

# State of Oklahoma

## EMERGENCY OPERATIONS PLAN



October 12, 2019



## State of Oklahoma Emergency Operations Plan



October 12, 2019

In accordance with our requirement from the Governor and the Legislature to assign responsibilities for actions to be taken during times of disasters and emergencies (63 O.S. 2001, Section 683.2), I am pleased to provide you the updated *State of Oklahoma Emergency Operations Plan (EOP)*.

This document has been and continues to be used in the response and recovery operations for State and Presidentially Declared Disasters in the State of Oklahoma to include severe winter storms, wildfires, tornadoes/severe weather, severe flooding and earthquake events.

This plan continues to be a living document. It has undergone significant changes through the years, has been implemented in numerous disasters and emergency incidents, and we hope it clearly expresses the responsibilities of all agencies.

We rely on all agencies and organizations involved with emergency and disaster responses in the State to ensure their portions of the plan are accurate. If changes are required, please notify this office and changes will be incorporated in the next annual revision. If necessary changes are critical, those changes will be incorporated into the plan and all agencies will be notified as soon as possible.

The EOP is also available on our web page at <http://www.oem.ok.gov>.  
If you have any questions about the plan, please contact office, (405) 521-2481.

Sincerely,

MARK GOWER  
Oklahoma Department of Emergency Management Director

# State of Oklahoma Emergency Operations Plan

THIS PUBLICATION IS PRINTED BY OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT

# State of Oklahoma Emergency Operations Plan



## FOREWORD

The State Emergency Operations Plan (EOP) assigns responsibilities to designated State departments, agencies, commissions, boards and volunteer organizations in the event of a disaster.

The plan directs State departments and agencies to provide guidance, relief and assistance to local communities and people in Oklahoma to mitigate, prepare for, respond to and recover from the effects of a disaster. The plan is written expressly for the welfare and safety of the people of Oklahoma. It will provide them with the opportunity to be better prepared for and to quickly recover from disaster.

Pursuant to the authority contained in the Oklahoma Emergency Management Act of 2003, O.S. 63, Section 683 through 683.24, the head of each designated department and agency shall take the necessary actions to implement the EOP by developing written internal procedures that detail support required by the plan and shall be prepared to put the plan into action.

The emergency planning process develops the information and intelligence needed both to produce realistic plans and to conduct effective emergency operations. This effort is the responsibility of Oklahoma Emergency Management in partnership with the primary Emergency Support Function agencies and includes:

- An accurate analysis of natural, technological and man-made hazards; descriptions and/or maps of possible impact areas; and information on the characteristics of such areas.
- Estimates of the potential effects hazards impose on people and property and, where appropriate, tools to make dynamic assessments of such threats.
- A list of critical infrastructure, which typically includes both public and private sector facilities that are essential for security, public health and safety or the economy.
- Resource data, including public resources, and those industry and volunteer group resources that can reasonably be expected to be available for emergency use.

## State of Oklahoma Emergency Operations Plan

- Necessary measures to obtain and share intelligence and operational information essential to conducting effective emergency management operations with both the federal government and with local governments. In the case of homeland security threats, much of that intelligence is sensitive and must be protected through effective safeguards. Effective information sharing provides decision makers at all levels of government with a sound basis for making decisions to posture and commit resources and implement plans and procedures.

The Director of the Department of Emergency Management is responsible for assisting the Governor in coordinating State emergency operations in the event of disasters that require implementation of this plan.

When a disaster threatens or occurs, it is the responsibility of local government authorities to respond to the scene to minimize suffering and protect life and property.

When additional assistance is required and requested by local government authorities, the Governor will execute the State of Oklahoma Emergency Operations Plan that directs designated state agencies and volunteer service organizations to provide resources and services needed to minimize the effects of disaster.

When the situation is beyond the state's capability, the Governor may request assistance from the federal government to supplement state and local relief efforts by requesting that the President of the United States declare a "Major" Disaster or an "Emergency" in accordance with Public Law 93-288.

This plan, when properly implemented, will bring to bear the full resources of the State of Oklahoma as required to meet the needs of local and state disaster operations.

In keeping with current doctrine, integrated emergency management's all-hazard strategy is concerned with all types of emergency situations that may develop. It also provides for the seamless application of emergency activities before, during and after emergency incidents.

The cooperation of each agency involved with preparation, coordination and implementation of this plan is gratefully acknowledged.

Questions or recommended changes to this plan should be directed to the Director, Department of Emergency Management, P.O. Box 53365, Oklahoma City, Oklahoma 73152, or phone (405) 521-2481.

## State of Oklahoma Emergency Operations Plan

### DISTRIBUTION

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

<u>TO:</u>	<u>NUMBER OF COPIES</u>
Governor	1
Lieutenant Governor	1
President Pro-Tempore, Senate	1
Speaker, House of Representatives	1
Secretary of State	1
State Auditor and Inspector	1
State Treasurer	1
State Transportation Commission Chairman	1
Attorney General	1
Director, Department of Emergency Management	1
State Librarian	3
Alcoholic Beverage Laws Enforcement Commission	1
American Red Cross (OKC, Tulsa)	2
Civil Air Patrol	1
Corporation Commission	1
Department of Agriculture, Food and Forestry	3
Office of Management Enterprise Services	1
Department of Emergency Management (EOC)	40
Alternate State Emergency Operations Centers	6
Department of Commerce	1
Department of Corrections	1
Department of Education	1
Department of Environmental Quality	1
Department of Health	2
Department of Human Services	1
Department of Mental Health and Substance Abuse Services	1
Department of Labor	1
Department of Public Safety and Highway Patrol	2
Department of Transportation	3
Department of Tourism and Recreation	1
Department of Environmental Quality	1

## State of Oklahoma Emergency Operations Plan

### DISTRIBUTION (continued)

<u>TO:</u>	<u>NUMBER OF COPIES</u>
Department of Health	2
Department of Human Services	1
Department of Mental Health and Substance Abuse Services	1
Department of Labor	1
Department of Public Safety and Highway Patrol	2
Department of Transportation	3
Department of Tourism and Recreation	1
Employment Security Commission	1
Fire Marshal	1
Insurance Commission	1
LP Gas Administration	1
Medical Examiner	1
Oklahoma Bureau of Narcotics	1
Oklahoma Military Department	1
Oklahoma Office of Homeland Security	2
Oklahoma State Bureau of Investigation	2
Oklahoma Turnpike Authority	1
The Salvation Army	3
U.S. Army Corps of Engineers, Tulsa District	1
Water Resources Board	1
Wildlife Conservation Commission	1
Small Business Administration	1
U.S. Coast Guard	1
National Guard Bureau	1
Federal Highway Administration	1
Federal Bureau of Investigation	1
Emergency Management Agency, Region VI	3
Federal Emergency Management Agency, NETC Library	<u>2</u>
	TOTAL 111

**State of Oklahoma Emergency Operations Plan**

**RECORD OF CHANGES**

Modifications to the State Emergency Operations Plan will be made by adding complete pages and destroying obsolete pages or by making minor changes by pen or pencil as identified by a letter from the Director or the Director of Operations. Each change to the State Emergency Operations Plan will be recorded by the person making the change by noting on the Record of Changes form the change number, date of change and his/her signature. Additionally, the document directing the change will be filed in front of this page.

<b>Change #</b>	<b>Date</b>	<b>Signature</b>



# State of Oklahoma Emergency Operations Plan

BLANK PAGE

**State of Oklahoma Emergency Operations Plan**

**CHANGE SUBMISSION FORM**

TO: Oklahoma Department of Emergency Management  
Attention: Preparedness and Response Division Manager  
P.O. Box 53365  
Oklahoma City, OK 73152

Any user of the State Emergency Operations Plan is encouraged to recommend corrections, additions and/or deletions. For the purposes of coordination, comment, concurrence, and approval, suggestions should be submitted to the Oklahoma Department of Emergency Management Operations Division, at the above address. The format for guide modifications should be by Basic Plan or Annex, Section, Paragraph/Subparagraph and page number.

CHANGE:

SHOULD READ:

Submitted by:

---

(Name)

---

(Date)

---

(Email)

---

(Phone)

# State of Oklahoma Emergency Operations Plan

## Table of Contents

FOREWORD .....	v
DISTRIBUTION .....	vii
RECORD OF CHANGES .....	ix
CHANGE SUBMISSION FORM .....	x
BASIC PLAN.....	BP - 1
PURPOSE.....	BP - 1
SITUATION AND ASSUMPTIONS .....	BP - 2
CONCEPT OF OPERATIONS .....	BP - 2
ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.....	BP - 4
CONTINUITY OF GOVERNMENT.....	BP - 5
ADMINISTRATION AND LOGISTICS .....	BP - 6
PLAN DEVELOPMENT AND MAINTENANCE .....	BP - 7
APPENDIX 1 TO BASIC PLAN: HAZARD ANALYSIS.....	BP - 8
APPENDIX 2 TO BASIC PLAN: STATE EMERGENCY SUPPORT FUNCTION (ESF) ASSIGNMENT MATRIX .....	BP - 10
APPENDIX 3 TO BASIC PLAN: DEFINITIONS.....	BP - 11
APPENDIX 4 TO BASIC PLAN: LIST OF ACRONYMS.....	BP - 15
APPENDIX 5 TO BASIC PLAN: AUTHORITIES AND REFERENCES .....	BP - 23
APPENDIX 6 TO BASIC PLAN: MAINTENANCE & DEVELOPMENT.....	BP - <b>Error! Bookmark not defined.</b>
ESF #1 TRANSPORTATION .....	ESF #1 - 1
APPENDIX 1 TO ESF #1 – EVACUATION .....	ESF #1 - 5
ESF #2 COMMUNICATIONS .....	ESF #2 - 1
ESF #3 PUBLIC WORKS AND ENGINEERING.....	ESF #3 - 1
ESF #4 FIREFIGHTING.....	ESF #4 - 1
ESF #5 EMERGENCY MANAGEMENT .....	ESF #5 - 1

## State of Oklahoma Emergency Operations Plan

ESF #6 MASS CARE, HOUSING AND HUMAN SERVICES .....	ESF #6 - 1
ESF #7 RESOURCES SUPPORT .....	ESF #7 - 1
ESF #8 PUBLIC HEALTH AND MEDICAL SERVICES .....	ESF #8 - 1
ESF #9 SEARCH AND RESCUE .....	ESF #9 - 1
ESF #10 OIL AND HAZARDOUS MATERIALS .....	ESF #10 - 1
APPENDIX 1 TO ESF #10: RADIOLOGICAL INCIDENT OPERATIONS .....	ESF #10 - 8
ESF #11 AGRICULTURE AND NATURAL RESOURCES .....	ESF #11 - 1
APPENDIX 1 TO ESF #11: ANIMAL DISEASE AND PEST RESPONSE .....	ESF #11 - 7
APPENDIX 2 TO ESF #11: PLANT DISEASE AND PEST RESPONSE .....	ESF #11 - 9
APPENDIX 3 TO ESF #11: SAFETY AND SECURITY OF THE COMMERCIAL FOOD SUPPLY	ESF #11
- 11	
APPENDIX 4 TO ESF #11: PROTECTION OF COMPANION ANIMALS AND NON-	
COMMERCIAL LIVESTOCK .....	ESF #11 - 13
APPENDIX 5 TO ESF #11: ZONOTIC DISEASE .....	ESF #11 - 16
APPENDIX 6 TO ESF #11: NATIONAL VETERINARY STOCKPILE (NVS) PLAN .....	ESF #11 - 34
ATTACHMENT 1: FIVE STEP PROCESS TO REQUEST NVS PHYSICAL	
COUNTERMEASURES: .....	ESF #11 - 41
ATTACHMENT 2: DEPOPULATION, DISPOSAL AND/OR DECONTAMINATION (3D)	ESF #11 - 42
ATTACHMENT 3: ICS ORGANIZATION CHART FOR NVS ACTIVITIES .....	ESF #11 - 44
ATTACHMENT 4: DAMAGING ANIMAL DISEASES IN PRIORITY ORDER .....	ESF #11 - 52
ATTACHMENT 5: ABBREVIATIONS .....	ESF #11 - 53
ESF #12 ENERGY .....	ESF #12 - 1
ESF #13 PUBLIC SAFETY AND SECURITY .....	ESF #13 - 1
ESF #14 LONG TERM COMMUNITY RECOVERY AND MITIGATION .....	ESF #14 - 1
APPENDIX 1 TO ESF #14 DISASTER RECOVERY CENTERS .....	ESF #14 - 15
ESF #15 EXTERNAL AFFAIRS .....	ESF #15 - 1
VOLUNTEER AND DONATIONS MANAGEMENT SUPPORT ANNEX .....	VOL - 1

**State of Oklahoma Emergency Operations Plan**

TRIBAL RELATIONS SUPPORT ANNEX ..... Tribal Relations Support Annex - 1  
TERRORISM PREPAREDNESS ANNEX ..... Terrorism Preparedness Annex - 1

# State of Oklahoma Emergency Operations Plan

## APPROVAL PAGE

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

To all recipients:

Transmitted herewith is the new integrated Emergency Operations Plan for the State of Oklahoma. This plan supersedes any previous emergency management/civil defense plans promulgated by the State for this purpose. It provides a framework in which the departments of the State of Oklahoma can plan and perform their respective emergency functions during a statewide emergency or disaster. This plan recognizes the need for ongoing All Hazards, Whole State Planning by all jurisdictions within Oklahoma.

This plan is all inclusive in combining the four phases of Emergency Management as outlined in 63 OS, which are (1) Mitigation: activities to eliminate or reduce the probability of disaster; (2) Preparedness: activities the State, other organizations within the State, and individuals develop to save lives and minimize damage; (3) Response: activities that prevent loss of lives and property and provide emergency assistance; and (4) Recovery: short and long-term activities that return the State to normal or improved standards. The recently added phase of (5) Prevention is included.

This plan is in accordance with existing Federal and State statutes. It has been concurred by the Governor and the Oklahoma Department of Emergency Management (OEM) and will be revised and updated as required. All recipients are requested to inform the Director of OEM of any changes which might result in its improvement or increase its usefulness.

APPROVED BY:

\_\_\_\_\_  
Governor  
State of Oklahoma

\_\_\_\_\_  
Director  
Oklahoma Department of Emergency Management

# State of Oklahoma Emergency Operations Plan

## BASIC PLAN

### PURPOSE

The purpose of the State of Oklahoma Emergency Operations Plan is to provide, in cooperation with local and federal government and volunteer service organizations, a collaborative approach to mitigate against, prepare for, respond to and recover from the effects of natural, technological hazards and national security incidents impacting the State (See Appendix 1, Hazard Analysis). Additional purposes include:

- A. Assign responsibility to identified state agencies/departments and volunteer service organizations.
- B. Define the roles of local, state, and federal government entities in providing disaster relief and assistance.
- C. Accept guidance from the Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA), Region VI, Denton, Texas.

Homeland Security Presidential Directive (HSPD) – 5 established the National Incident Management System (NIMS) which provides a consistent doctrinal framework for incident management at all jurisdictional levels. HSPD – 5 also directed the development of the National Response Framework (NRF). The NRF directs State, Local, Tribal Governments and Nongovernmental Organizations to utilize the NRF incident reporting protocols to ensure Federal coordination of structures, capabilities, and resources into a unified, all-discipline, and all-hazards approach for domestic incident management. Conflicts between the NRF, State or Tribal Government laws or regulations are to be reported to the Secretary of Homeland Security.

The State of Oklahoma has formally adopted the NIMS principles and policies by gubernatorial proclamation and adopted the NIMS for all departments and agencies as defined in the Homeland Security Act of 2002. Additionally, the State Government coordinates with the Homeland Security Operations Center, regarding procedures for establishing connectivity for domestic incident management purposes.

## **State of Oklahoma Emergency Operations Plan**

### **SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. All levels of government have the responsibility to provide for the health, welfare and safety of the citizens of Oklahoma and their property.
2. Upon the occurrence of a disaster, each level of government must commit all available resources, to include resources belonging to mutual aid partners, prior to requesting additional assistance from the next higher level of government.
3. Some disasters provide ample time for response coordination while others occur suddenly with little time for warning or preparation. This plan attempts to establish procedures by which all levels of government are prepared to effectively manage a disaster.
4. Numerous Federal departments, State agencies and volunteer service organizations have Government emergency management responsibilities.

#### **B. Assumptions**

5. Personnel to staff the State Emergency Operations Center will be available as required by this plan.
6. Local, state and federal government agencies and volunteer service organizations will utilize resources and commit assets as required by this plan.
7. Direction, control and coordination will be exercised by appropriate authorities at each level of government, as the type of emergency requires.
8. Resources normally available for day-to-day use will be immediately available for support of any emergency disaster situation.

### **CONCEPT OF OPERATIONS**

#### **A. General**

The Department of Emergency Management Director, acting on behalf of the Governor of Oklahoma, will be the principal coordinator for all interagency and volunteer service organizations' activities for all phases of emergency management, to include disaster mitigation, preparedness response and recovery. The Director, as the Governor's Authorized Representative, will coordinate as necessary with the Department of Homeland Security and FEMA for all federal assistance requirements.

The Director's priorities for all emergency incidents are: (1) Life Safety, (2) Incident Stabilization and (3) Property Conservation. Additional priorities are: (1) Health,



## State of Oklahoma Emergency Operations Plan

(2) Property Protection, (3) Environmental Protection, (4) Restoration of Essential Utilities, (5) Restoration of Essential Functions and (6) Coordination Among Stakeholders.

During a large disaster it is preferable to maintain organizational continuity and to assign familiar tasks to personnel. However, in an effort to accomplish emergency related tasks, it may be necessary to draw on peoples' basic capabilities and expertise and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended allowing for manpower and resources to be redirected.

### B. Phases of Management

#### 1. Mitigation

Mitigation activities are those designed to either prevent the occurrence of an emergency or long-term activities directed toward minimizing the potentially adverse effects of an emergency or disaster.

#### 2. Preparedness

Preparedness activities are those programs and systems that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training and exercising are among the activities conducted under this phase.

#### 3. Response

Response activities and programs are designed to address the immediate and short-term effects of an emergency or disaster. They help to reduce casualties and damage as well as speed recovery. Response activities include direction and control, warning, evacuation and other similar operations.

#### 4. Recovery

Recovery activities involve restoring systems to the phase that involves restoring systems to normal or a new normal. Short-term recovery operations/actions are taken to assess damage and return vital life-support systems to minimum operating standards. Long-term recovery actions may take many years based on the type of disaster.

# State of Oklahoma Emergency Operations Plan

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. General

For emergency management planning purposes, this plan addresses the use and management of Local, State, Federal Government and volunteer service organizations resources. Responsibilities and task assignments are defined in separate tabs and annexes. Each annex and appendix details responsibilities and task assignments related to disaster planning, training and support activities specific to each emergency support function.

In accordance with the HSPD-5, all agencies, departments and organizations having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination among State, Local and Federal organizations.

The Incident Command System (ICS), as a part of NIMS, is a standard, on-scene, all-hazard incident management concept and shall be used during all incidents in the State of Oklahoma.

### B. Organization

The organization for emergency management and operations in Oklahoma is directed by the Governor. The Governor appoints, or the people elect, key officials to carry out emergency management and operations functions.

Key elected or appointed officials at each level of government and heads of volunteer service organizations coordinate the use of resources to insure that immediate short-term and long-term assistance is available during disaster operations. The organizations active in emergencies are reflected on the State Emergency Support Function assignment matrix.

### C. Assignment of Responsibilities

Identified in separate annexes of this plan are the tasks for each state agency, department or volunteer service organization, that supports the state of Oklahoma emergency management program.

To facilitate and coordinate emergency tasks at the State level, each identified agency or organization shall provide a minimum of three (3) liaison officers to the State Emergency Operations Center (EOC). As required by the Department of Emergency Management (OEM) Director, acting on behalf of the Governor of Oklahoma, each agency or organization will ensure the agency liaison is trained, has routine decision-making authority and is accessible 24-hours.

## **State of Oklahoma Emergency Operations Plan**

All liaison personnel are required to display a photo identification card provided by their agency or organization before they are allowed to enter the EOC. Personnel without agency or organization identification cards must make prior arrangements with OEM for admission to the EOC.

Semi-annually, all agencies and organizations are required to provide the OEM Emergency Operations Center Manager a validated list showing names, phone numbers (office and home), cell phone numbers, e-mail addresses and pager numbers for its Director, Deputy Director and three liaison officers. Lists shall be submitted no later than January 1st and July 1st of each year.

Per State Statute (63 O.S. 2001, Section 683.2 D), each state agency, board, commission, department or other state entity shall have written plans and procedures in place to support their responsibilities in the State Emergency Operations Plan.

### **CONTINUITY OF GOVERNMENT**

#### **A. Succession of Leadership**

1. The following line of succession is hereby established for the State of Oklahoma.
  - a. Governor
  - b. Lieutenant Governor
  - c. President Pro-Tempore, State Senate
  - d. Speaker, House of Representatives
  - e. State Auditor and Inspector
  - f. Attorney General
  - g. State Treasurer
  - h. Superintendent of Public Instruction
  - i. Commissioner of Labor
  - j. Corporation Commission Chairperson
  - k. Corporation Commission Vice Chairperson
  - l. Corporation Commission Commissioner

## **State of Oklahoma Emergency Operations Plan**

- B. All state departments, agencies, commissions, boards and volunteer organizations shall establish internal rules of succession to insure continuity of government (COG) and continuity of operations (COOP) during times of disaster.
- C. All state departments, agencies, commissions, boards and volunteer organizations shall identify necessary resources and alternate locations to continue emergency operations should their primary facilities become untenable due to the effects of a disaster.
- D. Governor Brad Henry issued Executive Order 2009-11 establishing the Governor's Continuity Policy Coordination Committee.
- E. Preservation of Records
  - 1. State or local records in the following categories are essential records that shall be preserved pursuant to Title 67, Oklahoma Statutes:
    - CATEGORY A: Records containing information necessary to government operations in an emergency created by any disaster.
    - CATEGORY B: Records not in Category A but containing information necessary to protect the rights and interests of persons or to establish and affirm the powers and duties of governments in the resumption of operations after a disaster.
  - 2. It is the responsibility of each agency to insure recognition and preservation of essential records as defined under Category A and B. For advice and assistance, the State Librarian may assist in establishment of records preservation programs.

### **ADMINISTRATION AND LOGISTICS**

#### **A. Administration and Finance**

The Oklahoma Department of Emergency Management is the lead agency fulfilling the Administration and Finance responsibility during an emergency or disaster. The Administration and Finance responsibility is tied to all populations at risk for all of the hazards listed in the HIRA of the Oklahoma Hazard Mitigation Plan. The Finance Division of the Oklahoma Department of Emergency Management administers this responsibility through contracting with private sector entities for services and through the purchase of supplies and commodities for the target population. The Finance Division creates a FEMA-approved "Disaster Specific Administration Plan" for every declared disaster, with addenda concerning Public Assistance, Individual Assistance, and Hazard Mitigation, the latest being DR 4274 (August 2, 2016).

## **State of Oklahoma Emergency Operations Plan**

### **B. Agreements and Understandings**

Letters of agreement or understanding between the Department of Emergency Management and local support groups will be prepared as required and will cite as their authority the State of Oklahoma Management Act of 2003.

### **C. Records and Reports**

1. The Records Management Act stated in Title 67, Oklahoma Statutes shall apply.
2. It will be the responsibility of the Department of Emergency Management Director to request records and reports from supporting agencies, as required, to provide for continuity of operations as well as for the administration of this plan.
3. During emergency operations, each agency/department will maintain a log or record identifying the personnel, the hours worked (including overtime), equipment use and all other costs and expenses (including direct costs) in the administration of disaster related responsibilities. This information may be used to determine total state costs for possible use by the Governor to request a State or Federal disaster declaration.

Note: Nothing in the process of coordination and support should be interpreted as relieving agency heads of their responsibility for emergency planning and response for their agency under state law.

## **PLAN DEVELOPMENT AND MAINTENANCE**

Annually, the Department of Emergency Management Director, is responsible for updating and maintaining this plan, to include the Base Plan and Annexes.

The development and maintenance of the Basic Plan and Annexes occurs through a cooperative effort between the Oklahoma Department of Emergency Management and each Primary Agency lead for the fifteen Emergency Support Functions. Each agency is consulted annually concerning its identified responsibilities and tasks. Appropriate adjustments are made to the Plan, according to the suggestions provided by the agency. Entities from outside State Government, to include, non-profits, the private sector and the Oklahoma Military Department (OMD) are equally consulted.

Consultations may occur in person, by telephone or by multiple e-mails.

A schedule of the Plan Development and Maintenance process is listed in Appendix 6.

## State of Oklahoma Emergency Operations Plan

### APPENDIX 1 TO BASIC PLAN: HAZARD ANALYSIS

The Department of Emergency Management and the State of Oklahoma, through numerous declared disasters, have responded to and recovered from almost every potential disaster listed below. With each disaster occurrence, communities become better prepared for the next incident. Emergency Managers throughout the state continually assess their communities for new hazards.

Experience has shown that natural disasters associated with severe thunderstorms (Tornadoes, Floods, Hail, Strong Winds) have the greatest damage potential with the highest probability of occurrence. Additional hazards are as follows:

Dam Failure

Drought

Earthquake

Expansive Soils

Extreme Heat

Flooding

Hail

High Wind

Landslide

Lightning

Subsidence

Tornado

Wildfire

Winter Storm/Ice/Freezing Rain

Special Event (Tar Creek Project)

## State of Oklahoma Emergency Operations Plan

Act of Terrorism

Air Transportation Incident

Civil Disorder

Gas (And Oil Well) Blowout

Highway Hazardous Materials Incident

Levee Failure

Medical Emergency/Epidemic/Pandemic

Oil Spill

Pipeline Hazardous Materials Incident

Power Failure

Radioactive Fallout

Rail Hazardous Materials Incident

River Hazardous Materials Incident

Stationary Hazardous Materials Incident

Water Shortage

Oklahoma continues to experience disasters in the form of tornadoes, ice storms, floods and wildfires. Man-made incidents such as hazardous material spills and chemical releases occur frequently but with less impact on the communities in Oklahoma.

The risk of a terrorist incident in Oklahoma is assumed to be low; but, the effects would be high and of national significance. The proven ability of the state to respond to natural disasters will significantly strengthen the response and recovery from potential acts of terrorism.

## State of Oklahoma Emergency Operations Plan

### APPENDIX 2 TO BASIC PLAN: STATE EMERGENCY SUPPORT FUNCTION (ESF) ASSIGNMENT MATRIX

P - PRIMARY STATE COORDINATING AGENCY

S - SUPPORT AGENCY

ESF #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	V	T
ABLE COMM					S								S		S		
AGRICULTURE	S	S	S	P	S			S	S	S	P		S	S	S	S	S
ARC					S	S		S			S	S		S	S	S	S
CAP	S	S	S	S	S		S		S	S					S	S	
COMMERCE					S		S							S	S		
CORP COMM		S		S	S		S			S		P	S	S	S		S
OMES		S			S		S							S	S		
OEM	S	S	S	S	P	P	P	S	S	S	S	S	S	P	P	P	S
COE		S	S		S		S								S		
DEQ	S	S	S		S		S	S		P	S	S		S	S		S
DHS					S			S				S	S	S	S	S	
DOC			S	S	S		S						S		S	S	
DOEd	S				S	S	S							S	S		
DOL					S		S			S					S		
ODOT	P	S	P	S	S		S			S	S	S		S	S	S	S
OKOHS	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
DPS/HWP	S	S	S	S	S		S	S	P	S	S	S	P		S	S	S
FIRE MARSHAL		S	S	S	S				S	S			S	S	S		S
HEALTH	S	S	S	S	S	S	S	P		S	S	S		S	S	S	S
INSURANCE					S									S	S		
LP GAS					S					S		S			S		
MED EXAMINER				S	S			S	S	S			S		S		S
MIL DEPT	S	S	S	S	S	S	S	S	S	S	S	S	S		S	S	S
MENTAL HEALTH					S	S		S						S	S		
OBN					S								S		S		
OSBI	S	S		S	S	S	S		S	S		S	S		S		P
SALVATION ARMY		S			S	S								S	S	S	S
TOURISM				S	S		S						S	S	S		
TURNPIKE AUTH	S	S	S	S	S		S								S		
WATER BOARD			S		S		S					S		S	S		S
WILDLIFE	S	S		S	S		S		S	S	S		S		S		
OKVOAD			S		S	S					S			S	S	S	S
OADDL											S						
OCES											S						
OVMA											S						
OSART											S						
OAEC												S					
OESC														S			
Govmor's Office														S	S		



## State of Oklahoma Emergency Operations Plan

### APPENDIX 3 TO BASIC PLAN: DEFINITIONS

AGENCY LIAISON OFFICER (ALO): Persons appointed by Director of designated state agencies who, during emergency periods, coordinate an agency's actions for providing effective relief and assistance in accordance with this plan and The Robert T. Stafford Act, Public Law 93-288.

