revisions

Date Revised	Revision Made
December 2019	Original Plan development and adoption

## Approval

By my signature, I acknowledge that I, or my representative, have reviewed this plan and concur with the tasks and responsibilities assigned herein for me and my organization.

---

Jerry Ihler Assistant City Manager  
*Dam Administrator*

---

Richard Sandefur, Public Works Director  
*Dam Operator*

---

Gayland Kitch, Emergency Management Dir.  
*Incident Commander*

## APPENDICES- Forms, Glossary, Maps, and Supporting Data

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**Appendix A-1: Contact Telephone Numbers and Checklist**

*(personal names/numbers on file in the Emergency Operations Center)*

<b>Dam Position</b>	<b>Daily Position / Agency</b>	<b>Person Contacted</b>	<b>Phone 1</b>	<b>Phone 2</b>	<b>Date/ Time</b>	<b>Contacted By</b>
Dam Operator	Public Works Director		405-793-5070			
	Streets/ Drainage Supv.		405-793-6521			
	Other					
Dam Administrator	Ass't City Manager		405-793-5204			
	City Manager		405-793-5200			
Incident Commander	Emergency Manager		405-793-5062			
	Ass't Emergency Manager					
	Fire Deputy Chief		405-793-5210			
	Other					
Technical Assistance	Meshek & Associates		918-392-5620			
State Dam Safety Agency	OWRB		405-530-8800			
9-1-1 Center	Moore 9-1-1		9-1-1			
Other						



Appendix A-2: Unusual or Emergency Event Log

**Unusual or Emergency Event Log**

*(to be completed during and throughout the emergency)*

**Little River Detention Basin Dam, Moore, Oklahoma**

**NID: OK30561**

35.329684 -97.500274

700 blk SW 10<sup>th</sup>, Moore

Sec. 22, T10N, R3W, Indian Meridian

Emergency Level: \_\_\_\_\_ Incident Commander: \_\_\_\_\_

General Description of the Situation, including date/time detected: \_\_\_\_\_

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Date/Time	Action / Event Progression	Taken By

Report Prepared By: \_\_\_\_\_ Date/Time: \_\_\_\_\_



Appendix A-3: Dam Emergency Situation Report

**Dam Emergency Situation Report**

*(see also ICS-209 Incident Status Summary, if completed)*

**Little River Detention Basin Dam, Moore, Oklahoma**

**NID: OK30561**

35.329684 -97.500274

700 blk SW 10<sup>th</sup>, Moore

Sec. 22, T10N, R3W, Indian Meridian

Report #: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Fatalities: \_\_\_\_\_ Injuries: \_\_\_\_\_

Emergency Level: \_\_\_\_\_

Incident Commander: \_\_\_\_\_

General Description of the Situation, including date/time detected: \_\_\_\_\_

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Description of area flooded and downstream damages: \_\_\_\_\_

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---

---

Extent of damage to dam; effect on dam operation: \_\_\_\_\_

---

---

Current Reservoir Level: \_\_\_\_\_

Current Weather Conditions/Forecast: \_\_\_\_\_

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## Appendix A-4: Glossary of Terms

Abutment:	That part of the valley side against which the dam is constructed. The left and right abutments of dams are defined with the observer looking downstream from the dam.
Acre-foot:	A unit of volumetric measure that would cover one acre to a depth of one foot. One acre foot is equal to 43,560 cubic feet or 325,851 gallons.
Berm:	A nearly horizontal step (bench) in the upstream or downstream sloping face of the dam.
Boil:	A disruption of the soil surface due to water discharging from below the surface. Eroded soil may be deposited in the form of a ring (miniature volcano) around the disruption.
Breach:	An opening through a dam resulting from partial or total failure of the dam. A controlled breach is an intentionally constructed opening. An uncontrolled breach is an unintended failure of the dam.
Conduit:	A closed channel (round pipe or rectangular box) that conveys water through, around, or under the dam.
Control Section:	A usually level segment in the profile of an open channel spillway above which water in the reservoir discharges through the spillway.
Cross Section:	A slice through the dam showing elevation vertically and direction of natural water flow horizontally from left to right. Also, a slice through a spillway showing elevation vertically and left & right sides of the spillway looking downstream.
Dam:	An artificial barrier constructed across a watercourse for the purpose of storing, controlling or diverting water.
Dam Failure:	The uncontrolled release of a dam's impounded water.
Dam Operator:	The person(s) or unit(s) of government with responsibility for the operation and maintenance of dam.
Drain ( <i>Toe, Foundation or Blanket</i> ):	A water collection system of sand and gravel and typically pipes along the downstream portion of the dam to collect seepage and convey it to a safe outlet.
Drainage Area:	The geographic area on which rainfall flows into the dam (watershed).
Drawdown:	The lowering or releasing of the water level in a reservoir over time or the volume lowered or released over a particular period of time.
Emergency:	A condition that develops unexpectedly, endangers the structural integrity of the dam and/or downstream human life and property, and requires immediate action.
Emergency Action Plan: (EAP):	A formal document identifying potential emergency conditions that may occur at the dam and specifying preplanned actions to minimize potential failure of the dam or minimize failure consequences including loss of life, property damage, and environmental impacts.
Evacuation Map:	A map showing the geographic area downstream of a dam that should be evacuated if it is threatened to be flooded by a breach of the dam or other large discharge.
Failure:	The catastrophic breakdown of a dam, characterized by the sudden, rapid, and uncontrolled release of impounded water.
Filter:	The layers of sand and gravel in a drain that allow seepage through an embankment to discharge into the drain without eroding the embankment soil.
Flood Hydrograph:	A graph showing, for a given point on a stream, the discharge, height or other characteristic of a flood with respect to time.

**Floodplain:** The downstream area that would be inundated or otherwise affected by the failure of a dam or by large flows.

**Flood Profile:** A graph (elevation view) showing the relationship of the water surface elevation and natural ground elevations for a discharge at a given location along longitudinal segments of a watercourse for a flood event. The flood event may either be a dam failure or a natural flow condition. Also see Water Surface Profile.

**Flood Routing:** The process of determining progressively over time the amplitude of a flood wave as it moves past a dam or downstream to successive points along a watercourse

**Freeboard:** Vertical distance between a stated water level in the reservoir and the top of the dam.

**Gate (*Slide or Sluice or Regulating*):** An operable, watertight valve to manage the discharge of water from the dam.

**Hazard:** A situation which creates the potential for adverse consequences such as loss of life, property damage, and adverse social and environmental impacts. Impacts may be for a defined area downstream of a dam from floodwaters released through spillways and outlet works of the dam or waters released by partial or complete failure of the dam. They may also be for a landslide around the reservoir perimeter.

**Hazard Classification:** A system that categorizes dams (High, Significant, or Low) according to the degree of their potential to create adverse incremental consequences such as loss of life, property damage, or environmental impacts of a failure or mis operation of a dam.

**Headwater:** The water immediately upstream from a dam. The water surface elevation varies due to fluctuations in inflow and the amount of water passed through the dam.

**Height of Dam:** The vertical distance between the lowest point along the top of the dam and the lowest point at the downstream toe which usually occurs in the bed of the outlet channel. (OWRB regulations consider the height from the natural bed of the stream or watercourse at the downstream toe of the barrier (dam) or from the lowest elevation of the outside limit of the barrier if it is not across a stream channel or watercourse, to the top of the dam.)

**Hydrograph:** A graph showing the discharge, stage, velocity, or other hydraulic property with respect to time at a particular point on a watercourse.

**Incident Commander:** The highest predetermined official available at the scene of an emergency situation.

**Instrumentation:** An Arrangement of devices installed into or near dams that provide measurements to evaluate the structural behavior and other performance parameters of the dam and appurtenant structures.

**Inundation area or map:** The geographic area downstream of the dam that would be flooded by a breach of the dam or other large discharge.

**Maintenance:** Maintaining structures and equipment in intended operating condition, equipment repair, and minor structure repair.

**Notification:** To immediately inform appropriate individuals, organizations, or agencies about a potential emergency situation so they can initiate appropriate actions.

**Outlet Works Principal Spillway:** An appurtenant structure that provides for controlled passage of normal water flows through the dam

**Piping:** The progressive destruction of an embankment or embankment foundation by internal erosion of the soil by seepage flows.

**PMP/PMF (Probable Max. Precipitation/ Probable Max. Flood):** The theoretically greatest precipitation or resulting flood that is meteorologically feasible for a given duration over a specific drainage area at a particular geographical location.



Reservoir: The body of water impounded or potentially impounded by the dam.

Riprap: A layer of large rock, precast blocks, bags of cement, or other suitable material. Generally placed on an embankment or along a watercourse as protection against wave action, erosion, or scour.

Risk: A measure of the likelihood and severity of an adverse consequence.

Seepage: The natural movement of water through the embankment, foundation, or abutments of the dam.

Slide: The movement of a mass of earth down a slope on the embankment or abutment of the dam.

Spillway (Auxiliary or Emergency): The appurtenant structure that provides the controlled conveyance of excess water through, over, or around the dam. A structure over or through which flood flows are discharged. If the elevation of the spillway crest is the only control, it is considered an uncontrolled spillway.

Spillway capacity: The maximum discharge the spillway can safely convey with the reservoir at the maximum design elevation.

Spillway Crest: The lowest level at which reservoir water can flow into the spillway.

Tailwater: The body of water immediately downstream of the embankment at a specific point in time. The water surface elevation varies with discharge from the reservoir.

Toe of Dam (Crest of Dam): The junction of the upstream or downstream face (slope) of an embankment with the ground surface.

Top of Dam (Crest of Dam): The elevation of the uppermost surface of an embankment which can safely impound water behind the dam.

Water Surface Profile: A graph (elevation view) showing the relationship of the water surface elevation and natural ground elevations at a given location along longitudinal segments of a watercourse for a specific discharge. Also see Flood Profile.



## Appendix B-1: Resources Available

### City of Moore Resources:

- 1 15 cubic yard dump truck
- 1 2 cubic yard dump truck
- 1 3/4 cubic yard loader/backhoe
- 1 1/2 cubic yard skid-steer loader
- 1 1/3 cubic yard track loader
- 11 Public Works (Streets & Drainage) personnel
- 1 1/2 cubic yard track loader (Parks & Recreation)
- 1 6 cubic yard dump truck (Parks & Recreation)
- 1 Mini-excavator (Parks & Recreation)
- 4 On-duty Fire/Rescue Companies (17 personnel minimum, 74 total)
- 2 Inflatable Rapid Water Rescue Craft
- 6 On-duty Police Patrol Officers (minimum); 92 total personnel
- 1 MRAP Emergency Rescue Vehicle
- 2 Emergency Management personnel
- 1 44' Mobile Command Vehicle

### City of Moore Contract Equipment:

The City of Moore maintains a standing contract with Silver Star Construction for street maintenance and emergency/disaster response equipment and operators. Additional equipment is available as needed via this contract.

The City also maintains a standing contract with Veolia Water for water and wastewater systems operations. Additional equipment is available via this contract.

### Other Equipment Sources:

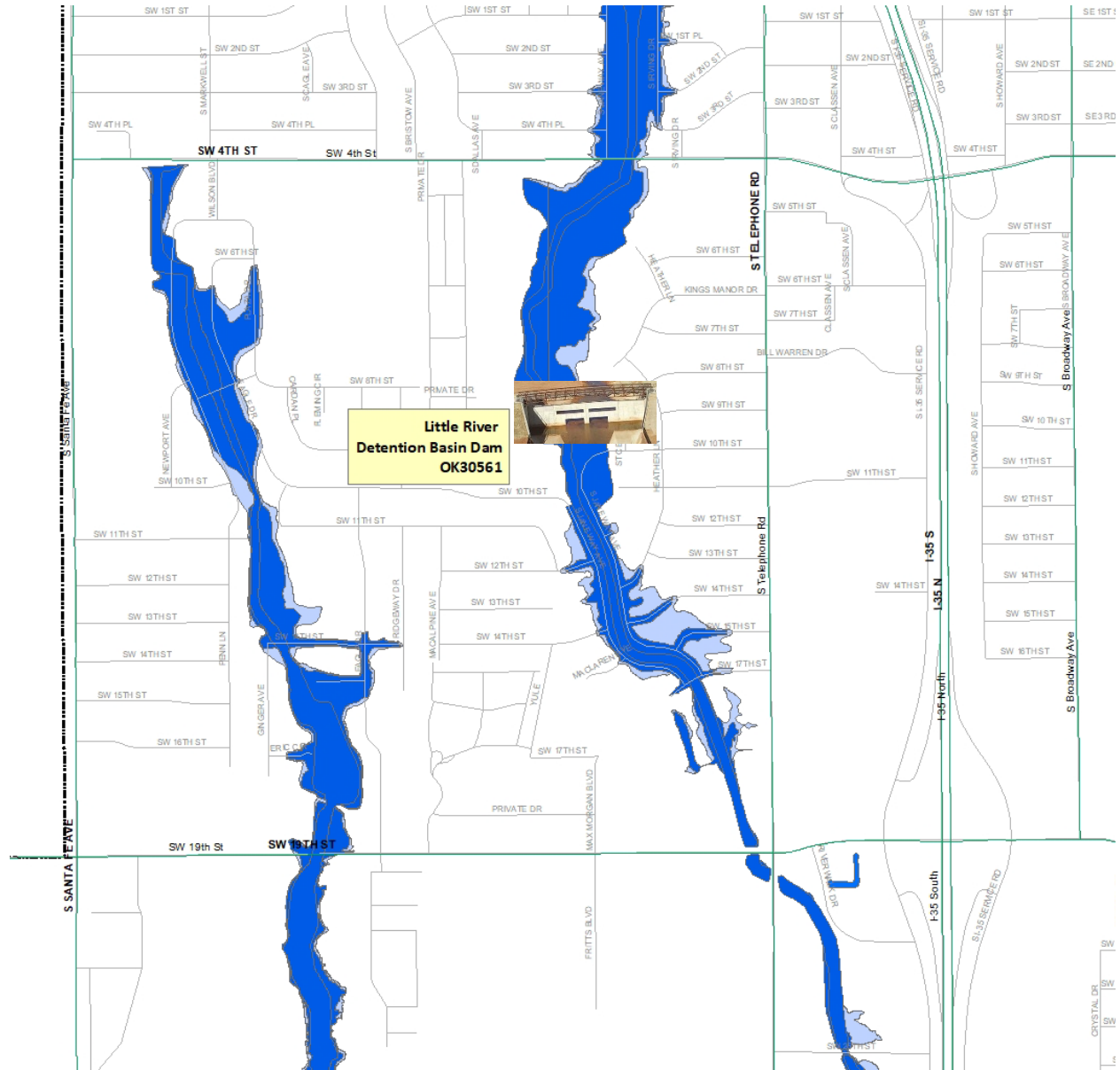
- |                      |                                   |              |
|----------------------|-----------------------------------|--------------|
| • Sunstate Equipment | 2001 N. Moore Ave., Moore         | 405-793-8600 |
| • United Rentals     | 1220 SE 82 <sup>nd</sup> St., OKC | 405-512-5931 |
| • Herc Rentals       | 5222 N. Bryant, OKC               | 405-424-8822 |



Appendix B-2: Location and Vicinity Map

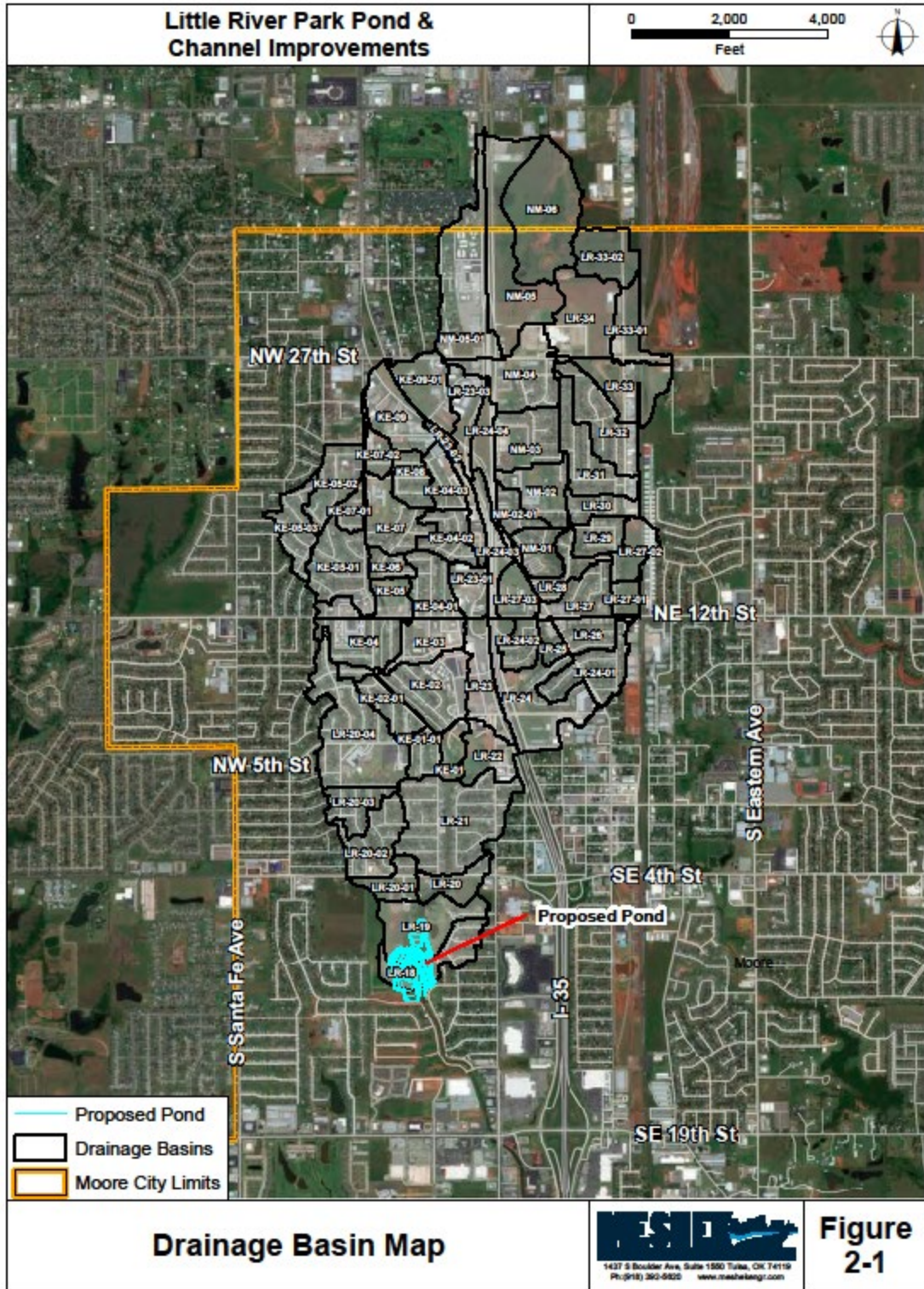
Little River Detention Basin Dam, Moore, Oklahoma  
35.329684 -97.500274 700 blk SW 10<sup>th</sup>, Moore