COMMUNITY EMERGENCY RESPONSE TEAM (CERT): A program that helps train people to be better prepared to respond to emergency situations in their communities. CERT members give critical support to first responders in emergencies, provide immediate assistance to victims, organize spontaneous volunteers at a disaster site, and collect disaster intelligence to support first responder efforts.

CONTINUITY OF GOVERNMENT: Ensuring the continued functioning of our state government under the Oklahoma Constitution, including the functioning of the three separate branches of government: Executive, Legislative and Judicial. It also provides for critical state government services that address the health, safety and welfare needs of the entire State.

CONTINUITY OF OPERATIONS: Continuity of Operations Plan (COOP) is planning to ensure that minimum essential government functions are performed during any situation. It is a contingency plan to be activated when any event disrupts an agency's day to day operations to include something as simple as a power outage or as serious as the destruction of an agency's current facilities.

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

DISASTER – MAN-MADE: A disaster caused by acts of man including, but not limited to, an act of war, terrorism, chemical spill or release, or power shortages that require assistance from outside the local political subdivision.

DISASTER – NATURAL: Any natural catastrophe, including, but not limited to, a tornado, severe storm, high water, flood waters, wind-driven water, earthquake, landslide, mudslide, snowstorm, or drought which causes damage of sufficient severity and magnitude to warrant hazard mitigation or the use of resources of the federal government, or the state and political subdivisions thereof to alleviate the damage, loss, hardship or suffering caused thereby.

## State of Oklahoma Emergency Operations Plan

DEFENSE COORDINATING OFFICER (DCO): Supported and provided by the Department of Defense to serve in the field as the point of contact to the Federal Coordinating Officer and the Emergency Support Functions regarding requests for military assistance.

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

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

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

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

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

EMERGENCY SUPPORT FUNCTION (ESF): A functional area of response activity established to facilitate the delivery of Federal and State assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety.

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

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

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

## **State of Oklahoma Emergency Operations Plan**

JOINT FIELD OFFICE (JFO): The office established in or near the designated area to support Federal and State response and recovery operations. The JFO houses the FCO and the Emergency Response Team (ERT), and where possible, the State Coordinating Officer (SCO) and support staff.

JOINT INFORMATION CENTER (JIC): The primary field location for the coordination of Federal, State and local media relations, located in or near the JFO.

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

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

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

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

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

OKLAHOMA OFFICE OF HOMELAND SECURITY (OKOHS): The office responsible for the homeland security effort for the State of Oklahoma to prepare for, to prevent, to reduce the State's vulnerability to, to minimize the damage from, and to respond to a terrorist attack should one occur.

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

## State of Oklahoma Emergency Operations Plan

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

RESPONSE: Activities to address the immediate and short-term effects of an emergency or disaster.

SIGNIFICANT EVENTS: All hazardous material releases of any size and type, earthquakes, fires involving large buildings or facilities, large grass or wild fires, explosions, bomb threats, terrorist/civil disturbance acts, aircraft crash, natural disaster, utility disruption, dam breach, technological/man-made incident, search and rescue, structural collapse and any other incident posing significant consequences to the jurisdiction.

STATE AND REGIONAL DISASTER AIRLIFT (SARDA) PLAN: Plan to provide the Governor and the Oklahoma Department of Emergency Management with a means to access and utilize general aviation resources within the State, when needed to support emergency operations.

STATE COORDINATING AGENCY: The State department or agency assigned primary responsibility to facilitate and coordinate a specific ESF.

STATE COORDINATING OFFICER: The representative of the Governor who coordinates State response and recovery activities with those of the Federal Government.

SUPPORT AGENCY: A state or volunteer agency designated to assist a specific state coordinating agency with available resources, capabilities, or expertise in support of ESF response operations.

TERRORISM: Defined by the Federal Bureau of Investigation (FBI) as the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

TERRORISM INCIDENT: Defined as the act associated with Terrorism. Categories include Chemical (including explosive devices), Biological (including infectious and noninfectious organisms), Nuclear (including contamination and weapons) and Electronic (including interference with telephone systems, computers, satellite communications, etc.).

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

## State of Oklahoma Emergency Operations Plan

### APPENDIX 4 TO BASIC PLAN: LIST OF ACRONYMS

ABLE	ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION
AFRCC	AIR FORCE RESCUE COORDINATION CENTER
AIS	DIVISION OF ANIMAL INDUSTRY SERVICES
APHIS	ANIMAL PLANT HEALTH INSPECTION SERVICES
ARC	AMERICAN RED CROSS
ARES	AMATEUR RADIO EMERGENCY SERVICES
ARM	AERIAL RADIOLOGICAL MONITOR
ARRL	AMERICAN RADIO RELAY LEAGUE
AZA	AMERICAN ZOO AND AQUARIUM ASSOCIATION
CAP	CIVIL AIR PATROL
CAR	CAPABILITY ASSESSMENT FOR READINESS
CAT	CRISIS ACTION TEAM
CBRNE	CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, & EXPLOSIVE
CERT	COMMUNITY EMERGENCY RESPONSE TEAM
CFR	CODE OF FEDERAL REGULATIONS
CFSA	CONSOLIDATED FARM SERVICE AGENCY
CLEET	COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
CMT	CRISIS MANAGEMENT TEAM
COE	CORPS OF ENGINEERS
COOP	CONTINUITY OF OPERATIONS PLAN
CPG	CIVIL PREPAREDNESS GUIDE
CPR	CARDIO-PULMONARY RESUSCITATION

## State of Oklahoma Emergency Operations Plan

CSEPP	CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM
CST	CIVIL SUPPORT TEAM
DCO	DEFENSE COORDINATING OFFICER
DCT	DISASTER COORDINATION TEAM
DEQ	DEPARTMENT OF ENVIRONMENTAL QUALITY
DHS	DEPARTMENT OF HUMAN SERVICES
DMAT	DISASTER MEDICAL ASSISTANCE TEAM
DMORT	DISASTER MORTUARY TEAM
DMT	DISASTER/DONATIONS MANAGEMENT TEAM
DOA	DEPARTMENT OF AGRICULTURE
DOC	DEPARTMENT OF CORRECTIONS
DO Ed	DEPARTMENT OF EDUCATION
DOH	DEPARTMENT OF HEALTH
DOL	DEPARTMENT OF LABOR
DPS	DEPARTMENT OF PUBLIC SAFETY
DRC	DISASTER RECOVERY CENTER
DR&R	DISASTER RESPONSE AND RECOVERY
DSR	DAMAGE SURVEY REPORT
DWI	DISASTER WELFARE INQUIRY
EAS	EMERGENCY ALERT SYSTEM
ELT	EMERGENCY LOCATOR TRANSMITTER
EMI	EMERGENCY MANAGEMENT INSTITUTE
EMP	ELECTROMAGNETIC PULSE

## State of Oklahoma Emergency Operations Plan

EMS	EMERGENCY MEDICAL SERVICE
EOC	EMERGENCY OPERATIONS CENTER
EPA	ENVIRONMENTAL PROTECTION AGENCY
EPCRA	EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW ACT
EPI	EMERGENCY PUBLIC INFORMATION
EPR	EMERGENCY PREPAREDNESS & RESPONSE
ERT	EMERGENCY RESPONSE TEAM
ESF	EMERGENCY SUPPORT FUNCTION
FAA	FEDERAL AVIATION ADMINISTRATION
FAD	FOREIGN ANIMAL DISEASE
FAX	FACIMILE
FBI	FEDERAL BUREAU OF INVESTIGATION
FCO	FEDERAL COORDINATING OFFICER
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
FOF	FOLLOW ON FORCE
GAR	GOVERNOR'S AUTHORIZED REPRESENTATIVE
GIS	GEOGRAPHICAL INFORMATION SYSTEM
GPS	GLOBAL POSITIONING SYSTEM
HF	HYDROGEN FLUORIDE?
IAO	INDIVIDUAL ASSISTANCE OFFICER
IC	INCIDENT COMMANDER
ICS	INCIDENT COMMAND SYSTEM
IHP	INDIVIDUAL AND HOUSEHOLDS PROGRAM

## State of Oklahoma Emergency Operations Plan

IS	INDEPENDENT STUDY
JFO	JOINT FIELD OFFICE
JIC	JOINT INFORMATION CENTERJIS JOINT INFORMATION SYSTEM
MARS	MILITARY AUXILIARY RADIO SYSTEM
MERS	MOBILE EMERGENCY RESPONSE SUPPORT
MESO	MUNICIPAL ELECTRIC SYSTEMS OF OKLAHOMA
MIFI	MOBILE WIFI (MOBILE HOT SPOT)
MLT	MOBILE LOGISTICS TEAM
MOA	MEMORANDUM OF AGREEMENT
MOU	MEMORANDUM OF UNDERSTANDING
NAWAS	NATIONAL WARNING SYSTEM
NCISP	NATIONAL CRIMINAL INTELLIGENCE SHARING PLAN
NDMS	NATIONAL DISASTER MEDICAL SYSTEM
NFDRS	NATIONAL FIRE DANGER RATING SYSTEM
NGRF	NATIONAL GUARD REACTION FORCE
NIMS	NATIONAL INCIDENT MANAGEMENT SYSTEM
NOAA	NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION
NRCS	NATIONAL RESOURCES CONSERVATION SERVICE
NRF	NATIONAL RESPONSE FRAMEWORK
NSI	NATIONAL SAR INITIATIVE
NTAS	NATIONAL TERRORISM ADVISORY SYSTEM
NTSP	NATIONAL TELECOMMUNICATIONS SUPPORT PLAN
NUDET	NUCLEAR WEAPONS DETONATION



## State of Oklahoma Emergency Operations Plan

NVS NATIONAL VETERINARY STOCKPILE

NWR NOAA WEATHER RADIO

NWS NATIONAL WEATHER SERVICE

NWWS NOAA WEATHER WIRE SERVICE

OADDL OKLAHOMA ANIMAL DISEASE DIAGNOSTIC LABORATORY

OAEC OKLAHOMA ASSOCIATION OF ELECTRIC COOPERATIVES

OBN OKLAHOMA BUREAU OF NARCOTICS

OCES OKLAHOMA COOPERATIVE EXTENSION SERVICE

ODAFF OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD AND FORESTRY

ODOT OKLAHOMA DEPARTMENT OF TRANSPORTATION

OEM OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT

OFD OKLAHOMA FORESTRY DIVISION

OHP OKLAHOMA HIGHWAY PATROL

OIFC OKLAHOMA INFORMATION FUSION CENTER

OKIN OKLAHOMA INTEROPERABILITY NETWORK

OKMRC OKLAHOMA MEDICAL RESERVE CORPS

OCC OKLAHOMA CORPORATION COMMISSION

OIC OFFICER IN CHARGE

OIG OFFICE OF INSPECTOR GENERAL

OKNG OKLAHOMA NATIONAL GUARD

OKOHS OKLAHOMA OFFICE OF HOMELAND SECURITY

OKVOAD OKLAHOMA VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS

OKWIN OKLAHOMA WEATHER INFORMATION NETWORK

## State of Oklahoma Emergency Operations Plan

OLETS	OKLAHOMA LAW ENFORCEMENT TELECOMM SYSTEM
OMD	OKLAHOMA MILITARY DEPARTMENT
OSA	OKLAHOMA STATUTES ANNOTATED
OSART	OKLAHOMA STATE ANIMAL RESPONSE TEAM
OSBI	OKLAHOMA STATE BUREAU OF INVESTIGATION
OSC	ON-SCENE COORDINATOR
OSV	OFFICE OF THE STATE VETERINARIAN
OTA	OKLAHOMA TELEPHONE ASSOCIATION
OVMA	OKLAHOMA VETERINARY MEDICAL ASSOCIATION
OWRB	OKLAHOMA WATER RESOURCES BOARD
PIO	PUBLIC INFORMATION OFFICER
POC	POINT OF CONTACT
PRP	PRIMARILY RESPONSIBLE PARTY
QRF	QUICK REACTION FORCE
REACT	RADIO EMERGENCY ASSOCIATION COMMUNICATIONS TEAM
RACES	RADIO AMATEUR CIVIL EMERGENCY SERVICE
RRT	RADIOLOGICAL RESPONSE TEAM
SAP	STATE ADMINISTRATIVE PLAN
SAR	SEARCH AND RESCUE
SAR	SUSPICIOUS ACTIVITY REPORTING
SARA	SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT
SARDA	STATE AND REGIONAL DISASTER AIRLIFT
SBA	SMALL BUSINESS ADMINISTRATION

## State of Oklahoma Emergency Operations Plan

SCO	STATE COORDINATING OFFICER
SCUBA	SELF-CONTAINED UNDERWATER BREATHING APPARATUS
SEOC	STATE EMERGENCY OPERATIONS CENTER
SEOCC	STATE EMERGENCY OPERATIONS COMMUNICATIONS CENTER
SEOT	STATE EMERGENCY OPERATIONS TEAM
SITREP	SITUATION REPORT
SLA	STATE AND LOCAL ASSISTANCE
SME	SUBJECT MATTER EXPERT
SOP	STANDARD OPERATION PROCEDURE
STE	SECURE TELECOMMUNICATIONS EQUIPMENT
TSA	THE SALVATION ARMY
UHF	ULTRA HIGH FREQUENCY
USACE	UNITED STATES ARMY CORPS OF ENGINEERS
USAF	UNITED STATES AIR FORCE
USDA	UNITED STATES DEPARTMENT OF AGRICULTURE
USDHS	U.S. DEPARTMENT OF HOMELAND SECURITY
USPS	UNITED STATES POSTAL SERVICE
USC	UNITED STATES CODE
US&R	URBAN SEARCH AND RESCUE
USFS	UNITED STATES FOREST SERVICE
VET	VETERINARY EMERGENCY TRIAD
VHF	VERY HIGH FREQUENCY
VOAD	OKLAHOMA VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS

## State of Oklahoma Emergency Operations Plan

VS VETERINARY SERVICES

WMD WEAPONS OF MASS DESTRUCTION

ZULU TIME ZONE CORRESPONDING TO GREENWICH, ENGLAND

## State of Oklahoma Emergency Operations Plan

### APPENDIX 5 TO BASIC PLAN: AUTHORITIES AND REFERENCES

1. 44 CFR Part 302 Civil Defense State and Local Emergency Management Assistance Program (EMA). Currently the State and Local Assistance (SLA) Program.
2. Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance as amended.
  - 44 CFR Part 206 Disaster Assistance. (Subchapter D) Individuals and Households.
  - 44 CFR Part 206 Public Assistance Project Administration (Subchapter G).
  - Exec. Order 11988 Floodplain Management.
  - Exec. Order 11990 Protection of Wetlands.
  - 44 CFR Part 9 Floodplain Management and Protection of Wetland.
  - 44 CFR Part 10 Environmental Considerations.
3. Public Law 96-446 Disaster Relief Requests and Gifts Amendment.
4. 63 OS 684.1 Emergency Management Compact.
5. 63 OS 663-683.24 Emergency Management Act.
6. 63 OS 685.2-685.11 Emergency Interim Executive and Judicial Succession Act.
7. 63 OS 686.1-686.14 Emergency Interim Legislative Succession Act.
8. 63 OS 683.6 Emergency Management Advisory Council
9. 63 OS 683.8-683.10 Governor
10. 63 OS 683.4 Director of Emergency Management
11. 47 OS 2-101 et seq Commissioner of Public Safety
12. 44 OS 26 Adjutant General
13. 63 OS 1-106 Commissioner of Health.
14. Article 25 Director, Department of Human Services, Oklahoma Constitution Chapter 4.
15. 69 OS 306 Director, Department of Transportation.
16. 82 OS 1601 Director, Oklahoma Water Resources Board.
17. State Fire Marshal.

## State of Oklahoma Emergency Operations Plan

18. Director, Department of Environmental Quality.

19. Oklahoma Sheriff's Association.

20. Executive:

- a. Oklahoma Sheriff's Association.
- b. Governor – 63 OS 683.8-183.10.
- c. Lieutenant Governor – Article 6, Oklahoma Constitution, Chapter 15.
- d. Auditor and Inspector – 74 OS 212 et seq.
- e. Attorney General – 74 OS 18b.
- f. Insurance Commissioner – 36 OS 307.
- g. Corporation Commission – 17 OS 152.

21. Secretary of Agriculture: and Commissioner – 2 OS 2-3

Oklahoma Department of Agriculture, Food, & Forestry – 11 OS 29-108, 18 OS 592, 19 OS 351 and 901.1.

22. Secretary of Administration and Regulation:

- a. Office of Public Affairs – 74 OS 63.
- b. Employment Security Commission – 40 OS 1-103.
- c. Office of Chief Medical Examiner – 63 OS 933 et seq.

23. Secretary of Education

Department of Education – 70 OS 3-104.

24. Secretary of Tourism and Recreation:

- a. Tourism and Recreation Department – 74 OS 1801.

25. 29 OS 3-301 Wildlife Conservation Commission.

26. Secretary of Safety and Security:

27. 37 OS 503 A Alcoholic Beverage Laws Enforcement Commission.

28. 63 OS 683.2 et seq Oklahoma Department of Emergency Management.

29. 74 OS 314 et seq State Fire Marshal.

30. 74 OS 150.2 OK State Bureau of Investigation.

## State of Oklahoma Emergency Operations Plan

31. 44 OS 21 Military Department.
32. 47 OS 2-101 et seq Department of Public Safety.
33. Secretary of Human Services:
34. 56 OS 26.3 Department of Human Services.
35. 63 OS 1-101 et seq Department of Health.
36. Secretary of Transportation:
  - a. Department of Transportation – 69 OS 101 et seq.
  - b. Oklahoma Turnpike Authority – 69 OS 1701.
  - c. Oklahoma Aeronautics Commission.
37. Disaster Relief and Recovery:
  - a. The National Response Framework, May, 2014.
  - b. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
  - c. 44 CFR.
  - d. Fire Management Assistance Grant Program: 44 CFR, Part 204,
38. Oklahoma Emergency Management Act, 2003, Oklahoma Statutes, 63 OS 683 – 683.24, as amended.
39. Oklahoma State Health Department: 63 OS 1-1502 through 1505, Oklahoma Public Health and Safety, “Radiation.”
40. National Response Teams (NRT), 2001, “Hazardous Material Emergency Response Planning Guide”, NRT-1, Washington, D.C.
41. 2012 Emergency Response Guidebook, U. S. Department of Transportation.
42. Superfund Amendments and Reauthorization Act of 1986 (SARA), Emergency Planning and Community Right to Know Act (Title III).
43. U.S. Department of Transportation, 49 CFR.
44. U.S. Small Business Administration Disaster Assistance:
  - a. Small Business Act (PL 85-536) – 15 USC 631 Sect 7 (b).
  - b. 13 CFR 123.
45. 63 OS 6101-5 Catastrophic Health Emergency Powers Act.

## State of Oklahoma Emergency Operations Plan

46. Homeland Security Act of 2002, Public Law 107-296.

47. 74 OS Section 51                      Oklahoma Homeland Security Act.



**State of Oklahoma Emergency Operations Plan**

BLANK PAGE

## State of Oklahoma Emergency Operations Plan

### ESF #1 TRANSPORTATION

STATE COORDINATING AGENCY: Department of Transportation

SUPPORT AGENCIES: Civil Air Patrol

Department of Agriculture, Food and Forestry

Department of Education

Department of Emergency Management

Department of Environmental Quality

Department of Health

Department of Public Safety

Department of Wildlife Conservation

Oklahoma Military Department

Oklahoma Office of Homeland Security

Oklahoma State Bureau of Investigation

Oklahoma Turnpike Authority

#### I. PURPOSE

The purpose of this annex is to establish procedures for using state transportation resources and for response to and recovery from an emergency or disaster, to include the transportation of evacuees and equipment. The Department of Transportation will coordinate with the federal government for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #1 in such areas as allocation of civil transportation capacity, processing of transportation requests, control of air and marine traffic, directing, managing, and controlling State and Regional Disaster Airlift (SARDA) operations, funding of emergency highway repair, hazardous material actions, and damage assessment.

## State of Oklahoma Emergency Operations Plan

### II. CONCEPT OF OPERATIONS

#### A. Phases of Management

##### 1. Mitigation

Review and update disaster procedures.

##### 2. Preparedness

a. Prepare and maintain current list of personnel, equipment and their locations needed to carry out their respective responsibilities.

b. Develop contingency plans for the personnel of their departments to ensure their safety and continuity of the functions of the department.

c. Plan for personnel of the departments to report their locations and availability for duty.

d. Plan for the resumption of the department's functions with a minimum of disruption, including relocation of the department if required.

e. Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.

f. Participate in emergency exercises.

##### 3. Response

a. Provide emergency transportation service, as required, in, to, or from disaster-affected areas by utilizing the department vehicles for movement of victims, survivors, essential food, medical supplies, and other supplies and equipment.

b. Provide information on respective situations and any problems when assistance is needed to carry out their responsibility.

c. Coordinate with Federal Department of Transportation and other agencies in support of Emergency Support Functions #1 and #3 of the National and Regional Response Plans.

##### 4. Recovery

a. Continue to provide transportation assistance as required.

b. Participate in compiling after-action reports and critiques.

c. Revise emergency plans using lessons learned.

d. Assist in acquisition of federal recovery and mitigation dollars.

## State of Oklahoma Emergency Operations Plan

### III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. General

State agencies with primary or secondary emergency functions connected with transportation will assign appropriate personnel to carry out these functions.

#### B. Organization

State departments will each organize themselves to effectively conduct emergency operations.

#### C. Assignment of Responsibilities

1. The Department of Transportation has primary responsibility for providing/assigning emergency transportation to organizations requesting resources through the State EOC.
2. The Department of Education shall assist the Department of Transportation, when requested through the State EOC, by coordinating with school boards in local jurisdictions for provision of necessary support (e.g., school buses and drivers) required to transport or evacuate victims of a disaster to centers for emergency shelter and feeding.
3. The Military Department shall assist the Department of Transportation, when requested through the State EOC, by providing the necessary transportation equipment (to include trucks, tractors, flatbeds and aircraft) and personnel to perform the functions of evacuation, hauling of equipment and supplies in, to, or from the disaster areas.
4. The Department of Public Safety and Highway Patrol will provide law enforcement resources and support as required.
5. The Oklahoma Turnpike Authority will provide support to the transportation effort as required.
6. The Department of Agriculture, Food and Forestry will provide support to the transportation effort as required.
7. The Civil Air Patrol (CAP) shall assist the Department of Transportation, when requested through the State EOC, by providing the necessary transportation equipment (to include vans and aircraft) and personnel to perform the functions of executive airlift or ground transport, hauling of time sensitive parts, equipment, and supplies in, to, or from the disaster areas. The CAP shall assist the SARDA Director in planning, organizing, directing, manning, equipping, managing, and controlling SARDA operations by the State SARDA

## **State of Oklahoma Emergency Operations Plan**

Director, through the Oklahoma SARDA Plan when activated by the Governor, provide support to the transportation effort as required.

8. The Chief Medical Examiner will provide support to the transportation effort as required.
9. The Department of Environmental Quality will provide support to the transportation effort as required.
10. The Department of Health will provide support to the transportation effort as required.
11. The Department of Wildlife Conservation will provide support to the transportation effort as required.
12. The Oklahoma State Bureau of Investigation will provide support to the transportation effort as required.
13. The Water Resources Board will provide support to the transportation effort as required including various-sized watercraft equipped with GPS equipment.
14. The Department of Emergency Management will provide support as required and manage the State Emergency Operations Center.
15. The Oklahoma Office of Homeland Security will provide support as required.

### **IV. DIRECTION AND CONTROL**

- A. Direction and control for any disaster operation will be centralized. The designated operating official is to work in the State Emergency Operations Center and act as coordinator for use of his department's assets and interface of assets of other departments.
- B. The Director of the Department of Transportation shall be responsible for directing primary activities of the department in connection with emergency transportation.
- C. The Adjutant General shall be responsible for directing the secondary activities of emergency transportation by the military department.
- D. The SARDA Director shall be responsible for accessing, utilizing and directing the general aviation resources within the state when needed for emergency transportation through the Oklahoma SARDA Plan.

### **V. CONTINUITY OF GOVERNMENT**

Lines of succession to each department head are according to the SOPs established by each department with a primary or secondary transportation responsibility.

## State of Oklahoma Emergency Operations Plan

### APPENDIX 1 TO ESF #1 – EVACUATION

STATE COORDINATING AGENCY: Department of Transportation

SUPPORT AGENCIES: Civil Air Patrol

Department of Agriculture, Food and Forestry

Department of Education

Department of Emergency Management

Department of Environmental Quality

Department of Health

Department of Public Safety

Department of Wildlife Conservation

Oklahoma Military Department

Oklahoma Office of Homeland Security

Oklahoma State Bureau of Investigation

Oklahoma Turnpike Authority

#### I. PURPOSE

To provide for orderly and expeditious evacuation for any part of the population of the State of Oklahoma should such action be required. Each local jurisdiction is responsible for developing its own evacuation plan and, if an evacuation situation arises, implementing its plan. The Oklahoma Department of Emergency Management will provide available support as requested by the local jurisdiction. This appendix provides a planning base for any type of evacuation.

Information crucial to evacuation operations, such as warning, communications, direction and control, and sheltering, are covered in separate annexes.

## State of Oklahoma Emergency Operations Plan

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

Several emergency situations may arise which would require evacuation of parts of the State of Oklahoma. Evacuation operations can be accomplished more rapidly and effectively if plans are developed and tested before they are needed.

#### B. Assumption

The public will act in its own interest and evacuate dangerous areas when advised to do so by proper authorities.

### III. CONCEPT OF OPERATIONS

#### A. General

1. Evacuation may be the only practical means of protecting people from the effects of some emergencies. Evacuation is the movement of people from a place of possible danger to a place of relative safety.
2. The magnitude of evacuation operations will vary from isolated individuals in limited areas to preplanned evacuation of the entire population of jurisdictions in affected areas. These operations will differ because the areas threatened, relatively safe areas, and evacuation routes will differ from hazard to hazard.
3. Jurisdictional interrelationships are a matter of great concern in an evacuation situation and must be addressed in mutual support agreements, operational plans and Standard Operating Procedures (SOP).
4. Evacuation operations should begin at the earliest perception of threat and be carried out by the jurisdiction nearest to the affected site that has sufficient control to manage all required operations.

#### B. Phases of Management

##### 1. Mitigation

Encourage local government passage of codes limiting development in flood plains.

##### 2. Preparedness

- a. Plan support for evacuations
- b. Train for implementation of evacuation operations in accordance with this appendix.
- c. Encourage local government development of detailed evacuation plans.

## State of Oklahoma Emergency Operations Plan

- d. Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.
3. Response
  - a. Activate State EOC
  - b. Coordinate requests for resources from local governments
4. Recovery

Assist in efforts to return evacuated population to home locations when it is safe.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. General

Jurisdictional and organizational relationships in evacuation operations vary depending on the scale of the operations.

#### B. Assignment of Responsibilities

The Director, Department of Emergency Management, will designate personnel to staff the state EOC during evacuation operations.

### V. DIRECTION AND CONTROL

Direction and control are covered in the ESF #5 annex. Emergency management evacuation operations will normally be conducted by the jurisdiction nearest to the affected site that has sufficient control to manage all required operations.

### VI. ADMINISTRATION AND LOGISTICS

General policies are as follows:

- A. Local resources will be committed before requesting assistance from higher levels of government.
- B. Consistent with law, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage



## State of Oklahoma Emergency Operations Plan

### ESF #2 COMMUNICATIONS

STATE COORDINATING AGENCY: Oklahoma Office of Homeland Security

SUPPORT AGENCIES:

- Civil Air Patrol
- Department of Agriculture, Food and Forestry
- Department of Environmental Quality
- Department of Health
- Department of Public Safety
- Department of Transportation
- Department of Wildlife Conservation
- Office of Management Enterprise Services
- Oklahoma Corporation Commission
- Oklahoma Military Department
- Oklahoma State Bureau of Investigation
- Oklahoma State Fire Marshal
- Oklahoma Turnpike Authority
- The Salvation Army
- State Fire Marshal
- U.S. Army Corps of Engineers

#### I. PURPOSE

The purpose of this annex is to ensure maximum utilization of available resources to meet statewide communications requirements during all phases of disasters.

#### II. SITUATION AND ASSUMPTIONS

A. Situation

## **State of Oklahoma Emergency Operations Plan**

1. All hazards may from time to time disrupt normal communications within and among local, state, and federal agencies and jurisdictions.
2. The availability of emergency and backup communications is essential to all phases of emergency management.
3. To avoid duplication of effort and to ensure proper utilization of state resources, a centralized communications center is necessary for message handling and coordination functions.

### **B. Assumptions**

1. All communications systems in the State are operational except within the disaster area where only limited or no communications exist.
2. All communications links among the State Emergency Operations Center, the Federal Government and State agencies are operational.
3. Communications to and within the disaster area require re-establishment or augmentation to provide communications for the State and Federal disaster relief operations.

## **III. CONCEPT OF OPERATIONS**

### **A. General**

1. Federal, state, and local governments; private sector organizations; amateur radio operators; and voluntary disaster response and recovery organizations operate a number of communications systems on a routine basis. This capability includes such components as the National Warning System (NAWAS), HF, VHF, UHF, and 800 MHz Radio Systems, public switch telephone network systems, cellular telephone, satellite telephone, satellite MIFI, social media, e.g. Twitter and Facebook, paging, data transmission, local cable television override systems, NOAA Weather Radio, NOAA Weather Wire Services, satellite up-link and down-link capabilities, and the Oklahoma Law Enforcement Teletype System (OLETS). Through voluntary cooperation, commercial broadcast outlets participate in the Emergency Alert System. As the scope or impact of a potential or actual disaster/emergency changes, these communication resources shall be integrated into the total emergency management communications system. The focus for such integration and coordination shall be the State EOC.
2. Emergency Support Function (ESF) #2 of the National Response Framework is designed to assure the provision of Federal telecommunications support to response

## State of Oklahoma Emergency Operations Plan

efforts following a presidentially declared emergency or disaster. Support includes government furnished and commercially leased telecommunications under authority of Federal law and regulations.

3. In the event of either a partial or total systems failure of State EOC communications, responsibility for this function will be transferred to an Alternate State EOC (see ESF #5).
4. Private sector telecommunications providers will operate in accordance with the National Telecommunications Support Plan (NTSP) during major emergencies and disasters.

### B. Planning

1. Pre-identify communications facilities, equipment, and personnel in each region that could be made available to support response and recovery efforts.
2. Assess selected sites to store pre-staged communications assets for rapid deployment Identify State communications assets available to support a recovery mission. Other volunteer and local agencies with communications assets may be requested to contribute assets to the response effort. Industrial resources may also be considered for availability and effectiveness. Furthermore, availability, operational condition, and duration of need must be considered. The logistical requirements necessary to obtain critically needed equipment will also be evaluated.
3. Generate in timely manner, reported information to be included in State EOC briefings, situation reports, and/or action plans.
4. Encourage and promote interoperability among state and local jurisdictions.
5. Conduct regularly scheduled communications tests and drills with pre-designated communications centers to insure operational readiness and procedural familiarity.
6. Conduct monthly checks of OKWIN radio.
7. Utilize EOC telecommunications and IT equipment as an integral part of all communication systems in exercises and State EOC participation WMD exercises.
8. At disaster sites, the Incident Commander shall have primary responsibility for site selection and parking control. State agency communication vans/vehicles should be parked in close proximity to each other to enhance cooperation and coordination in exchanging information and resolving disaster assistance problems.

## State of Oklahoma Emergency Operations Plan

### C. Communications and Warning Capabilities:

1. The Emergency Alert System (EAS): An EAS terminal is located within the State Emergency Operations Communications Center (SEOCC).
2. NOAA Weather Radio (NWR).
3. The Oklahoma Wireless Information Network (OKWIN) Radio: The (SEOCC) is equipped with 1 OKWIN console.
4. The National Warning System (NAWAS): The state portion of the NAWAS consists of the Emergency Operations Communications Center, twelve State Police District headquarters, two National Weather Service offices and 15 primary warning points (nodes) connected with leased, non-switched terrestrial voice circuits. The primary warning points using the most expedient method possible disseminate warnings to the non-NAWAS counties. National and State NAWAS phone systems are located in the State Emergency Operations Communications Center (SEOCC).
5. The Oklahoma Department of Emergency Management (OEM) utilizes a commercial telephone system for daily use. The State EOC has operational lines for emergency use and jacks for installing additional lines.
6. The State Emergency Operations Center is answered by the Agency Duty Officer 24-hours a day including weekends and holidays. The 24-hour hotline system exists on a standard 800 number phone system (800-800-2481).
7. OEM utilizes 1 fax machine for manual fax transmissions. The fax machine has print, copy and scan capabilities and is located in the State Emergency Operations Center.
8. Smart phones operating on the AT&T Network have been assigned to a majority of the OEM staff.
9. WebEOC is used to log calls, contact ESF Liaisons, and display current status of events and incidents.
10. Secure Telephone Equipment (STE), is located in the Secure Communications Room of the State EOC and is used primarily for secure communication with the other states and the Department of Homeland Security. Special security clearance is necessary for access to this equipment or its use and its location within the SEOC is restricted from unauthorized users.
11. The Oklahoma Amateur Radio System: (which includes RACES (Radio Amateur Civil Emergency Services), MARS (Military Auxiliary Radio System) and ARES (Amateur Radio Emergency Services))

## State of Oklahoma Emergency Operations Plan

### 12. The DHS/FEMA Mobile Emergency Response Support (MERS)

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. General

The State communications system includes all communications resources under the direction and control of the Governor. Normally, these resources are applied to the missions of specific State agencies. During emergency situations, the Department of Emergency Management will coordinate the use of these systems to support emergency management functions. Overall responsibility for State EOC communications rests with the Department of Emergency Management with secondary support provided by other State agencies and volunteer organizations.

##### B. Assignment of Responsibilities

###### 1. Department of Public Safety

The DPS shall operate NAWAS, OLETS and appropriate law enforcement radio networks on a 24-hour basis. In addition, the DPS has transmission capability on the National Weather Service's NOAA Weather Wire service.

###### 2. Department of Emergency Management

The Department of Emergency Management (OEM) shall coordinate and manage communications capabilities within the State EOC. Specific tasks include:

- a. Coordinate with state agencies and cooperative organizations to determine equipment and personnel capabilities and requirements for EOC operations.
- b. Develop procedures relating to EOC communications, operations, verification of reports, and message handling.
- c. Coordinate with local emergency management, FEMA Region VI, and adjacent states on procedures for establishing emergency communications on a local, regional or national basis.
- d. Coordinate with the National Communications System and other Federal agencies in support of Emergency Support Function #2 of National and Regional Response Plans.
- e. Assist in the establishment of on-site disaster communications capabilities.
- f. Provide for the maintenance/repair of agency owned systems located in the State EOC.

## State of Oklahoma Emergency Operations Plan

- g. Review and update this annex and associated documents as needed or at least on an annual basis.

### 3. The State EOC Manager (OEM)

The State EOC Manager will be responsible for establishing and staffing the communications within the State EOC, provide operators for all available equipment, coordinating their activities with other agencies having radio capability within the state government and related local or private agencies.

He/she is responsible for coordinating with the Oklahoma Highway Patrol to see that all counties have been warned of possible terrorist incidents or other man-made incidents and, when possible, of impending or actual natural disasters such as tornadoes, fires and floods that would cause extreme damage.

### 4. Other agencies and organizations

Additional State support agencies and cooperative organizations with two-way radio capabilities shall support emergency communication operations to the extent possible. These agencies shall:

- a. Provide communications equipment to interface with and support State EOC operations.
- b. Provide trained personnel to maintain this equipment in a constant state of readiness.
- c. As needed, assign to the State EOC enough trained operators to provide 24-hour a day capability over an extended period of time.
- d. Ensure mobile units assigned to the disaster scene establish communications with the Incident Commander.
- e. Maintain and repair their equipment located in or linked with the State EOC.
- f. Currently, the “social media” applicability is under review.

### 5. State Fire Marshal

Provide mobile communications capability at the scene.

### 6. Oklahoma Corporation Commission

Establish communications with private sector telecommunications representatives to provide communication services, as needed.

## State of Oklahoma Emergency Operations Plan

### 7. Oklahoma Department of Transportation

In conjunction with the Oklahoma Conservation Commission, a geographical information system component is being considered here.

### 8. The Salvation Army

- a. Utilizing amateur radio volunteers, The Salvation Army will assist by providing health and welfare inquires for the public and relief officials via high frequency and other communication devices operated by its volunteers.
- b. Assist in facilitating communications between The Salvation Army and other volunteer organizations providing overall coordination of amateur radio communications in cooperation with the Amateur Radio Relay League (ARRL) and local and state amateur radio group.

## State of Oklahoma Emergency Operations Plan

### ESF #3 PUBLIC WORKS AND ENGINEERING

STATE COORDINATING AGENCY: Department of Transportation

SUPPORT AGENCIES: Civil Air Patrol

Department of Agriculture, Food and Forestry

Department of Corrections

Department of Emergency Management

Department of Environmental Quality

Department of Health

Department of Public Safety

Fire Marshal

Oklahoma Military Department

Oklahoma Office of Homeland Security

Oklahoma Turnpike Authority

Oklahoma Volunteer Organizations Active In Disasters

U.S. Army Corps of Engineers

Oklahoma Water Resources Board

#### I. PURPOSE

- A. The purpose of this annex is to establish procedures for utilizing state resources for response to and recovery from an emergency, to include debris removal and disposal, engineering, construction and utilities restoration. The Department of Transportation will also be the state coordinating agency with the federal government for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #3 Public Works and Engineering.
- B. This federal support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair of



## State of Oklahoma Emergency Operations Plan

fresh water, waste water and solid waste facilities, emergency power supply, temporary housing, supply of ice and water, debris removal, and other missions relating to life saving or life protection humanitarian support.

### CONCEPT OF OPERATIONS

#### C. Phases of Management

##### 1. Mitigation

- a. Review and update emergency procedures.
- b. Maintain utilities and public works maps as appropriate.
- c. Complete mitigation projects from previous disasters with federal mitigation dollars.

##### 2. Preparedness

- a. Train personnel in emergency procedures.
- b. Organize and train damage survey teams.
- c. Insure barrier, roadblock materials, light sets, mobile signs and other necessary equipment are available.
- d. Keep debris removal equipment in good repair.
- e. Participate in emergency preparedness exercises.
- f. Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.

##### 3. Response

- a. Survey disaster areas and evaluate in terms of engineering estimates
- b. Repair EOC facilities and equipment as necessary
- c. Assess damage
- d. Clear roads, construct temporary bridges and/or channel crossing and provide technical assistance for restoring water supply systems and sewage systems
- e. Barricade damaged areas as directed
- f. Determine ability to adequately respond and/or the need to request federal assistance

## State of Oklahoma Emergency Operations Plan

4. Recovery
  - a. Repair roads and coordinate repair of utilities as necessary
  - b. Coordinate private and volunteer repairs to utilities
  - c. Assist in providing potable water and sanitary facilities, as needed
  - d. Participate in compiling after-action reports and critiques
  - e. Make necessary changes and improvements to emergency operations plans
  - f. Engage in mitigation projects by way of federal dollars from previous disasters

## II. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. General

State agencies with primary or secondary emergency functions connected with public works will assign appropriate personnel to carry out these functions.

### B. Organization

State agency heads will each organize their agencies to effectively conduct emergency operations.

### C. Assignment of Responsibilities

#### 1. Debris removal and disposal

- a. The Oklahoma Department of Transportation (ODOT) has primary responsibility to remove debris and wreckage caused by a disaster only when requested by local government through the State EOC and/or when debris clearance is immediately essential to eliminate threats to the public health, safety, and property. Debris or wreckage shall be moved to temporary storage areas, or moved directly to disposal sites, as approved by the Department of Environmental Quality (DEQ). Disposal methods (fire, burial, etc.) shall be determined by the DEQ. The ODOT shall work with Oklahoma Water Resources Board (OWRB) to ensure the integrity of the ground water by locating wellheads utilizing GPS/GIS technology. In the event additional help is needed, assistance may be obtained from the Department of Agriculture, Food and Forestry, the Department of Health, Oklahoma Military Department, the Oklahoma Chapter of Voluntary Organizations Active in Disasters (VOAD), and local government.
- b. The DEQ has primary responsibility to provide ODOT and other debris removal agents with locations of approved disposal sites and methods to be used for

## State of Oklahoma Emergency Operations Plan

disposal (i.e., burying, burning, etc.). This department will likewise coordinate removal and disposal of debris that could constitute a health hazard.

- c. The Department of Agriculture, Food and Forestry shall inform the Department of Health of the exact locations of areas where there are extensive dead livestock and/or other agricultural debris problems.
  - d. The Oklahoma Military Department shall assist the ODOT with its equipment and personnel, when requested, to remove debris and wreckage in disaster areas that are essential to the health, safety and welfare of the public.
  - e. The state may request federal assistance when a major disaster overwhelms the state's ability to adequately respond. This federal assistance may be requested through FEMA via the U.S. Army Corps of Engineers and other federal agencies.
2. Engineering and construction
- a. The ODOT has the primary responsibility to make emergency repairs or replacements to damaged roads and bridges so as to ensure continued operations necessary for the immediate protection, welfare and preservation of life and property.
  - b. The Oklahoma Military Department has a secondary responsibility, when requested through the State EOC, to utilize its forces to assist the ODOT by making emergency repairs to roads, bridges, public buildings or other public facilities in disaster areas which are essential to the health, safety and welfare of the public.
  - c. The ODOT shall report downed or damaged gas, electric and telephone utilities and dangerous, imminent threats resulting from this damage to the State EOC.
3. Water and Sanitation
- a. DEQ will have primary responsibility for the state emergency water and sanitation mission to:
    - i. Provide to local communities that have suffered damage to their water supply and sewage systems, the technical assistance necessary for emergency repair of their facilities.
    - ii. Inspect and take samples of water in disaster areas to determine if it is safe for human consumption.

## State of Oklahoma Emergency Operations Plan

- iii. Assist local authorities in obtaining a potable water supply for those disaster communities whose water supply has been interrupted or contaminated.
  - iv. Assist local authorities in applying emergency sanitation measures for those disaster communities that have suffered damage to their sanitation systems or which are inoperative.
  - v. Provide, upon request, an agency engineer to perform required initial (windshield) surveys for assessment of damage to water and sanitation systems in the affected area.
- b. The Water Resources Board will have a secondary responsibility for the state emergency water and sanitation mission to:
- i. Assist DEQ in finding possible backup emergency water supply for affected communities.
  - ii. Advise DEQ on the relationship between (1) providing a community emergency water and sanitation and (2) the possible effects on overall water sources of the state.
  - iii. Assist DEQ in selecting new sites for water or sanitation systems, if needed.
  - iv. Provide, upon request, an agency engineer to perform and/or accompany a federal engineer on required surveys for assessment of damage to dams and waterways in the affected area.
- c. The Oklahoma Military Department will assist DEQ and provide, upon request, water trailers that shall be utilized to provide local governments suffering damage to their water systems with emergency potable water and, if available, appropriate generators for water pumps during electrical outages.
4. Damage Assessment

The Civil Air Patrol (CAP) has primary responsibility to provide ODOT a damage assessment capability by performing required initial (windshield) surveys, follow on assessment surveys or air video reconnaissance survey through airborne video transmitting or on-the-ground assessment with video equipment. Information collected by CAP is then forwarded to the SEOC.

## State of Oklahoma Emergency Operations Plan

5. Other support as required
  - a. Other support as required, will be provided by federal and state supporting agencies.
  - b. The U.S. Army Corps of Engineers, Tulsa District, stands ready to assist OEM by providing the following types of assistance to local and State of Oklahoma authorities in the event of an emergency:
    - i. Damage Assessment teams or support to state teams.
    - ii. Flood fighting assistance and materials (primarily sandbags and pumps).
    - iii. Levee and Flood Control Works technical assistance (any location).
    - iv. Levee and Flood Control Works rehabilitation (if active under Corps of Engineers Public Law 84-99 levee program) if damaged by flood events.
    - v. Engineering support and other expertise, including but not limited to civil, structural, and geotechnical engineering; hazardous, toxic, and radiological materials; real estate assistance; floodplain management, and various other Federal regulatory program assistance.
  - c. In the event the State of Oklahoma receives a Federal Disaster Declaration resulting in the activation of ESF #3, the U.S. Army Corps of Engineers, through the Tulsa District, can provide the following assistance. These following efforts have been coordinated with FEMA and pre-scripted Mission Assignments exist for many of the following items, expediting activation of these efforts:
    - i. Provide damage assessment teams or assistance to State/Federal teams.
    - ii. Assist with and provide search and rescue teams' provision of bottled drinking water for basic human needs.
    - iii. Provision of bagged ice.
    - iv. Provision of emergency generator(s) to provide electrical power to critical facilities including but not limited to hospitals and clinics, law enforcement facilities, freshwater and sewage treatment plants and facilities (including lift/pump stations), etc.
    - v. Debris removal and reduction.
    - vi. Temporary roofing and material supplies and installation.

## **State of Oklahoma Emergency Operations Plan**

- vii. Construction or installation of temporary housing units either on individual properties or in a community setting with all utility support.
- viii. Actively participate with hazard mitigation team efforts.

### **III. DIRECTION AND CONTROL**

- A. Direction and control for any disaster operation will be centralized. The designated operating official is to be in the State Emergency Operations Center and act as coordinator for use of his department's assets and interface of assets of other departments.
- B. The Director of the ODOT shall be responsible for directing primary activities of the ODOT and in coordinating the activities of supporting agencies in connection with debris removal and disposal and engineering and construction and secondary activities in connection with utilities restoration.
- C. The Executive Director of the Department of Environmental Quality shall direct all primary activities in connection with debris removal and disposal and technical assistance as needed in providing potable water and sanitary facilities.
- D. The administrative heads of the Department of Agriculture, Food and Forestry and the Oklahoma Military Department shall direct all secondary activities in connection with debris removal and disposal. The Oklahoma Military Department shall be directed by the Adjutant General in connection with secondary activities of engineering, construction, water and sanitation.

### **IV. CONTINUITY OF GOVERNMENT**

- A. Lines of succession to each department head are according to the SOPs established by each department with a primary or secondary public works mission.
- B. Continuity of Operations for each department is according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary public works mission.

## State of Oklahoma Emergency Operations Plan

### ESF #4 FIREFIGHTING

STATE COORDINATING AGENCY: Department of Agriculture, Food and Forestry

SUPPORT AGENCIES:

Chief Medical Examiner

Civil Air Patrol

Department of Corrections

Department of Emergency Management

Department of Public Safety

Department of Transportation

Department of Tourism & Recreation

Department of Wildlife Conservation

Fire Marshal

Oklahoma Corporation Commission

Oklahoma Military Department

Oklahoma Office of Homeland Security

Oklahoma State Bureau of Investigation

Oklahoma State Department of Health

Oklahoma Turnpike Authority

#### I. PURPOSE

The purpose of this annex is to establish an effective system for the coordinated response to fire suppression during emergency or disaster situations. The Department of Agriculture, Food and Forestry will also be the state coordinating agency with the federal government for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #4, Firefighting, in such areas as detecting and suppressing wildfires, rural and urban fires resulting from, or occurring coincidentally with, a catastrophic earthquake, significant natural disaster or other event requiring Federal response assistance.

## State of Oklahoma Emergency Operations Plan

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

Both natural and technological emergencies may result in the need for large-scale fire suppression. When extreme burning conditions occur, it is likely that wildfire incidents will be widespread and all fire protection forces may be committed very quickly, and for extended periods of time. State response to a wildfire emergency must be rapid to be effective.

#### B. Assumptions

1. Most fire suppression operations can be effectively handled by local emergency service agencies or through local mutual aid agreements. In the designated fire protection area in eastern Oklahoma, Forestry Services firefighters suppress all uncontrolled wildland fires.
2. During major or widespread emergencies, suppression requirements may exceed normal capabilities and require a coordinated response on a statewide basis.

### III. CONCEPT OF OPERATIONS

Within the limit of their capabilities and jurisdictions, local emergency service agencies will perform basic fire suppression services. If requirements exceed local capabilities, require cross-jurisdictional action, or impact resources under State control, the appropriate State agencies or volunteer organizations should become involved. In some cases, State agencies may need to obtain local assistance for fire/rescue operations where initial responsibility rests with the State and the scope of the operations exceeds available State resources.

#### A. Detection and Monitoring

The Oklahoma Forestry Services (OFS) cooperates with the National Weather Service and the U.S. Forest Service in the daily monitoring of weather conditions. The OFS utilizes MESONET weather stations located at sites throughout the state for purposes of observing and collecting fire weather data. The National Fire Danger Rating System (NFDRS) is used to rate fire conditions from day-to-day and area-to-area. This system provides the fire staff with information to make decisions about the risk of fire occurrence and severity. Current and forecast wind conditions are used to determine if they would support large and intense fires.

1. Expected fire danger and smoke management information is broadcast each morning on NOAA weather radio.



## State of Oklahoma Emergency Operations Plan

2. The State EOC will be notified by the OFS when very high and/or extreme conditions are forecast.
3. Warnings will be disseminated by the OFS communications system to the public and corroborators.

The OFS uses two primary means of fire detection – aerial and public telephone – in its daily operations. Communications equipment is tested regularly to ensure that dispatching and reporting systems are working properly. Aircraft are assigned to areas of the state. First priority use of aircraft is for fire detection. The frequencies of detection flights are determined by forecast and current weather conditions, historic and present fire occurrence and public activity.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

#### A. General

1. The Department of Agriculture, Food and Forestry provides protection from wildfires in Oklahoma through detection, prevention, and suppression activities. Therefore, it has primary responsibility for State level operations involving wildfire suppression.
2. In designated fire protection areas, Forestry Services concentrates firefighting forces to suppress all uncontrolled wildfires, and works in close coordination with local fire departments as appropriate. Outside the designated fire protection area, Forestry Services firefighters will provide fire suppression assistance in support of local fire departments as requested and as fire conditions and available resources permit. Forestry Services will coordinate its response outside the protection area with the local incident commanders as appropriate.

#### B. Assignment of Responsibilities

1. Department of Agriculture, Food and Forestry
  - a. Provide the necessary manpower, equipment, and materials to suppress fires on public or private forests or grasslands where the potential or actual destruction would be considered a major disaster.
  - b. Request assistance, in accordance with department procedures, from the USDA Forest Service. Requests for additional State resources from agencies with secondary responsibility should be coordinated through the Director, Department of Emergency Management.
  - c. Advise the State EOC of the development of any major wildfire. The EOC should also be advised if arson and/or state-owned property are involved.

## State of Oklahoma Emergency Operations Plan

- d. Advise the State EOC of rural homes and businesses that require emergency assistance.
  - e. Coordinate with the U.S. Department of Agriculture and other Federal agencies in support of Emergency Support Function #4 of the National Response Framework.
2. Fire Marshal
- a. In coordination with the Department of Agriculture, Food and Forestry, investigate and determine the cause of fires where the cause may be other than by natural means.
  - b. Upon request, assist the Chief Medical Examiner in the investigation of deaths caused by fire in a natural disaster.
  - c. Provide code enforcement.
  - d. Assist local governments with inspection of structures after disasters to prevent fire hazards.
3. Department of Transportation
- a. As requested, provide manpower, equipment and other appropriate resources in support of operations.
  - b. Assist law enforcement officials in maintaining traffic flow into and away from the disaster area as well as provide advice on the best routes for rescue or evacuation activities.
4. Oklahoma Corporation Commission
- Shall coordinate the disconnection of electric power and natural gas lines when a natural disaster causes the rupture of natural gas lines and the ignition by sparking electric lines for potential fires and/or explosions.
5. Oklahoma Department of Health
- a. Will monitor the situation informing hospitals, long term care facilities, and assisted living centers of changing conditions in case evacuations are needed.
  - b. Will work with medical response system partners keeping them informed of dangers that may require action on their part.

## State of Oklahoma Emergency Operations Plan

### 6. Other State Agencies

The Department of Corrections, Military Department, Tourism and Recreation Department, Department of Emergency Management, Oklahoma Office of Homeland Security, Department of Transportation, Oklahoma State Bureau of Investigation, Department of Public Safety, and the Department of Wildlife Conservation should:

- a. As requested, provide manpower, equipment, and other appropriate resources in support of fire suppression activities.
- b. Assist the ODAFF in notifying persons in the path of the impending danger.

### 7. Cooperative organizations

The Oklahoma Wing of the Civil Air Patrol, upon request, may provide aircraft and aircrews for aerial missions to aid in the location of fires, victims, radio air relay, damage assessment or executive airlift. It will also provide aerial support to search and rescue operations as requested by the State EOC or DPS, if available.

## V. DIRECTION AND CONTROL

- A. Direction and control of fire suppression operations in wildland areas will be conducted by OFS. If the State EOC is operational, requests for assistance should be coordinated by the Department through the EOC. If the EOC is not operational, requests for assistance should be made to the Department of Agriculture, Food and Forestry and the EOC advised of the situation as soon as it is activated.
- B. No administrative process will be permitted to interfere with operations essential to suppressing wildfires and thereby preventing injury, loss of life and significant property damage. During wildfire emergency, the process to access supplemental state resources shall be simplified to expedite their use in a timely manner and prescribed in a Standard Operating Procedure (SOP).

## VI. DETECTION AND MONITORING

- C. The OFS cooperates with the National Weather Service and the U.S. Forest Service in the daily monitoring of weather conditions. The OFD utilizes MESONET weather stations located at sites throughout the state for purposes of observing and collecting fire weather data. The National Fire Danger Rating System (NFDRS) is used to rate fire conditions from day-to-day and area-to-area. This system provides the fire staff with information to make decisions about the risk of fire occurrence and severity. Current

## State of Oklahoma Emergency Operations Plan

and forecast wind conditions are used to determine if they would support large and intense fires.

1. Expected fire danger and smoke management information is broadcast each morning on NOAA weather radio.
2. The State EOC will be notified by the OFS when very high and/or extreme conditions are forecast.
  - A. Warnings will be disseminated by the OFS communications system to the public and corroborators.
  - B. The OFS uses two primary means of fire detection – aerial and public telephone – in its daily operations. Communications equipment is tested regularly to ensure that dispatching and reporting systems are working properly. Aircraft are assigned to areas of the state. First priority use of aircraft is for fire detection. The frequencies of detection flights are determined by forecast and current weather conditions, historic and present fire occurrence and public activity.

### VI. LOGISTICS

For fire suppression, additional resources may be available from nearby public and private firefighting companies. Local emergency service agencies also represent a resource for search and rescue operations.

## State of Oklahoma Emergency Operations Plan

### ESF #5 EMERGENCY MANAGEMENT

STATE COORDINATING AGENCY: Department of Emergency Management

SUPPORT AGENCIES: All State Agencies, Boards and Commissions

All State Voluntary Organizations

#### I. PURPOSE

The purpose of this annex is to identify an Emergency Operations Center (EOC) location and establish procedures for collecting, processing and disseminating information about potential or actual natural or manmade disasters or emergencies. The EOC will facilitate the overall activities of the state and local governments in providing response assistance to an affected area during such a time as an emergency or disaster. The State EOC, maintained by the Department of Emergency Management (OEM), will coordinate with the federal government for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #5, Emergency Management.

#### II. SITUATIONS AND ASSUMPTIONS

##### A. Situation

1. During a period of increased readiness or extreme emergency in which loss of life or property damage has occurred or appears imminent, the State Emergency Operations Center (SEOC) will be activated to the level dictated by the gravity of the situation.
2. All governmental agencies having emergency responsibilities will be advised when the SEOC is activated.
3. All emergency operations will be conducted under the authority of the laws of Oklahoma and/or executive orders or authorities delegated by law to the elected or appointed officials of the State of Oklahoma.

##### B. Assumptions

1. Most emergency situations are handled routinely by local and state government agencies and volunteer service organizations.
2. In large-scale disaster situations beyond the capabilities of the city or county emergency management organizations, the State EOC shall provide centralized direction, control and assistance.

## State of Oklahoma Emergency Operations Plan

### CONCEPT OF OPERATIONS

#### A. General

1. The SEOC and staff may be activated by the Governor of Oklahoma, or anyone designated by the Governor, when it appears the State of Oklahoma is or may be in great danger of loss of lives or great property damage.
2. The Oklahoma Department of Emergency Management is the agency primarily responsible for assessing a situation and the needs of the population affected. Based on the needs of the situation, department heads or designated representatives may be requested to report to the SEOC to coordinate that agency's activities when the SEOC is activated. When it appears the United States is involved in a national security emergency, all agencies will have their representative report immediately.
3. The Department of Emergency Management Director or his designee, will activate its alert procedures in accordance with department standard operating procedures.
4. The SEOC is entered from the tunnel between the Sequoyah and Will Rogers Buildings in Oklahoma City, (405) 521-2481, and alternate EOCs are located as follows: Stillwater EOC, (405) 742-8380, Stillwater City Hall Basement located at 723 South Lewis, Stillwater, Oklahoma; Tulsa EOC, (918) 596-9890, located in the basement of the Police/Municipal Court Building, the EOC, 600 Civic Center, Tulsa, Oklahoma and the Santa Fe facility located at 4224 N. Santa Fe, Oklahoma City, OK.

#### B. Planning

OEM coordinates State planning activities including immediate, short-term, and long range planning. OEM helps maintain situational awareness of the threat or incident, in coordination with the appropriate local entities, state agencies and volunteer organizations. The State EOC monitors potential or developing incidents and supports the mitigation and response efforts of regional and field operations. The State EOC coordinates operations and situational reporting to the Governor and FEMA. OEM staffs the Planning Section in the SEOC. The Planning Section provides for the collection, evaluation, development, dissemination, and use of information regarding incident status and response actions. The Planning Section is responsible for the State Incident Action Plan process. This includes preparing and documenting incident priorities, establishing the operational period and tempo, and developing staffing plans related to the incident as needed. The Planning Section enlists Subject Matter Expert (SME) support for incidents requiring specific technical knowledge. Examples of SMEs include

## State of Oklahoma Emergency Operations Plan

CSEPP Hazard Analysts, Radiation Control, National Weather Services, and Geologic Survey personnel.