NID: OK30561  
Sec. 22, T10N, R3W, Indian Meridian





Appendix B-3: Watershed Project Map





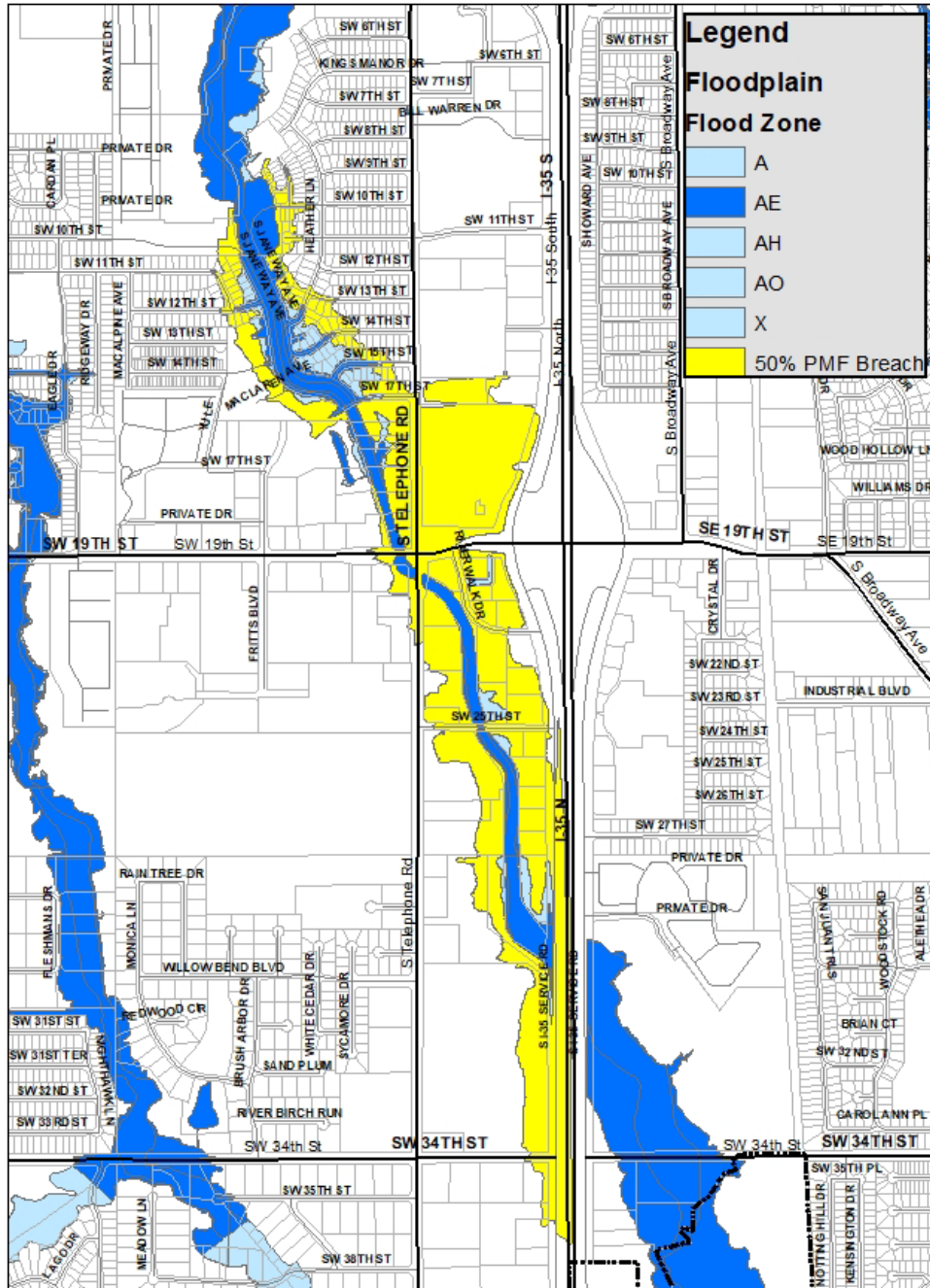


Appendix B-4: Evacuation Map

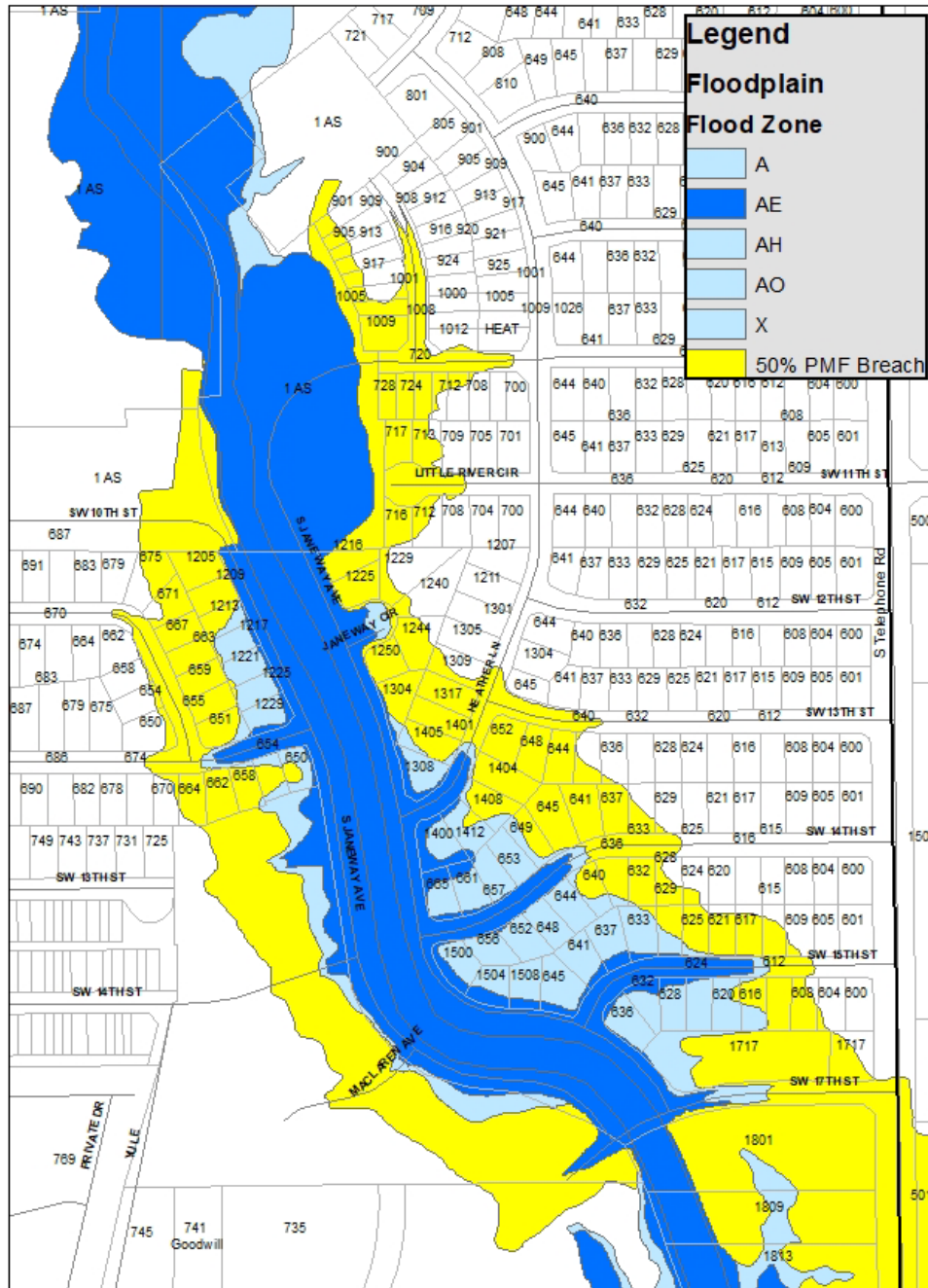
Little River Detention Basin Dam, Moore, Oklahoma  
 35.329684 -97.500274 700 blk SW 10<sup>th</sup>, Moore

NID: OK30561  
 Sec. 22, T10N, R3W, Indian Meridian

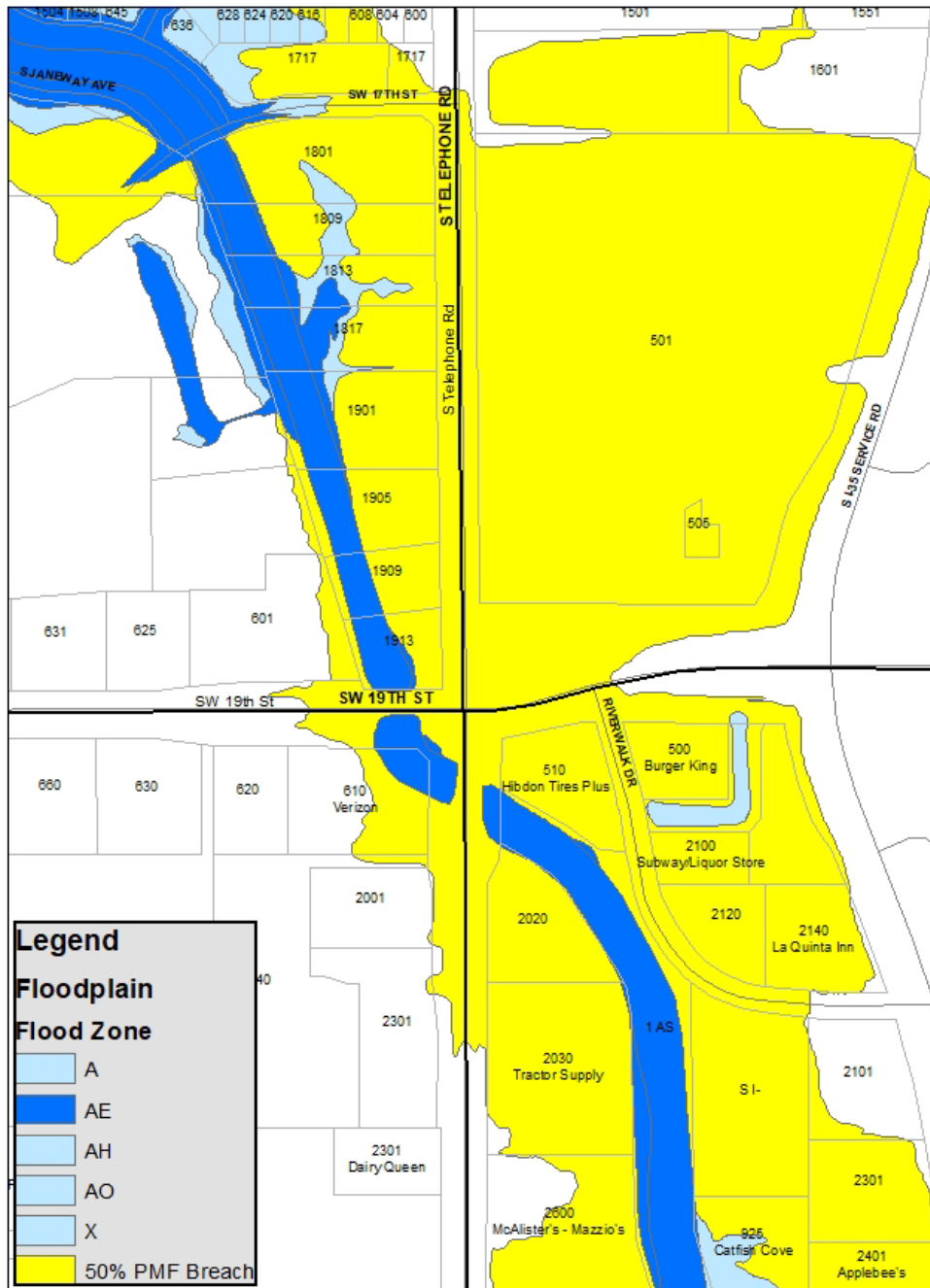
Inundation Area - Entire Area



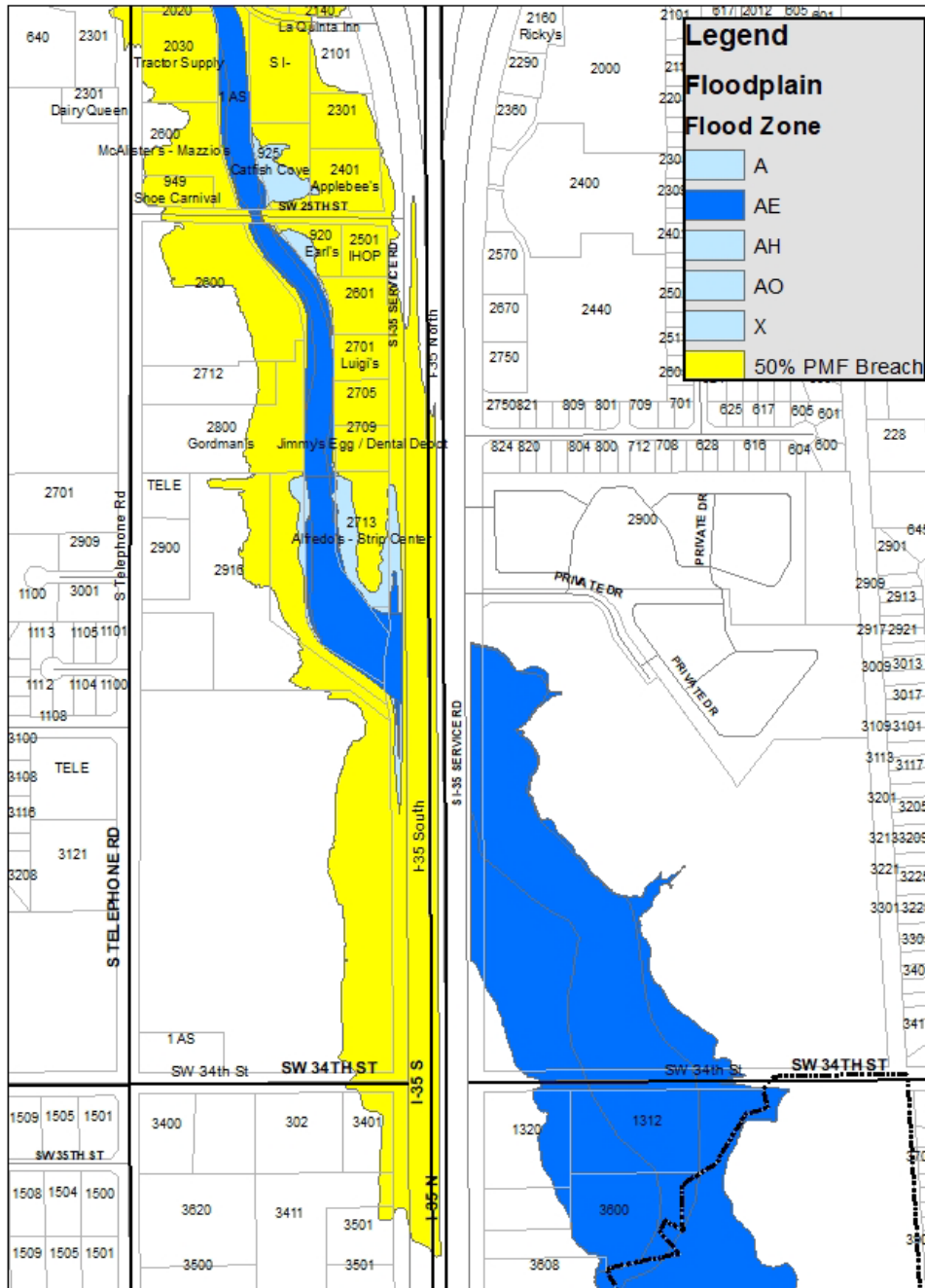
Inundation Area - north (residential)



Inundation Area - SW 17<sup>th</sup> to SW 25<sup>th</sup> (commercial)



Inundation Area - SW 25<sup>th</sup> to SW 34<sup>th</sup> (commercial/vacant)



## Appendix B-5: Locations at Risk

### Highways

Interstate 35      area between SW 19<sup>th</sup> St. and SW 34<sup>th</sup> St.

### Arterial Streets

SW 19<sup>th</sup> St.:      500-600 blks.  
I-35 Service Rd.:   2000-3000 blks.  
Telephone Rd.:    1700-2300 blks.

### Residential Streets

SW 10<sup>th</sup> St.:      700 blk.  
SW 11<sup>th</sup> St.:      650-679 (WEST of creek)  
SW 12<sup>th</sup> St.:      650-674 (WEST of creek)  
SW 13<sup>th</sup> St.:      640-652  
SW 14<sup>th</sup> St.:      624-665  
SW 15<sup>th</sup> St.:      604-645  
Heather Ln.:      1309-1412  
Janeway Ave.:     1216-1508  
Little River Cir.:   708-717

### Commercial Streets

SW 25<sup>th</sup> St.:      900 blk.  
Riverwalk Dr.:     2000-2100 blks.

### Critical Facilities

No critical facilities are located within the inundation area.



Appendix B-6: Plan View of Dam

Little River Detention Basin Dam, Moore, Oklahoma  
35.329684 -97.500274 700 blk SW 10<sup>th</sup>, Moore

NID: OK30561  
Sec. 22, T10N, R3W, Indian Meridian







Appendix B-7: Profile of Spillway

Little River Detention Basin Dam, Moore, Oklahoma  
35.329684 -97.500274 700 blk SW 10<sup>th</sup>, Moore

NID: OK30561  
Sec. 22, T10N, R3W, Indian Meridian





Appendix B-8: Reservoir Capacity Data and Discharge Curves

Elevation (NAVD 88)	Area (Acres)	Storage (Acre-Feet)		Elevation (NAVD 88)	Area (Acres)	Storage (Acre-Feet)
1192	0.0	0.0		1204	13.2	54.5
1193	0.1	0.04		1205	14.3	68.2
1194	0.3	0.2		1206	15.2	82.9
1195	0.5	0.6		1207	18.0	99.6
1196	0.9	1.2		1208	19.5	118.3
1197	1.2	2.3		1209	20.7	138.4
1198	2.3	4.1		1210	21.9	159.7
1199	4.1	7.3		1211	24.1	182.7
1200	7.2	12.9		1212	26.4	207.9
1201	8.9	21.0		1213	30.5	236.4
1202	10.5	30.7		1214	32.5	267.8
1203	12.0	41.9		1215	35.5	301.8

Table 2-2 Elevation-Discharge Curve for Little River Park Pond

Elevation (NAVD 88)	Discharge (CFS)		Elevation (NAVD 88)	Discharge (CFS)
1192	0		1204	2540
1193	75		1205	2947
1194	213		1206	3211
1195	392		1207	3442
1196	603		1208	3656
1197	843		1209	3855
1198	1108		1210	4304
1199	1358		1211	5933
1200	1501		1212	8692
1201	1632		1213	12041
1202	1862		1214	15909
1203	2175		1215	20245

(from Tables 1-1 and 2-2, Dam Breach Analysis and Inundation Mapping report)



## Little River Park Pond & Dam Project Data Sheet

**General**

Dam Name:	Little River Park Pond & Dam			
OWRB ID #:	xxxxxx			
Owner & Operator:	City of Moore			
Location:	35.329684, -97.500274 Sec. 22, T10N, R3W			
Purpose of Project:	Detention & Flood Mitigation			
Construction History:	Not constructed to date.			
Downstream Hazard Class:	Short High Hazard			
Project Datum:	NAVD 88			

**Pond**

Watershed:	Little River			
Drainage Area:	2.9 square miles			
	Elevation (ft)	Surface Area (Ac)	Total Storage (AF)	Active Storage (AF)
Minimum Operating Pool:	1192.0	0.0	0	0
Normal Full Pool:	1209.0	20.7	138	0
Maximum Flood Pool:	1213.6	31.7	255	0
Maximum Reservoir Contour:	1215.0	35.5	302	0

**Dam**

Dam Type:	Earthen Embankment		
Height:	Structural: 23 ft	Hydraulic: 18 ft	
Crest Elevation:	1215.0 ft		
Crest Length:	1000 ft	Crest Width: 125 ft	
Upstream Slope:	4:1		
Downstream Slope:	4:1		

**Outlet Works**

Orifice:	Principle two stage orifice openings. Stage 1, 29' long by 5' high at invert elevation 1192.0'. Stage 2, 42' long by 3' high at invert elevation 1201.0'.
Control Gate (s)	

**Spillway**

The emergency spillway is approximately 5 feet below the crest of the dam and 390 feet in length.
---



# Disaster Debris Management Plan

Accepted December 29, 2016 – Reviewed September 2024

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## INTRODUCTION

*Purpose.* Disasters frequently create debris that complicates disaster response and recovery and disrupts the quality of life for our citizens. The City recognizes that planning for the swift and efficient removal of such debris can lessen the impact of the overall disaster on our community, economy and the environment. Therefore, the City has developed the following plan to facilitate a rapid response and recovery to debris causing incidents.

*Mission.* This Plan provides direction to facilitate and coordinate the management of debris following a disaster in order to:

- Identify and address planning and staff training needs to a debris causing event;
- Mitigate against potential threats to the lives, health, safety, welfare, economic and environmental wellbeing of the impacted area;
- Expedite recovery efforts in the impacted area; and to
- Identify threats of significant damage to improved public or private property.

*Scope.* This Plan covers the response and recovery to all debris-causing incidents within the corporate limits of the City of Moore, as well as additional tasks required to maintain debris management readiness such as training, exercises and plan maintenance.

## SITUATION AND ASSUMPTIONS

*Situation.* The City of Moore consists of approximately 23 square miles located immediately south of Oklahoma City in northern Cleveland County. A majority of the City is urbanized, and contains little terrain variations. The 2021 estimated census population of Moore is 63,470.<sup>1</sup> There are approximately 35,574 total structures within the City<sup>2</sup>, including approximately 22,415 residential homes<sup>3</sup>.

The City is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Disasters occasionally occur from these hazards, producing a variety of debris that includes trees, other vegetative organic matter, building and construction materials, appliances, personal property, mud and sediment, among others.

The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of removal and disposal methods utilized to remediate the issue, as well as the speed of the removal operation and associated costs that will be incurred.

<sup>1</sup> United States Census Bureau.

<sup>2</sup> City of Moore GIS information, 9/9/2024

<sup>3</sup> City of Moore active residential utility accounts, 9/9/2024

*Assumptions.* It is assumed that any major disaster may require the removal of debris from public and/or private lands, and that the amount of debris may exceed the City’s normal removal and disposal capabilities.

Should an event occur requiring debris removal, an accurate assessment of the debris field area and the potential amount of debris must be made as soon as practical.

The City may contract for additional resources to assist in debris removal, reduction, and disposal.

*Hazards and Debris Characteristics.* The following table is a listing of potential hazards and the most common types of debris associated with events caused by those hazards.

Characteristics of Disaster Events Possible in the City of Moore

<b>Incident</b>	<b>Debris Characteristics</b>	<b>Regional Probability</b>	<b>Debris Impact</b>
Tornado	Primarily construction/demolition materials from damaged or destroyed structures, including vegetative waste; may also include some municipal solid waste from damaged structures, problem waste, including sediment, vegetative waste, animal carcasses, and hazardous materials deposited on public and private property. Extended power outages may result in large amounts of putrescible waste from private homes and grocery stores.	High	High
Flooding	Construction/demolition waste, municipal solid waste, and problem waste, including sediment, vegetative waste, animal carcasses, and hazardous materials deposited on public and private property. Much of the debris from flooding events may be considered problem waste because of contamination from wastewater, petroleum, or other substances.	Moderate	Moderate
Earthquake	Primarily construction/demolition waste and municipal solid waste intermixed with problem waste.	Moderate	Low
Urban, Wild land, and Wild land/Urban Interface Fires	Burned vegetative waste, burned construction demolition waste, and problem waste, including ash and charred wood waste and ash covered items.	Moderate	Low
Ice Storms	Primarily vegetative waste from broken tree limbs and branches. May also include construction/demolition waste and putrescible waste from extended power outages.	High	Moderate
Plant Disease	Variable amounts of vegetative debris that might require special handling as problem waste with specific disposal characteristics.	Low	Moderate
Animal Disease	Variable amounts of putrescible waste that might require special handling as problem waste with specific disposal instructions.	Low	Moderate
Nuclear, Chemical, or Biological Accident or Attack	Various amounts of contaminated soil, water, construction/demolition waste, and/or municipal solid waste that would require special handling as problem waste with specific disposal instructions.	Moderate	Moderate (accident) High (attack)



*Estimates of Debris Volume.* The types and amounts of debris produced by an incident depend on the magnitude, duration and intensity of the event. The potential impacts resulting from two differing but typical scenarios are presented here; a tornado event and a winter weather event.

**Tornado.** Moore has been affected by 16 documented tornadoes since 1893 (see below table)<sup>4</sup>. Tornadoes are rated using the Fujita Scale, which categorize each tornado by intensity and area based upon observed damage. It can be assumed that the higher the Fujita Scale rating, the larger amount of debris created.

Tornado events may create a medium to high amount of debris made up predominantly of construction and demolition materials, but may also include vegetative waste, overhead wire service components, white goods, and putrescibles depending on the size of the event and secondary impact such as power outage.

Date	Damage Cat	Fat	Inj	Damage Estimate	Path Width	Path Length
3/25/2015	EF2	0	7		50 yd	11 mi
5/31/2013	EF0	0	100+		500 yd	.5 mi
5/20/2013	EF5	20	387	\$2 billion+	1.1 mi	14 mi
5/10/2010	EF4	0	2		200 yd	24 mi
5/8/2003	F4	0	134	\$3,700,000	700 yd	17.3 mi
5/3/1999	F5	36	583	\$1 billion	1760 yd	38 mi
10/4/1998	F2	0	0	\$2,000,000	30 yd	1 mi
8/1/1974	F1	0	0	\$250,000	50 yd	1 mi
11/19/1973	F3	5	53	\$5,300,000	500 yd	24 mi
8/31/1965	F0	0	0	\$25,000	50 yd	10 mi
5/7/1961	F0	0	0	\$0		
5/19/1960	F2	0	0	\$25,000		
4/28/1960	F2	0	6	\$500,000	400 yd	4 mi
4/5/1951	F2	0	0	\$20,000	125 yd	8 mi
6/9/1937	F3	4	7	\$55,000	200 yd	20 mi
4/25/1893	F4	31	100	unknown	800 yd	15 mi

*Fatalities/Injuries/Damage amounts relate to entire storm path*

The City of Moore contains mostly urban land with a small amount of rural area, which may create different amounts of construction/ demolition and vegetative debris during a tornado event.

The F-5 tornado event on May 3, 1999 (FEMA DR-1272) destroyed or caused major damage to approximately 1,120 structures within the City of Moore.<sup>5</sup> This storm created approximately 426,000 cubic yards of debris<sup>6</sup>.

<sup>4</sup> "Tornadoes in the Oklahoma City, Oklahoma Area Since 1890." National Weather Service, Norman OK. <http://www.weather.gov/oun/tornadodata-okc>

<sup>5</sup> City of Moore Structural Damage Assessment, May 9, 1999.

<sup>6</sup> Provided by City of Moore Administration

The EF-5 event of May 20, 2013 (FEMA DR-4117) destroyed or caused major damage to approximately 1,276 structures within the City of Moore.<sup>7</sup> This storm created approximately 172,817 tons of debris<sup>8</sup>. The map at right shows the path of this storm's damage through the City of Moore.

- **Winter Storm.** Significant winter weather events, including severe ice storms, occur approximately every three to five years in Moore. Past events have created a low to medium volume of disaster vegetative debris throughout the City, but have the potential to create much higher level.

An ice storm in December 2007 (FEMA DR-1735) affected vegetation city-wide, creating 4,797 tons of disaster debris<sup>9</sup>.

A very early ice storm in October 2020 (FEMA DR-4575) affected leafy vegetation city-wide, creating 95,927 cubic yards of vegetative debris.

## **CONCEPT OF OPERATIONS**

This Plan will be activated when a command structure is established in response to a debris-causing incident that impacts all or part of the City of Moore.

*Generalized Concept of Operations.* In general, debris management operations will be conducted in the City of Moore as follows.

- Debris-causing event occurs
- City crews and City's pre-position contractor clear debris from emergency response issue areas as directed by the incident's Incident Commander;
- Debris is cleared from arterial streets and streets needed for emergency access;
- As emergency response phase closes, debris removal begins on other streets and public areas;
- Residents are given a period of time to sort through their property, and are encouraged to move other debris towards the curb;
- Additional removal resources are contracted, if necessary;
- Debris assessors move through affected areas looking for and separating special/problem waste;
- Special/problem waste is picked up and taken to appropriate disposal areas;
- General debris is picked up, weighed, and hauled to disposal area;
- Operations continue until all debris is removed;
- Documentation is completed and submitted to appropriate entities.

<sup>7</sup> City of Moore/American Red Cross Structural Damage Assessment,

<sup>8</sup> Provided by City contractor for DR-4117, Silver Star Construction Company

<sup>9</sup> Provided by City contractor for DR-1735, Silver Star Construction Company

*Response Levels.* Debris management operations are categorized into four response levels as shown below. The current response level for the City of Moore will be established by the Debris Manager and will be triggered by the geographic scope and impact of an actual or anticipated event.

Level	Description	Scope	Potential Incidents	Resources Needed	Disaster Declaration
1	Routine Operations	Day-to-day emergencies, requiring minimal coordination and assistance	Small wind storms; minor flooding; building collapse	Existing local resources	none required
2	Medium Impact Disaster	Incidents requiring more than routine coordination and assistance	Moderate tornado; moderate flooding; winter storms	Local resources; local mutual aid; contract resources	Local
3	High Impact Disaster	Incidents that require a high degree of coordination and generally involve state and federal assistance.	Moderate to strong tornado; severe flooding; severe winter storm	Local resources; area-wide mutual aid; contract resources; State resources	Local, State
4	Catastrophic Disaster	Incidents that require a high level of state and federal assistance.	Violent tornado; catastrophic human attack	Local resources; statewide/regional mutual aid; contract resources; State & Federal resources	Local, State, Federal

*Operational Phases.* Response to debris management incidents are characterized by the three phases described below.

- **Increased Readiness.** The City of Moore will move to the increased readiness phase when a natural or human-caused incident capable of creating disaster debris threatens the region. During this time, staff will complete the following tasks:
  - Review and update plans, standard operating procedures, generic contracts, and checklists relating to debris removal, storage, reduction, and disposal operations.
  - Alert local departments that have debris removal responsibilities to ensure that personnel, facilities, and equipment are ready and available for emergency use.
  - Relocate personnel and resources out of harm's way and stage in areas where they can be effectively mobilized.
  - Review potential local, and regional, debris management sites that may be used in the response and recovery phases in the context of the impending threat.
  - Review resource listing of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of the disaster.
- **Response.** Debris management response operations are designed to address immediate or short-term effects of a debris causing incident. During the response phase, staff will initiate the following tasks:
  - Activate debris management plan and coordinate with damage assessment team.
  - Begin documenting costs.

- Begin debris clearance from transportation routes, based on debris removal priorities.
- Coordinate and track resources (public and private).
- Establish priorities regarding allocation and use of available resources.
- Identify and activate temporary debris storage and reduction sites (local and regional).
- Address any legal, environmental, and health issues relating to the debris removal process.
- Continue to keep public informed through the designated Public Information Officer and/or Joint Information Center.
- **Recovery.** Debris management response operations are designed to return the community to normalcy following a debris causing incident. During the recovery phase, staff will initiate the following tasks:
  - Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.
  - Continue to document costs.
  - Upon completion of debris removal mission, close out debris sorting and reduction sites by developing and implementing the necessary site restoration actions.
  - Perform necessary audits of operation and submit claim for federal assistance.

*Internal Communications.* City of Moore debris management staff will utilize numerous methods to communicate with each other during a debris-causing event, including the use of:

- In-person meetings;
- Email;
- Wireless telephones (voice);
- City of Moore radio system;
- Text messaging (SMS).

Also see Annex C/Communications of the Emergency Operations Plan for more detailed information.

*Health and Safety.* Debris operations involve the use of heavy equipment to move and process various types of debris. Many of these actions can pose safety hazards to emergency response and recovery personnel as well as the public. In addition to those safety hazards, exposure to certain types of debris, such as building materials that contain asbestos and mixed debris that contains hazardous materials, can pose potential health risks to emergency workers.

All debris operations shall be done in compliance with health and safety requirements as established by the City of Moore. The Health and Safety plan enables the agency and their contractors to avoid accidents during debris recovery operations and to protect workers from exposure to hazardous materials. The health and safety strategy establishes minimum safety standards for the agency and contractor personnel to follow. In addition, the strategy provides emergency workers with information on how to identify hazardous conditions and specific guidelines on the appropriate and proper use of personal protective equipment (PPE).

To facilitate compliance, the health and safety strategy specifies how the safety information will be disseminated to all City of Moore employees and contractors working on the debris management event, and how compliance with minimum safety standards

will be monitored. The strategy also includes specific corrective actions to be taken if workers do not comply with the minimum safety standards.

### ***Debris Collection and Hauling Operations.***

**Damage Assessment and Debris Estimates.** Damage assessment is the systematic process of gathering preliminary estimates of disaster debris quantities and composition; damage costs; and general descriptions of the locale, type, and severity of damage sustained by both the public and private sectors. Several damage assessments may be completed during a disaster event, including:

- *Damage intelligence surveys* are initiated in the immediate aftermath of the event and determines the initial area affected and the scope of the emergency response needed.
- *Local damage assessments* are usually completed within 36 hours of an incident by local and/or volunteer organizations and provide an indication of the loss and recovery needs. The initial damage assessment is the basis for determining the level of state and federal assistance needed, as well as the types of assistance necessary for recovery. The primary agency responsible for local damage assessments within the City of Moore is the Emergency Management Department.
- *FEMA Preliminary Damage Assessment (PDA)* is a more detailed assessment that is completed following the initial damage assessment if it is suspected that the incident has, or will, overwhelm local resources and require federal assistance. The PDA serves two purposes:
  - The PDA provides reliable damage estimates, which are used as a basis in applying for assistance and, where justified, the governor's request for a Presidential Disaster Declaration.
  - The PDA provides for the effective implementation of state and federal disaster relief programs, if a Declaration is made.

The PDA is completed by a team of officials from FEMA, OEM, county and local officials, and the U.S. Small Business Administration. Usually it takes approximately thirty days to complete and compile a PDA and route it through the Governor's office to FEMA.

- *Debris assessments* may also be initiated as the disaster transitions from emergency response to the recovery phase. The assessment may take longer depending on the City's ability to respond to life, safety, and property concerns. The debris assessment should accomplish the following:
  - Estimate the quantity and mix of debris.
  - Estimate damage costs.
  - Determine impact on critical facilities.
  - Identify impact on residential and commercial areas.
  - Identify what additional resources are needed for response and recovery.

The debris management team will assign debris assessors and manage debris assessment operations. Debris assessor personnel will identify estimated debris volumes and geographic dispersion, and may also inspect structures and identify other hazards. The staffing requirements for debris assessor personnel will be determined by the scope of the incident and amount of debris.

### **Debris Clearance and Removal Guidelines.**

**Debris Removal Priorities.** The following shall govern the prioritization of debris removal activities:

1. Life Safety
2. Situation Stabilization

3. Property Protection
4. Economic Stability and Environmental Protection

Initial debris-clearing and removal operations will predominately focus on public roads and other critical infrastructure. Debris clearance will then focus on removing debris from public property. Additional debris clearance from private or commercial property may be necessary if the debris presents a health or safety risk to the community. In accordance with the above priority policy, the City of Moore has developed the following priorities for debris clearance:

1. **Clear Emergency Access Routes – Lifelines.** Lifelines are those routes in a traffic network that provide access for emergency responders, alternate and evacuation routes, and damage assessment routes. Lifelines should include areas identified for potential staging, temporary shelters, and other resources available in the community that support emergency response. The City of Moore will work closely with Cleveland County, the City of Oklahoma City, the City of Norman, and the Oklahoma Department of Transportation to identify priorities for clearing transportation access routes.
2. **Clear Access to Critical Facilities and Infrastructure.** Critical facilities include assets, systems, and physical or virtual networks, so vital that their incapacitation or destruction would have a debilitating effect on security, economic security, public health or safety. These typically include hospitals, fire stations, police stations, and emergency operation centers, as well as cellular and land-line telephone services, drinking water and power utilities, and sanitation facilities. Routes to medical Points of Distribution locations (PODs) are also considered critical.
3. **Clear Arterial Streets.** Arterial streets are portions of the public transportation network that are needed to aid in response and recovery operations, but may not have been cleared as an emergency access route.
4. **Clear Collector Streets.** These streets include those portions of the public transportation network that receive moderate traffic flows, but are not included in one of the previous categories.
5. **Clear Residential Streets.** These areas include those portions of the public transportation network in residential neighborhoods that are not included in one of the previous categories.

Note that circumstances such as crime scene preservation and accident investigation may require a delay of debris clearing during disaster operations until approval can be obtained from local or federal law enforcement officials.