### C. Phases of Management

#### 1. Mitigation

- a. Maintain high readiness posture of EOC
- b. Provide for adequate communications capabilities
- c. Assign EOC staff positions to qualified personnel
- d. Provide a disaster-resistant EOC

#### 2. Preparedness

- a. The Director, Department of Emergency Management, will insure that the EOC staff organization with names, addresses and telephone numbers is maintained at all times.
- b. Inform officials of EOC operations
- c. Maintain/obtain supplies and food for emergencies
- d. Prepare and review all plans and conduct exercises

#### 3. Response

- a. Activate the EOC, as required
- b. Respond to the emergency
- c. Coordinate all emergency operations
- d. Coordinate with DHS/EPR/FEMA and other Federal agencies in support of Emergency Support Function #5 of the National and Regional Response Plans.
- e. Collate and consolidate the incoming situation reports pertinent to the respective department, agency or organization
- f. Maintain a situation status account
- g. Brief the Governor and the Department of Emergency Management Director on the respective situations
- h. Provide information on respective situations and any problems when assistance is needed to carry out their responsibility.

## State of Oklahoma Emergency Operations Plan

- i. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations
4. Recovery
  - a. Continue long-term response and coordination of resources
  - b. Plan for release of operations personnel
  - c. Provide required briefings and submit reports
  - d. Incorporate mitigation efforts into recovery activities, when possible
- D. Communications and Warning Capabilities
  1. The Emergency Alert System (EAS): An EAS terminal is located within the ARCC.
  2. NOAA Weather Radio (NWR)
  3. The Oklahoma Wireless Information Network (OKWIN) Radio: The State Emergency Operations Communications Center (SEOCC) is equipped with 1 OKWIN console.
  4. The National Warning System (NAWAS): The state portion of the NAWAS consists of the Emergency Operations Communications Center, twelve State Police District headquarters, two National Weather Service offices and 15 primary warning points (nodes) connected with leased, non-switched terrestrial voice circuits. The primary warning points using the most expedient method possible disseminate warnings to the non-NAWAS counties. National and State NAWAS phone systems are located in the State Emergency Operations Communications Center (SEOCC).
  5. The Oklahoma Department of Emergency Management (OEM) utilizes a commercial telephone system for daily use. The State EOC has operational lines for emergency use and jacks for installing additional lines.
  6. The State Emergency Operations Center is answered by the Agency Watch Desk Officer 24-hours a day including weekends and holidays. The 24-hour hotline system exists on a standard 800 number phone system (800 800 2481).
  7. OEM utilizes 1 fax machine for manual fax transmissions. The fax machine has print, copy and scan capabilities and is located in the State Emergency Operations Center.
  8. Smart phones operating on the AT&T Network have been assigned to a majority of the OEM staff.
  9. WebEOC is used to log calls, contact ESF Liaisons, and display current status of events and incidents.



## State of Oklahoma Emergency Operations Plan

10. Secure Telephone Equipment STE, is located in the Secure Communications Room of the State EOC and is used primarily for secure communication with the other states and the Department of Homeland Security. Special security clearance is necessary for access to this equipment or its use and its location within the SEOC is restricted from unauthorized users.
11. Video tele-conferencing units are located in the Governor's Conference Room at the SEOC.
12. The Oklahoma Amateur Radio System: (which includes RACES (Radio Amateur Civil Emergency Services), MARS (Military Auxiliary Radio System ) and ARES (Amateur Radio Emergency Services)
13. The DHS/FEMA Mobile Emergency Response Support (MERS)

### III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

#### A. General

In the event of a disaster, the State EOC or alternate EOC will exercise overall and general supervision of all assets.

#### B. Organization

##### 1. Executive group

- a. Governor
  - i. Press Secretary
  - ii. Secretary
- b. Lieutenant Governor
- c. President Pro-Tempore of the Senate
- d. Speaker of the House
- e. Secretary of State
- f. Attorney General

##### 2. Operations

- a. Director, Department of Emergency Management
- b. Deputy Director, Department of Emergency Management
- c. SEOC Coordinator, Department of Emergency Management and assigned personnel

## State of Oklahoma Emergency Operations Plan

- d. SEOC Manager, Department of Emergency Management and assigned personnel
  - e. Public Information Officer, Department of Emergency Management
  - f. Commissioner, Department of Public Safety
  - g. Director, Oklahoma Office of Homeland Security
  - h. State Fire Marshal
  - i. Director, Department of Human Services
  - j. Adjutant General
  - k. Commissioner, State Department of Agriculture, Food and Forestry
  - l. Director, Oklahoma Forestry Services (OFS)
  - m. Director, Employment Security Commission
  - n. Commissioner, Department of Health
  - o. Director, Wildlife Conservation Commission
  - p. Director, Department of Transportation
  - q. Director, Oklahoma SARDA Plan, ODOT when activated
  - r. Other State Agencies
3. Communications Group
- a. EOC Manager, Department of Emergency Management.
  - b. One communications officer, each shift (3) from the following state agencies:
    - i. Oklahoma Highway Patrol.
    - ii. Department of Transportation.
    - iii. Civil Air Patrol.
    - iv. Oklahoma Military Department.
    - v. Department of Wildlife Conservation.
    - vi. The Salvation Army
4. Liaison Group
- a. Oklahoma Military Department
  - b. Oklahoma Highway Patrol

## State of Oklahoma Emergency Operations Plan

- c. The Salvation Army
  - d. Civil Air Patrol
  - e. American Red Cross
  - f. Wildlife Conservation Commission
  - g. Volunteer Organizations Active in Disasters
5. EOC Support
- a. Department of Emergency Management Staff (8)
  - b. Secretaries and Clerks (4)
  - c. Support personnel (8)
- C. Assignment of Responsibilities
1. The Governor of Oklahoma is responsible for the lives and protection of property within the boundaries of the State of Oklahoma.
  2. The Director, Oklahoma Department of Emergency Management (OEM), under the supervision of the Governor of Oklahoma, will be responsible for the implementation of plans and emergency operations for the protection of citizens of Oklahoma. This will include interagency or departmental coordination as well as coordination with volunteer service organizations.
  3. The Oklahoma Department of Emergency Management is the agency primarily responsible for the management of mutual aid. Mutual aid is managed through the “State Emergency Response Unified Logistics Plan” (August 22, 2016).
  4. The Emergency Operations Center Coordinator will be responsible for the State EOC personnel, coordination and operation procedures.
  5. The Preparedness and Response Division Manager, Field Services Division, will be responsible for deploying the Division’s Area Coordinators to the disaster scene(s) consistent with personnel safety considerations.
  6. The damage assessment team, under direction of the Preparedness and Response Division Manager, will be responsible for the collection and collation of reports of physical damage, loss of lives, and the coordination to establish relief centers to alleviate suffering and aid in recovery.

## State of Oklahoma Emergency Operations Plan

7. The Emergency Operations Center Manager is responsible for supplies and equipment including dispensary and sanitary supplies, feeding and housekeeping within the EOC during the period it is being operated.

### D. Monitoring, Detection, Alert and Warning

#### 1. State Emergency Operations Center (SEOC)

The Department of Emergency Management (OEM) operates a 24-hour emergency communications center within the SEOC. The SEOC provides the state with a single point to disseminate information and warnings to governmental officials (federal, state and/or local) that a hazardous situation could threaten or has threatened the general welfare, health, safety, and/or property of the state's population. The SEOC also houses the State Warning Point which provides the official notification mechanism for several governmental programs that require notifications under specified conditions. In addition, the SEOC provides continuous situational monitoring during non-emergency periods as well as in times of emergencies and disasters. Daily actions include 24-hour monitoring of media outlets from various sources such as online news sites, television, online radio stations, online newspapers, etc. Continuous information flow also comes from a variety of sources such as emergency management officials, regional coordinators, county warning points, private citizens, National Weather Service, private industry, etc. The collected information is analyzed by operations staff in the SEOC for state, regional, national, and international threats. Based on information collected within the SEOC, a Situation Report is published as needed dependent on current events in the state by the SEOC for state and county emergency management officials

The SEOC monitors the National Weather Service on a daily basis to detect weather threats for the state. The SEOC receives reports from the Fusion Center for possible threats and local jurisdictions regarding local events. State liaisons with the Department of Health, Department of Transportation and Department of Public Safety as well as all lead and support agencies report events to the OEM Duty Officer as they occur. The SEOC also receives daily threat and situation briefs from FEMA Region VI.

## State of Oklahoma Emergency Operations Plan

### 2. Communication Systems

The SEOC is equipped with multiple communication networks composed of local, state, and federal emergency communication systems. The figure below identifies the types of communications maintained by state and federal government.

State Communications	Federal Communications
Commercial Telephone	National Warning System
Wireless Devices	HF
800 MHZ Radio	VHF
Emergency Alert System (EAS)	UHF
Emergency Notification System	

### 3. Alert and Warning

The SEOC will initiate warnings and emergency notifications in accordance with The State of Oklahoma Emergency Response Plan for the SEOC. Once alerted or warned of an emergency or disaster, the Operations Chief will immediately notify the Director of Oklahoma Department of Emergency Management. The Director will then notify the Governor, including his or her Chief-of-Staff, and apprise them of the situation and recommend protective and/or response actions. Once the State Emergency Operations Team (SEOT) has mobilized to the State Emergency Operations Center, the SEOT Chief will conduct a situational briefing and request all ESFs to plan accordingly. The SEOT Chief may request certain ESFs to plan and deploy resources immediately.

### 4. Communications Interoperability

The Oklahoma Interoperability Network (OKIN) was created and is maintained by the Oklahoma Office of Homeland Security. This network of communication systems supports all radio frequency bands and proprietary systems to ensure interoperable communications. It features a secure network with encryption throughout the network.

## IV. DIRECTION AND CONTROL

- A. Emergency Operations requires centralized control and management. The officials designated to work in the State EOC will coordinate the use of resources and interface with other agencies in support of the primary agency.

## **State of Oklahoma Emergency Operations Plan**

- B. The Director of OEM will develop the criteria for transfer of control from the Primary to the alternate EOC(s) and will develop appropriate procedures for staffing and operating the alternate EOC consistent with plans to continue operations.

### **V. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS**

- A. For the overall supervision of the EOC, the line of succession will be the Director, Department of Emergency Management, Deputy Director, and EOC Manager.
- B. Continuity of Operations for each department is according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

### **VI. ADMINISTRATION AND LOGISTICS**

#### Agreements and Understandings

The Department of Emergency Management Director will enter into any agreements or understandings between this office and local groups or organizations as necessary for implementation of this plan.

## State of Oklahoma Emergency Operations Plan

### ESF #6 MASS CARE, HOUSING AND HUMAN SERVICES

COORDINATING AGENCY: Department of Emergency Management

SUPPORT AGENCIES: Department of Education

Department of Health

Department of Mental Health and Substance Abuse Services

Oklahoma Office of Homeland Security

Oklahoma State Bureau of Investigation

Oklahoma Military Department

Oklahoma Volunteer Organizations Active in Disasters

The American Red Cross

The Salvation Army

#### I. PURPOSE

The purpose of this annex is to establish a procedure for providing sheltering, feeding, emergency first aid, bulk distribution of relief supplies and victim registration to meet the immediate needs of the victims during and after the occurrence of a disaster or emergency. The Department of Emergency Management will coordinate with the federal government for assistance provided in the National Response Framework's (NRF) Emergency Support Function (ESF) #6, Mass Care, Housing and Human Services.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

Certain agencies provide daily services or assistance to citizens in need. There are occasions when similar services are needed during emergency situations. The coordination of feeding, congregate sheltering, emergency first aid, family reunification and bulk distribution of relief supplies will occur, as are essential during emergency conditions.

## State of Oklahoma Emergency Operations Plan

### B. Assumptions

1. The Department of Emergency Management (OEM) will coordinate Mass Care and emergency individual assistance with assistance from OKVOAD. In most situations, ARC will manage and operate shelters.
2. OKVOAD agencies will provide for emergency mass feeding, mass sheltering, emergency first aid, disaster welfare inquiry, and bulk distribution of disaster relief supplies for disaster displaced citizens.
3. Mutual support agreements with volunteer service organizations and other support groups will be obtained as needed and their services utilized to the maximum.

### III. CONCEPT OF OPERATIONS

#### A. General

1. OEM and OKVOAD will coordinate and provide support to the mass care efforts, as well as provide support during the emergency and continue long-term support to the victims during the recovery process.
2. The OKVOAD will fully participate in planning for feeding, sheltering, emergency first aid, disaster welfare inquiry and recovery assistance to meet emergency disaster needs of disaster victims.

#### B. Phases of Management – Department of Emergency Management

##### 1. Preparedness

- a. Coordinate plans for sheltering and feeding services with OKVOAD and local Emergency Management, Department of Education, DHS and other support organizations and groups to meet the needs of disaster victims.
- b. OEM and OKVOAD will review and update emergency services disaster plans to include written agreements when necessary.
- c. Coordinate with OKVOAD and local Emergency Management to ensure an inventory of emergency shelters has been made and copies are provided to all agencies impacted by shelter activation.
- d. Ensure adequate written agreements are in place with the Department of Human Services (DHS) and other support organizations to provide food commodities to support shelter and mass feeding plans. Notify and assist DHS in obtaining Federal Declaration for use of USDA Commodities and Food Stamps.



## State of Oklahoma Emergency Operations Plan

- e. Actively coordinate OKVOAD responsibilities with those of other agencies and organizations to ensure disaster caused needs are met.
  - f. Plan for a coordinated public information effort that respects and works with the existing public relations plans of all voluntary agencies. (See ESF #15)
  - g. Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.
2. Response
- a. Coordinate the activation, staffing and management of shelter and feeding sites as needed. Coordinate the provision of food, shelter, disaster welfare inquiry and bulk distribution of relief supplies. Food and water will be distributed according to the State of Oklahoma's Multi-Agency Disaster Feeding Plan, dated June of 2016. The Plan is for all hazards and has a coordinating group, "Feeding Task Force," including the American Red Cross, the Salvation Army, Feed the Children, Feeding America, the Southern Baptists and other VOADs. Commodities will be distributed by the U.S. Department of Agriculture according its policies.
  - b. Coordinate the identification, staffing and management of disaster Family Service Centers to provide information regarding emergency financial assistance based on disaster-caused needs.
  - c. In coordination with emergency management, the "State Mass Care Lead" will manage mass care according to the State of Oklahoma's Multi-Agency Shelter Plan dated August, 2016 with delivery of the mass care through the American Red Cross, Salvation Army, Southern Baptists, and other NGOs in accordance with the requirements of their internal policies.
  - d. Coordinate the notification to the public of all information on locations and hours of operation on emergency shelters, service centers and bulk distribution sites.
  - e. Coordinate with OKVOAD, ARC and The Salvation Army to assign staff, when requested, to the State Emergency Operations Center (SEOC). Staff members will act as liaisons among the decision-making ARC Disaster Operational Team, other voluntary organizations present and Agency representatives at the EOC.
3. Recovery
- a. Publish information on emergency services, locations and hours of operation in cooperation with all service providers.

## State of Oklahoma Emergency Operations Plan

- b. Coordinate with other agencies and organizations to provide assistance to meet disaster caused needs.
- c. Coordinate with OKVOAD to provide assistance in the form of staff for the Disaster Recovery Centers in cooperation with voluntary agencies.

### IV. ASSIGNMENT OF RESPONSIBILITIES

#### A. Assignment of Responsibilities

##### 1. Department of Emergency Management.

- a. Provide support to all mass care providers by coordinating and facilitating actions as the primary state coordinating agency.
- b. When applicable, and agreed upon, assist in administering the Individual and Households Program (IHP) for the State following Presidentially declared disasters in accordance with the most recent IHP State Administrative Plan (SAP).
- c. Coordinate with all emergency welfare service groups, local and state government, and local emergency operations centers.
- d. Coordinate the development and maintenance of emergency aid agreements with agencies, organizations and groups active in disaster as needed to meet the situation.
- e. Ensure adequate resources are identified to support the disaster mission.
- f. Coordinate with the OKVOAD agencies to maintain adequately trained staff to support the disaster operation.

##### 2. Oklahoma Volunteer Organizations Active in Disaster (OKVOAD).

- a. Provide immediate response to meet the needs of disaster victims. As stated in PL 93-288 as amended, the ARC will provide mass care in cooperation with all OKVOAD agencies.
- b. Provide damage assessment summaries for the State EOC, state and local officials and other agencies as requested. Information will be limited to type, location and extent of damage with permission of the agency doing the on site assessment(s).
- c. Provide a liaison representative to the State EOC. Work stations will be provided in the EOC for OKVOAD, ARC and The Salvation Army liaisons.

## State of Oklahoma Emergency Operations Plan

- d. Coordinate with local, state and federal authorities (Joint Information Centers) on all public affairs information, and cooperate with all existing OKVOAD agency public information plans. (See ESF #15)
3. Department of Human Services.  
Manage bulk food resources and food stamps provided by the U.S. Department of Agriculture and provide support as required and available through Federal Declaration.
4. Department of Health.  
Perform food inspections and coordinate Emergency Medical Service providers as needed. Upon request by emergency management, ESF-8 will coordinate with shelter operations to conduct assessments of residents in the shelters.
5. Department of Education.  
Provide support as required in the areas of facilities, transportation and communications.
6. Department of Mental Health and Substance Abuse Services.  
Provide support as required in the areas of mental health and counseling; and write and oversee Crisis Counseling (immediate and regular service) grants as coordinated with OEM.
7. Oklahoma Office of Homeland Security.  
Provide support as required.
8. Oklahoma State Bureau of Investigation.
  - a. Provide identification services related to Housing as required.
  - b. Provide staff and portable electronic or manual identification equipment to housing sites as needed, to assist in the identification of fugitives, registered sex offenders and other problem subjects attempting to conceal themselves among the disaster victims in violation of state or federal law.
  - c. Establish appropriate communications with the FBI to facilitate timely identifications and notify appropriate law enforcement personnel responsible for site security as required.

## State of Oklahoma Emergency Operations Plan

### 9. Oklahoma Military Department.

Provide support as required for sheltering of victims.

## V. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS.

- A. Lines of succession to each department head are according to the SOPs established by each department with a primary or secondary mission.
- B. Continuity of Operations for each department is according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

## State of Oklahoma Emergency Operations Plan

### ESF #7 RESOURCES SUPPORT

STATE COORDINATING AGENCY: Department of Emergency Management

SUPPORT AGENCIES:

Civil Air Patrol

Corporation Commission

Office of Management Enterprise Services

Department of Commerce

Department of Corrections

Department of Education

Department of Environmental Quality

Department of Health

Department of Labor

Department of Public Safety

Department of Tourism and Recreation

Department of Transportation

Department of Wildlife Conservation

Oklahoma Military Department

Oklahoma Office of Homeland Security

Oklahoma State Bureau of Investigation

Oklahoma Turnpike Authority

U.S. Army Corps of Engineers

Water Resources Board

## State of Oklahoma Emergency Operations Plan

### I. PURPOSE

The purpose of this annex is to establish effective procedures to coordinate support response and/or resources of state departments and agencies and preserve the continuity of their respective departmental and agency functions. It also provides for the resumption of such functions with a minimum of interruption in the event of natural or man-made emergency. The Department of Emergency Management will coordinate with the federal government for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #7, Resource Support.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

During the period of a natural or man-made emergency in which great damage may occur within the State of Oklahoma a condition may exist in which emergency supplies and resources may be limited.

#### B. Assumptions

1. Existing resources will provide adequate support for short-term emergency operations.
2. For long-term emergency support operations, additional resources will be made available.

### III. CONCEPT OF OPERATIONS

#### A. General

The principle executive or representative of the individual member agencies, boards, commissions or organizations designated as members of the resources group will report to the State Emergency Operations Center on its activation or when requested as dictated by the emergency.

#### B. Phases of Management

##### 1. Preparedness

- a. Prepare and maintain current list of personnel, materials and their locations needed to accomplish their assigned responsibilities.
- b. Develop contingency plans for the personnel of each department, agency or organization to ensure their safety and the continuity of the functions of the department, agency or organization.

## State of Oklahoma Emergency Operations Plan

- c. Develop plans for personnel of each department, agency or organization to report personnel locations and availability for duty.
  - d. Develop plans for the resumption of the departmental or organizational functions with a minimum of disruption, including relocation of the department, agency or organization, if required.
  - e. Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.
2. Response

Coordinate with the Federal General Service Administration and other Federal agencies in support of Emergency Support Functions #7 and #12 of the National Response Framework.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. Organization

1. The resources group may be composed of the following:
  - a. Office of Management Enterprise Services, Tourism and Recreation
  - b. State Department of Education
  - c. Oklahoma Water Resources Board
  - d. Oklahoma Association of General Contractors of America
  - e. State Funeral Directors Association
  - f. Oklahoma Military Department
  - g. Oklahoma State Department of Health
  - h. Oklahoma Office of Homeland Security
  - i. Oklahoma Department of Transportation

## **State of Oklahoma Emergency Operations Plan**

### **B. Assignment of Responsibilities**

The responsibilities of the members of the resources group will be in accordance to the respective individual member departments, agencies and other organizations. All agencies will provide support as required.

### **V. CONTINUITY OF GOVERNMENT CONTINUITY OF GOVERNMENT**

- A. Lines of succession will be in accordance with Standing Operating Procedures established by each department, agency or organization.
- B. Continuity of Operations for each department will be according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.



## State of Oklahoma Emergency Operations Plan

### ESF #8 PUBLIC HEALTH AND MEDICAL SERVICES

STATE COORDINATING AGENCY: Department of Health

SUPPORT AGENCIES: American Red Cross

Chief Medical Examiner

Department of Agriculture, Food and Forestry

Department of Emergency Management

Department of Environmental Quality

Department of Human Services

Department of Mental Health and Substance Abuse Services

Department of Public Safety

Oklahoma Military Department

Oklahoma Office of Homeland Security

#### I. PURPOSE

To establish procedures for response to the health and medical needs of the State of Oklahoma in the event of man-made or natural emergency. The Department of Health will coordinate with the federal government for assistance provided in the National Response Framework's (NRF) Emergency Support Function (ESF) #8, Public Health and Medical Services.

In accordance with the Oklahoma Catastrophic Health Emergency Powers Act (O.S. 63:6101), the Oklahoma Catastrophic Health Emergency Plan was developed as an addendum to ESF #8. Its purpose is to prepare for (1) acts of terrorism, (2) resurgent infectious diseases, (3) mass casualty incidents and (4) foreign animal diseases. Copies of the plan are maintained by the Health Department and support agencies.

## State of Oklahoma Emergency Operations Plan

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Natural or man-made emergencies could occur within the boundaries of the State of Oklahoma and would require coordinated use of all health and medical resources available.
2. Adequate resources are available within the boundaries of the State of Oklahoma to meet most foreseeable short-term emergencies.

#### B. Assumptions

1. The Commissioner of Health will be responsible for coordination of all state health and medical services in response to man-made or natural emergencies.
2. All Department of Health personnel will remain under direction and control of the Commissioner of Health during any activation of this plan.
3. Local resources will be fully employed before committing state assets.

### III. CONCEPT OF OPERATIONS

#### A. General

1. The Commissioner of Health will keep the Governor, the Director of the Department of Emergency Management and the Director of the Oklahoma Office of Homeland Security informed of the status of medical and health services during emergency operations.
2. The scope of medical and health services will be adjusted to the size and type of disaster. For further details concerning response to a medical/health emergency, see the Oklahoma State Department of Health's "Oklahoma Public Health & Medical System Emergency Response Plan (ERP), Version 8.0," approved 080116.

#### B. Phases of Management

##### 1. Mitigation

- a. Develop and maintain contingency plans for the Health Department to ensure the continuity of functions.
- b. Develop and maintain plans for providing health and medical services.

##### 2. Preparedness

- a. Identify available medical facilities, personnel and medical supplies.

## State of Oklahoma Emergency Operations Plan

- b. Conduct training sessions and exercises.
  - c. Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.
3. Response
- a. Locate and alert personnel
  - b. As requested, send a representative to the state emergency operations center to perform the following functions.
    - i. Consolidate the incoming health and medical reports and maintain the situation report.
    - ii. Brief the Governor and the Director of the Department of Emergency Management.
    - iii. Provide information and recommendations.
    - iv. Coordinate the need for and distribution of medical personnel, supplies and services.
    - v. Coordinate the health needs in congregate shelters and other disaster-related facilities with the American Red Cross.
    - vi. Coordinate with Department of Mental Health and Substance Abuse Services to ensure mental health, behavioral health, and substance abuse needs are addressed. Address specific medical considerations associated with mental health, behavioral health, and substance abuse for incident victims as well as response workers.
    - vii. Coordinate with the Department of Human Services and other state and local response agencies to address medical special needs and enhanced care population needs in a multidisciplinary response effort.
    - viii. Coordinate with Oklahoma Medical Reserve Corps (OKMRC) to activate, deploy and track OKMRC volunteers.
  - c. Provide a communication system or personnel to the disaster coordination center at the scene to assist in the coordination of requests for assistance.
4. Recovery
- a. Provide advice and support for decontamination measures
  - b. Inspect food supplies

## State of Oklahoma Emergency Operations Plan

- c. Institute vector control and quarantines to reduce the threat of epidemics
- d. Restore medical care and treatment facilities and services
- e. Institute immunization programs as required
- f. Continue to coordinate health needs in congregate shelters and other disaster related facilities with the American Red Cross.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. General

All Department of Health personnel will remain under the direction and control of the Commissioner of Health.

#### B. Organization

In so far as possible, there will be no changes to existing organization.

#### C. Assignment of Responsibilities

##### 1. Health and Medical Services

- a. Emergency medical support
- b. Distribution of medical supplies and services
- c. Immunization
- d. Mortuary services

##### 2. Public Health Environmental Services

- a. Vector control
- b. Inspection of food supplies
- c. General sanitation measures
- d. Activities necessary to resume normal public health community services

##### 3. Department of Agriculture, Food and Forestry

With assistance by the Veterinary Services and when medical facilities are unavailable, permit use of veterinary facilities and equipment for temporary human medical care during extreme emergencies involving mass casualties.

## State of Oklahoma Emergency Operations Plan

### 4. Chief Medical Examiner's Office for the State of Oklahoma

The Oklahoma Chief Medical Examiner's Office is the primary responsible agency for Fatality Management. The mental health needs of the families of fatalities and the mental health needs of emergency responders affected by the fatalities, will be met according to the Oklahoma Department of Mental Health and Substances Abuse Services "All Hazards Disaster Behavioral Health Plan" (2014). The disposition and handling of the fatalities will be managed by the Oklahoma State Medical Examiner's Office, with assistance from private mortuary services and transport companies according to the Medical Examiner's "Mass Fatality Plan" (March, 2017). Further, the disposition of fatalities will be aided by the "Mass Fatalities Plan" (Annex F) of the Oklahoma State Health Department's "Oklahoma Public Health & Medical System Emergency Response Plan" (2015).

### 5. Support Agencies

Provide support as required.

## V. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS

- A. Agency line of succession will be in accordance with internal standing operating procedures.
- B. Continuity of Operations for each department will be according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

## VI. ADMINISTRATION AND LOGISTICS

### A. Health Statistics

- 1. The Department of Health will continue to collect and report vital statistics.
- 2. Disease statistics will be collected and reported to appropriate state and federal officials.

### B. Testing and Inspections

All testing, inspections, and surveys will follow normal procedures but will be conducted more frequently.

## VII. PLAN DEVELOPMENT AND MAINTENANCE

The Commissioner of Health will make necessary plans and mutual support agreements to fulfill responsibilities outlined by law and this annex.

## State of Oklahoma Emergency Operations Plan

### ESF #9 SEARCH AND RESCUE

STATE COORDINATING AGENCY: Oklahoma Department of Public Safety

SUPPORT AGENCIES: Civil Air Patrol

Chief Medical Examiner

Department of Agriculture, Food and Forestry

Department of Wildlife Conservation

Fire Marshal

Oklahoma Department of Emergency Management

Oklahoma Military Department

Oklahoma Office of Homeland Security

Oklahoma State Bureau of Investigation

#### I. PURPOSE

- A. Search and Rescue is primarily the responsibility of county, city, town, tribal law enforcement and emergency management. They will prepare and respond in accordance to their emergency operations plans (EOPs) and standard operating procedures (SOPs). This annex establishes primary and support responsibilities for search and rescue operations. Responsible agencies will prepare appropriate internal plans and SOPs to cover all phases of emergency management.
- B. The State of Oklahoma Department of Emergency Management (OEM) will coordinate with the federal government for assistance provided through the National Response Framework's (NRF) Emergency Support Function (ESF) #9, Search and Rescue and the National Search and Rescue Plan, and the State of Oklahoma Agreement with the Air Force Rescue Coordination Center, Langley A.F.B., Virginia.

## State of Oklahoma Emergency Operations Plan

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

Search and rescue (SAR) missions may be required when an Emergency Locating Transmitter (ELT) signal and/or FAA report of an overdue aircraft is received; a request is made by local government officials for assistance in locating a missing person; and to locate survivors of natural or man-made emergencies.

#### B. Assumptions

1. The Oklahoma Department of Emergency Management (OEM) has primary responsibility for coordinating search and rescue efforts involving more than one state agency. In searches initiated by OEM, Langley A.F.B., Fort McPherson, and the Oklahoma Highway Patrol (OHP) is on scene, and the search spans more than one county, the ranking or best qualified OHP officer will act as Incident Commander. In searches for missing persons, the County Sheriff (on unincorporated land) or the Chief of Police (within city/town limits) will become the IC. In searches established by competent authority, and there is no law enforcement presence, where the Civil Air Patrol (CAP) is executing their Federal role, the CAP will be the Incident Commander. This responsibility will pass to the first Law Enforcement Officer on the scene. During natural or man-made disasters, the highest ranking First Responder on scene will become Incident Commander until a better qualified, trained First Responder arrives on scene according to local protocols.
2. Assistance from other agencies and the Civil Air Patrol (CAP) will be available upon request.

### III. CONCEPT OF THE OPERATION

- A. Many search and rescue missions are initiated by an Emergency Locator Transmitter (ELT). When an ELT signal is received, the Air Force Rescue Coordination Center (AFRCC), Langley A.F.B., Virginia will activate a mission number after other methods of search have failed. The CAP begins a search after receiving the mission number from the AFRCC. Most ELT transmissions result from rough landings and maintenance, not plane crashes. Planes are usually located in hangars or at airports after the pilot has completed his flight. In these cases, once the plane containing the transmitting ELT is found, the mission will be closed.
- B. Requests for assistance from local government officials in locating a missing person may go to OEM or CAP. Either OEM or CAP may respond and provide aerial and/or ground search assistance. Whenever the search spans more than one county, or more than one

## State of Oklahoma Emergency Operations Plan

state agency is involved, the OHP will assume Incident Command. The Department of Emergency Management will coordinate resource requirements for CAP, state agencies and local responders as requested. Attempts to locate survivors of emergencies in these cases will be led by the senior OHP official, and resources will be coordinated by the Department of Emergency Management.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. General

For emergency management planning, this annex incorporates the resources of all agencies that have the capabilities to provide direction and/or support for a search and rescue operation.

#### B. Organization

The organization for providing search and rescue support services for emergency operations are the following:

1. Department of Emergency Management (OEM)
2. Department of Public Safety (OHP)
3. Civil Air Patrol (CAP)
4. Oklahoma Military Department (OMD)
5. Department of Agriculture, Food and Forestry

#### C. Assignment of Responsibilities

1. Department of Emergency Management (OEM)
  - a. Develop and maintain this annex to the State EOP.
  - b. Develop standard operating procedures (SOPs) and standards for reference by all agencies operating within the SAR system.
  - c. Coordinate state resources during a SAR mission.
  - d. Maintain current alert procedures to insure rapid response during SAR operations.



## State of Oklahoma Emergency Operations Plan

2. Department of Public Safety (OHP):
  - a. Exercise Incident Command and/or supervision in searches initiated by OEM, Langley A.F.B., Fort McPherson and all rural search and rescue operations that span more than one county or have more than one state agency on scene.
  - b. Provide training to agency personnel regarding SAR operations.
3. Civil Air Patrol (CAP):
  - a. In accordance with its Memorandum of Understanding with OEM, provide personnel, equipment, search vans and planes with direction finding capability as requested by OEM.
  - b. Maintain SAR plans and procedures to be implemented during emergency operations.
  - c. Provide liaison personnel to coordinate with OEM, OHP and other agencies involved in SAR operations.
  - d. Provide CAP Incident Commander or liaison officer and staff, communications links to AFRCC, down link information from national satellite system, and other standard products that CAP produce to OEM, OHP and other search agencies.
  - e. Provide training for key OEM, OHP and OMD personnel regarding National SAR techniques used by the CAP.
  - f. Maintain current alert procedures to insure rapid response during SAR operations.
  - g. Include OEM, OHP and OMD in Air Force and Oklahoma SAR exercises conducted with the state.
4. Oklahoma Military Department (OMD):
  - a. Provide personnel and equipment as requested by OEM.
  - b. Maintain SAR plans and procedures to be implemented during emergency operations.
  - c. Provide liaison personnel to coordinate with OEM and other agencies involved in SAR operations.
  - d. Provide training for key OMD personnel regarding SAR operations.
  - e. Maintain current alert procedures to insure rapid response during SAR operations.

## State of Oklahoma Emergency Operations Plan

5. Department of Agriculture, Food and Forestry:
  - a. Provide personnel and resources as requested by OEM.
  - b. Coordinate procedures for SAR operations with the Department of Emergency Management.
6. Other Support

The Department of Wildlife Conservation, Fire Marshal, Chief Medical Examiner, Oklahoma Office of Homeland Security, Oklahoma State Bureau of Investigation, and the Alcohol Beverage Law Enforcement (ABLE) Commission should provide support as required.

### V. DIRECTION AND CONTROL

- A. The CAP, when involved in SAR operations, shall designate one person to act as liaison officer for the aerial search and ground search. This liaison officer shall coordinate CAP activities with the Incident Commander. Every agency involved with the SAR shall designate one liaison officer to be responsible for that agency's resources. That officer will coordinate all activities with OEM and OHP.
- B. When SAR operations extend beyond a normal day, each liaison officer and the Incident Commander shall designate his/her replacement and will brief that individual prior to departing the EOC or Incident Command Post.

### VI. LOGISTICS

For search and rescue operations, additional resources may be available locally. Local governments may provide resources, including manpower, and communications equipment to augment state capabilities. Volunteers, both pilots and ground searchers are often available in large numbers.

### VII. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS.

- A. Lines of succession to each department head will be according to the Standard Operating Procedures (SOPs) established by each department with a primary or secondary mission.
- B. Continuity of Operations for each department will be according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

## State of Oklahoma Emergency Operations Plan

### ESF #10 OIL AND HAZARDOUS MATERIALS

STATE COORDINATING AGENCY: Department of Environmental Quality

SUPPORT AGENCIES:

- Chief Medical Examiner
- Civil Air Patrol
- Corporation Commission
- Department of Agriculture, Food and Forestry
- Department of Emergency Management
- Department of Labor
- Department of Public Safety
- Department of Transportation
- Department of Wildlife Conservation
- Fire Marshal
- LP Gas Administration
- Oklahoma Military Department
- Oklahoma Office of Homeland Security
- Oklahoma State Bureau of Investigation
- Oklahoma State Department of Health

#### I. PURPOSE

The purpose of this annex is to insure a coordinated and effective effort is made to remove or reduce the threat to public health and safety resulting from an incident involving hazardous materials. The Department of Environmental Quality (DEQ) will coordinate with the federal government for assistance provided through the National Response Framework's (NRF) Emergency Support Function (ESF) #10, Oil and Hazardous Materials Response.

## State of Oklahoma Emergency Operations Plan

### II. SITUATIONS AND ASSUMPTIONS

#### A. Situation

1. Hazardous materials are produced, transported, used and stored throughout the state.
2. Accidents or incidents involving hazardous materials are one of the most common emergencies within the state.
3. Hazardous material releases require swift and decisive action by emergency personnel.

#### B. Assumptions

1. Emergencies involving hazardous materials are usually confined to a localized area.
2. Emergency personnel will respond in their normal area of operation.

### III. CONCEPT OF OPERATIONS

#### A. General

1. In all hazardous materials incidents, responders will always adhere to the following priorities: (1) Life Safety, (2) Incident Stabilization and (3) Property Conservation. For hazardous material incidents within corporate municipal limits, local government officials will, to the extent of available resources and capabilities, isolate and restore the area to normal, relying on the owner, supplier, vendor, shipping agent, carrier or the “primarily responsible party” (PRP) to remove the hazard if feasible. On private property outside of corporate limits, the initial contact point is the closest municipal fire department or law enforcement agency. Outside corporate limits on federal/state highways, public property, county roads, or railways, the incident commander shall be the Oklahoma Highway Patrol (OHP). While primary response is at the local or OHP level, all incidents may require additional action at the state level as indicated in the task assignments that follow.
2. In most incidents, state level involvement is usually limited until the scope of the disaster exceeds local government capabilities. However, state level involvement may occur at any time since the state has certain jurisdictional responsibilities, complex federal and state statutes to enforce, and technical expertise that may not be available at the local level. Moreover, several state agencies are routinely involved in the mitigation of the impact of hazardous materials incidents on a day-to-day basis.

## State of Oklahoma Emergency Operations Plan

3. In compliance with the Superfund Amendments and Reauthorization Act of 1986 (SARA), the Governor of Oklahoma has appointed the Oklahoma Hazardous Materials Emergency Response Commission to oversee the preparation of hazardous material emergency planning within the State. Responsibilities of this commission include:
  - a. Establishment of local emergency planning committee (LEPC) districts, of which there are 80, (which in Oklahoma are designated to correspond to the county boundaries with the exceptions of Oklahoma, Tulsa and Washington Counties). Separate districts are authorized within the cities of Oklahoma City and Tulsa. The Washington County District includes portions of Osage County to incorporate the entire Phillips Petroleum facility within one district. Tinker Air Force Base (78), Altus Air Force Base (79) and Ft. Sill (80) are separate planning districts.
  - b. Appointment of LEPCs within each district will be responsible for:
    - i. Providing information to the public on the nature, amount and location of hazardous materials within the district.
    - ii. Developing a comprehensive emergency response plan to respond to accidental releases or spills of hazardous materials within the districts. Such plans shall be incorporated into the county's Emergency Operations Plan (EOP).
    - iii. Overseeing the reporting of the presence of hazardous materials within the district by those persons or firms using or storing the material.
    - iv. Obtaining site-specific information from facilities subject to emergency planning to protect the public in the event of accidental release of hazardous materials allowed by law. This planning information will be incorporated into the LEPC district's plan as appropriate.
  - c. Review and accept the hazardous material emergency plan for each district to include the facility specific information.
  - d. Provide information to the public, as requested, on the nature and location of hazardous materials within Oklahoma covered under the law.
4. Oklahoma has adopted the provisions of 49 CFR covering all facets of hazardous material transportation within the state.

## State of Oklahoma Emergency Operations Plan

5. The Oklahoma Department of Emergency Management facilitates training courses to qualify first responders and LEPC members in hazardous material awareness and planning requirements. The agency also identifies and coordinates the mobilization of resources to be used in the event of a hazardous material accident that exceeds the resources of local government.

### B. Phases of Management

#### 1. Mitigation

Assist local communities with the establishment of transportation routes, zoning, and codes for hazardous materials.

#### 2. Preparedness

- a. Public education/orientation
- b. Train and exercise emergency response personnel.
- c. Develop plans and procedures for response to incidents
- d. Identify sources of equipment and supplies
- e. Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.

#### 3. Response

- a. Upon request of local officials, State agencies will provide resources needed to protect life, property and the environment not readily available to local government.
- b. Provide technical expertise needed to confine, control and neutralize hazardous material releases.

#### 4. Recovery

- a. Monitor and survey release site to determine continued threat to the public, when required.
- b. Provide legal counsel to:
  - i. Determine liability.
  - ii. Determine ability to recover damages.
  - iii. Determine means of resolving disputes.

## State of Oklahoma Emergency Operations Plan

- c. Aid in clean-up operations. Establish standards to be met to ensure public safety in coordination with Federal authorities.

### IV. TASK ORGANIZATION

#### A. Task Assignments and Responsibilities

The tasks and responsibilities that are noted below pertain only to this plan and do not include the full scope of activities carried out by agencies in the enforcement of environmental statutes.

##### 1. State Agencies

When activated by the EOC and while operating under the State EOP, the following state agencies will perform the listed functions as necessary. This list of participating agencies is not all inclusive and other agencies may be activated under the authority of the EOP.

- a. Department of Emergency Management.
  - i. Maintain an up-to-date list of local emergency response phone numbers for hazardous materials incidents or disasters.
  - ii. Serve as one of two primary notification points for local emergency management agencies and OHP to report incidents (1-800-800-2481).
  - iii. Notify all DEQ, Corporation Commission and EPA (NRC 1-800-424-8802) as necessary.
  - iv. Coordinate support as requested by on-scene local emergency management director(s) or incident commander(s).
  - v. Activate the State EOC as necessary.
- b. Department of Environmental Quality.
  - i. Maintains a 24 hour telephone number (1-800-522-0206) for citizens and public officials to report spills or releases.
  - ii. Provide technical advice and assistance on potential pollution caused by hazardous materials spills and the proper means to be employed to minimize short term and avoid long-term environmental damage.
  - iii. Provide state representation to the EPA regional response team.
  - iv. Provide technical advice and assistance regarding the following:

## State of Oklahoma Emergency Operations Plan

Contamination via municipal and domestic wastes.

Radiological exposure.

Air pollution control.

Solid waste disposal.

Potable water supply and wastewater treatment.

Control/containment of hazardous wastes.

Laboratory testing necessary for resumption of community environmental services.

Cleanup activities necessary to resume normal community services related to environmental quality.

- v. Serve as the primary source of expertise on industrial and commercial wastes.
  - vi. Coordinate with the U.S. Environmental Protection Agency and other federal agencies in support of Emergency Support Function #10 of the national and regional response plans.
- c. Corporation Commission
- i. Provide technical advice and assistance on potential pollution caused by spills of oil and hazardous materials from oil and gas drilling, production, and pipeline operations and the proper means to be employed to minimize short-term and avoid long-term environmental damage.
  - ii. Provide technical advice and assistance regarding the following:
    - Contamination by wastes associated with oil and gas drilling, production, and pipeline operations, and the control, containment and disposal of such wastes.
    - Control of oil and gas well blowouts.
    - Prevention and mitigation of damage to oil and gas drilling, production and pipeline facilities from wildfires.
  - iii. Serve as the primary source of expertise on oil and gas drilling, production and pipeline operations



## State of Oklahoma Emergency Operations Plan

d. Oklahoma Military Department (OMD)

OMD's 63rd Weapons of Mass Destruction-Civil Support Team (CST) has the capability to detect and identify most biological, chemical and nuclear agents. This is a very limited asset for the state and may be unavailable due to national tasking. Requests for assistance will be coordinated by the Oklahoma Department of Emergency Management.

e. Attorney General

Provide legal counsel to the Department of Environmental Quality and other responsible agencies to determine liability for damages incurred by the hazardous material incident and reimbursement of cost associated with its clean up.

f. Office of Homeland Security (OHS)

Across the State, provide both offensive and defensive hazardous materials-capable assets, in varying locations.

## State of Oklahoma Emergency Operations Plan

### APPENDIX 1 TO ESF #10: RADIOLOGICAL INCIDENT OPERATIONS

#### I. PURPOSE

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

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

The widespread use of radioactive materials in our society creates the potential for accidents. These incidents include transportation accidents involving radioactive materials as well as the mishandling of source material at industrial sites and the exposure to radiological materials used in the medical community. In each case, first responders' tasks are complicated by the presence of radioactive material.

##### B. Assumptions

Emergency response organizations will have access to radiation detection instruments.

#### III. CONCEPT OF OPERATIONS

##### A. Identification

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

##### B. Reporting Instructions

An accident involving the release/spilling of radiological materials (as with other hazardous materials) should be reported to the County Department of Environmental Quality and the Oklahoma Department of Environmental Quality, at 1-800-522-0206. Be prepared to provide the following information:

1. Incident location
2. Number and type of injuries if any
3. Name of carrier for transportation accidents and any placarding information
4. Type of radioactive material present if available (From shipping papers, package labels or employees.)

## State of Oklahoma Emergency Operations Plan

5. Amount of radioactivity in curies if known
6. Physical form of the material (liquid, solid or gas)

### C. Operational Procedures

The procedures on the appropriate guide page in the Emergency Response Guidebook (available on the internet at <http://hazmat.dot.gov/gydebook.htm>) should guide operations **upon identification of a radiological hazard**.

### D. Detection and Monitoring

1. DEQ as the State Warning Point, upon notification, will contact the DEQ Emergency Response Coordinator/ESF #10 coordinator and State Emergency Operations Center (SEOC).
2. DEQ will receive notice of upset conditions from certain industrial facilities, primarily during off-duty hours.
3. Notices received will be forwarded to the DEQ's Emergency Response Coordinator and SEOC. DEQ will sample, analyze and evaluate radiological agents in soils, vegetation and water and transmit this information to the Incident Commander and SEOC.

## IV. DIRECTION AND CONTROL

Primary responsibility rests with the senior local government official (per the local emergency operations plan) or the senior OHP official, as appropriate, at the location. As in all local incidents, representatives from other organizations serve only in an advisory or support role.

## V. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS

- A. Lines of succession to each department head will be according to the Standard Operating Procedures (SOPs) established by each department with a primary or secondary mission.
- B. Continuity of Operations for each department will be according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

## State of Oklahoma Emergency Operations Plan

### ESF #11 AGRICULTURE AND NATURAL RESOURCES

STATE COORDINATING AGENCY: Department of Agriculture, Food and Forestry

SUPPORTING AGENCIES\*: United States Department of Agriculture/Animal Plant Health Inspection Services/Veterinary Services

a. Veterinary Services - Area Office

b. Wildlife Services

Department of Health

Department of Wildlife Conservation

Department of Emergency Management

Department of Transportation

Department of Environmental Quality

American Red Cross

Department of Public Safety and Oklahoma Highway Patrol

Oklahoma Military Department

Oklahoma Office of Homeland Security

Oklahoma State University-College of Veterinary Medical Health Sciences (OSU-CVMHS) & Oklahoma Animal Disease Diagnostic Laboratory

Oklahoma Volunteer Organizations Active in Disasters

Oklahoma Cooperative Extension Service

Oklahoma Veterinary Medical Association

Oklahoma State Animal Response Team)

## State of Oklahoma Emergency Operations Plan

\*Any outside assisting agencies or groups operating during a disaster will only serve under appropriate incident command and in cooperation with local, regional or State Emergency Management officials as appropriate.

### I. PURPOSE

The purpose of this Emergency Support Function (ESF) #11 Annex is to coordinate State agencies, OKVOAD, Federal and other response entities in efforts to control and eradicate, as appropriate, any outbreak of a highly contagious or economically devastating animal/zoonotic Foreign Animal Disease (i.e. transmitted between animals and people) or any outbreak of an economically devastating plant pest or disease; ensure the safety and security of the commercial food supply; protect natural resources; and provide for the safety and well-being of household pets during an emergency response or evacuation situation. [See FEMA Disaster Assistance Policy DAP9523.19 Title: "Eligible Costs Related to Pet Evacuation and Sheltering" for definition of "Household Pet".]

### II. SITUATIONS AND ASSUMPTIONS

#### A. Situations

1. Natural or manmade emergencies could occur within the boundaries of the State of Oklahoma that could require the coordinated use of all veterinary resources available.
2. Adequate resources are available within the boundaries of the State of Oklahoma to meet most foreseeable short-term emergencies.
3. Foreign Animal Diseases, as well as certain zoonotic diseases, as incidents of national significance, activate ESF #11 of the National Response Framework (NRF).

#### B. Assumptions

1. All ESF #11 Annex responses will be managed in accordance with the National Incident Management System (NIMS).
2. The ODAFF has statutory authorities with regard to agriculture, animal agriculture, animals and safe food production concerns in the state and maintains close liaison with USDA/APHIS, the Department of Health and other departments, Tribal Authorities and agencies representing veterinary medicine, public health, agriculture, native and non-native wildlife, humane societies, and animal control agencies.
3. The Incident Command System (ICS) will be utilized and the Commissioner of Agriculture or other appropriate ODAFF authority (Division Director) or his/her

## State of Oklahoma Emergency Operations Plan

designee will assign a qualified Incident Command Team with proper Delegation of Authority to manage response activities. All incident responders are to be part of the existing Incident Command Structure.

4. ODAFF will develop Memoranda of Understanding with agencies and/or groups as needed for supplemental emergency resources.

### III. CONCEPT OF OPERATIONS

#### A. General and Inclusive

ODAFF organizes the ODAFF staff and support agencies based upon the five (5) core functions outlined in the initial Purpose paragraph. ODAFF will coordinate and maintain communication with the Oklahoma Department of Emergency Management (OEM) during all emergency operations. ODAFF shall determine the scope and duration of ESF #11 Annex activation according to the type and size of emergency.

#### B. Phases of Management

##### 1. Mitigation

- a. Review and update emergency procedures.

##### 2. Preparedness

- a. Prepare and maintain current list of personnel, materials and their locations needed to accomplish their assigned responsibilities.\*
- b. Develop contingency plans for the personnel of the Department to insure their safety and the continuity of the functions of the Department.\*
- c. Develop plans for personnel of the Department to report their location and readiness for duty.\*
- d. Develop plans for the resumption of the Departmental functions with a minimum of disruption, including relocation of the department, if required.\*
- e. Ensure that administrative and accounting procedures are in place to document all actions taken and all costs incurred during emergency operations.\*

\*In accordance with the SOP's established in the ODAFF Continuity of Operations Plan (COOP).

## State of Oklahoma Emergency Operations Plan

### 3. Response

- a. Following notification of an ESF #11 incident by Oklahoma Emergency Management (OEM) or by the Oklahoma Commissioner of Agriculture:
  - i. As requested, provide a representative to the State of Oklahoma Emergency Operations Center.
  - ii. Initiate acquisition of situational intelligence and consolidate incoming reports and maintain situation reports.
  - iii. Coordinate with other governmental authorities in establishment of response structure.
  - iv. Coordinate with other governmental authorities in matters of evacuation.
  - v. Cooperate with other governmental authorities in matters of equipment use and provision of transportation.
  - vi. Cooperate with mutual aid operatives.
  - vii. Coordinate with law enforcement personnel in maintenance of security.
  - viii. Coordinate with public information operations.
  - ix. Coordinate distribution of donated resources (such as pet food and veterinary supplies).

### 4. Recovery

- a. Monitor and survey for disease/pest as indicated by control measures
- b. Continue any cleaning /disinfection activities as indicated by control measures
- c. Continue to gather information and consolidate incoming reports and maintain situation reports
- d. Continue indemnification/identification/reunification placement efforts for affected animals
- e. Provide for organized demobilization of equipment and personnel
- f. Continue efforts to return agriculture production to pre-event state as directed in ESF #14 Annex.

### C. Detection and Monitoring

1. Oklahoma Department of Agriculture, Food and Forestry (ODAFF) addresses the potential for outbreaks of animal/plant disease and infestation and provides

## State of Oklahoma Emergency Operations Plan

guidance to unaffected areas in precautionary measures. If a possible intentional pathogen release is reported, the USDA's Office of Inspector General is notified immediately.

2. If an outbreak of animal/plant disease/infestation should require quarantine or may impact commerce, ODAFF will provide pertinent information and recommendations. It will assign veterinary personnel to injured or abandoned animals. It will conduct field investigations and provide technical assistance and consultation as required.
3. ODAFF inspects slaughter and processing plants, distribution facilities and retail sites. It engages in laboratory analysis activities to screen food products for contaminants. It suspends processing plants as appropriate and follows up on consumer complaints. ODAFF also conducts product tracing to determine the source, destination, and disposition of adulterated and/or contaminated products. Through its support agencies, ODAFF provides scientific/technical advice, information and assistance.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. General

1. The Oklahoma Department of Agriculture, Food, and Forestry (ODAFF)
  - a. Animal Industry Services – Lead division for animal disease and pest response, support for zoonotic disease response. Oversight to and assist with protection of household pets and non-commercial livestock in evacuations and other responses.
  - b. Consumer Protection Services (CPS) – Lead division for plant disease and pest response.
  - c. Food Inspection – Lead division in assuring the safety and security of the commercial food supply.

B. Agriculture Environmental Management Services (AEMS) – Lead division addressing protection of natural resources in these scenarios.

C. Organization and Assignment of Responsibilities. See Appendices A-E

### V. DIRECTION AND CONTROL

The initial point of contact is the ODAFF



## **State of Oklahoma Emergency Operations Plan**

### **VI. CONTINUITY OF GOVERNMENT**

- A. Line of succession within ODAFF will be in accordance with the established Standard Operating Procedures (SOPs) with a primary or secondary mission.
- B. Continuity of Operations (COOP) within ODAFF will be in accordance with the COOP plan developed and published by each department with a primary or secondary mission.

### **VII. PLAN DEVELOPMENT AND MAINTENANCE.**

- A. Review this Annex to the State EOP as least once annually.
- B. Necessary updates and revisions to this Annex are prepared and implemented, based on deficiencies identified in exercises and emergencies and upon changing State and Federal policies and recommendations.
- C. Changes to this Annex shall be coordinated with OEM and distributed to all holders of the State Emergency Operations Plan (EOP).

## State of Oklahoma Emergency Operations Plan

### APPENDIX 1 TO ESF #11: ANIMAL DISEASE AND PEST RESPONSE

LEAD AGENCY: ODAFF – Division of Animal Industry Services

#### I. PURPOSE:

Exercise jurisdictional authority to address animal issues to prevent, protect, respond to and recover from animal incidents impacting the livestock industry of the State of Oklahoma. Provide guidance and support to other State and local agencies, Tribal Nations, and animal industry constituents to eliminate risk, recover from incidents and thus maintain the livestock industry of the State.

A detailed FAD Response Plan resides in the Office of the State Veterinarian.

#### II. SCOPE:

Shall include implementing an integrated Federal, State, regional, local and tribal response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease or pest infestation. Ensures, in coordination with ESF#8 – Public Health and Medical Response, that animal and veterinary issues are supported. [NOTE: Animal/zoonotic diseases are covered within this annex related to 'livestock' as defined in Oklahoma Statutes to include alternative livestock and equine production. Incidents involving companion animals and non-production livestock are addressed within Appendix D herein.]

#### III. POLICIES

- A. Actions undertaken under this ESF#11 annex are coordinated with and conducted cooperatively with State, regional, local and Tribal incident management officials and private entities in coordination with Federal authorities, especially APHIS/VS, as required or needed.
- B. When addressing animal diseases, all animal depopulation activities are conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized.
- C. Disposal methods for infected or potentially infected carcasses are chosen for their effectiveness in stopping pathogen spread and minimizing environmental impacts as best possible.
- D. Indemnification of producers for loss of livestock or property involved shall follow guidelines set forth in Oklahoma Statutes or Federal guidance and/or if such an incident is declared an Incident of National Significance.

## State of Oklahoma Emergency Operations Plan

- E. The United States (US) Secretary of Agriculture also may declare an Extraordinary Emergency to pay compensation and to allow for the use of Federal authorities to take action within a State if the State is unable to take appropriate action to control and eradicate the disease.

### IV. CONCEPT OF OPERATIONS

- A. The responsibility for coordination of ESF#11, Appendix A shall lie with the State Veterinarian/designee within the ODAFF – Division of Animal Industry Services in collaboration with the APHIS/VS ADD4.
- B. The coordinator shall work closely with the ESF#11 liaison(s) at the State Emergency Operations Center (SEOC).
- C. Coordination shall provide for Federal, State, regional, local, and tribal response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease or animal pest infestation.
- D. Coordinate with ESF#8 on animal/zoonotic or other issues impacting animal and human health.
- E. Coordinate with veterinary and wildlife service in affected areas.
- F. Coordinate surveillance activities in conjunction with ESF#8 in zoonotic disease events.
- G. In response to a bio-hazardous event, the decontamination and/or destruction of animals as well as associated facilities may be required and thus, should be provided for.
- H. If a possible intentional pathogen release is reported, animal health authorities shall report suspect actions to local law enforcement and the Federal Bureau of Investigation-Joint Terrorism Task Force (FBI-JTTF) at the Oklahoma City FBI Office.
- I. If criminal activity is suspected, the coordinator shall work closely with law enforcement and diagnostic facilities to ensure personal/responder safety, proper investigative procedures, and the proper procurement, labeling, handling, tracking of chain of evidence, etc. of samples for testing and forensic analysis.
- J. The coordinator shall collaborate with State and Federal emergency management officials providing relevant information and coordination of resource utilization.
- K. Assigns veterinary personnel to assist in delivering animal health care to injured or abandoned livestock and performing veterinary preventive medicine activities, including the conducting of field investigations and the provision of technical assistance and consultation as required.

## State of Oklahoma Emergency Operations Plan

### APPENDIX 2 TO ESF #11: PLANT DISEASE AND PEST RESPONSE

LEAD AGENCY: ODAFF – Consumer Protection Services

#### I. PURPOSE

Exercise jurisdictional authority to address plant pest and disease issues to prevent, protect, respond to, or recover from incidents impacting plant production within the State of Oklahoma.

Serve as a detailed Plant Disease/ Pest Response Plan resides in the Consumer Protection Services Directors Office.