Private streets and property will not be cleared by City of Moore assets, other than as necessary to clear routes for emergency access or to protect the safety and/or health of the community.

**Debris Clearance.** Items to be considered during debris clearance and collection include the following:

- **Debris composition.** Commingling of debris creates problems with reduction and recycling techniques, which may impact future reimbursement. Whenever possible, immediate action should be taken to prevent or reduce commingling of debris during debris collection operations.
- **Location of debris.** There will often be different reimbursement and operational guidelines for debris clearance on public property, private residential, and private commercial property. While debris clearance on private property is not usually a reimbursable expense, some jurisdictions have cleared debris from private

property in the past when it presented a health or safety risk to the community. If private property debris removal is necessary, and reimbursement is expected, it must be approved by FEMA prior to any work being completed.

**Collection Methods.** Based on the types and distribution of debris, several collection methods are available during a debris causing incident:

- **Curbside:** The preferred method for debris collection in the City of Moore is curbside. Residents will be asked to place their debris at the edge of the right of way for pickup, and to separate that debris into multiple categories including municipal solid waste, vegetative waste, construction and demolition debris, household hazardous waste, electronic waste (E-Waste), and putrescibles. Debris that is placed at the curb will then be collected by the City's contractor for disposal.
- **Temporary Neighborhood Collection Sites:** Temporary neighborhood sites may be used to collect E-Waste, white goods, and/or household hazardous waste. Two neighborhood collection have been pre-identified for citizens to bring in smaller loads of debris or household chemicals; these are located at 400 N. Telephone Road (the City's Recycling Center) and 512 NW 27th Street (the City's Public Works facility).
- **Debris Management Sites (DMS):** A debris management site is a temporary solid waste handling site used to collect, sort, and reduce debris, including special waste, prior to final recycling or disposal. If this collection method were to be used, residents would be asked to bring disaster debris to the DMS site where it would be temporarily stored, segregated, and processed prior to being hauled to its final disposal site. Facilities that can be used for drop-off include debris drop boxes, DMSs, landfills, and transfer stations. It is not anticipated that the City of Moore would use this method due to lack of suitable locations and our close proximity to final disposal sites.

The City of Moore will initiate collection site preparation activities during the response phase. A preliminary plan will be developed for reducing, recycling and disposing of the debris based on general estimates of the type of material generated by the event. The City of Moore may decide to reduce the debris via air curtain incineration or grinding. Once a preliminary determination has been made, this plan will be communicated to the environmental officials for their guidance on the applicability of regulations to the operations and monitoring of the DMSs and disposition of the disaster debris. The site preparation activities will be initiated by the Debris Removal Manager. If disaster debris crosses jurisdictional boundaries, the Debris Removal Manager will contact their counterparts within neighboring jurisdictions and the County to coordinate efforts in understanding the rules and regulations that will affect operations at the sites.

**Site Management.** Site preparation and operation may be managed by the jurisdiction or a contractor. To meet overall debris management strategy goals and to ensure that the site operates efficiently, a site manager, debris monitoring personnel, and safety personnel should be assigned for each site, with responsibilities as follows:

- **Site Manager:** The site manager is responsible for supervising day-to-day operations, maintaining daily logs, preparing site progress reports, and enforcing safety and permitting requirements during site operations. The site manager is also responsible for scheduling environmental monitoring and updating the site layout. The site manager has oversight of the activities of the debris removal contractors and the onsite debris processing contractors to ensure that they comply with the terms of their contracts.
- **Monitoring Staff and Assignments:** Debris monitors (whether jurisdiction employees or contractors) should be placed at ingress and egress points to

quantify debris loads, issue load tickets, inspect and validate truck capacities, check loads for hazardous waste, and perform quality control checks. The specific duties of the monitors would depend on how debris is collected.

- **Safety Personnel:** Safety personnel are responsible for traffic control and ensuring that site operations comply with local, state, and federal occupational safety regulations.

*Debris Reuse, Reduction, and Disposal Methods.* Numerous methods are available that reduce the overall volume of disaster debris and limit the amount of debris remaining for landfill disposal.

- **Recycling and Reuse.** Recycling and reuse strategies involve diverting material from the disposal stream and reusing it. The recycling and reuse of disaster debris is most often limited to metals, soils, and construction and demolition debris. The City of Moore will make reduction and recycling a high priority when managing disaster debris, with consideration given to cost effectiveness of various methods. The Debris Removal Manager will coordinate with the debris hauling contractors to ensure maximum segregation for recyclable materials. Recycling and reuse debris types are described below.
  - **Metals:** Most nonferrous and ferrous metal debris is suitable for recycling. Metal maulers and shredders can be used to shred trailer frames, trailer parts, appliances, and other metal items. Ferrous and nonferrous metals are separated using an electromagnet and then sold to metal recycling firms.
  - **Construction and Demolition:** Concrete, asphalt, and masonry products can be crushed and used as base material for certain road construction products, or as trench backfill. Debris targeted for base materials needs to meet certain size specifications as determined by the end user. Clean wood products used in construction can also be chipped or ground and used as mulch or hog fuel.
  - **Composting:** Composting is the controlled decomposition of organic materials, such as leaves, grass, wood, and food scraps, by microorganisms. The result of this decomposition process is compost, a crumbly, earthy smelling, soil-like material. Yard trimmings and food scraps make up about 25 percent of the waste generated in the average household; composting can greatly reduce the amount of waste that ends up in landfills or incinerators. A section of DMSs should be reserved to receive compost material after a disaster. Compost can be used for backyard garden soil additives, farmlands, highways and other landscaping projects, as well as many other innovative uses. Jurisdictions using composting to reduce organic material need to be aware of, and prepared to mitigate several hazards, including spontaneous combustion of piles and vector control for rodents.
- **Volume Reduction Methods.** Volume reduction methods reduce the volume of disaster debris to decrease impact on disposal facilities or create opportunities to reuse debris. Descriptions of volume reduction methods are as follows:
  - **Chipping and Grinding:** Chipping and grinding reduces the volume of some debris types by as much as 75 percent. This method is commonly used to reduce the volume of disaster debris, including vegetative debris, construction demolition debris, plastics, rubber, and metals. Clean wood can also be reduced and used for mulch, while other debris such as plastic and metals can be chipped to reduce the overall volume of the material prior to transportation or disposal. The benefit of using a reduction method can be increased by identifying alternate uses for the residual



material. The ability to use recycled wood chips as mulch for agricultural purposes, fuel for industrial heating, or in a cogeneration power plant helps to offset the cost of the chipping and grinding operations. Jurisdictions using chipping and grinding to reduce the volume of vegetative debris must be careful to ensure that contaminants such as plastics, soils, rocks, and special wastes are not present in the vegetative debris to be processed. Care must also be taken when reducing construction and demolition debris to ensure that it does not contain hazardous materials, such as asbestos.

- **Incineration:** Curtain pit incineration, portable incinerators, and controlled incineration in rural areas are all methods for reducing disaster debris. The decision to use incineration as a reduction strategy for some types of debris would be made by the debris management team, in consultation with the DEQ Air Quality Division. The following subsections discuss the various incineration methods.
  - **Air Curtain Pit Incineration:** Air curtain pit incineration offers an effective means to expedite the volume reduction process, while substantially reducing the environmental concerns caused by open-air incineration. The air curtain incineration method uses a pit constructed by digging below grade or building above grade (if a high water table exists) and a blower unit. The blower unit and pit comprise an engineered system that must be precisely configured to function properly. The blower units deliver air at predetermined velocities and capacities. The blower unit must have adequate air velocity to provide a “curtain effect” to hold smoke in and to feed air to the fire below. A 20-foot long nozzle provides air at a velocity of over 120 miles per hour and will deliver over 20,000 cubic feet of air per minute to the fire. The air traps smoke and small particles, recirculating them to enhance combustion, which takes place at over 2,500 degrees Fahrenheit.
  - **Pre-permitted Portable Incinerators:** Portable incinerators use the same methods as air curtain pit incinerator systems. The only difference is that portable incinerators use a pre-manufactured pit instead of an onsite constructed earth/limestone pit. Portable air curtain incinerators are the most efficient incineration systems available due to the fact that the pre-manufactured pit is engineered to precise dimensions to complement the blower system. The pre-manufactured pit requires little or no maintenance compared to earth or limestone constructed pits, which are susceptible to erosion. Portable air curtain units are ideal for areas with high water tables and sandy soils and areas where smoke opacity must be kept to a minimum.
  - **Rural Controlled Incineration:** Controlled open-air incineration is a cost-effective method for reducing clean, woody debris in rural areas; however this is not a viable option in the City of Moore due to Moore’s urban nature.

**Air Quality.** The following measures will be taken by the Debris Site Supervisor during debris removal and disposal operations:

- Monitoring of dust and ensuring proper dust suppression measures are implemented.
- Oversight of any air curtain incineration units. Any air curtain incinerators will have setbacks from on-site storage areas for incoming debris and structures. Wood ash will also be stored on-site with setbacks from

storage areas for incoming debris, and processed mulch or tub grinders. Wood ash will be wetted prior to removal from the air curtain incinerator and placed in storage. The specific requirements will be coordinated with the DEQ Air Quality Division.

- **Problem Waste Processing and Disposal.** Problem waste requires additional handling before it can be processed or disposed of and will vary depending on the type and scope of the debris-causing incident. During debris processing, problem waste should be removed and stored in a secure location until it can be disposed of properly. Because of their prevalence during debris-causing incidents, several types of waste warrant further discussion:
  - **Household Hazardous Waste (HHW):** HHW has been prevalent during past disaster debris causing incidents. Strategies need to be developed to collect and store HHW during disaster debris operations.
  - **White Goods:** White goods (including refrigerators) are commonly discarded after debris-causing incidents because they no longer function or as a result of extended power outages that cause their contents to decompose. Refrigerators are often processed in groups to remove the refrigerant along with any food waste, before being recycled. White good debris that contains ozone depleting refrigerants, mercury, or compressor oils need to have such materials removed by a certified technician before recycling. White goods will be properly disposed of by the City's public works contractor.
  - **Electronic Waste (E-waste):** E-waste may contain a variety of potentially toxic chemicals, including heavy metals and polychlorinated biphenyls (PCBs). EPA has specifically classified cathode ray tube (CRT) monitors as hazardous waste, and other electronic components may also qualify. Whenever possible, E-waste should be separated from other waste and recycled by an E-waste processor.
  - **Treated Wood:** Treated wood includes different types of building material, including telephone poles, railroad ties, fence posts, and wood used to construct docks. Treated wood will be disposed of in lined landfills per ODEQ regulations.
  - **Asbestos/Lead Paint:** The DEQ Air Quality Division has regulatory authority over the demolition of structures that contain asbestos or lead-based paint of any meaningful quantity
  - **Human Waste:** Following a disaster that disables water, sewer, or septic systems, citizens may have human waste stored in containers that requires disposal. This is considered bio-hazardous waste that cannot be included in the debris stream. Close cooperation is necessary between emergency managers, local public health officials, and utility personnel to properly collect and dispose of this waste.

Whenever possible, jurisdictions should attempt to segregate hazardous substances from the waste stream as early in processing as possible in order to prevent contamination of larger amounts of waste. Jurisdictions undergoing any cleanup effort that includes hazardous waste should consult with their local hazardous waste staff, public health officials, and EPA to ensure the protection of public health.

**Debris Sorting and Diversion.** When establishing and operating debris management and neighborhood collection sites the site manager is responsible for ensuring appropriate staff are available to monitor debris and ensure debris are sorted into appropriate categories for recycling, reuse, special waste processing, and disposal.

**Debris Management Operations Monitoring.** Debris monitoring operations document the debris clearance and removal operations, including the location and amount of debris collected. Monitoring is needed to ensure that the debris removal contractor(s) are performing the scope of work required by the contract.

Debris monitoring can be accomplished by the City of Moore staff, or by a debris monitoring contractor hired by the City of Moore. Contact information for debris management contractors is included in Tab B, *Debris Resources*.

The key elements to observe and record when monitoring and documenting debris operations include:

- Type of debris collected
- Amount of debris collected
- Original collection location
- Equipment usage
- Staff labor hours
- Amount processed and final disposition for each type of debris (reuse, recycle, special waste, etc).

**Documentation and Reporting Requirements.** During the operation of collection sites, any operations that will have a bearing on site closeout need to be documented, such as petroleum spills at fueling sites; hydraulic fluid spills at equipment breakdowns; discovery of household hazardous waste; and commercial, agricultural, or industrial hazardous and toxic waste storage and disposal. This information will be used during site closeout operations.

**Debris Management Contractor Monitoring.** All jurisdictions that contract for debris operations should establish a contract monitoring plan. The purpose of this plan is to accurately track costs and protect the jurisdiction's financial interest. Monitoring debris removal operations achieves two objectives:

- Verification that the work completed by the contractor is in the contract scope of work.
- Documented justification, as required, for Public Assistance grant reimbursement.

Contractor monitoring can be accomplished by the City of Moore staff or by a separate contract company.

**Considerations for Unit Price Contracts.** A unit price contract requires that all trucks be accurately weighed, or measured and numbered, and that all truckloads be documented. Full-time trained contract monitors are usually necessary for this type of contract to keep an accurate account of the actual quantities of debris transported (in either cubic yards or tons). Monitors must be available at debris pickup locations to ensure the debris being picked up is eligible. In addition, this type of contract requires the contractor to provide or construct an observation stand at all reduction and disposal sites so the contract monitor can certify the load. If scales are used, monitors must also ensure that proper weights are registered before and after trucks have been emptied. The following conditions for unit price payments also apply:

- If unit price payments are based on weight, a truck scale must be available at the disposal site for weighing trucks. The weight of an empty truck must also be confirmed.
- If unit price payments are based on volume, monitors must verify truck capacities and inspect trucks for proper loading and compaction.

**Load Tickets.** The term “load ticket” refers to the primary debris-tracking document. A load ticket system tracks the debris from the original collection point to the DMS or landfill. By positioning debris monitors at each point of the operations (collection, DMS, and/or final disposition), the eligible scope of work can be properly documented. This process enables the jurisdiction to document and track debris from the initial collection location, to the DMS, and to final disposal locations. If a jurisdiction uses a contract hauler, this ticket often verifies hauling activities and can be used for billing purposes. Load tickets should be multi-copy and sequentially numbered. All copies of load tickets presented for payment must match in order for payments to be made.

**Truck Certification and Periodic Recertification.** Prior to beginning contract work, each truck must be certified. Certification includes a record of the following:

- Volume of the truck bed in cubic yards or empty truck weight
- Truck license number
- Any identification number assigned by the owner
- A short description of the truck

Monitors may need to be trained in order to measure truck capacities for certification purposes. Recertification of the hauling trucks on a random and periodic basis should be implemented for contract compliance and reimbursement considerations. A listing of certified trucks should be maintained by debris monitors to ensure that truck identifications have not been altered.

**Private Property Demolition and Debris Removal.** Private property debris removal (PPDR) refers to the demolition and removal of disaster debris on private, commercial, or residential property. Generally, removal of debris from private property is not recommended. To be reimbursable from FEMA, Public Assistance PPDR must be applied for, and pre-approved prior to the beginning of any work. (See FEMA 9523.4, Demolition of Private Structures, and FEMA 9523.13, Private Property Debris Removal) The following section provides information on the process to demolish and remove disaster debris on private property with or without owner consent and outlines the procedures that the City of Moore will need to follow in order to potentially receive expense reimbursement through the Public Assistance Program.

\$\_in FEMA reimbursements was paid to the City for private property demolition and debris removal costs after the 2013 EF-5 tornado (FEMA DR-4117)

**Debris Removal and Demolition Permitting and Procedures.** Following a debris causing incident, the City of Moore may need to enter private property to demolish private

structures made unsafe by disasters in order to eliminate immediate threats to life, public health, and safety. The demolition of privately owned structures deemed unsafe, and subsequent removal of demolition debris, may be required when the following conditions are met:

- The City of Moore building inspector identifies that the structure is unsafe and poses an immediate threat to the public. An unsafe structure is so damaged or structurally unsafe that partial or complete collapse is imminent.
- The City of Moore demonstrates that it has the authority and legal responsibility to enter private property to perform the demolition. The legal basis for this responsibility must be established by law, ordinance, or code at the time of the disaster and must be relevant to the post-disaster condition representing an immediate threat to life, public health, and safety, not merely defining the applicant's uniform level of services.
- A legally authorized official has ordered the demolition of unsafe structures and removal of demolition debris.

The condemnation and demolition of structures must comply with existing City of Moore condemnation and demolition procedures unless expedited procedures are in place due to the severity of the incident. Additional information on condemnation and demolition are provided below.

*Demolition Documentation.* The following documents should be collected and/or completed prior to demolition in order to comply with City of Moore regulations:

- [Verification of ownership](#) ensures that the proper site and owner are identified and that the owner is aware of the nature of the scheduled building assessment.
- [Right-of-entry form](#) is signed by the property owner, which allows the building official to enter the property to complete the assessment. It often contains a hold harmless agreement that documents the property owner's promise that he or she will not bring legal action against the applicant if there is damage or harm done to the property.
- [Building official assessment](#) is the documentation of the damage to the structure and the description of the threat to public health and safety. This assessment often contains the building official's determination as to whether the structure should be condemned, repaired or demolished. This may be in the form of an official structural assessment.
- [Verification of insurance information](#) allows the applicant to pursue financial compensation if the property owner's homeowner insurance policy covers demolition and debris removal.
- [Archeological review](#) outlines the archeological low-impact stipulations for demolition and debris removal activities; it also highlights the implications for the applicant if they fail to comply with the guidelines.
- [Environmental review](#) ensures that adverse impacts to protected environmental resources are minimized or avoided when removing debris from the proposed site. These reviews should be acceptable to the appropriate resource agency. Wetland and other water resources, hazardous materials, and habitats of endangered species are among the resources of most frequent concern.
- [Oklahoma State Historical Preservation Office Review](#) confirms that the Oklahoma State Historic Preservation Officer has been notified and correspondence has been received to absolve the area of any historic significance.
- [Photos](#) show the disaster-damaged condition of the property prior to the beginning of the demolition work. This is generally one or more labeled photographs that confirm the address and identified scope of work on the property. If it is determined that a structure needs to be demolished, additional

documentation may be required for the applicant's legal protection as well as the public's health and safety during the demolition and debris removal operations.

- [Letter or notice of condemnation](#) is a document signed by the building official that outlines the specific threat to public safety and health.
- [Notice of demolition](#) is issued to inform the property owner when the demolition will begin and shall be posted in advance to provide a reasonable period of time for personal property to be removed. The applicant should attempt to notify the property owner, if not already contacted, through direct mail and local media.
- [Notice of intent to demolish](#) is normally provided for the public health and safety of neighboring residents. This notice is conspicuously posted on the structure to be demolished.

**Inspections.** A few days prior to the demolition, a City of Moore representative should conduct an inspection of the site. The inspector should take photographs at each site visit for their records. These inspections and verifications generally include the following:

- [Water and sewer/septic tank inspection](#) to verify the utilities have been terminated and isolated from the proposed sphere of influence during the demolition operations. The inspector should verify that all other utilities have been terminated during the same visit.
- [Occupancy inspection](#) is conducted immediately prior to demolition to ensure that no one is physically in the building.
- [Open void inspection](#) is performed if the structure has a basement that is to be filled. This inspection will be conducted once the above-grade structure is gone and the inspector can visually see the entire below-grade excavation.
- [Post-demolition inspection](#) is completed once the structure is demolished, the debris is removed, and the site is graded with dirt available on site.

**Debris Removal and Demolition of Private Property without Owner Consent.** If a privately owned structure meets the requirements for demolition but the consent by the owner is not obtained, an abbreviated and expedited procedure shall take place. The procedure should consist of the following:

- A notice describing the area and/or parcel of land where debris removal will take place shall be published in the Norman Transcript (based upon the most expedient publication deadline) at least ten (10) calendar days prior to the beginning of the debris removal. During this ten (10) day period, property owners shall have the right and opportunity to go upon their property and remove such items as they deem appropriate, under rules promulgated by the jurisdiction.
- A notice shall be clearly posted in the area where debris removal will take place. The media will be advised of this action so as to give the broadest public notice. The notice shall contain the following information:
  - A general description of the area where debris removal shall take place.
  - The date and time when debris removal will begin.
  - The name and telephone number of the office where the property owner can secure information with regard to the debris removal.
  - A statement of the reason for the debris removal.
- In addition to requirement of publishing the above referenced notice, an attempt must be made to identify and contact the owner of the structure. (Attempt to contact shall only be required to consist of those measures reasonable and possible based upon the state of available records and communication channels, which may have been severely diminished as a consequence of the disaster).

- A determination by a designated officer of the City of Moore Building Inspections or Community Development Office that the structure is unsafe, unfit for human habitation, or presents a danger to the public in its existing state.
- The posting of a notice of condemnation on the structure containing a phone number and physical address where the owner can contact the jurisdiction designating the date of posting of the condemnation notice, and stating the time period available prior to demolition for contacting the jurisdiction,
- A waiting period of ten (10) days from the posting of the notice for a property owner to contact the City of Moore and present compelling evidence to the Director of the Community Development Office stating why the condemned structure should not be removed.
- At the next City of Moore Council meeting following said ten (10) day period, a public hearing shall be held. Upon confirmation of adjudication of condemnation of a structure, the structure shall be demolished.

If an owner does contact the jurisdiction as provided in the notice and the Director of the Community Development Office does not conclude that the evidence presented by the owner alleviates the danger to the public, an owner aggrieved of this process may appeal to the City of Moore City Council by written notice to the council prior to the demolition of the structure; however, while City of Moore officials should make every effort to schedule demolitions in a sector to allow time for such an appeal, no appeal shall be allowed to jeopardize the health and safety of the rest of the citizens by causing a postponement of demolition beyond the next City of Moore Council meeting following the filing of such an appeal, unless postponement is ordered by the City of Moore.

#### Special Considerations.

- **Mobile Home Parks.** Higher structure density situations, specifically mobile home parks, create an extensive amount of mixed debris in a relatively small area. The most complex aspect of debris operations in a mobile home park is documenting ownership and legal responsibility for cleanup within the park. The mobile home park site is sometimes owned, operated, and maintained by multiple parties. The individual homes may be owned by a landlord or agency, or by the individuals that occupy the structures.
- **Vehicles and Vessels.** Vehicles, vessels, and other legally registered personal property present challenges if abandoned following an event due to their need to be individually processed and stored until they can be sold or destroyed based on an official declaration of abandonment. The City of Moore must follow all local and state laws that apply to the impoundment, and the resulting salvage, or sale of the vehicle or vessel. The City of Moore has identified the following procedure to impound and handle abandoned vehicles.
  - Abandoned vehicles or vessels that are left and present a public nuisance will be tagged with a readily visible notification sticker. The sticker shall contain the following information:
    - The date and time the sticker was attached.
    - The identity of the individual tagging the vehicle.
    - A statement that if the vehicle is not removed within twenty-four (24) hours from the time the sticker is attached, the vehicle may be taken into custody and stored at the owner's expense.
    - The address and telephone number where additional information may be obtained.
    - If the vehicle has current Oklahoma registration plates, the City of Moore shall check the records to learn the identity of the last owner of record and

- shall make a reasonable effort to contact the owner by telephone in order to give the owner the information on the notification sticker.
- If the vehicle is not removed within twenty-four (24) hours from the time the notification sticker is attached, the City of Moore may take custody of the vehicle and provide for the vehicle's removal to a safe location. This location may include an impound yard or the yard of a registered tow-truck operator. After a vehicle has been impounded, the City of Moore will again notify the registered and legal owner that the vehicle has been declared abandoned in accordance with Oklahoma Transportation Code 47 O.S. § 955 (OSCN 2013). If the registered or legal owner has not contacted the jurisdiction within thirty (30) days, the vehicle or vessel will either be junked, or sold at auction.

## **TASK ORGANIZATION AND RESPONSIBILITIES**

### *Debris Management Departments and Agencies.*

- **City of Moore Departments and Divisions.**
  - *Public Works:* The Public Works Department is the lead department responsible for pre-event debris management planning. Public works staff will direct debris operations during response and recovery.
  - *Emergency Management:* The Emergency Management Department will coordinate activities and resource needs through the Emergency Operations Center. This department is also the applicant agent for FEMA reimbursement.
  - *Police Department:* The Police Department will assist debris operations in providing traffic control for debris removal operations.
  - *Public Works Streets Division:* The Public Works Streets & Drainage Division will assist with the provision of traffic control devices to assist the Police Department. The Division is also responsible for debris removal operations in city rights-of-way and drainage areas.
  - *Parks and Recreation Department:* The Parks Maintenance Division is responsible for debris removal operations in city parks, and will assist the Public Works Department as requested.
  - *Community Development Department:* The Community Development Department will coordinate Code Enforcement and Building Inspection activities in relation to debris management efforts. This Department is also responsible for the issuance of Demolition Permits.
  - *Finance Department:* The Finance Department is responsible for documentation
  - *Purchasing Division:* The City's Purchasing Division is responsible for the contracting, bidding, and/or acquisition of physical resources needed for debris management operations.
  - *Information Technology Department:* The IT Department is responsible for providing mapping as needed to support debris management operations.
  - *Legal Department.* The Legal Department is responsible for legal review of all debris management contracts and plans.
- **External Agencies and Departments.** Additional resources may be available from neighboring municipalities, counties, state agencies, and Federal agencies. Some of these may include:
  - *Cleveland County Health Department:* CCHD will review DMS locations during the planning phase, and authorize sites prior to engaging in debris removal. They will also work with the debris management team in



- determining priorities for clearing transportation routes, and assist in the overall monitoring of the health of debris operations personnel.
- *Oklahoma Department of Agriculture Food and Forestry*: The State Department of Agriculture may provide support and advice to local health departments/districts and solid waste agencies regarding the disposal of plant and animal waste.
  - *Oklahoma Department of Environmental Quality (DEQ)*: DEQ provides statewide regulation of municipal solid waste and hazardous waste. During a disaster, DEQ may support and advise local health departments and solid waste agencies regarding disaster debris operations. DEQ may also issue temporary permits or recommend to the governor that certain regulations be suspended, if necessary, to hasten response and recovery.
  - *DEQ Air Quality Division*: DEQ's Air Quality Division is responsible for regulating air quality in the region. During debris-causing disasters, the Division provides advice on outdoor burning of debris and the removal and disposal of debris containing asbestos. They also provide information and possible monitoring of air quality for debris operations that create large quantities of dust.
  - *Oklahoma Department of Health (OSDH)*: OSDH will assist local health authorities, as requested, to ensure appropriate steps are being taken to maintain the health of the state's citizens and workers.
  - *Oklahoma Department of Emergency Management (OEM)*: OEM may assist local jurisdictions by facilitating the governor's disaster proclamations, facilitating mutual aid requests, requesting Federal Disaster Declarations, and administering FEMA public and individual assistance requests. During the response phase of debris management, the OEM can ensure that facilities are operating in compliance with federal and state regulations and can determine priorities for handling and removal.
  - *Oklahoma Department of Transportation (ODOT)*: ODOT is responsible for the clearing of debris from State and Federal highways. In addition, they may assist with the clearing of local streets upon request. ODOT also maintains several electronic sign boards which may be used for public information purposes.
  - *Oklahoma National Guard (Guard)*: The Oklahoma National Guard resources may provide security for equipment staging and debris sorting and reduction sites, limited electrical power and sheltering, traffic control, and aerial reconnaissance. National Guard resources are available after local resources have been exhausted through a request to OEM.
  - *Oklahoma Highway Patrol (OHP)*: OHP supports local law enforcement with evacuation of persons and property, coordination, and augmentation of local law enforcement resources.
  - *United States Army Corps of Engineers (USACE)*: USACE is the lead agency for ESF #3, Public Works and Engineering, of the NRF, which includes debris management. During a Presidentially declared disaster, the USACE may supply technical assistance to local responders for completing debris removal. The USACE also has contract resources available to support local debris management operations.
  - *United States Department of Agriculture (USDA)*: USDA is the lead agency for ESF #11, Animal and Plant Disease and Pest Response.
  - *United States Environmental Protection Agency (EPA)*: EPA may provide technical assistance and advice on collection, reduction, and disposal of contaminated debris and other hazardous materials during debris

- management operations. EPA also has contract resources available to assist with collection, management, and disposal of hazardous materials.
- *Federal Emergency Management Agency (FEMA)*: FEMA is the federal agency charged with coordinating emergency management functions in the federal government. In catastrophic disasters, FEMA may provide direct federal assistance to support performance of local, tribal, and state governments activities related to debris clearance, removal, and disposal. The response capabilities of local, tribal, and state governments must be exceeded before this level of assistance can be provided. Following a Presidential declaration, FEMA may elect to use its mission assignment authority to task other federal agencies with debris clearance, including the USACE and EPA.
- **Environmental Agencies.** Contact information for the key environmental agencies is provided in Tab A, *Key Environmental Agencies*. This includes Debris Removal Managers in the county and neighboring jurisdictions, the Cleveland County Health Department, Oklahoma Department of Environmental Quality, and the City of Oklahoma City Household Hazardous Waste Collection Facility.
- **Contractors and Vendors.** Contractors and vendors are often used to augment local resources in support of debris management operations.
  - **Solid Waste Collection Companies.** Solid waste collection companies are private entities that provide daily municipal solid waste service through the transportation and/or disposal of solid waste. During debris-causing incidents, these companies can be tasked with maintaining existing municipal solid waste service, as well as potentially providing additional resources to assist with debris clearance, processing, and disposal activities.
  - **Debris Management Contractors.** The City’s Public Works contractor will provide additional resources to assist with debris clearance, removal, separation, and disposal during debris-causing incidents. This contractor is under contract prior to any incident to ensure efficient response during or after an actual incident or event.
  - **Debris Management Monitoring Contractors.** Debris management monitoring companies may be utilized to provide oversight and documentation of debris management operations. This may include supervising other debris management contractors, documenting debris clearance and disposal operations for potential reimbursement, and operations of temporary debris sorting and reduction sites.

Tab B, *Debris Resources*, provides a list of pre-qualified contractors that can be used to support debris management operations.

**Public Information.** The goal of the public information strategy is to ensure that the residents are given accurate and timely information for their use and their own individual planning purposes. If information is not distributed quickly, rumors and misinformation spread and erode confidence in applicant management of the recovery operations.

The City of Moore’s public information staff will provide information to media outlets and the public during an incident. These activities may be provided solely by the City of Moore or through the cooperation of multiple jurisdictions.

**Communication and Public Education Strategy Prior to an Incident.** The City of Moore has developed a public information campaign around disaster debris causing incidents. The campaign is a coordinated effort to provide information to jurisdiction employees,

stakeholders, and the public prior to, during, and after a debris causing incident. The campaign introduces debris-causing incidents and includes informing the public of timetables/schedules for debris removal by newspaper, television, signage, one call system, etc.

**Public Information Officer.** The incident command structure for all debris incidents should include a Public Information Officer (PIO) to distribute information and educate citizens about the debris operations.

A Joint Information Center (JIC) may be established as part of the incident command system for the event. The JIC is a central location where multiple PIO's may work, and/or POI's from multiple jurisdictions or agencies. All communications should be coordinated through the PIO or the JIC.

A City of Moore debris liaison or technical specialist will report to and assist the PIOs. The debris operations liaison will provide current information on such topics as:

- Cleanup instructions
- Status of cleanup
- Locations of drop-off or collection sites
- How to source-separate waste
- Handling procedures
- Illegal dumping provisions
- Addressing complaints regarding debris piles or illegal dumping

**Distribution Strategy.** The public information strategy should include methods to disseminate the prepared information to the general public. This can be accomplished in a number of ways. The following are suggested vehicles for dissemination of information:

- Media. Local television, radio, newspapers, or community newsletters. A list of media and public information sources may be found in the City's Emergency Operations Plan, Annex D – Public Information.
- Social Media. The City of Moore website along with other community-oriented sites; City of Moore Facebook pages, Twitter accounts, and other social media forums.
- Public Forums. Interactive meetings at town hall
- Signage. Signs posted in neighborhoods, either 4'x8' or smaller yard signs; electronic sign boards such as available from the Oklahoma Dept. of Transportation; commercial billboards.
- Telephone Information Hotline. Pre-identified telephone number that citizens can call to get information. This may be the City's main telephone number, or a separate number established especially for debris information.
- Mass Notification System. City of Moore system which telephone, email and SMS messages to the citizens of Moore.
- Flyers, pamphlets and other print media.
- Field personnel with bulleted information sheets so as to have official information to answer questions in person; and/or flyers, pamphlets or other printed material to distribute.

The public information staff must be mindful that power, utilities, and other infrastructure may have been damaged, and normal means of information sharing may not be available either to the PIO staff or to the general public.

**Pre-scripted Information.** Debris management public information products should use various types of information vehicles (print, radio, internet, etc.) and include pre-scripted information concerning topics, such as:

- Debris pick-up schedules
- Disposal methods and ongoing actions to comply with federal, state, and local environmental regulations
- Disposal procedures for self-help and independent contractors
- Restrictions and penalties for creating illegal dumps
- Curbside debris segregation instructions
- Identification separation of special waste items, and precautions to be taken if placing special waste in the right-of-way
- Public drop-off locations for all debris types
- Process for answering the public's questions concerning debris removal

**Message Maps.** Message mapping is a process by which users can predict 95 percent of questions likely to be asked by the media and others. In preparation of an incident, the City of Moore has prepared clear and concise answers to anticipated questions along with supporting information; effective message delivery is practiced before a crisis occurs.

**Alternate Languages and Formats.** Message materials may need to be developed in alternate languages that are spoken in the community. Based on community demographics in the City of Moore, messages may need to be developed and/or delivered in Spanish.

## **DIRECTION AND CONTROL**

**Incident Command.** The City of Moore will use the Incident Command System to structure debris management response, as outlined in the City of Moore Emergency Operations Plan. Based on the size and scope of the incident, debris management staff may act in multiple roles. In an incident that predominantly entails debris operations, for instance, the Debris Manager may act as the Incident Commander or Operations Section Chief. During larger and more complex incidents, the Debris Manager may be assigned to the Operations Section as a branch director or group supervisor.

**Debris Management Team.** Immediately following a disaster event, the City of Moore will establish a disaster debris management team, which convenes as a group within the operations section to facilitate successful coordination following a disaster event. Each member of the team is responsible for implementing debris operations in accordance with the planned goals and objectives, and in compliance with Federal, State, and local laws. The debris management team will be led by the debris management group leader, who will identify staff for the group. The table is a summary of the debris management team positions and the recommended training and qualifications.

Debris Management Position	Roles and Responsibilities	Identified Staff Position	Recommended Training and Qualifications
Disaster Removal Manager	Coordinates all debris removal activities related to an incident. Activities include communication among other members of the disaster management team, communication of project status activity and reporting, and dissemination and implementation of policy directives to debris removal personnel.	Project Manager, City of Moore Public Works Contractor	IS-100, IS-200, IS-700 IS-800, IS-300, IS-400 IS-630, IS-631, IS-632
Collection Site Supervisor	Oversees collection activities prior to debris arrival at the disposal site and coordinates the debris routing, staffing, and field reporting activities. Manages one or more collection sites and is responsible for overseeing waste separation and environmental protection concerns, as well as filling out paperwork and reporting documentation.	Project Manager, City of Moore Public Works Contractor	IS-100, IS-200, IS-700 IS-800 IS-630, IS-631, IS-632, E-202
Finance, Admin, and Logistics Staff	Tracks time for personnel, equipment, and incident costs. Assists with contracting and purchasing resources, completing documentation required for reimbursement of expenses, and provides check-in for demobilizing resources.	Director, City of Moore Finance Department	IS-100, IS-200, IS-700 IS-800 IS-630, IS-631, IS-632, IS-703
Quality Assurance	Monitors the type and amount of debris during collection, sorting, reduction, and disposal to ensure the debris operations are cost effective.	Project Manager, City of Moore Debris Monitoring Contractor	IS-100, IS-200, IS-700 IS-631, IS-632
Building Inspection	Oversees, inspects, and assesses impacted structures and makes appropriate recommendations on building condemnation and demolition.	Lead Building Inspector, City of Moore Community Development Department	IS-100, IS-200, IS-700 IS-631, IS-632
Debris Management Subject Matter Expert (SME):	Provides information and advice to command staff working in the operations and planning sections to help guide disaster operations.	Solid Waste Department Manager Public Health Official	IS-100, IS-200, IS-700 IS-630, IS-631, IS-632, E-202
Public Information Officer	Keeps the public informed about all debris removal activities and schedules. Coordinates with PIOs of other agencies to ensure accuracy and consistency of information. Arranges for public notification of all ongoing and planned debris clearance, removal, and disposal activities.	Public Information Officer, City of Moore	IS-100, IS-200, IS-700 IS-800 G-290, E-388, P-403
Legal Staff	Conducts contract and permit reviews and manages all legal matters in the debris management planning process.	City Attorney, City of Moore	IS-100, IS-200, IS-700 IS-632

*Training and Exercises.* City of Moore and identified contractor staff participating in disaster debris management operations should have emergency management and position-specific training, depending on their expected role during a debris causing incident.

*General Emergency Management Training.* General emergency management training requirements are developed as part of National Incident Management System (NIMS). These courses may be taken online at <http://training.fema.gov/>, except as noted.