#### II. POLICIES

- A. Actions undertaken under ESF#11 are coordinated with and conducted cooperatively with State, regional, local and Tribal incident management officials and private entities in coordination with Federal authorities, especially APHIS/PPQ as required or needed.
- B. When addressing plant disease issues, destruction of plants/crops to stop pathogen spread may be required but consideration shall be given to minimizing such impact and/or any effects upon the environment.
- C. The Secretary of Agriculture can release funds as needed/available to indemnify producers for plant products seized or facilities held to control a disease as well as to pay the operational costs of the eradication of a plant disease or pest. The State ESF coordinator will collaborate with USDA in such matters.
- D. Indemnification of producers for loss of crops or property shall follow guidelines set forth in Oklahoma Statutes or Federal guidance if such an incident is declared an Incident of National Significance.
- E. The US Secretary of Agriculture also may declare an Extraordinary Emergency to pay compensation and to allow for the use of Federal authorities to take action within a State if the State is unable to take appropriate action to control and eradicate the disease.

#### III. CONCEPT OF OPERATIONS

- A. The responsibility for coordination of ESF#11, Appendix B shall lay with the ODAFF Director of Consumer Protection Services or his/her designee.
- B. The coordinator shall work closely with the ESF#11 liaison(s) at the State Emergency Operations Center (SEOC). Coordination shall provide for Federal, State, regional, local

## State of Oklahoma Emergency Operations Plan

and tribal response to an outbreak of a highly infective exotic plant disease or an economically devastating plant pest infestation.

- C. Coordinate surveillance activities with USDA/PPQ, OSU Cooperative Extension personnel, agriculture suppliers/advisors, private entities or others involved in such a process.
- D. Coordinate with ESF#8 should such an outbreak pose a food safety risk involving FDA regulated foods or the incident require disposal or other practices that could result in environmental impact.
- E. In response to a bio-hazardous event, the decontamination and/or destruction of plants as well as associated facilities may be required and thus should be provided.
- F. If a possible intentional pathogen release is reported, plant authorities shall report suspect actions to local law enforcement and the FBI-JTTF at the Oklahoma City FBI Office.
- G. If criminal activity is suspected, the coordinator shall work closely with law enforcement and diagnostic facilities to ensure personal/responder safety, proper investigational procedures are followed and to ensure the proper labeling, handling, tracking of chain of evidence, etc. of samples for testing and forensic analysis.
- H. The coordinator shall collaborate with State and Federal emergency officials providing relevant information and coordinating resource utilization.

## State of Oklahoma Emergency Operations Plan

### APPENDIX 3 TO ESF #11: SAFETY AND SECURITY OF THE COMMERCIAL FOOD SUPPLY

LEAD AGENCY: ODAFF – Division of Food Safety

#### I. PURPOSE

To conduct inspection or otherwise verify the wholesomeness of meat, poultry and egg products. Collaborate with ODH in assuring wholesomeness of Food and Drug Administration (FDA) regulated products. Assist in food-borne disease surveillance, product recall and tracing, disposal of contaminated food products, and provide inspectors and laboratory services.

A detailed Food Safety Plan resides in the Office of the Director of Food Safety.

#### II. SCOPE

Includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food-borne disease surveillance; and field investigations.

#### III. POLICIES

- A. Actions undertaken under ESF#11 are coordinated with and conducted cooperatively with State, regional, local and Tribal incident management officials and private entities in coordination with Federal authorities, especially USDA/FSIS and possibly HHS/FDA in collaboration with ODH, as required or needed.
- B. ESF#11 ensures the safety and security of commercial food supplies following a potential or actual Incident of National Significance and mitigates the effect of the incident(s) on affected parts of the U.S. population.
- C. Whereas food safety and security regulation and guidance authority is held at the Federal level, the District and Field Offices nationwide coordinate the field response activities according to internal policies and procedures. A representative of a District Office serves as the Senior USDA Federal Official for coordination in the affected area.

#### IV. CONCEPT OF OPERATIONS

- A. The State ESF#11, Appendix C coordinator(s) are designated by ODAFF Command Staff.
- B. The coordinator shall work closely with the ESF#11 liaison(s) at the SEOC.
- C. State and Federal coordinators shall collaborate in providing information, assessing operating status of inspected processing, distribution, import and retail facilities in the

## State of Oklahoma Emergency Operations Plan

affected area and evaluate adequacy of available inspectors, program investigators, and laboratory services relative to the emergency on a geographical basis.

- D. Inspect and verify slaughter and processing plants, distribution and retail sites and import facilities.
- E. Engage in laboratory analysis activities to screen meat, poultry and egg products for chemical, biological and radiological agents where appropriate.
- F. Suspend operations of meat, poultry and egg processing plants as appropriate.
- G. Engage in surveillance of food safety/security-related illness, injury and other consumer complaints where appropriate.
- H. Coordinate with Federal, regional, local and voluntary organizations to determine the extent to which resources are needed and can be provided.
- I. Conduct product tracing to determine the source, destination and disposition of adulterated and/or contaminated products.
- J. Control all FSIS related products at inspected establishments that are inspected or found to be adulterated through product recall, seizure, and detention and/or closures of regulated establishments.

## State of Oklahoma Emergency Operations Plan

### APPENDIX 4 TO ESF #11: PROTECTION OF COMPANION ANIMALS AND NON-COMMERCIAL LIVESTOCK

LEAD AGENCY: ODAFF, Office of the State Veterinarian – Jurisdictional Authority

OK State Animal Response Team (OSART) – Response/Operational Activities\*

\*Any outside assisting agencies or groups operating during a disaster will only serve under appropriate incident command and in cooperation with local, regional or State emergency management officials as appropriate.

#### I. PURPOSE

Provide a collaborative framework for prevention, protection, preparedness, response, and recovery efforts related to management of companion animals and non-commercial livestock during emergency events. In the majority of emergency situations these issues will be the responsibility of local jurisdictions with resource support provided through non-governmental organizations and State agencies. In multi-jurisdictional or catastrophic events, the aforementioned lead agencies may provide more direct command and management. Emergency preparedness, operations and assistance provided herein shall address all provisions set forth in the Pets Evacuation and Standards Transportation Act of 2006.

#### II. SCOPE

This plan addresses emergency management issues related to companion, service, search and rescue and police animals, non-native captive wildlife, and non-production livestock. For the purpose of this plan, these animal populations will be termed simply “animals.” Commercial or production animals are defined as “livestock” within Oklahoma Statutes. Animal issues addressed within this plan afford for multi-agency coordination and resource support to rescue, shelter and care for animals impacted by emergency events.

#### III. POLICIES

- A. ODAFF holds jurisdictional authority to regulate activities associated with “livestock” and/ or “alternative livestock” as defined in Oklahoma Statutes. ODAFF is further delegated oversight of other animal species via statutes, rules and regulations. Thus, ODAFF will, at a minimum, retain oversight of any animal activities conducted within the state and reserve the right to exercise statutory authority as need be.
- B. The Oklahoma State Animal Response Team (OSART or SART), as a functional entity within the Oklahoma Veterinary Medical Association and the Oklahoma Medical Reserve Corp, will focus upon and assist regions, counties, local and/or private entities in



## State of Oklahoma Emergency Operations Plan

preparing for and conducting animal response activities focused upon companion animals and non-commercial livestock. County Animal Response Teams (CARTs) are encouraged to organize, prepare for, and conduct such activities.

- C. ODAFF and SART shall work collaboratively and may call upon each other for resources and assistance.
- D. Any private, local, county, or regional animal response group(s) shall promptly notify the State Veterinarian within the ODAFF – Division of Animal Industry Services when response activities involve any congregation, sheltering or co-mingling of animals. The State Veterinarian shall then assure provisions are made for the control of any potentially infectious or contagious disease.
- E. This plan recognizes that local communities may need limited resource assistance without activation of the SEOC. Nothing in this plan will prohibit the ODAFF or other State agencies, the OVMA or other non-governmental entities from providing direct response support to local jurisdictions or facilitating the delivery of mutual aid support between local communities during emergencies.

### IV. CONCEPT OF OPERATIONS

- A. The State ESF#11, Appendix E coordinator(s) shall be designated by OSART officials in collaboration with ODAFF Command Staff.
- B. The coordinator shall work closely with the ESF#11 liaison(s) at the SEOC.
- C. Counties or local communities providing emergency management services shall include provisions for the care of animals within their operational plans. Resources to provide such care may be acquired by the emergency service provider or more likely be acquired via mutual aid agreements with other agencies, non-governmental organizations or private entities.
- D. In emergencies resulting in the need to shelter both people and animals, efforts shall be made to co-locate such facilities in accordance with ESF# 6 & 8 Annexes.
- E. Provisions within emergency plans should address: mass care as well as sheltering; veterinary care and surge capacity; provisions for the protection of public health and safety; animal evacuation, transportation, search and assist, and technical animal rescue; emergency public information; risk reduction and public outreach programs addressing animal issues in family and business preparedness; and long-term recovery issues related to animal populations.

## State of Oklahoma Emergency Operations Plan

- F. Work collaboratively with emergency management officials to facilitate concurrent evacuation, rescue, transport, sheltering and care of both affected persons and their animals. This may require rescuing animals from affected areas in the owner's absence.
- G. Consider 'shelter in place' options for animals with or without the owner's presence dependent upon the nature of the event.
- H. Engage wildlife authorities to manage wildlife and habitat issues and address any potential public safety or disease concerns to or associated with affected wildlife.
- I. Non-native wildlife may be housed in zoos, wildlife parks, and wildlife sanctuaries or with private licensed individuals. These entities can be both vulnerable resources and a threat to public safety. If such facilities exist within an emergency operation area, special plans and resources may need to be developed to address the same.
- J. Conduct of activities under this appendix will rely heavily upon citizen volunteers. These citizen volunteers are encouraged to become a part of local or county animal response teams and/or citizen corps affiliates. These groups can facilitate training in emergency response and management that will impart an understanding of the process and thus their specific roles and requirements therein.

## State of Oklahoma Emergency Operations Plan

### APPENDIX 5 TO ESF #11: ZOOBOTIC DISEASE

LEAD AGENCY: ODAFF – Division of Animal Industry Services (AIS)

#### INTRODUCTION

An outbreak of an animal disease like foot-and-mouth disease (FMD) could devastate American animal agriculture, harm the economy and for zoonotic diseases (Diseases transmissible between humans and animals), threaten the public's health. Having enough veterinary resources and the ability to distribute them quickly are crucial in mounting an effective response.

States and industry hold inventories of response items, but a catastrophic outbreak may quickly deplete these reserves.<sup>1</sup> Manufacturers and distributors hold inventory, but only enough to satisfy routine demand. Unaffected States might help, provided they retain a means of responding in case the threat enters their borders.

The National Veterinary Stockpile (NVS) gives States the resources they need to respond to a damaging animal disease outbreak. The NVS program, within the U.S. Department of Agriculture's Animal and Plant Health Inspection Service (APHIS), maintains large quantities of veterinary countermeasures (such as supplies, equipment, and vaccines) ready to deploy within 24 hours. The program also maintains contracts with all-hazards response companies, which can quickly provide large numbers of trained personnel with equipment to help a State when it does not have enough of its own personnel and equipment to depopulate, dispose, and decontaminate.

In addition to the NVS program, Federal and State agencies, industry, other States, and the private sector will provide resources. States must have a resource management plan to ensure responders get what they need. To ensure responders get help quickly, the NVS program works with States before an outbreak to help them plan a logistics response to acquire, receive, store, control, stage, and distribute the resources needed for a large outbreak response.

---

<sup>1</sup> See "Terms" for the use of the term "State."

## State of Oklahoma Emergency Operations Plan

### References

This plan acknowledges the following resources:

- *NVS Planning Guide for Federal, State, Tribe, and Territory Officials, January 2012*
- *National Veterinary Stockpile Logistics Catalog*
- The NVS website, <http://nvs.aphis.usda.gov>
- *Foreign Animal Disease Preparedness and Response Plans (FAD PReP)*

### Terms

The template uses the following terms for brevity:

- “APHIS” to denote the U.S. Department of Agriculture’s Animal and Plant Health Inspection Service Veterinary Services.
- “State” to denote all Oklahoma jurisdictions, including Tribes and Territories.
- “Zoonotic Disease” to denote a disease transmissible between humans and animals.

### I. PURPOSE

References: Appendix A. APHIS Damaging Animal Diseases

This plan defines the organizational responsibilities and logistical processes for supporting responders with resources from the U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) National Veterinary Stockpile (NVS) program and other sources. The plan describes how the Oklahoma Department of Agriculture, Food and Forestry (ODAFF), APHIS, other government agencies, non-governmental organizations (NGOs), and commercial businesses prepare resource support before an event, provide it during an event, and recover resources after an event. Actions before an event include creating this plan and training and exercising all stakeholders to ensure a quick, effective logistics response to animal disease outbreaks. Actions during an event include acquiring, processing, and distributing physical resources as well as requesting and using NVS response support services when local resources fall short. Actions after an event include recovering specific items the NVS program and others want returned for future use.

The NVS is the nation’s repository of critical veterinary countermeasures for supporting the response to damaging animal disease outbreaks. Operational in 2006, the NVS program holds large quantities of veterinary supplies, equipment, and vaccines that Homeland Security Presidential Directive 9 requires it to deploy within 24 hours for the most damaging animal diseases (Appendix A). It also has commercial support contracts with depopulation,

## State of Oklahoma Emergency Operations Plan

disposal, and decontamination (3D) contractors that can quickly deploy large numbers of trained personnel and equipment to help the operational response.

### II. SCOPE

This plan is part of and subordinate to the following State plans:

1. State emergency operation plan
2. State Emergency Support Function (ESF) 11 annex.
3. State foreign animal disease response plan

### III. AUTHORITY

#### A. State Authority

Primary and support State agencies provide responders' resources under the authority of the laws or regulations that authorize the primary and other State agencies to act.

These authorities are as follows:

1. Oklahoma Statutes Citationized

Title 2. Agriculture Chapter 1 - Agricultural Code Article 6 - Livestock Diseases  
Section 6-405 - Authorization of Board or State Veterinarian During a Declared  
Emergency 11) S 29-108, 18 OS 592, 19 OS 351 and 901.1

Oklahoma Emergency Management Act, 2003

- a. Oklahoma Statutes of 2003, Title 3, Section 683, to 683.24 as amended
- b. State Mutual Aid Compact 63 OS 684.1

#### B. APHIS Authority

The Federal Animal Health Protection Act of 2002 gives the Secretary of Agriculture broad authority to respond to animal disease and pest emergencies. The act authorizes senior APHIS management to acquire and deploy resources, including NVS countermeasures, for emergency response to damaging animal diseases. The NVS program deploys when the State Veterinarian and the Federal ADD4 request NVS countermeasures, the APHIS regional director concurs, the NVS director receives the request, and a senior APHIS official approves the deployment.

## State of Oklahoma Emergency Operations Plan

### IV. RESPONSIBILITIES

#### A. Responsibilities of the State Veterinarian

References: Appendix B. FEMA Criteria for Incident Complexity

The State Veterinarian is responsible for managing the provision of resources during damaging animal disease outbreaks. Agencies with primary responsibilities for the implementation of this plan include:

- B. Department of Agriculture, Food and Forestry (ODAFF) per Oklahoma Constitution Article VI, Section 31.
- C. APHIS Veterinary Services (VS) area office.

The State Veterinarian and Federal ADD4 manage the response to a damaging animal disease outbreak within their jurisdictions. This multijurisdictional approach enables the State Veterinarian and the Federal ADD4 with different legal and functional authorities and responsibilities to make joint decisions, establish a single set of incident objectives, and jointly manage resources.

Responsibilities of the agencies include planning resource support before an event and managing resource support during an event. This support includes resources (such as supplies, equipment, vaccines, and response support services) from all available sources, including the NVS program, State and Federal agencies, the private sector, and industry.

#### D. Primary State Agency

The State Veterinarian does the following to logistically respond to a damaging animal disease event:

1. Before an event
  - a. Identifies, approves, and prepares specific facilities around the State to receive, store, control, stage, and distribute inventory to responders working with County Emergency Managers. This action is a critical first step. Facilities will be in proximity to livestock and poultry populations.
  - b. Collaborates with the APHIS Oklahoma Area Office to plan the Incident Command System (ICS) logistics organization.
  - c. Maintains an inventory of supplies, equipment, and other resources available within the State for emergency response.

## State of Oklahoma Emergency Operations Plan

- d. Provides logistics training and exercises that support deployment of the NVS and other resources.
  - e. Identifies and tests inventory management systems (to be in harmony with Oklahoma SNS systems: Excel based and as per MOU with Warehouse Facility)
  - f. Collaborates with the APHIS Oklahoma Area Office to define processes for requesting and managing vaccines after APHIS approval of the State's vaccination plan during an event.
  - g. Collaborates with State Pharmacy agencies and Public Health to define processes for receiving, storing, prescribing, and dispensing antiviral medication for activated responders. Follow state guidelines and medical orders that allow Public Health Nurses to dispense responder prophylaxis.
  - h. Collaborates with agencies, NGOs, and commercial businesses that support warehouse functions in the plan.
  - i. Pre-identify a Supply Unit Leader (SUL) (ODAFF Forestry and ROSS)
2. During an event
- a. Establishes a unified command with the AVIC and delegates authority to an incident commander for logistics response.
  - b. Determines the:
    - i. complexity of the incident in conjunction with the APHIS Oklahoma Area Office (Appendix B),
    - ii. resources the incident response requires and those readily available within the State, and
    - iii. necessity for and timing of the request for NVS countermeasures.
  - c. Coordinates with the AVIC and the APHIS regional office to quickly request and receive NVS countermeasures before the depletion of resources within the State.
  - d. Confirms the availability and suitability of a pre-identified warehouse to meet the needs of the specific incident, or quickly identifies and prepares a more suitable warehouse.
  - e. Activates the selected warehouses before the arrival of NVS countermeasures and other shipments.

## State of Oklahoma Emergency Operations Plan

- f. Alerts and mobilizes logistics responders to prepare and initiate warehouse operations.
  - g. Alerts agencies, NGOs, and commercial businesses that support warehouse functions in the plan.
  - h. Provides resources such as equipment, supplies, and personnel to support the logistics response.
  - i. Coordinates with law enforcement to secure warehouse inventory, personnel, equipment, and management.
  - j. Reports the status of warehouse operations to the Sect. of Agriculture, State Emergency Operations Center (EOC), multi-agency coordination (MAC) center, stakeholders, and others as appropriate.
- E. Primary Federal Agency (APHIS Oklahoma Area Office)
- The State expects the APHIS Oklahoma Area Office to do the following before and during an event:
- 1. Before an event:
    - a. Inform State officials how to request NVS countermeasures, how to request 3D response support services and submit the statement of work (SOW), and how to supervise and document 3D contractors, if deployed.
    - b. Collaborate with the State Veterinarian to plan the potential ICS logistics organization.
    - c. Maintain an inventory of supplies, equipment, and other resources available within the APHIS Oklahoma Area Office for emergency response.
    - d. Help provide logistics training and exercises that support deployment of the NVS and other resources.
    - e. Collaborate with the State Veterinarian to define processes for requesting and managing vaccines after APHIS approval of the State's vaccination plan during an event.



## State of Oklahoma Emergency Operations Plan

2. During an event:
  - a. Establish a unified command with the State Veterinarian and delegate authority to an incident commander for logistics response.
  - b. Determine the:
    - i. Complexity of the incident in conjunction with the APHIS Oklahoma Area Office (Appendix B),
    - ii. Resources the incident response requires and those readily available within the State, and
    - iii. Necessity for and timing of the request for NVS countermeasures.
  - c. Coordinate with the State Veterinarian and the APHIS regional office to quickly request and receive NVS countermeasures before the depletion of resources within the State.
  - d. Alert and mobilize logistics responders to prepare and initiate warehouse operations.
  - e. Provide available Federal resources such as equipment, supplies, and personnel to support the logistics response.
  - f. Liaise with and report the status of warehouse operations to the APHIS regional office.
  - g. Liaise with Environmental protection agency to provide resources for disposal and decontamination of agricultural waste, including animal carcasses.

### F. Responsibilities of Support State Agencies

State agencies that support the State Veterinarian' provision of resources during an event include the following:

1. Department of Emergency Management
  - a. Activate the State EOC, if required, and coordinate with the primary and support agencies.
  - b. Coordinate with other State, county, and local government emergency management agencies.
  - c. Assist with resource management, including assessing available resources within the State and submitting orders through State contracts.

## State of Oklahoma Emergency Operations Plan

2. Department of Wildlife Conservation
  - a. Support the Department of Public Safety with law enforcement activities.
  - b. If requested augment the transport, security, and inventory management as needed to maintain the warehouse materials.
  - c. Maintain records of all pertinent contacts, actions, and functions to determine the number of labor hours, utilization of resources, and expansion of resources as needed for the documentation unit.
3. National Guard
  - a. Provide technical assistance or other resources for the NVS activation, deployment, and wrap-up.
  - b. Resources that may be requested include the following:
    - i. Man Power
    - ii. Heavy equipment and equipment operators
    - iii. Trucks and truck drivers
    - iv. Aviation equipment and crews
    - v. Administrative personnel
    - vi. Communications experts and equipment.
  - c. Maintain records of all pertinent contacts, actions and functions to determine the number of labor hours, utilization of resources and expansion of resources as needed for the documentation unit.
4. Department of Health
  - a. Assist with an assessment of the receipt, storage, prescribing and dispensing of antiviral medications for the agriculture responders. Warehouse preparation, creating dispensing nursing orders and quarantine orders based on the Catastrophic Health Emergency Response Act.
  - b. Maintain records of all pertinent contacts, actions and functions as a mechanism to determine the number of labor hours, utilization of resources and expansion of resources as needed for documentation.
  - c. Oklahoma Medical Reserve Corp, State Animal Response Teams (SART) and County Animal Response Teams (CART).

## State of Oklahoma Emergency Operations Plan

### 5. Department of Public Safety

- a. Assist with the safe transport and security of NVS countermeasures, including preventing unauthorized personnel from entering the State NVS warehouse, Regional NVS sites and PODs.
- b. Perform public safety functions and security at the State NVS warehouse as requested.
- c. Maintain records of all pertinent contacts, actions and functions to determine the number of labor hours, utilization of resources and expansion of resources as needed for documentation.

### 6. Department of Transportation

- a. Receive notification of the appropriate route for NVS deployment and transport to the State NVS warehouse.
- b. Maintain records of all pertinent contacts, actions and functions to determine the number of labor hours, utilization of resources and expansion of resources as needed for documentation.

### G. Responsibilities of Non-Governmental Organizations and Commercial Businesses

Non-governmental organizations (NGOs) and commercial businesses that support the State Veterinarian's provision of resources during an event include the following:

1. Oklahoma State University Center for Veterinary Health Sciences
2. Oklahoma Veterinary Medical Association
3. Oklahoma Cooperative Extension Service
4. Industry stakeholders
5. State livestock associations
6. State Voluntary Organizations Active in Disasters (VOAD); access via OEM

## V. SITUATION AND ASSUMPTIONS

### A. Logistics During Non-Emergency Conditions

The Office of the State Veterinarian will maintain detailed contact lists of all support agencies with available personnel, equipment, and other resources, as well as a list of private-sector contacts for additional or similar resources. The State Veterinarian and support agencies maintain a list of readily available inventory within the State. The Office of State Finance outlines State purchasing guidelines.

## State of Oklahoma Emergency Operations Plan

### B. Logistics During Emergency Conditions

During a damaging animal disease outbreak, the readily available resources within the State may be rapidly depleted. If sufficient resources cannot be quickly acquired from the private sector or other sources to support the emergency response, the State requests NVS countermeasures.

During an emergency situation, the State Veterinarian may request assistance through the Oklahoma Department of Emergency Management to obtain additional resources or access to facilities. Emergency purchasing procedures are also activated.

### C. Assumptions

References: Appendix A. List of APHIS Damaging Animal Diseases  
Appendix C. Process to Request NVS Countermeasures

The following planning assumptions apply:

1. The State may experience a damaging animal disease outbreak that requires supplemental assistance from the NVS program.
2. The State will be unable to acquire enough resources locally to support a prolonged response to Type 1, 2, or 3 incidents.
3. APHIS will quickly approve the request for NVS countermeasures to respond to a damaging animal disease (Appendix A) following the State Veterinarian and AVIC request for NVS countermeasures, APHIS regional director concurrence, a call to the National Center for Animal Health Emergency Management (NCAHEM) emergency hotline, 1-800-940-6524 (Appendix C), and the NVS director's receipt of the request.
4. Following APHIS' approval of the State request, the NVS program will deploy countermeasures to the State within 24 hours.
5. Incident Command will request additional NVS countermeasures if resources cannot be acquired fast enough from other sources.
6. If APHIS approves the use of animal vaccines, the State will provide its requirements to the NVS, which will deliver the vaccines.
7. The incident commander will assign a logistics section chief (LSC) to manage resources, including the receipt, processing, and distribution of NVS countermeasures and other assets.

## State of Oklahoma Emergency Operations Plan

8. A damaging animal disease outbreak will require State, Federal, Tribal, local, non-governmental, and private-sector officials to coordinate their efforts for the logistical response to the outbreak.
9. Multiple agencies and jurisdictions included in this plan will support the logistical response and delivery of NVS countermeasures and other necessary resources to responders.
10. The warehouses the State uses to receive, store, and distribute resources will have sufficient access, infrastructure, capacity, and management to adequately support the resource needs of responders.
11. The response to a damaging animal disease outbreak may span a long period and may require changes in incident management and support facilities to meet incident objectives.
12. Other events may trigger NVS deployment, including an outbreak of a disease not included on the APHIS list of damaging animal diseases.

### VI. CONCEPT OF OPERATIONS

#### A. Command and Control

References: Appendix B. FEMA Criteria for Incident Complexity  
Appendix D. ICS Organization and Key Roles

For a large-scale event, the State Veterinarian and ADD4 will form a unified command that has the legal and functional authority to make joint decisions, establish a single set of incident objectives, and jointly manage resources. The State Veterinarian and ADD4 will issue a delegation of authority to an incident commander, who manages the logistics response.

For complex incidents (Appendix B), the incident commander will assign an LSC to manage logistics support during the response. The support will include the acquisition, receipt, storage, control, staging, and distribution of NVS and other resources during the event, and after the event, the return of specific items the NVS and others can use in the future. State agencies, NGOs, and commercial businesses will support these activities. The LSC will organize the logistics section (Appendix D).

#### B. Acquiring Resources

##### 1. Initial Response Resources

## State of Oklahoma Emergency Operations Plan

References: Appendix C. Process to Request NVS Countermeasures

Appendix E. Description of NVS Countermeasures

### 2. Initial Response Resources

The State Veterinarian and Oklahoma ADD4 will maintain an accurate inventory of personal protective equipment (PPE), response equipment, supplies, personnel, and other resources available within the State for an immediate response to animal health incidents. Oklahoma City County Health Dept. and Tulsa Health Department, Oklahoma Department of Health, Oklahoma Department of Agriculture, Food and Forestry and USDA APHIS Logistics point of contact

Emergency purchasing power and protocol for the State does not initiate until a state of emergency is declared by the Governor. When the governor signs an Emergency Declaration for the State, each individual Department including ODAFF has its own procurement rules. After a Governor's declaration, many of the rules are suspended for the referenced time-frame.

### 3. State Resources

The State Veterinarian may request logistical support and resources from several State support agencies as governed by the Oklahoma State EOP. If necessary, the governor may release additional State assets through emergency declarations. The State Veterinarian may request resources from other States through the emergency mutual assistance compact processed through OEM.

### 4. USDA APHIS Oklahoma Area Office Resources

The USDA APHIS Oklahoma Area Office will provide logistical support during a damaging animal disease outbreak. Support resources may include personnel, equipment, supplies, and logistical and inventory management expertise. To help with the logistical response, the ADD4 may request an APHIS VS incident management team, including an LSC and additional personnel, through the regional office.

## State of Oklahoma Emergency Operations Plan

### 5. Federal Emergency Management Agency Resources

If a presidential emergency declaration is signed, the Federal Emergency Management Agency (FEMA) may make Federal assistance and funding available to meet specific emergency needs. The State may request FEMA assistance through the State EOC with an action request form submitted to the FEMA Region 6 RRCC for review and approval.

### 6. Non-Governmental Resources

The State Veterinarian may request assistance from local, State, or national NGOs. The NGOs are required to work within the National Incident Management System. Only representatives from associations that are requested will be recognized and credentialed as emergency responders<sup>3</sup>. Federal Resource Request for National Veterinary Stockpile

### 7. Physical Countermeasures

The request for NVS countermeasures will activate this plan (Appendix C). Typically, the first NVS shipment will be 24-hour push packs comprising PPE and decontamination supplies (Appendix E). The PPE protection level will depend on the nature of the animal disease. The 24-hour push packs are preconfigured in modules and staged in NVS logistics centers ready for immediate deployment. Incident Command may also request NVS deployment of additional countermeasures, such as large animal handling and poultry depopulation equipment and vaccination ancillary supplies. The *NVS Logistics Catalog*—which lists and illustrates the countermeasures—is available to NVS planners from the restricted portion of the NVS website <http://nvs.aphis.usda.gov>.

### 8. 3D Response Support Services

The NVS program maintains partnerships with all-hazards response companies, which can arrive quickly and provide large numbers of trained personnel with equipment to help Incident Command when it lacks the personnel for depopulation, disposal, and decontamination (3D) operations.

If Incident Command concludes that it does not have enough people for 3D, it will consider other sources of additional personnel, including NVS 3D response support services. To request a 3D response support service, the IMT will coordinate its request with the NVS mobile logistics team (MLT), if available on site, or the NVS

## State of Oklahoma Emergency Operations Plan

deployment management team (DMT) at APHIS Headquarters and create a SOW describing the assistance type, amount, timing, and location (Appendix C).

### 9. Technical Assistance

An NVS MLT (Appendix M) may deploy as the NVS program deploys physical countermeasures, if the NVS program has sufficient personnel. The MLT will include a logistics expert to serve as a technical specialist. Following check-in with the planning section for accountability, the MLT expert will typically be located in the warehouse as a technical specialist.

### 10. Warehouse Activities

References: Appendix D. ICS Organization and Key Roles

Appendix F. State NVS Warehouse Facility Information

Appendix G. Incident Command and General Staff Responsibilities

Appendix H. Supply Unit Leader (SPUL) Responsibilities

Appendix I. Inventory Manager (IM) Responsibilities

Appendix J. Ordering Manager (ORDM) Responsibilities

Appendix K. Receiving and Distribution Manager (RCDM) Responsibilities

Appendix L. Warehouse Team Responsibilities

Appendix M. NVS Mobile Logistics Team (MLT) Responsibilities

Appendix N. Receiving and Storing Process

Appendix O. Picking and Staging Process

Appendix P. Distribution Process

Appendix Q. Recovering and Returning of NVS Material Process

If APHIS approves NVS deployment, the State Veterinarian and ADD4 will immediately alert the incident commander to anticipate NVS shipments. The supply unit in the logistics section will coordinate and direct warehouse activities (Appendix D).



## State of Oklahoma Emergency Operations Plan

### a. Warehouse Identification and Activation

The incident commander will notify the Logistics Section Chief (LSC) of a possible request for NVS assistance so that warehouse arrangements can be anticipated. Incident command will use Appendix F to determine which warehouses to activate from those the State has prearranged. The LSC will designate a supply unit leader (SPUL) responsible for overseeing warehouse operations, inventory management, and ordering. The LSC and SPUL will mobilize the staff and prepare the warehouse for full activation. The SPUL will delegate responsibility for managing the warehouse to a receiving and distribution manager (RCDM), an inventory manager (IM), and an ordering manager (ORDM) for large incidents. (See Appendixes H–K.)

### b. Receiving and Storing Material

The RCDM oversees the receipt and storage of warehouse inventory. This process entails the truck arrival, verifying the condition of the shipment containers, moving the containers to the receiving area, verifying cold-chain management for temperature-sensitive items, inventorying the individual items inside containers, moving containers and temperature-sensitive items to a designated warehouse location, completing the packing slip paperwork, and providing the completed packing slip paperwork to the IM. (See Appendixes K, L, and N.)

### c. Picking Stock and Preparing for Distribution

The RCDM oversees the picking and staging of inventory in the warehouse. This process begins when the SPUL or RCDM receives a resource order, after which the IM creates pick sheets and packing slips and the warehouse team picks, packages, and stages the items and performs a quality control check. (See Appendixes H–L and O.)

## 11. Managing and Ordering Inventory

The IM and ORDM manage inventory and order replenishment stocks. The IM records incoming material, creates pick sheets for pulling stock to fill orders, and adjusts on-hand balances on the basis of physical counts of inventory in the warehouse. The IM accounts for incoming and outgoing inventory using an inventory tracking system (Excel based, Oklahoma SNS system or as per MOU with warehouse facility). (See Appendixes I, J, and O.)

## State of Oklahoma Emergency Operations Plan

The ORDM (Appendix J) maintains a list of sources from which equipment, supplies, and personnel can be ordered. The ORDM coordinates with the SPUL and the IM to process orders for replenishment and new items in sufficient time to equip field responders with what they need. The ORDM coordinates with the finance and administration section to track procurements and costs.

### 12. Distributing Inventory

The RCDM manages warehouse distribution operations. The delivery process begins with coordinating the pickup of shipments. The RCDM coordinates with the ground support and communication units for shipment deliveries and with the operations section for responder pickup at the warehouse. Upon shipment arrival at the warehouse, the driver and RCDM verify the contents, the warehouse team loads the shipment onto the delivery truck (and locks or seals the load if directed), and the driver and RCDM or designee sign the distribution log book acknowledging shipment pickup. (See Appendixes K, L, and P.)

### 13. Recovering and Returning Inventory

Recovering and returning NVS physical resources is an important part of warehouse operations. Operations section personnel ensure that unopened and returnable NVS items are appropriately decontaminated. The SPUL coordinates pickup of the NVS material at response sites with the operations section. At the end of the event, warehouse personnel package returned items for shipment to an NVS logistics center. The SPUL coordinates with the MLT (if one is on site) or the DMT at APHIS Headquarters for return of all NVS material to an NVS logistics center. (See Appendixes H, L, M, and Q.)

### 14. Deactivating Warehouses and Demobilization

Warehouses cease operations at the end of an event when the incident commander directs the demobilization of the ICS staff and activities. The SPUL ensures the completion of the demobilization activities, including shutting down and returning the warehouse to normal business, dismissing staff members, and completing administrative actions. NVS returnable items are returned and validated before deactivation is complete. (See Appendixes G–M).

Recovering and returning NVS physical resources is an important part of deactivating the warehouse. Incident Command should ensure that unused NVS assets and other accountable items are appropriately cleaned and disinfected, returned to the

## State of Oklahoma Emergency Operations Plan

warehouse, and packaged for shipment. The NVS program will arrange and pay for pickup and return of items to the NVS inventory.

### C. Communications

References: Appendix F. State NVS Warehouse Facility Information

Appendix R. Warehouse Communications

Prompt, accurate, and comprehensive communication among logistics responders is critical for the rapid and effective delivery of resources. All communications that support resource management are in accordance with the following State plans governing communications during all emergencies:

1. State FAD response plan
2. State ESF 2 Communications Annex
3. Other State communication plans.

The communications unit of the logistics section ensures that appropriate and interoperable communications are available to support warehouse operations and responders. (See Appendixes F and R).

## VII. SAFETY AND SECURITY

References: Appendix S. Warehouse Safety and Security Plan and Checklist

The State Veterinarian coordinates before an event with State and local law enforcement and other support agencies to assess the safety and security needs for resource management activities. During an event, safety and security personnel plug into the ICS organization and ensure the safety and security of warehouse inventories, facilities, equipment, personnel, and activities (Appendix S).

## VIII. EXERCISING AND EVALUATING THE STATE NVS PLAN

The State Veterinarian will train and exercise to improve the management of NVS countermeasures and other resources. Following personnel- and team-specific job training, initial exercises will focus on requesting, processing, and distributing NVS and other resources during a damaging animal disease outbreak. Subsequent full-scale exercises will integrate resource management and warehouse functions into the full complement of the ICS. The State Veterinarian will evaluate training and exercises, and improve the plan and readiness to respond on the basis of lessons learned.

## State of Oklahoma Emergency Operations Plan

The following describes the State NVS training and exercise program:

- A. The State's NVS exercise program fully complies with the Homeland Security Exercise and Evaluation Program (HSEEP) of the U.S. Department of Homeland Security. The State maintains details of its NVS exercise and evaluation strategy on the HSEEP website at [hseep.dhs.gov](http://hseep.dhs.gov).

- B. Developing and Maintaining the State NVS Plan

The State Veterinarian maintains this plan. It regularly reviews State policies and authorities to ensure the plan continues to comply. Support agencies, NGOs, and commercial businesses that are part of the plan participate in the review to affirm their commitment to support the plan. Other agencies and organizations that the plan affects are invited to participate.

The Oklahoma State National Veterinary Stockpile (NVS) plan is Appendix E of the Agriculture and Natural Resources Annex Emergency Support Function #11 of the Oklahoma State Emergency Operations Plan (EOP)

### IX. RESOURCE MANAGEMENT

The State Veterinarian, the AVIC and Incident Command ensure the effective use and management of all resources in this plan. They collaborate before an event with NVS representatives to set expectations for requesting, managing, and using NVS assistance.

- A. The State Veterinarian maintains the following records to support resource management:
  - 1. Financial
  - 2. Inventory
  - 3. Personnel
  - 4. Procurement
  - 5. Reporting requirements
  - 6. Resource tracking
  - 7. Others, as needed.

Appendices referenced and other plan specific information will be held by the Office of the Oklahoma State Veterinarian and by the Oklahoma USDA APHIS VS AVIC.

## State of Oklahoma Emergency Operations Plan

### APPENDIX 6 TO ESF #11: NATIONAL VETERINARY STOCKPILE (NVS) PLAN

LEAD AGENCY: ODAFF – Division of Animal Industry Services (AIS)

#### I. PURPOSE

This plan establishes necessary state provisions and processes to expedite requesting, receiving, staging, storing (RSS), distributing, and recovery of assets from the National Veterinary Stockpile (NVS) of the U.S. Department of Agriculture, Animal and Plant Health Inspection Service, Veterinary Services (USDA APHIS VS). This plan also describes the coordination of ODAFF's efforts' to use the NVS, and delineates organizational responsibilities and recommended actions. It also describes pertinent USDA APHIS VS responsibilities relative to state planning efforts.

#### II. SCOPE

This plan shall incorporate the NVS in the implementation of an integrated Federal, State, regional, local and tribal response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, pest infestation. Ensures, in coordination with ESF#8 – Public Health and Medical Response, that animal and veterinary issues are supported. [NOTE: Animal/zoonotic diseases are covered within Annex A and Annex E related to 'livestock' as defined in Oklahoma Statutes to include alternative livestock and equine production. Incidents involving companion animals and non-production livestock are addressed within Appendix D herein.]

#### III. POLICIES

The USDA APHIS VS Area Office normal processes of communication with ODAFF, AIS, and Office of the State Veterinarian (ODAFF, AIS, and OSV) are used in an NVS deployment. The USDA APHIS VS will provide human resources in support of NVS deployment. The State of Oklahoma's NVS response will interface with the National Response Framework (NRF) and comply with requirements of the National Incident Management System (NIMS).

Understand that an initial USDA APHIS VS sponsored NVS deployment may transition into a full-scale event involving coordination with local, state or other federal agencies, such as the U.S. Department of Homeland Security.

- A. ODAFF, AIS, OSV will include all relevant support entities as listed in the preparation and exercising of this plan. State response and recovery agencies will work together to identify, assess, prioritize and address state needs. State agencies will coordinate with local, state, and federal peer organizations and counterpart agencies during an NVS

## State of Oklahoma Emergency Operations Plan

deployment. The state recognizes communication both before and during an actual event as a critical element to the speed and success of the NVS operations.

### IV. SITUATION AND ASSUMPTIONS

#### A. General Conditions

During day-to-day conditions, Oklahoma has resources necessary to adequately respond to routine (i.e. small scale) animal health emergencies.

#### B. Emergency Conditions

During an outbreak of a damaging animal disease, whether natural or intentional, supplies of critical veterinary items in the State will be rapidly depleted. The State may incur other catastrophic events, such as a natural disaster, for which they may request NVS assistance.

#### C. Assumptions

The following assumptions may apply:

1. Oklahoma may experience a livestock or poultry disease outbreak that may require supplemental assistance from the NVS.
2. A goal of the NVS program is to assure that states have the resources to respond to catastrophic events.
3. Deployment of NVS assets to the state will be within 24 hours following the USDA APHIS VS approval of the request.
4. NVS deployment activities require involvement of multiple jurisdictions.
5. Sufficient RSS facilities will be available for NVS-related operations.
6. The NVS will provide critical veterinary supplies and equipment to support an outbreak response after the state has depleted its resources and cannot promptly procure replenishments from other sources, including the private sector. The Incident Commander (IC) is expected to procure additional resources following the NVS initial deployment as needed. If the resources are unavailable from other sources, the NVS may deploy additional times until the resources become available.
7. If the USDA APHIS Administrator approves the use of highly pathogenic avian influenza (HPAI) or foot and mouth disease (FMD) vaccines, then the NVS will coordinate the delivery of those vaccines.

## State of Oklahoma Emergency Operations Plan

8. Length of a response can vary greatly according to the scale of event. Response could take weeks for an animal disease that is quickly eradicated, or be prolonged over a period of several months to a year. Due to these unknown variables, RSS facility requirements may change.

### V. REQUESTING THE NVS

#### A. Prior to Requesting NVS Assistance

The request for NVS assistance is a joint USDA APHIS VS and State Veterinarian decision based upon the type and scale of catastrophic event, and level of available assets from state, local and private sources. ODAFF will consult with OEM and consider the status of state emergency declarations resulting in activation of the state emergency operation plan. The request for NVS assistance will be made prior to the exhaustion of available resources.

#### B. Initial Request for NVS Assistance

The State Veterinarian will follow the established process to request initial assistance from the NVS.

### VI. SUBSEQUENT REQUESTS FOR NVS ASSISTANCE

#### A. Following the initial receipt of NVS assistance, the Logistics Section

1. Chief will continually evaluate if available resources are sufficient.
  - a. If they are not, the Logistics Chief will coordinate with the Administration/Finance Chief to acquire more.
  - b. If the resources are unavailable from other sources, the NVS Mobil Logistics Team (MLT) will assist the Logistics Chief with requests for additional resources from the NVS.

#### B. The NVS request process is described in Attachment 1.

### VII. CONCEPT OF OPERATIONS

#### Lead Agency for Managing NVS Operations

The ODAFF, AIS, OSV is the lead state agency for managing NVS operations.

The ODAFF, AIS, OSV may request assistance from support agencies and/or non-governmental organizations listed in this plan as deemed necessary and appropriate.

## State of Oklahoma Emergency Operations Plan

### VIII. NOTIFICATION AND COMMUNICATION

- A. Prompt notifications and fusion of information during an event are critical for effective and efficient use of NVS resources. Communication requirements unique to the NVS will be included in this planning document. Communications related to the NVS activities are subordinate with the USDA APHIS VS.
- B. ODAFF, AIS, OSV will maintain communication with the USDA APHIS VS Area Office. ODAFF, AIS, OSV will notify appropriate state agency partners, including OEM and the Governor's office, about the request to deploy the NVS and will keep appropriate stakeholders apprised. Functional communications related to NVS deployment are described in documents held by the ODAFF, AIS, OSV.

### IX. RESPONSE ACTIONS

- A. NVS Command and Control

Following approval to deploy, ODAFF, AIS, OSV will establish command and control using the Incident Command System (ICS) to manage NVS operations. ODAFF will assure a Multiagency Coordination (MAC) entity is established to harmonize resources, policy and strategy. Requests for assistance from appropriate support agencies, including OEM and the Governor's office, and/or non-governmental organizations will be well coordinated. A unified command with the USDA APHIS VS may be established.

Incident command will activate the RSS facility and dispatch the management team. The management of RSS activities, including all four ICS core functions (planning, operations, logistics and finance/administration), is integrated into the command and control hierarchy for the entire incident.

The NVS Mobile Logistics Team (MLT) will provide RSS technical assistance. Additional MLT members may interface with the ICS logistics section, to liaison officers, and/or to the state emergency operation center or multiagency coordination centers.

ICS organization, and key roles and responsibilities related to NVS activities are described in Attachment 3.

- B. Tactical Communications

Internal, tactical communications in support of NVS operations are identified. Primary communication methods may include telephone (land lines, cellular phones, and satellite phones), shortwave radios, email, and the internet. Specific methods and equipment resources will be identified at the time of the incident.



## State of Oklahoma Emergency Operations Plan

### C. Receipt, Stage and Store (RSS) Warehouse

The RSS site(s) will be predetermined for the receipt of NVS assets. Management of the RSS operations may include, but not be limited to, the following activities:

1. Activate RSS and transfer of facility management
2. Prepare facility to receive NVS assets
3. Staff RSS management team
4. Provide staff support
5. Provide safe operating environment for responders
6. Provide RSS of materials
7. Enter data, including inventory management
8. Provide effective communications
9. Integrate NVS MLT into ICS
10. Provide special material handling, such as cold chain management
11. Recover NVS material for return
12. Deactivate RSS and transfer facility management

Details of the RSS facilitates described in Attachment 4.

### X. INVENTORY CONTROL

The RSS manager will provide an electronic mail address to receive the NVS automated inventory sheet (Microsoft Excel) of deployed resources.

ODAFF, AIS, OSV will evaluate available inventory control systems offered by the state, such as the state Strategic National Stockpile (SNS) RSS Inventory Tracking System (RITS), state emergency management systems, or state forestry service systems, and will establish an inventory control system (automated or manual) to track physical inventory and other NVS resources, such as contractors. The state will evaluate and considered redundant systems.

The RSS inventory control system can track inventory from a variety of sources, and maintain separation and accounting for each source. If APHIS approves the use of animal vaccines, additional inventory control measures may be required.

Dispensing of antiviral medications to incident responders must follow state and federal regulations for dispensing of legend pharmaceuticals.

Details of the RSS Inventory Control are described in documents held by the ODAFF, AIS, OSV.

## State of Oklahoma Emergency Operations Plan

### **XI. SECURITY**

Security personnel for NVS materials during transit or while in the RSS will not routinely be provided by USDA APHIS, except under special circumstances. ODAFF, AIS, OSV will coordinate with state law enforcement agencies to consider multiple jurisdictions of law enforcements, security response phases, and possible security requirements for NVS materials.

The NVS security plan is outlined in documents held by ODAFF, AIS, and OSV.

### **XII. DISTRIBUTION**

ODAFF, AIS, OSV will assure that materials from the RSS are staged and delivered to incident sites in the field. These efforts will require the assistance of OEM and other support agencies and/or non-governmental organizations. ODAFF, AIS, OSV will evaluate the resources necessary to deliver materials, such as personnel, packing materials, and trucks, and consider requirements for cold chain management. The primary agency is responsible for tracking and accounting for NVS materials at incident sites. The primary agency will develop a dispatch system to assure correct delivery and record keeping, such as delivery method, location, and quantities of materials.

The NVS program may drop ship certain items directly to an incident site.

Details of the NVS Distribution Plan are in documents held by ODAFF, AIS, and OSV.

Prior to Requesting NVS Assistance.

The request for assistance from the National Veterinary Stockpile (NVS) is a joint state and USDA APHIS VS decision based upon the type and scale of damaging animal disease outbreak, and level of available state and local resources. The request for NVS countermeasures will be made prior to the exhaustion of available state resources.

### **XIII. INITIAL REQUEST FOR NVS PHYSICAL COUNTERMEASURES**

The state animal health official (SAHO) or designee and the USDA APHIS VS Area Veterinarian in Charge (AVIC) or designee will identify the resources the State has available, including state, local, federal and private sector resources, and those it needs to respond to a damaging animal disease. In their evaluation, they will consider the status of State emergency declarations that may release additional State and local resources. They will justify their request for NVS countermeasures based on their conclusion that available resources will not be enough to support the State's response to the outbreak.

## State of Oklahoma Emergency Operations Plan

The SAHO and AVIC will consult with their USDA APHIS VS Regional Office. The VS Regional Director or designee calls the 24/7 USDA APHIS VS National Center for Animal Health Emergency Management hotline 800-940-6524 and requests NVS assistance from the operator. The NVS Director or designee will return the call immediately. Officials on the recall will be state and federal officials (e.g. the state animal health official, ADD4, VS Regional Office representative, and other pertinent personnel) who can justify the state's need for NVS assistance. During the call, the NVS staff will request information about:

- A. The damaging animal disease.
- B. Infected species and estimated number of populations.
- C. Number of responders fielded immediately.
- D. Number of affected premises.

NVS staff will also request a point of contact in incident command with whom the NVS deployment can be coordinated if approved by APHIS. The NVS Deployment Management Team at VS headquarters will coordinate with the incident command point of contact on deployment details.

#### **XIV. SUBSEQUENT REQUESTS FOR NVS PHYSICAL COUNTERMEASURES**

Following the initial receipt of NVS assistance, the logistics section's supply unit leader and inventory manager will coordinate with the planning section's resource unit leader to continually evaluate available resources and to determine when to acquire more. The supply unit's ordering manager will coordinate with the finance/administration section's procurement unit leader to acquire more resources from a variety of sources. If additional resources are unavailable, the ordering manager and procurement unit leader will coordinate with the NVS Mobile Logistics Team (MLT) on site or the NVS Deployment Management Team (DMT) at APHIS headquarters to request deployment of additional countermeasures.

## State of Oklahoma Emergency Operations Plan

### **ATTACHMENT 1: FIVE STEP PROCESS TO REQUEST NVS PHYSICAL COUNTERMEASURES:**

1. Oklahoma State Veterinarian (OSV) and ADD4 conclude that NVS physical countermeasures are needed.
2. OSV and ADD4 consult with USDA APHIS VS Regional Office.
3. VS Regional office calls NVS 24/7 emergency hotline 800-940-6524 and leaves name and telephone number with operator.
4. NVS Director will return call immediately and engage in conference call with necessary officials to determine the details of the request, including
  - a. Damaging animal disease
  - b. Infected species and estimated number of animal populations
  - c. Number of responders fielded immediately
  - d. Number of affected premises, and
  - e. Name and contact information for point of contact in incident command.
5. NVS DMT will coordinate deployment details with the point of contact.

## State of Oklahoma Emergency Operations Plan

### ATTACHMENT 2: DEPOPULATION, DISPOSAL AND/OR DECONTAMINATION (3D)

- I. Request for 3D Support
  - A. During the planning cycle, the operations section chief (OSC) determines the kind, type, and numbers of resources, including personnel, available and needed to achieve depopulation, disposal, and/or decontamination (3D) for the next operational period. The work assignment, reporting location, and requested arrival time are documented on the ICS 215 operational planning worksheet.
  - B. The planning section chief and resources unit leader assist the OSC by providing input on available personnel and shortages.
  - C. If NVS 3D support is needed, the finance/administration section's procurement unit leader will create a statement of work (SOW) that describes the type and amount of assistance as well as when and where the assistance is required.
  - D. The cost unit leader will prepare a 3D cost estimate.
  - E. The logistic section's ordering manager will prepare an ICS 259-3 resource order form requesting the number of 3D task forces required, the date/time needed, and the reporting location.
  - F. Following approval of the resource order by the incident commander, the supply unit leader and ordering manager will deliver the ICS 259-3 resource order form and SOW to the NVS MLT or the NVS DMT.
- II. The NVS DMT in APHIS headquarters will
  - A. Identify a contractor that is available, trained, and qualified to do the work,
  - B. Contact the APHIS contract officer and provide the SOW, and
  - C. Convene a conference call of incident command officials and the contractor to discuss the work and the contractors' ability to respond.
- III. The APHIS contract officer will:
  - A. Require the OSC to assign a Federal employee to oversee the contractor's work and sign the daily activity report
  - B. Ensure the contractor charges basic ordering agreement rates in the NVS contract
  - C. Authorize the contractor verbally or in writing to begin work
  - D. Direct the contractor to provide an estimate of the amount and cost of work within a reasonable period, typically a couple of days

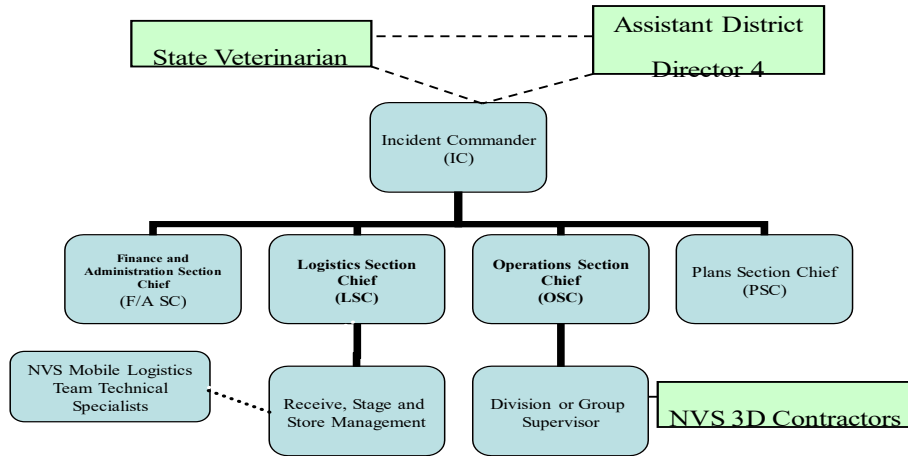
## State of Oklahoma Emergency Operations Plan

### IV. The 3D task force will:

- A. Check in with the planning section resources unit and complete the information required, including 3D task force leader and personnel manifest, for the ICS 211 incident check-in list.
- B. Report to the OSC for task assignments
- C. The APHIS representative in the finance/administration section pays for the 3D resources and reports the costs.

ATTACHMENT 3: ICS ORGANIZATION CHART FOR NVS ACTIVITIES

# Incident Command System NVS Organization Chart



## State of Oklahoma Emergency Operations Plan

### NVS Warehouse Planning Factors

FEMA criteria for incident complexity to estimate resource requirements

Complexity Type	Resource Requirement
<b>Type 3</b>	<ul style="list-style-type: none"> <li>• When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident.</li> <li>• Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.</li> <li>• A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team.</li> <li>• The incident may extend into multiple operational periods.</li> <li>• A written IAP may be required for each operational period.</li> </ul>
<b>Type 2</b>	<ul style="list-style-type: none"> <li>• This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods.</li> <li>• A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.</li> <li>• Most or all of the Command and General Staff positions are filled.</li> <li>• A written IAP is required for each operational period.</li> <li>• Many of the functional units are needed and staffed.</li> </ul>



### State of Oklahoma Emergency Operations Plan

	<ul style="list-style-type: none"><li>• Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).</li><li>• The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.</li></ul>
<b>Type 1</b>	<ul style="list-style-type: none"><li>• This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.</li><li>• All Command and General Staff positions are activated.</li><li>• Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.</li></ul>

## State of Oklahoma Emergency Operations Plan

Warehouse Square Foot Planning Estimates by Incident Type:

Planning assumptions

- One triwall/pallet is 40" wide x 49" deep x 45" or 52 " high
- One triwall/pallet occupies approximately 16 square feet (four feet by four feet) of floor space.
- One triwall/pallet with 8 foot aisle equals 32 square feet
- One triwall/pallet with 10 foot aisle (preferred) equals 36 square feet
- Minimum of 4,500 square feet storage space required to manage 15 triwalls/pallets.
- At least 900 square feet required for each additional 15 triwalls/pallets in a warehouse with ample room to accommodate aisle space (recommended configuration).

At least 320 square feet required if warehouse does not have space to store triwalls/pallets separately. Triwalls/pallets will be aligned side-by-side with no aisle space in between. Eliminating aisles conserves space but significantly limits the ability to access triwalls/pallets not located on the aisles and is not preferred (condensed configuration).