All staff identified as part of the debris management operations team must complete the following courses:

- ICS-100: Introduction to the Incident Command System
- ICS-200: ICS for Single Resources and Initial Action Incidents
- IS-700: National Incident Management System – An Introduction

All supervisory staff must also complete:

- IS-800: National Response Framework: An Introduction
- ICS-300: Intermediate ICS for Expanding Incidents (classroom)

Command and General Staff (those personnel identified as primary or alternates for the positions of Incident Commander, Operations Chief, Planning Chief, Logistics Chief, and/or Finance Chief) must also complete:

- ICS-400: Advanced ICS for Command and General Staff (classroom)

Information on additional position-specific training is also available at <http://training.fema.gov/> for staff that will support debris management operations. This includes:

- *IS-632: Introduction to Debris Operations in FEMA's Public Assistance Program:* This class provides an introduction to local debris management operations and the FEMA public assistance program. It is well suited for any staff who will be participating in debris management operations, including Debris Managers, DMS Managers, debris monitors, and finance and administration staff supporting debris operations.
- *E202: Debris Management:* This class provides in-depth training on a variety of debris management topics. The course is delivered in a classroom setting.

*Exercises.* Procedures for disaster debris removal should be tested through discussion-based and operational-based exercises. The purpose of conducting exercises is to determine the overall efficiency and effectiveness of this Plan in a disaster scenario. These procedures can be exercised specifically using a debris management scenario, or as part of another exercise. At minimum, operational exercises involving the debris management plan will be conducted every four years.

The plan will be modified based on after action reports and improvement plans from both exercises and actual events.

The exercises will be developed and executed individually and through collaboration with other regional stakeholders. Regional stakeholders that will be considered include:

- City of Moore
- Cleveland County
- City of Norman
- City of Oklahoma City
- Cleveland County Health Department
- Oklahoma Emergency Management Department
- Oklahoma Department of Environmental Quality

- Oklahoma Department of Transportation
- Federal Emergency Management Agency
- Environmental Protection Agency
- U.S. Army Corps of Engineers

## **CONTINUITY OF GOVERNMENT**

During any large scale emergency, the City’s Emergency Operations Center should become the location for all local government control. All debris management team personnel should be prepared to work from this location. This includes preparation to have full telephone and computer capabilities needed to properly manage the debris operation.

All positions on the debris management team should have multiple capable personnel identified, authorized and trained to perform their debris management function. These personnel should all participate in exercises so as to practice their function under a disaster scenario.

## **ADMINISTRATION AND LOGISTICS**

### **Applicable Rules and Regulations.**

The Debris Removal Manager will coordinate with the debris hauling contractors, the DEQ Air Quality Division and the Moore Fire Department to ensure that debris reduction equipment (chipping/grinding/incineration) is operating properly and within regulations.

Oversight of any air curtain incineration units will be coordinated with the DEQ Air Quality Division to ensure proper setbacks from on-site storage areas, proper wetting of wood ash prior to removal from the air curtain incinerator, and other procedures related to incineration.

Household hazardous waste will be collected separately and disposed of in a properly permitted landfill.

White good debris that contains ozone depleting refrigerants, mercury, or compressor oils will have such materials removed by a certified technician before recycling. White goods will be properly disposed of by the City’s public works contractor.

The DEQ Air Quality Division will have regulatory authority over the demolition of structures that contain asbestos or lead-based paint of any meaningful quantity.

The City of Moore will coordinate with the Cleveland County Health Department prior to activating neighborhood collection sites.

All collection and disposal sites must be properly permitted as required by state and Federal laws and regulations.

Determination of debris eligibility is the authority of FEMA.

### **Resources.**

**Personnel.** During an incident, a large amount of personnel may be needed to staff the debris management team, assessor and monitoring positions, and operations. These personnel may come from existing City staff, the pre-position debris management

contractor, mutual aid sources, and/or contracted resources. The City and the pre-position contractor both maintain emergency contact lists for their employees.

*Equipment.* During an incident, agency equipment such as trucks, rubber tire loaders, graders, chippers, chain saws, small cranes, dozers and backhoes may be needed to assist with debris clearance and removal operations. Most often these resources will be used for debris clearance from public rights of way in cooperation with the City, the City's Public Works contractor, Cleveland County, and solid waste hauler(s). Note that equipment and resources may be shared with neighboring jurisdictions, if available.

Tab B, *Debris Resources*, includes a listing of the city and debris contractor's equipment available for debris operations. Equipment needs will depend on the debris causing incident and will be dictated by the Operations Section and Planning Section during the incident.

*Technology.* The City of Moore and its subcontractors have a variety of tools that can be used to assist with debris operations. Each tool or capability is described in detail below:

- Geographic Information System Mapping and Modeling. The City of Moore Information Technology Department maintains a robust GIS mapping system utilizing ESRI software. This may be used for not only simple production of city street and features maps, but may be used as the base for modeling which can estimate debris volumes and distributions, plan debris clearance operations, and identify debris clearance priorities.  
The Emergency Management and Fire Departments both utilize GIS systems provided by the EPA that can very quickly map emergency events and provide a very basic level of population and housing estimates.
- Debris Tracking. Resources may be available through the City's debris monitoring contractor that electronically track the debris from the pick-up site to the dump site. This tracking includes type of debris, times, locations, etc.

#### *Contract Resources.*

*Pre Position Bid.* The City of Moore has selected a contractor through its competitive bidding process for a pre-position contract to provide and manage debris removal within its jurisdiction. This contractor is also responsible to manage and operate a private public works division for the city.

Additional resources may be needed during large disaster debris operations to support:

- Right of Way (ROW) vegetative debris removal
- ROW construction and demolition debris removal
- ROW household hazardous waste collection and disposal
- ROW tree trimming and clearing
- General debris collection
- General debris hauling
- Debris processing and reduction
- Commercial and private property demolition and debris removal
- Commercial and private property sediment removal
- Debris Operations Daily Management
- Debris Management Site (DMS) management
- Debris monitoring and inspection
- Right of Entry Applications and Inspections

Should the pre-position contractor determine that additional resources are needed, they will subcontract with other contractors as needed.



**Emergency Contracting and Procurement Procedure.** If emergency contracts have to be established during an event, the following general emergency contract rules apply:

- The contractor must be licensed and bonded.
- The contractor must have verifiable experience and resources.
- The contractor must have adequate insurance.
- The contract must comply with state and Federal procurement standards, including provisions of 2 CFR Part 200.
- The contractor cannot be on any “debarred contractors” list.
- Prices must be reasonable as described by OMB circular A-87.

Note that FEMA does not certify, credential, or recommend debris contractors.

All City of Moore emergency contracting procedures as defined in the City’s Codes and Ordinances must be followed, and all contracts must be reviewed by a representative of the City of Moore’s Legal Department before they are signed..

**Types of Contracts.** The type of contract used to supply debris management services will vary depending on the type of work to be performed and how soon after the incident the work is planned. The three recommended contract vehicles for debris operations are:

- **Time and Materials Contract:** Under a time and materials contract, the contractor is paid based on time spent and resources used in accomplishing debris management tasks. Time and materials contracts are extremely flexible and especially suitable for early debris right-of-way clearance jobs and hot spot cleanups. It is recommended that the use of time and materials contracts be limited to the first 70 work hours after a disaster. After this amount of time it is assumed a sufficient scope of work can be developed and competitively bid contracts can be awarded.
- **Unit Price Contract:** A unit price contract is based on weight (tons) or volume (cubic yards) of debris hauled. This kind of contract should only be used when the scope of work is not well defined. It requires close monitoring of debris collection, transportation, and disposal to ensure that quantities are accurate. A unit price contract may be complicated by the need to segregate debris for disposal. This type of contract is typically used in a moderate to high debris generating event.
- **Lump Sum Contract:** A lump sum contract is used when the scope of work is clearly defined and the areas of work are specifically quantified. Lump sum contracts require the least monitoring by the contracting Jurisdiction.

The following contract vehicles are not recommended:

- **Cost plus Percentage of Cost:** A cost-plus-percentage-of-cost contract is one whereby the contractor is compensated for work performed, such as a time and materials contract, but also compensated an additional percentage of that compensation. These type contracts are not reimbursable under FEMA Public Assistance grants.
- **Conditional upon Federal Reimbursement:** This kind of contract only reimburses contractors if the region receives federal funding.
- **Piggyback Contracts:** When a Jurisdiction uses another Jurisdiction’s contract it is referred to as “piggybacking” on their contract. Variables associated with scopes of work and costs generally make this an option to be avoided.

Contracts cannot be awarded pre-disaster/stand-by with mobilization costs or unit costs that are significantly higher than what they would be if the contract were awarded post-disaster.

**Competitive Bid Process.** During an emergency it is possible to develop an expedited process to competitively bid work. In the past Jurisdictions have developed scopes-of-work, identified contractors that can do the work, made telephone invitations for bids, and received competitive bids.

**Mutual Aid and Interlocal Agreements.** There are a variety of agreements the City of Moore has in place and can enact to ensure adequate resources and staffing is available during a debris incident. Agreements applicable to a debris incident are listed below, including details on how the agreement is activated and what requirements are placed on both parties.

<b>Agreement</b>	<b>Type</b>	<b>Participation Requirement</b>	<b>Service Requirement</b>	<b>How Activated</b>	<b>Types of Resources Available</b>
Moore/Cleveland County Interlocal agreement	Interlocal Agreement	Voluntary	Voluntary	Activated upon request of Moore or Cleveland County	Public Works equipment and staff
Emergency Management Assistance Compact	Mutual Aid	Voluntary	Voluntary	Activated upon request of local jurisdiction to Oklahoma Emergency Management	All types of resources, including debris clearance equipment and staff

**Disposal Facilities.** During an incident it may be necessary to utilize a variety of resources to dispose of different types of debris. Tab B, *Debris Resources*, lists regional disposal resources that can be used during debris operations. Keep in mind that the amount and type of debris each facility accepts may change based on the size and severity of the incident.

**Recycling and Composting Facilities.** During an incident it may be necessary to utilize a variety of resources to recycle, compost, or otherwise reduce different types of debris. These resources provide an alternative to divert waste from landfills and may provide additional economic and environmental benefits. The types of waste each facility accepts or is approved to accept may change based on the size and severity of the incident.

**PLAN DEVELOPMENT AND MAINTENANCE**

This Plan has been developed in accordance with current FEMA guidance. It aligns with other local, State and Federal disaster and debris management plans, including:

- City of Moore Emergency Operations Plan;
- Cleveland County/City of Moore Hazard Mitigation Plan;
- Cleveland County Debris Management Plan;
- State of Oklahoma Emergency Operations Plan;
- National Response Framework, including:
  - ESF #3: Public Works and Engineering Annex;
  - ESF #14: Long-Term Community Recovery and Mitigation Annex.

The City’s Assistant City Manager/Public Works, the Director of Public Works, and the City’s public works contractor will review this Plan annually as part of the annual review of the overall Emergency Operations Plan. Specific attention should be directed to key plan components, including specific assigned roles and responsibilities, reviewing and updating contact information, and the location and status of identified debris management sites. Needed changes will be submitted to the City’s Emergency Management Director for inclusion in the overall EOP update.

## **AUTHORITIES AND REFERENCES**

- FEMA-325: "Public Assistance: Debris Management Guide".
- City of Moore Emergency Operations Plan
- City of Moore Codes and Ordinances
- PL 93-288, as amended: "Robert T. Stafford Disaster Relief and Emergency Assistance Act"
- PL 106-390: "Disaster Mitigation Act of 2000"
- National Response Framework
- Title 63, Oklahoma Statutes, Sections 683.1-683.24: "Oklahoma Emergency Management Act"
- State of Oklahoma Emergency Operations Plan
- Cleveland County Debris Management Plan
- Cleveland County/City of Moore Hazard Mitigation Plan

## **TABS**

Tab A Key Resources and Environmental Agencies

## Tab A: Key Resources and Environmental Agencies

*(names on file in the Emergency Operations Center)*

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### Debris Removal Managers

405-793-1725	City of Moore (Silver Star Construction)
405-793-5200	City of Moore (Administration)
405-793-5070	City of Moore (Public Works)
405-366-0249	Cleveland County
405-366-5453	City of Norman
405-605-8998	City of Oklahoma City

### Oklahoma Department of Environmental Quality

#### Air Quality Division

Environmental Complaints	800-522-0206	Answered 24-hours
Front Desk	405-702-4100	
	405-702-4218	
	405-702-4157	

<http://www.deq.state.ok.us/aqdnew/divisioninfo/index.htm>

### Cleveland County Health Department

CCHD LERC 405-579-2294

[https://www.ok.gov/health/County\\_Health\\_Departments/Cleveland\\_County\\_Health\\_Department/Emergency\\_Preparedness/index.html](https://www.ok.gov/health/County_Health_Departments/Cleveland_County_Health_Department/Emergency_Preparedness/index.html)

### City of Moore Sanitation Division

405-793-5070

### Household Hazardous Waste Collection Facility

#### City of Oklahoma City

405-682-7038

<https://www.okc.gov/departments/public-works/household-hazardous-waste-facility>

### Silver Star Construction Co.

#### City of Moore Public Works Contractor

405-793-1725

### Environmental Management, Inc. (EMI) - Hazardous Waste Removal

#### (Silver Star Construction Sub contractor)

405-282-8510

<http://www.emiok.com/>

ALBERT ASHWOOD  
State Director



MARY FALLIN  
Governor

STATE OF OKLAHOMA  
DEPARTMENT OF EMERGENCY MANAGEMENT

December 29, 2016

Moore, City Of  
301 N Broadway  
Moore, Ok 73160-5130

Re: City Of Moore Debris Management Plan

Dear Mr. Eddy:

The Oklahoma Department of Emergency Management has received the attached determination documentation regarding the City Of Moore Debris Management Plan.

FLMA has reviewed your plan and agrees it contains the basic elements of a Debris Management Plan along with at least one prequalified debris and wreckage removal contractor. Therefore, FEMA has determined your plan is acceptable.

Please notify the State should you decide to exercise the one time two percent (2%) Federal cost share increase as part of the PA Alternative Procedures Pilot Program for Debris Removal.

If you have questions or require additional information, please contact Michael Teague at (405) 521-3238 or via e-mail at [michael.teague@oem.ok.gov](mailto:michael.teague@oem.ok.gov). You may also contact Alden Graybill at (405) 521-2481 or via e-mail at [alden.graybill@oem.ok.gov](mailto:alden.graybill@oem.ok.gov).

Sincerely,

A handwritten signature in blue ink that reads "Michael Teague".

Michael Teague  
Public Assistance Officer

Enclosure

/lc





## Utility Providers

This Appendix is currently under development.

Emergency Telephone Numbers are on-file in the Emergency Operations Center.

<i>Company</i>	<i>Utility Provided</i>	<i>Emergency Telephone Number</i>
Oklahoma Gas & Electric	Electricity	
Oklahoma Electric Cooperative	Electricity	
Oklahoma Natural Gas	Natural Gas	
A T & T	Telephone - wired	
	Telephone - wireless	
	Internet	
Cox Communications	Telephone - wired	
	Internet	
	Cable Television	
	Fiber Internet	
Verizon	Telephone - wireless	
T-Mobile / Sprint	Telephone - wireless	





## **FIRE AND RESCUE**

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### **PURPOSE**

This annex establishes a fire and rescue plan to be used in emergency or disaster situations.

### **SITUATION AND ASSUMPTIONS**

The City of Moore employs a full-time, paid professional fire department of approximately 84 firefighters and 1 support person.

The City has a Class 1 Public Protection Rating, with Class 1 generally representing superior property fire protection. A community's PPC rating is based on:

- Emergency communications systems, including facilities for the public to report fires, staffing, training, certification of telecommunicators, and facilities for dispatching fire departments;
- The fire department, including equipment, staffing, training, and geographic deployment of fire companies;
- The water supply system, including the inspection and flow testing of hydrants and a careful evaluation of the amount of available water compared with the amount needed to suppress fires;
- Community efforts to reduce the risk of fire, including fire prevention codes and enforcement, public fire safety education, and fire investigation programs.

The Moore Fire Department operates from four fire stations (see map in Appendix 1). Fire Administration and the Fire Marshal's office are co-located with Fire Station #1. Fire Training is located in a retired fire station facility.

MFD manpower is organized into three shifts ("Blue", "Green", and "Red"), each of which work 24-hour shifts. If additional personnel are needed on large incidents, the Incident Commander can initiate a recall of off-duty personnel.

Automatic aid agreements are in effect with the Norman and Oklahoma City fire departments. In general:

*Norman Fire Dept.:*

- Responds one ladder apparatus on Moore structure fires along and south of 4<sup>th</sup> St.
- Receives one engine apparatus and a Battalion Chief on Norman structure fires within 3 miles of the Moore south city limits.

*Oklahoma City Fire Dept.:*

- Responds one engine apparatus, one ladder apparatus and a Battalion Chief on Moore structure fires north of 4<sup>th</sup> St.;
- Responds one engine apparatus and a Battalion Chief on Moore structure fires south of 4<sup>th</sup> St.;
- Receives one engine apparatus and a Battalion Chief on Oklahoma City structure fires within 3 miles of the Moore west, north, and east city limits.

See Appendix 2 for a map and further information.

Additional fire manpower and resources may also be available via mutual aid from the area Fire Departments.

Oklahoma is prone to very large wildland fires, requiring many brush, tanker, and other fire apparatus and personnel to extinguish. Rather than exhaust the resources of any single department, wildland task forces have been established, combining one or two resources each from multiple departments. Moore Fire Department participates in the Cleveland County Wildland Task Force, usually committing one brush apparatus on activations (along with brush apparatus from Norman, Noble, Slaughterville, Lexington, Cedar Country and Little Axe Fire Departments, as well as a tanker). In addition, a Commander from either Moore or Norman typically responds with the task force, providing local supervision and interface with the event's Incident Command.

Several Moore firefighters participate in the Oklahoma Urban Search & Rescue Task Force (OK-TF-1). These firefighters have specialized training in various aspects of search and rescue, including heavy structure collapse, high angle rescue, confined space rescue, trench rescue, and canine search for trapped victims. Moore Fire Dept. currently sponsors a search dog and handler that participates with OK-TF-1.

Large-scale emergencies and disasters may quickly outstrip a jurisdiction's ability to commit qualified personnel to staff a full Incident Command organization. For these events, an Incident Management or Incident Support Team (IMT/IST) may be requested to assist in the management of the event, freeing local responders for operations assignments.

The Oklahoma Homeland Security Region 6 CBRNE Hazardous Materials Unit is jointly operated by the Moore and Norman Fire Departments as part of the Oklahoma Regional Response System. This unit is capable of responding to chemical, biological, radiological, nuclear, and explosive events, and is available for both local and statewide response.

The Oklahoma National Guard supports the 63<sup>rd</sup> Civil Support Team - Weapons of Mass Destruction. The CST's mission is to support civil authorities at a domestic CBRNE incident site by identifying CBRNE agents/substances, assessing current and project consequences. The 63<sup>rd</sup> CST-WMD is housed in Norman.

## **CONCEPT OF OPERATIONS**

Moore Fire Department will generally be able to provide adequate fire suppression, rescue, and medical first-responder services for daily events through the use of on-duty, recall, and automatic aid personnel and resources. Emergency operations for fire personnel are simply an expansion of normal daily responsibilities, and are guided by Departmental SOGs.

Disaster events may require the addition of mutual aid personnel and resources, as well as other specialized resources such as Search & Rescue or Wildland Task Forces, Mobile Command Vehicles, Communications Units, and/or Incident Management Teams. These resources may all be requested via the Oklahoma One-Call Hotline System, managed by the Oklahoma Department of Emergency Management and available by calling 1-800-800-2481.

All events will be managed utilizing the National Incident Management System and the Incident Command System. Large-scale events may also split management

functions between the Emergency Operations Center (*providing policy and coordination functions*) and the local Incident Command Post (*managing tactical field operations*). See Annex A - Direction and Control for further detail.

## **TASK ORGANIZATION AND RESPONSIBILITIES**

The Moore Fire Department has the responsibility of the protection of life and property of the citizens of Moore. This includes the following primary tasks during large emergencies and disasters:

- Fire suppression;
- Emergency medical triage and treatment;
- Hazardous materials operations;
- Search and rescue operations;
- Emergency public information.

### ***Structure Fires:***

For structure fire events, the Fire Department will (as able):

- Respond to scene;
- Establish Incident Command;
- Perform emergency rescue and/or medical triage and treatment of trapped/injured persons;
- Secure the scene;
- Prepare primary and secondary sources of water supply;
- Establish the rapid intervention team (RIT);
- Extinguish the fire;
- Perform primary/secondary searches (during and after extinguishment);
- Overhaul for additional fire extension;
- Investigate the origins of the fire;
- Decontaminate personnel and equipment;
- Demobilize.

### ***Hazardous Materials Incidents:***

For hazardous materials events, the Fire Department will (as able):

- Respond to the area;
- Establish Incident Command;
- Perform emergency rescue of persons within the immediate area;
- Isolate and cause evacuation of the immediate area, assuring the safety of people and the environment;
- Identify the hazard, the approximate amount spilled, and the approximate amount left in any container;
- If necessary, request assistance from a qualified hazardous materials response team;
- Assist in containing spilled product and stopping any further spills;
- Ensure that a qualified hazardous materials cleanup team is notified by the generator of the spill, or if no generator can be located within a reasonable amount of time, request a cleanup team;
- Ensure that the generator has made notifications to the Local Emergency Planning Committee, the Oklahoma Dept. of Environmental Quality, the National Response Center, and other agencies as may be required by law;
- Assist the response and cleanup teams as requested;
- Decontaminate personnel and equipment;
- Demobilize.

### ***Large-Scale Emergencies and Disasters:***

For large-scale, multiple-location emergency and disaster events, the Fire Department will (as able and needed):

- *Affected/Damaged Locations*
  - Respond to the area (this will likely be at several local event locations);
  - Establish Incident Command (likely at each local event location);
  - Perform emergency rescue of persons within the immediate areas;
  - Perform emergency triage and treatment of injured persons;
  - Perform primary searches of damage areas;
  - Extinguish fires as needed to preserve life safety or prevent immediate or near-future life-threatening issues (*immediate response period*);
- *Incident Command Post*
  - Establish a full Incident Command Post (providing Area Command for each of the local event location Commands);
  - Provide a Chief and liaison to the Emergency Operations Center;
  - Request additional resources as needed, to include those needed for tactical field operations as well as resources needed for the proper management of the incident;
  - Establish a logistics function at or near the Incident Command Post;
  - Establish a planning function to develop the next operational period's Incident Action Plan;
  - Establish a documentation unit at the Incident Command Post;
- *Emergency Operations Center*
  - Support needs and requests from the Incident Command Post;
  - Liaison and coordinate with other departments and response partners working in/through the EOC;
  - Liaison with and coordinate resources, needs and information with other affected jurisdiction's EOC's and the State EOC;
- *Post-Immediate Period*
  - Extinguish additional fires (*after immediate response period*);
  - Perform secondary searches of damage areas;
  - Monitor affected area for safety issues;
  - Demobilize external resources as needs demand;
  - Demobilize local resources;
  - Perform hot-washes and after-action reviews; prepare After-Action Report-Improvement Plan.

### **DIRECTION AND CONTROL**

The Fire Chief is responsible for coordinating all fire and rescue activities within the City of Moore. All operations will be conducted using the standard command structure of the Department. Routine operations will be handled by SOP.

All on-scene fire/rescue operations will be conducted using the Incident Management System. The Incident Commander will generally be the first arriving Fire Dept. Major, who may pass Command to the on-duty Battalion Chief on multi-apparatus events. Command may be passed to any other emergency responder as the need arises. All radio traffic should be directed through the Incident Commander.

Each Chief of a fire agency providing mutual aid assistance will maintain control of his units while operating in the City of Moore. Each agency shall provide a liaison to be present with the Incident Commander. The Incident Commander will direct all operations of both local and mutual aid agencies. State and federal support may be called upon after all local fire capability and mutual aid support has been exhausted.

### **CONTINUITY OF GOVERNMENT**

Lines of succession for the Fire Department will be according to established departmental procedures.

### **ADMINISTRATION AND LOGISTICS**

The Moore Fire Department is dispatched from 911 Emergency Operations Center at the Public Safety Center.

The City will attempt to recover incurred costs for hazardous materials response as set forth by City ordinances.

### **PLAN DEVELOPMENT AND MAINTENANCE**

The Fire Chief is responsible for maintenance of this Annex.

### **AUTHORITIES AND REFERENCES**

- City of Moore Code of Ordinances, Part 13, Chapter 6, "Hazardous Material Incident Cost Recovery Ordinance".
- Oklahoma Department of Emergency Management and Homeland Security website
- Oklahoma National Guard 63<sup>rd</sup> CST-WMD Facebook site
- FEMA G-191, ICS/EOC Interface
- U.S. Dept. of Transportation, "2020 Emergency Response Guidebook"

### **APPENDICES**

Appendix 1 - Fire Response Districts and Resources

Appendix 2 - Moore/Norman/Oklahoma City Automatic Aid Map

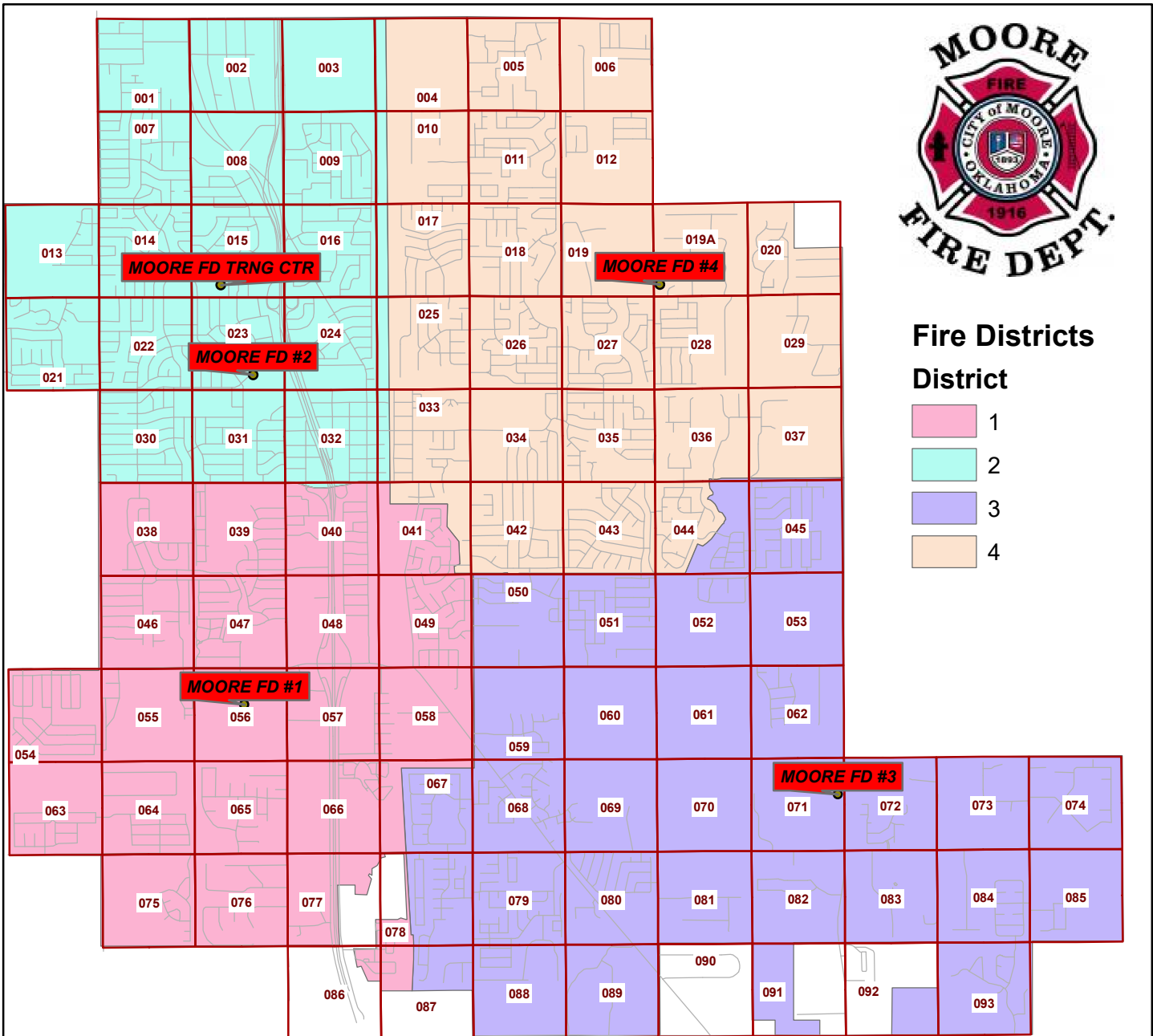
Appendix 3 - Moore Area Fire Departments

Appendix 4 - Moore Disaster Search Marking System

Appendix 5 - Moore Fire Department Incident Check-In ICS-211 form



## Moore Fire Department - Response Districts and Resources



### Fire Districts

- District
- 1
  - 2
  - 3
  - 4

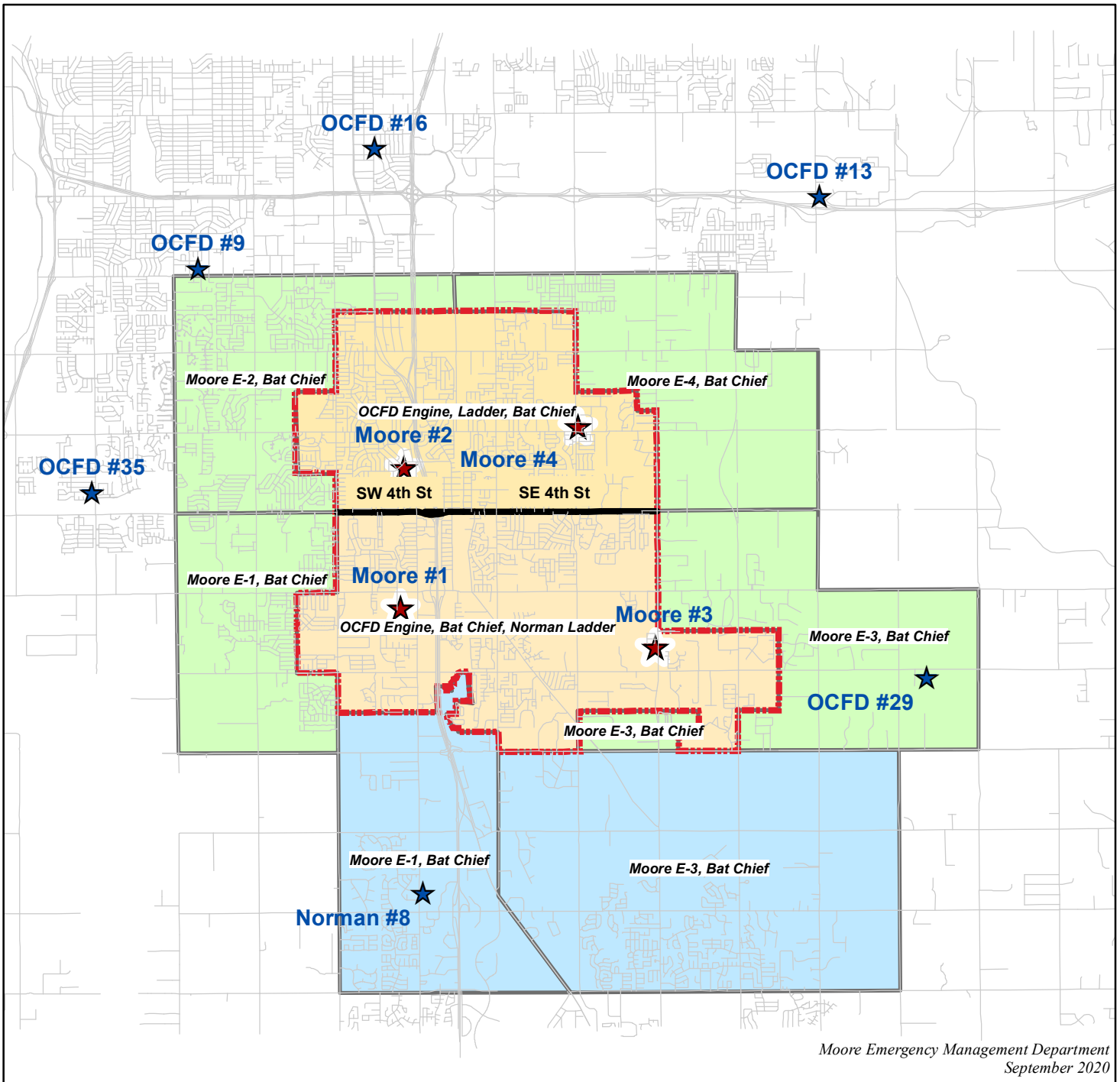
Resource	Location	Vehicle	Capacity
Engine-1	Station #1	2011 E-One	1000 gal
Engine-2	Station #2	2015 E-One	1000 gal
Engine-2A	Station #2	2004 E-One	1000 gal
Engine-3	Station #3	2008 E-One	1000 gal
Engine-4	Station #4	2009 E-One	1000 gal
Ladder-1	Station #1	2009 E-One	75' stick
Ladder-4	Station #4	2016 E-One	100' platform
Brush-1	Station #1	2008 Ford F-350 4x4	300 gal
Brush-2	Station #2	2015 Ford F-350 4x4	300 gal
Brush-3	Station #3	2008 Ford F-350 4x4	300 gal
Brush-4	Station #4	2008 Ford F-350 4x4	300 gal
Light/Air-3	Station #3	2015 Ford F-550	
HazMat-6	Station #1/Norman	2006 Pierce	

Name	Address	Latitude	Longitude
Moore Fire Headquarters	2400 Fritts Blvd.	35.316873	-97.498471
Moore Fire Station #1	2400 Fritts Blvd.	35.316873	-97.498471
Moore Fire Station #2	630 NW 5th St	35.342645	-97.497503
Moore Fire Station #3	2901 S. Sunnyslane Rd.	35.309593	-97.441895
Moore Fire Station #4	1308 N Bryant	35.349541	-97.458635
Moore Fire Training Center	725 NW 12th St	35.349666	-97.500526





## Moore - Norman - Oklahoma City Fire Department Automatic Aid



Automatic aid agreements are in effect with the Norman and Oklahoma City fire departments. In general:

Norman Fire Dept.:

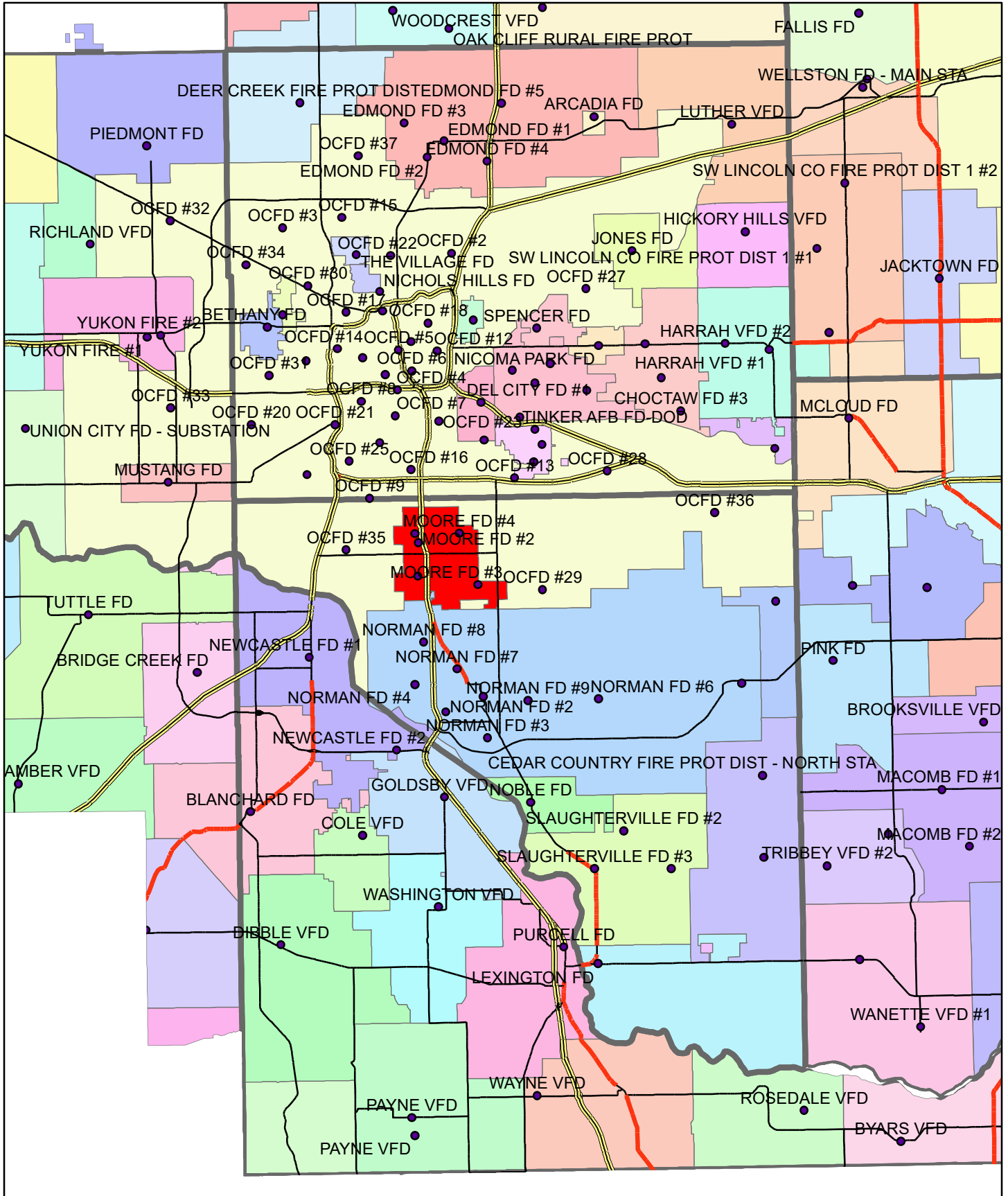
- Responds one ladder apparatus on Moore structure fires along and south of 4th St.
- Receives one engine apparatus and a Battalion Chief on Norman structure fires within 3 miles of the Moore south city limits.

Oklahoma City Fire Dept.:

- Responds one engine apparatus, one ladder apparatus and a Battalion Chief on Moore structure fires north of 4th St.;
- Responds one engine apparatus and a Battalion Chief on Moore structure fires south of 4th St.;
- Receives one engine apparatus and a Battalion Chief on Oklahoma City structure fires within 3 miles of the Moore west, north, and east city limits.



# Moore Area Fire Departments



Moore Emergency Management Department  
September 2020





## 3 Tape Marking System

1 inch surveyors tape (located on all MFD apparatus)

Tape will be tied around an object located at the property/area being searched (i.e. mailbox, light post, structural remnant).



1 piece of tape = hasty search (Triage Mentality)

2 pieces of tape = primary search

3 pieces of tape = secondary search

**Tape will be marked with black marker indicating:**

**Agency, Company ID, Time/Date.**

**MFD, E3, 1530/5-14-14**

If property owner/occupant verifies all persons accounted for during hasty search, 3 pieces of tape will be placed at the property at that time.

NOTE: This tape will also be used to mark stranded motor vehicles during inclement weather event.

Only using 1 piece of tape tied to the vehicle antenna.



## 3 Tape Marking System



### Victim Removal Considerations :

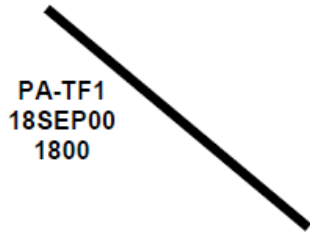
If victims are located during hasty search the company officer will need to make a decision.

### Examples:

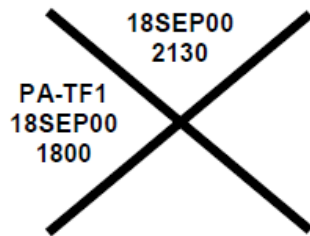
- Leave victims in place & radio back to command their location and continue searching.
- Leave a member(s) of the search team with victims & radio back their location & continue searching with remainder of search team.
- Entire search team stays with victims & radio command of the location & continue with search once additional crews arrive at the location.
- Entire search team assists victims to safety **quickly** & then continue with search.
- Deceased victims—ensure representative stays with deceased victims until relieved by law enforcement or medical examiner representative.



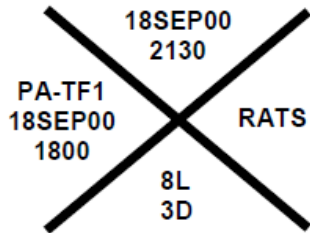
## FEMA Search Assessment Marking



- Single slash upon entry into structure
- TF ID, date & entry time noted
- Indicates ongoing search



- Crossing slash upon exit
- Upon exit, date and time noted in top field
- Additional information placed in open areas of "X"



- Right - hazards
- Bottom - # of victims

A separate and distinct marking system is needed to denote information relating to victim location determinations in the areas searched. This system is to be used in conjunction with the building hazard marking system. The "X" is to be 2'x2' in International Orange or Crayon (Inside). The "X" will be constructed in two operations: One slash is drawn upon entry into the structure, room, hallway, etc. The second slash is drawn upon exit.





# Moore Fire Department Incident Check-In List (ICS-211)

<b>Check-In</b>	Date: _____	Time: _____
-----------------	-------------	-------------

**Instructions:** Assemble resources (typically five) in to either a strike team or task force with a designated leader and common communications. Next, return a completed form to the check in officer.

<b>Circle one:</b>	<b>Strike Team</b> <small>(same resource category)</small>	<b>ST / TF</b>	<b>Cell phone #:</b>	
	<b>or</b> <b>Task Force</b> <small>(any combination of single resources)</small>	<b>Leaders name:</b>		
		<b>ST / TF</b>	<b>800mHz Radio channel:</b>	
		<b>Radio designation:</b>		

	List each resource Kind or Type <small>(Example: engine, ladder, brush rig, rescue squad, command unit)</small>	Home agency resource identifier <small>(Example: Norman engine 1, Edmond ladder 3, OKC District Chief 603)</small>	Radio capability <small>(Circle one)</small>	Number of personnel
1)			UHF VHF 800mHz	
2)			UHF VHF 800mHz	
3)			UHF VHF 800mHz	
4)			UHF VHF 800mHz	
5)			UHF VHF 800mHz	
6)			UHF VHF 800mHz	
7)			UHF VHF 800mHz	
8)			UHF VHF 800mHz	
			<b>Total personnel:</b>	



## **RESOURCE MANAGEMENT**

---

### **PURPOSE**

The purpose of this Annex is to describe the means, organization, and process used to find, obtain, allocate, distribute, and track resources needed during a disaster response.

### **SITUATION AND ASSUMPTIONS**

Emergency response may require large amounts of resources, including but not limited to:

- Skilled and unskilled personnel;
- Transport vehicles;
- Heavy machinery for public works applications;
- Consumables such as fuel, plastic sheeting, gloves, etc;
- General tools, such as shovels, chainsaws, etc.
- Mass care supplies, such as potable water, food, bedding, medical and sanitation supplies, etc.
- Portable power generators.

All response agencies must have sufficient resources to self-sustain for at least the first 24 hours of an emergency. It should be assumed that commercial power, telephone, and data communications (email/internet) will not be available during at least the first 24 hours of an emergency.

Early perimeter control will be critical. Large numbers of spontaneous, unaffiliated volunteers – both skilled and unskilled – will present themselves during the first few days of the event.

Large amounts of unsolicited donations – of both needed and unneeded items – will be received. If not properly managed, these will overwhelm available warehousing space.

### **CONCEPT OF OPERATIONS.**

The Incident Commander of an event will typically establish a resource section for emergency personnel and resources, typically headed by a Staging Officer. Once established, all requested incoming personnel and emergency equipment will report to the Staging Officer, and remain in the staging area until tasked by the Staging Officer. The Staging Officer should be mindful that outside personnel will likely need detailed directions, maps, and local communications once tasked.

Depending on the size of the event, a separate staging area may be needed for public works equipment. This staging area will need to accommodate trucks with large trailers. Communications should be established between this staging area and the Incident Commander.

## ***VOLUNTEERS***

To manage a large influx of spontaneous unaffiliated volunteers, the Incident Commander or Emergency Operations Center may request activation of a Volunteer Reception Center, to be established and coordinated by agencies of the Oklahoma Volunteer Organizations Active in Disaster (OKVOAD). The Volunteer Reception Center will be established at a location away from the disaster-affected areas, and away from the staging area established under incident Command. Unaffiliated volunteers should be referred to the Volunteer Reception Center for screening.

Volunteer registration may also be supported via a phone bank, website, or other electronic means.

The Public Information Officer will distribute the name and location of the Volunteer Reception Center, as well as any applicable phone numbers or websites. Advise the public to avoid the incident scene, even if they intend to volunteer to help.

Access to the incident scene will be with approved identification only. For unaffiliated volunteers, badges will be provided at the VRC.

## ***DONATIONS***

If large amounts of donations begin to arrive, the Incident Commander should establish a donations unit, preferably at an area away from the command post and staging areas. If the emergency is on-going, the EOC should assume responsibility for the donations unit and assign a Donations Unit Leader. In general, the donations unit should:

- Liaise with the Incident Commander to identify resource needs that might be met with donated items;
- Receive offers of and actual donations;
- Document all donations received, with particular attention given to whether the donation is at no cost or whether payment will be expected;
- Match offers and supplies to needs;
- Coordinate with the Public Information Officer to disseminate information concerning donations needs;
- If necessary and appropriate, solicit specific donations of needed items from suppliers;
- Work with the City's Purchasing Agent to assist in procuring items that need to be purchased;
- Arrange for warehousing of donations;
- Arrange for transportation of resources from the donations area to the needed area as necessary;
- Arrange for disposition of unused donations after the emergency is concluded.

Public Information Officers should have constant communication with the Incident Commander, staging officers, and the Donations Unit Leader to determine if a public call for resources should be disseminated, and if so, the exact items and quantities needed.

## **TASK ORGANIZATION AND RESPONSIBILITIES**

The Incident Commander is responsible for establishing a Staging section. He is further responsible to identify resource needs and to liaise with the donations unit leader.

OKVOAD is responsible for establishment of Volunteer Reception Centers and management of spontaneous unaffiliated volunteers.

## **DIRECTION AND CONTROL**

The City Manager will retain executive authority for all issues related to resource management.

The Incident Commander will have operational authority for resource management at the direct incident.

The Donations Unit Leader will have operational authority for management of the donations section.

## **CONTINUITY OF GOVERNMENT**

At least three people should be trained to assume management of the donations unit so as to ensure continuity of the section should any particular person be unavailable.

## **ADMINISTRATION AND LOGISTICS**

All materials brought to the incident scene should be re-directed to the donation reception area. All donations must have their financial status determined and documented prior to acceptance (free donation, cost if used, etc).

All materials to be purchased must follow established City purchasing regulations. Preference should be given to local suppliers, if possible.

The Incident Commander/Staging Officer and donations unit leader will keep records of any material, supplies, and equipment used from private sources during an emergency and forward them to the City Purchasing Agent for settlement following the emergency, if required.

## **PLAN DEVELOPMENT AND MAINTENANCE**

The Emergency Management Department is responsible for maintaining and updating this Annex annually.

## **AUTHORITIES AND REFERENCES**

FEMA, SLG 101: "Guide for All-Hazard Emergency Operations Planning"



## **DAMAGE ASSESSMENT**

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### **PURPOSE**

This annex provides guidelines for the determination of areas and status of residences and facilities affected by an emergency or disaster.

### **SITUATION AND ASSUMPTIONS**

It is necessary to quickly determine the physical extent of emergencies and disasters, and the status of buildings, facilities, and infrastructure within the affected area. This intelligence will assist the Incident Commander and Emergency Operations Center in determining the amount and types of resources needed to bring the emergency under control.

It is also necessary to complete a more detailed assessment of damage on each specific structure. This assessment is necessary to ensure that all affected areas receive assistance; to assist the Mayor, Governor, and President in determining if a disaster declaration is necessary; and to document the disaster event for later programs.

Numerous entities conduct damage assessments and rely upon damage assessment information. Damage assessments should be conducted jointly, if possible, to reduce the amount of manpower needed and reduce the impact upon the disaster area.

### **CONCEPT OF OPERATIONS**

***The Incident Commander will initiate damage intelligence operations as part of the incident size-up.*** Collection of damage intelligence may be via responding public safety units, or tasked to the EOC for formal damage intelligence teams. ***The City's Communications Dispatchers will also collect damage intelligence as part of their emergency communications duties,*** and ensure that such information is forwarded to the Incident Commander and Emergency Management Director.

***The Emergency Management Department will initiate a complete damage assessment as soon as emergency debris clearance and search and rescue activities have concluded.*** If Incident Command is still established when damage assessment activities begin, the Incident Commander will assist the damage assessment teams with access to the affected areas via coordination with the EOC.

The City of Moore and the American Red Cross have defined a working relationship to work together to perform damage assessment. This agreement has established operational protocols as follows:

- Both the City and the ARC will identify a primary point of contact to facilitate coordination of activities;
- Both groups will independently analyze the size and scope of the event, and compare data to determine the number of damage assessment teams needed;
- Both groups will poll personnel for availability to serve on teams, and determine a meeting time and location.

- At the staging location, teams assigned to areas and deployed (note that ARC teams will not routinely conduct damage assessment in commercial areas, and that City teams should be assigned);
- Completed assessment forms from the teams will be copied and shared between the City and ARC, and aggregated data collected by either entity may be shared.

The City's Risk Manager will initiate a complete damage assessment of City owned property for insurance claim purposes. Information gathered will be shared with the IC and EOC as necessary.

The City's damage assessment will be compiled onto State Emergency Management forms and a summary sent to ODEM as soon as completed.

### **TASK ORGANIZATIONS AND RESPONSIBILITIES**

The Incident Commander will be responsible for initiating damage intelligence operations, and assisting with damage assessment as needed.

The Emergency Management Director will be responsible for

- Establishment and training of personnel to accomplish damage assessment;
- Completion of a full damage assessment;
- Liaise with the ARC damage assessment leader;
- Provision of damage assessment information to responders, City Department Heads, the ARC, and State/Federal agencies upon request.

The Risk Manager will be responsible for collection of specific information concerning damage to all City of Moore facilities and equipment.

### **DIRECTION AND CONTROL**

Operational authority for damage assessment operations will rest with the City's Emergency Management Director.

### **CONTINUITY OF GOVERNMENT**

Damage to City facilities and property should be noted as soon as possible so that emergency repairs can be made and limit the amount of disruption to the provision of City services.

### **ADMINISTRATION AND LOGISTICS**

Official damage assessment report forms and/or software will be established by the Oklahoma Department of Emergency Management. Current copies of these forms will be kept in Appendix 1 of this Annex, on clipboards in the EOC, and in the City's Mobile Command Vehicle. If software based, the Emergency Management Director will maintain up-to-date versions of the software and training.

Quarter-section parcel maps of the City will be provided to damage assessment teams as part of the pre-action briefing.

All maps and damage assessment forms will be maintained by the Emergency Manager to document all physical effects to the community caused by the disaster.



### **PLAN DEVELOPMENT AND MAINTENANCE**

This damage assessment annex will be reviewed yearly as part of the annual review of the City of Moore Emergency Operations Plan as outlined in the Basic Plan. The Emergency Management Department is responsible for this annex.

### **AUTHORITIES AND REFERENCE**

FEMA SLG-101, "Guide for All-Hazards Emergency Operations Planning"  
ODEM Local Government Guide to Disaster Recovery Operations  
ODEM Documenting Disaster Damage for Public Assistance

### **APPENDICES**

Appendix 1 - Letter of Understanding between the American Red Cross and the City of Moore

Letter of Understanding

Between

The American Red Cross

and

City of Moore



## **I. Purpose**

The purpose of this Letter of Understanding (LOU) is to define a working relationship between The American Red Cross (hereinafter "Red Cross") and City of Moore, Oklahoma and its agencies, hereinafter "City", in preparing for, assessing and responding to disasters. This LOU specifically provides the broad framework for cooperation and support between the Red Cross and the City in completing Disaster Assessment (DA) in disaster-impacted areas.

## **II. Parties**

- 1) City of Moore
- 2) American Red Cross

## **III. Concept of Operations**

Each party to this LOU is a separate and independent organization. As such, each organization retains its own identity in providing service, and each organization is responsible for establishing its own policies and financing its own activities.

## **III. Cooperative Actions**

- A) It is agreed that effective upon signature of this LOU, Red Cross and the City will work together to perform DA, including Detailed Damage Assessment (DDA), in the aftermath of disasters impacting the City of Moore, Oklahoma.
- B) Red Cross and City EM will establish operational protocols as follows:
  - Each party will identify a primary point of contact to facilitate coordination of activities.
  - After a disaster occurs, the Red Cross and City will independently analyze the size and scope of the event.
  - The Red Cross and City will compare data to determine the number of teams needed for DA.
  - The Red Cross and City will each poll volunteers or City employees for availability to serve on DA teams.
  - The Red Cross and City will determine a meeting time and staging location for DA teams.
  - The Red Cross and City will contact their respective team members and provide staging details.

- At the staging area, the affected area will be divided and DA teams will be assigned to areas and deployed.
  - DA Teams that complete their area surveys may be reassigned to assist other teams in their area.
  - Teams will return upon completion to staging area and street-sheets will be copied and shared between the Red Cross and City.
  - Aggregated data collected by the Red Cross may be made available to the City as GIS map data.
  - Aggregated data collected by the City may be made available to the Red Cross as GIS map data.
- C) Red Cross teams will not routinely conduct DA in commercial or business districts. The City will assign teams to work in these areas.
- D) The Red Cross will identify and recruit additional DA resources to support local activities if indicated.
- E) The Red Cross will advise the City, if requested, on best practices regarding the setup of a texting or paging system for volunteer and employee notification.
- F) The Red Cross will provide basic DA training for City employees and volunteers designated to engage in DA activities.
- G) City volunteers who choose to work as registered Red Cross volunteers during specific events must adhere to Red Cross protocols and activity guidance, display Red Cross identification, and work under Red Cross supervision. In these instances, they will be considered Red Cross volunteers only.
- H) Registered Red Cross volunteers who choose to work as City volunteers during specific events must adhere to City protocols and activity guidance, display City identification (and no Red Cross identification), and work under City supervision. In these instances, they will be considered City volunteers only.

#### IV. Periodic Review

The parties will, on an annual basis, on or around the anniversary date of this LOU, jointly evaluate the progress in implementing this Letter of Intent and revise and develop new plans or goals as appropriate.

**V. Term and Termination.**

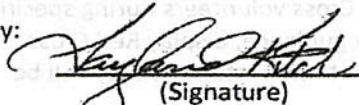
This LOU is effective as of                     . This LOU may be terminated by written notification from either party to the other at any time and for any reason or for no reason.

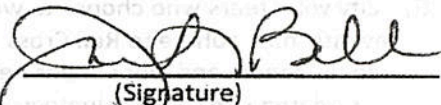
**VI. Miscellaneous**

This LOU does not create a partnership or a joint venture and does not create any financial commitments from one party to the other. Neither party has the authority to bind the other to any obligation. It is not intended that this LOU be enforceable as a matter of law in any court or dispute resolution forum. The sole remedy for non-performance under this LOU shall be termination, with no damages or penalty.

**City of Moore**

**The American Red Cross**

By:   
(Signature)

By:   
(Signature)

Name: GAYLAND KITCH

Name: Janierne L. Belle

Title: EMERGENCY MANAGER

Title: CEO

Date: 4 APRIL 2012

Date: 6/2/12