**State of Oklahoma Emergency Operations Plan**

**Warehouse Square Footage Estimates Based Upon Number of Triwalls/Pallets Received:**

Incident Type	3.00	3.00	3.00	2.00	2.00	1.00	1.00
No fo triwalls / Pallets	15.00	30.00	45.00	75.00	150.00	225.00	300.00
Square feet recommended	4,500.00	5,400.00	6,300.00	8,100.00	12,600.00	17,100.00	21,600.00
Square feet (condensed wagherose)	2,900.00	3,220.00	3,540.00	4,180.00	5,780.00	73,800.00	8,900.00

**Warehouse Space planning Estimates:**

Function	Space (square feet) for recommended configuration	Space (square feet) for recommended configuration
Pallet Tri-wall	1620	1620
Receiving and Shipping	1230	930
Empty pallet storage	220	120
Charging area for forklifts	230	230
Office	775.00	
Secured storage	70.00	
Refrigerated storage	20.00	
Breakroom	235.00	
Personal facilities	100.00	
Total	4,500.00	2,900.00

## State of Oklahoma Emergency Operations Plan

### Supplies and Equipment to Support Warehouse Activities by Incident Type:

Supplies and Equipment	Type 3 Small to Medium Incident <90 pallets	Type 2 Large Incident 90 - 180 pallets	Type 1 Very Large Incident >180 pallets
<p>Forklifts with fuel and repair</p> <p>3,000 to 5, 000 pound capacity smooth tires</p> <p>Arms at least 36 inches in length</p> <p>Electricity (8-12 hours operation per battery) or propane (8-12 hours operation per tank of fuel) for inside units; fresh batteries or battery re-charging stations (220V)</p> <p>Gasoline or diesle for forklifts used outside</p>	1	2	3 or 4
<p>Electric Pallet Jacks</p> <p>3,000 to 5,000 pound capacity</p> <p>Electricity (8-12 hours operation per battery) fresh batteries or battery re-charging stations (220V)</p>	2	4	6
<p>Refrigerator (cubic foot requirement known when the decision to vaccinate is made)</p>		1	1
<p>Empty pallets (40 inch by 48 inch plastic or oak); continuous supply bycontract</p>	20	35	50

## State of Oklahoma Emergency Operations Plan

### Supplies and Equipment to Support Warehouse Activities by Incident Type:

	Small to Medium Incident <90 pallets	Large Incident 90 - 180 pallets	Very Large Incident >180 pallets
Stretch wrap with manual wrap device	4 rolls	6 rolls	10 rolls
Strapping/banding materials	1 banding machine with supplies	1 banding machine with supplies	2 banding machines with supplies
Box and wire cutters	1 set per team member	1 set per team member	1 set per team member
Tool box ith assortment of hand tools (hammers, wrenches, tape measure and pliers)	1	1	1
Empty boxes, packing material and tape	30	60	90
Blank labels	200	400	600

**Safety items:**

the Supply Unit Leader may want a safety supply vendor to outfit warehouse team members with safety shoes and provide all safety items listed below

Cotton gloves with rubber grips for each worker	1 pair worker	1 pair per worker	1 pair per worker
Leather gloves	1 pair per worker	1 pair per worker	1 pair per worker
Hard hats	1 per worker	1 per worker	1 per worker
Steel toed shoes	1 per worker	1 per worker	1 per worker
Reflective vests	1 per worker	1 per worker	1 per worker
Flash lights	1 per worker	1 per worker	1 per worker
First Aid Kit	1 per storage site	1 per storage site	1 per storage site
Fire extinguishers	# to be determined by state code	# to be determined by state code	# to be determined by state code

**State of Oklahoma Emergency Operations Plan**

**Supplies and Equipment to Support Warehouse Activities by Incident Type:**

Supplies and Equipment	Type 3	Type 2	Type 1
portable lighting	1 set	1 set per	1 set per
Traffic Cones	12	12	12

**Warehouse Staffing Estimates by Incident Type**

Staff	Type 3	Type 2	Type 1
	Small to Medium Incident <90 pallets	Large Incident 90 - 180 pallets	Very Large Incident >180 pallets
Supply Unit Leader (Warehouse Manager)*	1	1	1
Ordering Manager	1	1	1
Inventory Manager**	1	1	1
Asst. Inventory Manager	1	1	1
Receipt, Storage, Issue Manager	1	1	1
Warehouse Team Members	3-6 (day shift only)	6-9 (day shift only)	9-18 (day shift only)
		9-12 (with night shift)	14-23 (with Night shift)
Total Staff	6-10	10-13 (day shift only)	14-24 (day shift only)
		13-16 (with night shift)	23-29 (with night shift)

\* Supply Unit Leader manages the warehouse

\*\* In Type 3 incidents, one person may function as both the ordering manager and inventory manager.

## State of Oklahoma Emergency Operations Plan

### ATTACHMENT 4: DAMAGING ANIMAL DISEASES IN PRIORITY ORDER

	Agroterror agent	Animal industries affected	Public health threat?
1	Highly pathogenic avian influenza (HPAI)	Poultry	Yes, may be lethal
2	Foot-and-Mouth disease	Cattle, swine, sheep, and other cloven hoofed livestock	No
3	Rift Valley Fever	Cattle, sheep	Yes, may be lethal
4	Exotic Newcastle disease	Poultry	Yes, minor effects
5	Nipah and Hendra viruses	Swine (Nipah), horses (Hendra)	Yes, may be lethal
6	Classical swine fever	Swine	No
7	African swine fever	Swine	No
8	Bovine spongiform encephalopathy agent	Cattle	Suspected
9	Rinderpest	Cattle, sheep	No
10	Japanese encephalitis	Swine, equine	Yes, may be lethal
11	African horse sickness	Equine	No
12	Venezuelan equine encephalitis	Equine	Yes, may be lethal
13	Contagious bovine pleuropneumonia	Cattle	No
14	Ehrlichia ruminantium (Heartwater)	Cattle, sheep, goats	No
15	Eastern equine encephalitis	Equine	Yes, may be lethal
16	Coxiella burnetii	Cattle, sheep, goats	Yes, may be lethal
17	Akabane	Cattle, sheep, goats	No

## State of Oklahoma Emergency Operations Plan

### ATTACHMENT 5: ABBREVIATIONS

3D	Depopulation, Disposal, Decontamination
9/11	September 11, 2001
A/V	audio/visual
AAR/IP	After Action Report/Improvement Plan
APHI	Animal and Plant Health Inspection Service
AVIC	Area Veterinarian in Charge
CDC	Centers for Disease Control and Prevention
COTR	Contracting Officer's Technical Representative
CSF	Classical Swine Fever
DHS	Department of Homeland Security
DMT	Deployment Management Team
EEGs	Exercise Evaluation Guides
EMA	Emergency Management Agency
EMRS	Emergency Management Response System
END	Exotic Newcastle Disease
EOC	Emergency Operations Center
FADD	Foreign Animal Disease Diagnostician
FEMA	Federal Emergency Management Agency
FMD	Foot and Mouth
HPAI	Highly Pathogenic Avian Influenza
HSEEP	Department of Homeland Security's Exercise and Evaluation Program



## State of Oklahoma Emergency Operations Plan

HSPD-9	Homeland Security Presidential Directive 9
IC	Incident Command
ICP	Incident Command Posts
ICS	Incident Command System
MESL	Master Events Scenario List
MHE	Material Handling Equipment
MLT	Mobile Logistics Team
MPC	Mid Planning Conference
NIMS	National Incident Management System
NRF	National Response Framework
NRP	National Response Plan
NVS	National Veterinary Stockpile
PAPR	Powered Air-Purifying Respirators
PPE	Personal Protective Equipment
Q&As	Questions and Answers
RSS	Receive, Store, Stage
RVF	Rift Valley Fever
SITMAN	Situation Manual
SNA	Strategic National Stockpile
SNS	Strategic National Stockpile
SOW	Statement of Work

## **State of Oklahoma Emergency Operations Plan**

TCL	Target Capabilities List
USDA	United States Department of Agriculture
UTL	Universal Task List

## State of Oklahoma Emergency Operations Plan

### ESF #12 ENERGY

STATE COORDINATING AGENCY: Corporation Commission

SUPPORT AGENCIES:

American Red Cross

Department of Emergency Management

Department of Environmental Quality

Department of Health

Department of Human Services

Department of Public Safety

Department of Transportation

LP Gas Administration

Oklahoma Military Department

Oklahoma Office of Homeland Security

Oklahoma State Bureau of Investigation

Oklahoma Water Resources Board

SUPPORT GROUPS:

Oklahoma Association of Electric Cooperatives

Oklahoma Telephone Association

Municipal Electric Systems of Oklahoma

Regulated Investor-owned Utilities

## State of Oklahoma Emergency Operations Plan

### I. PURPOSE

This annex establishes responsibilities for restoring state energy systems during and after an emergency or a disaster. A sudden and catastrophic event may sever major energy lifelines to the affected area and most likely affect adjacent areas. Key to responding to the event will be the gathering of intelligence to determine the extent of the damage, and then to coordinate available resources and mutual aid agreements. Federal assistance includes technical advice and support in all aspects of energy including production, refining, transportation, generating, transmitting, conserving, building and maintaining energy systems and system components.

### II. CONCEPT OF OPERATIONS

#### A. General

The Corporation Commission is the State coordinating agency for this ESF and will also be the state coordinating agency with the federal government for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #12 Energy. However, due to the many different aspects, sources and statewide needs of various types of energy there are shared responsibilities necessary to insure the public needs are met. During emergency incidents involving Liquefied Petroleum Gas (also known as Propane), the LP Gas Administration will become the lead agency.

#### B. Phases of Management

##### 1. Mitigation

- a. Develop/review and update emergency energy plans and procedures
- b. Maintain/update energy transportation pipeline maps as appropriate
- c. Establish and maintain directory of energy supplier's emergency liaison personnel
- d. Maintain restoration of service plans for regulated electric, natural gas, telephone (landline and wireless) and water.

##### 2. Preparedness

- a. Organize and train personnel into emergency response teams to move and work at the State Emergency Operations Center and incident locations.
- b. Train personnel designated to report to incident locations in emergency procedures.
- c. Participate in state and local emergency preparedness exercises.

## State of Oklahoma Emergency Operations Plan

- d. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.
3. Response
    - a. Establish contact with disaster scene and have designated personnel report to the State EOC and incident location. The Oklahoma Corporation Commission (OCC) liaison reports to the SEOC. A representative from the Oklahoma Association of Electric Cooperatives (OAEC) sends a liaison to the SEOC.
    - b. Survey disaster area and evaluate the situation and submit report (SITREP) to State EOC in terms of damage to immediate and long-term energy needs.
    - c. Coordinate private and public utility companies to determine if repair efforts will be adequate or if additional assistance from state or federal resources will be required for damaged facilities. The OAEC responds to a disaster according to its "Mutual Aid Plan" (March 28, 2016). The three large electric providers in Oklahoma are not members of the OAEC and are governed by Oklahoma state law. They each file a disaster response plan with the OCC, and the yearly performance according to those plans is monitored by the OCC.
    - d. Initiate necessary actions to request any state or federal assistance if required.
    - e. Submit SITREPS to State EOC as requested/required.
  4. Recovery
    - a. Coordinate public, private and volunteer activities for the repairs to area utility activities.
    - b. Determine long term energy requirements for the affected area and initiate long-term recovery plan.
    - c. Participate in compiling after-action reports and critiques.
    - d. Make necessary changes and improvements to emergency operations plans.

### III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. General

For planning, this annex incorporates the assets of all agencies and activities that would normally have the capability to assist in the mitigation, preparedness, response, and recovery of energy related emergency operational functions.

## State of Oklahoma Emergency Operations Plan

### B. Organization

State agency heads with primary or secondary emergency functions will organize, assign, train, and exercise the key personnel in their respective agencies to effectively conduct emergency operations that are associated with energy and public utilities.

### C. Assignment of Responsibilities

1. The Oklahoma Corporation Commission (OCC) will have the primary responsibility (except for those incidents involving LP Gas and Propane) to:
  - a. Upon request, provide an agency representative (agency coordination officer) to the State EOC, who will assess and coordinate the repair of damaged utilities and the redistribution of energy assets.
  - b. Request unaffected telephone, gas, and electric companies to provide emergency repair crews and equipment to assist affected utility companies in restoring service as quickly as possible.
  - c. Keep a record of reports on damaged utilities, requests for damage repair assistance, repairs completed, and any other events or activities deemed necessary for the record. Document the incidents with photographs, video's, and the Global Positioning System when possible. Copies of the reports will be provided to the State EOC.
  - d. Additional responsibilities include safety inspections of rail crossings, investigation of derailments of trains carrying hazardous materials, pipeline safety for natural gas as well as hazardous materials, providing technical assistance and inspections of petroleum pollution; safety inspections of above and underground fuel storage tanks.
  - e. A series of organizational assignments with the regulated utilities for electric, natural gas and local exchange carriers (telephone) have been developed for reports of damage assessments. The agency coordinator will contact area utility companies for damage reports. If additional assistance is required by the utilities, the coordinator will work through the supporting groups for additional information and requirements.

Each type of utility will review their damaged areas and determine if outside resources are necessary.

2. Electric Utilities. Fall into three major categories: generation, transmission and distribution. The OCC regulates a limited number of electric utility distribution

## State of Oklahoma Emergency Operations Plan

systems carrying electricity to its consumers. Municipal electric systems are not regulated by OCC.

- a. Electric distribution systems fall into three categories: municipal, cooperative and investor-owned. Each category has established its own mutual aid assistance program for service restoration.
  - b. Currently 64 cities offer retail electric utility services in Oklahoma. The support group is the Municipal Electric Systems of Oklahoma (MESO), located in Oklahoma City, (405) 528-7564 or (800) 636-6376.
  - c. Mutual aid assistance for electric utility cooperatives is arranged through the Oklahoma Association of Electric Cooperatives (OAEC), (405) 478-1455.
  - d. Investor-owned electric utilities have developed their own mutual aid assistance agreements with other regional investor-owned electric utilities.
  - e. Local exchange carriers. Mutual aid assistance with the Oklahoma Telephone Association (OTA), Phone (405) 840-1800, Fax (405) 840-2377.
3. Natural gas companies. Have own mutual aid agreements and may provide assistance to municipal-owned gas systems.
  4. LP Gas. Emergency incidents shall be directed to the Liquefied Petroleum Gas Board, (405) 521-2458.
  5. The Department of Emergency Management will operate the State EOC, coordinate and manage communications capabilities within the State EOC, and provide other assistance as requested.
  6. The Department of Environmental Quality (DEQ) has primary responsibility to provide guidance and support to the response and recovery from hazardous material incidents (except as provided by the OCC) in accordance with state and federal regulations.
  7. In the event of emergency incidents involving LP Gas (known as Propane), the LP Gas Administration will become the lead agency for this annex and will perform those responsibilities. In addition, the LP Gas Administration will assist with rerouting and redistribution of LP gas resources as required.
  8. The Oklahoma Military Department, when requested, has a secondary mission to utilize its forces to assist the ODOT to make emergency repairs to roads, bridges, public buildings or other public facilities in disaster areas, which are essential to the

## State of Oklahoma Emergency Operations Plan

health, safety and welfare of the public and the transportation of energy related materials.

9. The Water Resources Board will gather information on damage to dams and associated power generation plants throughout the affected area. The Board will also gather information on damage to structures that are within the regulatory floodplains in the affected areas.
10. Department of Health will provide damage assessment assistance to state, county, and local jurisdictions with respect to health care facilities and their energy needs.
11. Department of Human Services will provide support as necessary to ARC, and other voluntary organizations for immediate needs of victims (i.e., those on life support systems) and continue long-term support of victims during recovery efforts.
12. Department of Public Safety will provide support as required
13. Department of Transportation will provide support as required
14. Oklahoma Office of Homeland Security will provide support as required
15. Oklahoma State Bureau of Investigation will provide support as requested
16. American Red Cross will provide support as necessary to victims during response and recovery phases.
17. Advisory Groups: The following groups will provide advice and counsel within their areas of expertise as requested
  - a. Secretary of Energy
  - b. Grand River Dam Authority
  - c. Committee on Alternative Fuels Technician Examiners
  - d. Energy Council
  - e. Geological Survey
  - f. Oklahoma Energy Resources Board
  - g. Interstate Oil and Gas Compact Committee
  - h. Commission on Marginally Producing Oil and Gas Wells
  - i. Commission on Natural Gas Policy
  - j. Liquefied Petroleum Gas Board
  - k. Southern States Energy Board and Southern States Energy Compact



## State of Oklahoma Emergency Operations Plan

### I. Oklahoma Corporation Commission (OCC)

#### IV. DIRECTION AND CONTROL

- A. The Appointing Authority for the Oklahoma Corporation Commission (OCC) is responsible for directing the primary activities of the Commission associated with coordinating local, state and federal resources required for redistribution and restoration of utilities and energy supplies, except in situations involving LP Gas and Propane activities. OCC does not have jurisdiction over municipally owned electric utilities; however, it can assist as a liaison between the affected community and the State EOC.
- B. The Executive Director of the Department of Environmental Quality will direct all primary activities in connection with hazardous material incident containment and material removal relating to energy.
- C. The administrative heads of supporting departments listed in this annex will direct all activities within their respective areas in connection with utility and energy restoration.

#### V. CONTINUITY OF GOVERNMENT CONTINUITY OF OPERATIONS

- A. Lines of succession within each department are in accordance with the SOP's established by each department.
- B. Continuity of operations for each department will be in accordance to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

## State of Oklahoma Emergency Operations Plan

### ESF #13 PUBLIC SAFETY AND SECURITY

STATE COORDINATING AGENCY: Department of Public Safety

SUPPORT AGENCIES: Alcoholic Beverage Laws Enforcement Commission

Chief Medical Examiner

Department of Agriculture, Food and Forestry

Department of Corrections

Department of Emergency Management

Department of Wildlife Conservation

Department of Tourism and Recreation

Fire Marshal

Oklahoma Corporation Commission

Oklahoma Department of Human Services,

Oklahoma Bureau of Narcotics

Oklahoma Military Department

Oklahoma Office of Homeland Security

Oklahoma State Bureau of Investigation

ASSISTING AGENCIES: Office of the Attorney General

Office of Inspector General

## State of Oklahoma Emergency Operations Plan

### I. PURPOSE

- A. This annex establishes responsibility for public safety and security during periods of natural or man-made emergencies. Responsible agencies will prepare appropriate internal plans and Standard Operating Procedures (SOPs) to cover all phases of emergency management. The Department of Public Safety is the State coordinating agency for this ESF and will also be the state coordinating agency with the federal government for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #13, Public Safety and Security. Emergency responders will always adhere to the following priorities: (1) Life Safety, (2) Incident Stabilization and (3) Property Conservation.
- B. The Oklahoma State Bureau of Investigation (OSBI) will be the primary State Coordinating Agency with the Federal Bureau of Investigation (FBI) to coordinate assistance as needed during a terrorist incident.
- C. The Oklahoma Office of Homeland Security (OKOHS) is the primary point of contact for homeland security related issues at the state and local levels and has developed State Regional Weapons of Mass Destruction (WMD) and Hazardous Material Response Teams.
- D. Each department and agency with responsibilities concerning national, state and/or community infrastructure should identify such infrastructure and take actions to mitigate the results of a possible act of terrorism on those capabilities.
- E. Mitigation actions may take the form of arranging for backup services, alternate means of communication, additional facility security, alternate highway routes, protection of facilities/stations with barriers/blockades, backup power, safety glass for windows or basic employee awareness of possible threats just to list a few. Understanding the importance of and identifying the locations of critical infrastructure is very important to being prepared to protect or replace them as necessary.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

During periods of emergency there will be an increased demand upon law enforcement and other support agencies to maintain civil order. Actions will be required in order to save lives, protect property, enforce laws, control traffic, and reduce public anxiety.

## **State of Oklahoma Emergency Operations Plan**

### **B. Assumptions**

1. The Oklahoma Department of Public Safety will have the primary responsibility for coordination of law enforcement efforts within the boundaries of the State of Oklahoma.
2. Assistance from other state agencies, such as Oklahoma State Bureau of Investigation (OSBI), Oklahoma Bureau of Narcotics (OBN), Department of Wildlife Conservation, Office of the State Attorney General, Alcoholic Beverage Law Enforcement Commission, Department of Agriculture, Food and Forestry, Oklahoma Tourism and Recreation Department, Department of Corrections, Fire Marshal, Oklahoma Department of Human Services (Office of Inspector General) and Oklahoma Military Department will be made available when requested through proper channels.
3. The Oklahoma Office of Homeland Security will coordinate homeland security efforts for the State of Oklahoma including initiatives to prevent, reduce our vulnerability and prepare to respond and recover from any terrorist attacks.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

When emergencies require implementation of this plan, the Chief of the Oklahoma Highway Patrol is responsible for maintenance of law and order, protection of lives and property, and control of traffic and search and rescue operations. He will serve as coordinator for all law enforcement agencies that provide assistance.

#### **B. Phase of emergency management**

##### **1. Preparedness**

- a. Maintain mutual support agreements with other agencies and service organizations required to respond during times of emergencies.
- b. Evaluate state installations and public utilities and determine which will require protection. Update security plans accordingly.
- c. Maintain and update alert plan to ensure notification of off duty personnel.
- d. Traffic control plans for emergencies will be reviewed annually and updated as needed.

## State of Oklahoma Emergency Operations Plan

### 2. Response

- a. Send representative to the State Emergency Operations Center.
- b. Activate appropriate alert plans.
- c. Activate appropriate traffic control, security and search and rescue operations plans.
- d. Activate mutual support agreements as required.

### 3. Recovery

Return to normal operations as dictated by the situation.

### C. Detection and Monitoring

Department of Public Safety maintains close coordination with state and local officials to determine public safety and security support requirements and to jointly determine resource priorities. The primary agencies maintain communications with supporting agencies to determine capabilities, assess the availability of resources, and track resources that have been deployed.

### D. Planning

The Department of Public Safety will prepare a situation analysis by reviewing reports, video, message traffic, status boards, and logs. This situation analysis continues throughout the response and short-term recovery phase and should include the following:

1. A general description of the situation as it pertains to ESF #13 and an analysis of the ESF's operational support requirements.
2. A prioritized listing of significant actions that the ESF #13 will initiate to provide operational support.
3. Initiate notification of the required personnel and support organizations to achieve the required level of response.
4. Mobilize resources and coordinate response for approved mission assignments
5. Prepare electronic briefings on status of ESF #13 response operations.
6. Prepare an ESF #13 After-Action Report (AAR) to identify lessons learned and improvements needed.

## State of Oklahoma Emergency Operations Plan

### E. Alert and Notification

Department of Public Safety will develop and activate appropriate alert plans, both internal and external.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. General

For planning, this annex incorporates the assets of all agencies that would normally have the capability to provide for law enforcement search and rescue, traffic or crowd control and public safety.

### B. Organization

The organizations responsible for providing law enforcement and related support services for emergency operations are:

1. Department of Public Safety (Oklahoma Highway Patrol)
2. Office of the State Attorney General
3. Oklahoma State Bureau of Investigation
4. Alcoholic Beverage Laws Enforcement Commission
5. Oklahoma Military Department
6. Department of Agriculture, Food and Forestry
7. Oklahoma Tourism and Recreation Department
8. Wildlife Conservation Commission
9. Department of Corrections
10. Fire Marshal
11. Oklahoma Bureau of Narcotics
12. Oklahoma Department of Human Services, Office of Inspector General
13. Chief Medical Examiner
14. Department of Emergency Management
15. Oklahoma Office of Homeland Security

### C. Assignment of Responsibilities

1. Department of Public Safety (OHP)

## State of Oklahoma Emergency Operations Plan

- a. Exercise coordination and/or supervision of all traffic control, search and rescue operations, security operations, riot control operations and other law enforcement requirements within the limits of Oklahoma.
  - b. Prepare law enforcement plans such as traffic control, crowd control, and area and installation security.
  - c. Designate key personnel to operate from the State Emergency Operations Center.
  - d. Prepare mutual support agreements with other agencies or departments who may render or request assistance.
  - e. Maintain SOP's to ensure immediate response.
  - f. Provide for the security of the capitol complex, including the EOC.
2. State Attorney General
- a. Provide a legal representative to the State Emergency Operations Center as requested.
  - b. Provide legal advice to the Governor and/or Department of Emergency Management Staff on the legality or interpretation of laws and regulations relative to disaster remedial or relief actions taken or to be taken.
3. Oklahoma State Bureau of Investigation
- a. Plan for support missions to include assistance to the Department of Public Safety (OHP), Office of the Chief Medical Examiner and other agencies requiring law enforcement assistance.
  - b. Provide for a representative to operate from the State Emergency Operations Center as required.
  - c. Maintain a current SOP for use during emergency operations.
  - d. Submit reports as required by the Director, Department of Emergency Management, Department of Public Safety or own local SOP's.
  - e. Act as primary coordinating agency with the FBI for terrorist incidents.
  - f. Provide Forensic Laboratory services/supplies as needed.
  - g. Provide fingerprint or other identification services of unidentified (deceased) disaster victims and/or displaced victims to be housed to ensure their safety and

## State of Oklahoma Emergency Operations Plan

security from fugitives or registered sex offenders among the group in violation of state or federal laws.

- h. Provide communications linkages with the FBI and other states to share biometric information for rapid scene identification of victims.
4. Alcoholic Beverage Laws Enforcement Commission
- a. Plan for support missions to include assistance to the Department of Public Safety (OHP), Office of the Chief Medical Examiner and other agencies requiring law enforcement assistance.
  - b. Provide for a representative to operate from the State Emergency Operations Center as required.
  - c. Maintain a current SOP for use during emergency operations.
  - d. Submit reports as required by the Director, Department of Emergency Management.
5. Oklahoma Military Department
- a. Provide personnel and equipment as required to support traffic control, casualty assessment, search and rescue and communications operations.
  - b. Maintain SOP's for use during emergency operations.
  - c. Provide military liaison personnel to operate from the State Emergency Operations Center.
  - d. The 63rd WMD Civil Support Team, available through the Military Department, is capable of detecting and identifying most biological, chemical and nuclear agents.
  - e. The OKNG will retain an NGRF (National Guard Reaction Force), consisting of a Quick Reaction Force (QRF) which will on orders, Alert, Assemble, and Deploy within 4 hours and a Follow on Force (FOF), which will on orders, Alert, Assemble, and Deploy within 24 hours in order to prevent or respond to natural disasters, terrorist attacks or incidents in support of civil authorities within the borders of Oklahoma and/or the United States.
  - f. Submit reports as required by the Director, Department of Emergency Management, Department of Public Safety and own local SOP's.



## State of Oklahoma Emergency Operations Plan

6. Department of Agriculture, Food and Forestry
  - a. Coordinate with Chief, Oklahoma Highway Patrol in providing personnel and equipment for search and rescue operations.
  - b. Designate a representative to function in the State Emergency Operations Center as required.
  - c. Submit reports as required by Director, Department of Emergency Management, Department of Public Safety and own local SOP's.
7. Oklahoma Tourism and Recreation Department
  - a. Plan for assisting in the protection and security of personnel and property, law enforcement and traffic and crowd control.
  - b. Plan for search and rescue operations in coordination with other law enforcement agencies.
  - c. Provide a representative to operate in the State Emergency Operations Center.
  - d. Maintain current SOP to be used in emergency operations.
  - e. Submit reports as required by Director, Department of Emergency Management, Department of Public Safety and own local SOP's.
8. Wildlife Conservation Commission
  - a. Provide personnel and equipment in support of law enforcement efforts for the security of personnel and property, installation security and search and rescue operations.
  - b. Designate one representative to operate from the State Emergency Operations Center.
  - c. Maintain current SOP to be used in emergency operations.
  - d. Submit reports as required by Director, Department of Emergency Management, Department of Public Safety and Oklahoma Department of Wildlife Conservation SOP.
9. Department of Corrections
  - a. Has the primary responsibility for incidents occurring at correctional facilities.
  - b. Develop, test, and implement SOPs for riots, escapes, and other incidents that may affect institutional security.

## State of Oklahoma Emergency Operations Plan

- c. Designate one representative to operate from the State Emergency Operations Center.
- d. Maintain current SOP to be used in emergency operations.
- e. Submit reports as required by Director, Department of Emergency Management, Department of Public Safety, and own SOPs.

### 10. Fire Marshal

Provide support as required.

### 11. Oklahoma Bureau of Narcotics

- a. Plan for support mission to include assistance to the Department of Public Safety/OHP, Office of the Chief Medical Examiner and other agencies requiring law enforcement assistance. Agents certified or trained in the following areas:

- Rappelling techniques (building and aircraft); certified Rappel Masters
- Open-water diving (SCUBA)
- Night vision equipment
- Thermography techniques
- Zodiac boats, boat mechanics, river navigation
- Explosive entry, certified explosives handlers
- First aid, First Responder, CPR
- GPS (Global Positioning Systems)
- Land navigation
- Extensive knowledge of rural Oklahoma

- b. Provide a representative to operate from the State Emergency Operations Center as required.
- c. Maintain a current SOP for use during emergency operations
- d. Submit reports as required by the Director, Department of Emergency Management, Chief of Oklahoma Highway Patrol or own local SOP's.

### 12. Department of Human Services, Office of Inspector General (DHS OIG)

- a. Provide personnel and equipment for general law enforcement missions to protect and secure personnel and/or property, provide installation security,

## State of Oklahoma Emergency Operations Plan

traffic and crowd control, or assist in search and rescue operations. Specific agents are expert in forensic computer examination, spoken Spanish, audio/video surveillance operations, and fraud investigation.

- b. Provide a representative to operate from the State Emergency Operations Center as required.
- c. Maintain a current SOP to be used in emergency operations
- d. Submit reports as required by the Director, Department of Emergency Management (OEM), Department of Public Safety, and own local SOPs.
- e. Provide a supplemental security force for the EOC, OEM personnel, and conduct mission specific assignments for OEM and DPS as required.

### 13. Chief Medical Examiner

Provide support as required.

### 14. Oklahoma Department of Emergency Management

Manage the State Emergency Operations Center

### 15. Oklahoma Office of Homeland Security

Provide support as required.

### 16. Oklahoma Corporation Commission

- a. Provide oil field inspectors to disasters relating to fossil fuels and determine types of assistance to resolve the problems.
- b. Maintain communications with telecommunications, electric and natural gas providers when there is a loss of service. This is especially important for safety and security issues, when communications is lost during natural or man-made disasters.
- c. The agency can provide its own security from its CLEET certified enforcement officers that are authorized to carry side arms in the performance of their duties for the agency.
- d. The agency will provide inspectors to ascertain damages to petroleum storage tanks and their repair.
- e. Key agency personnel shall contact and remain in contact with the State Emergency Operations Center during initial disasters and restoration of service by the regulated service providers.

## **State of Oklahoma Emergency Operations Plan**

### **V. MONITORING, DETECTION, ALERT AND WARNING**

The Oklahoma Department of Public Safety and the Department of Emergency Management routinely monitor incidents throughout the state that may require state law enforcement involvement and/or have the potential for the involvement of state law enforcement. When local law enforcement responds to an incident and requires state law enforcement assistance, Sheriffs and Chiefs may call directly on the regional commander of any agency from which they need assistance. Those state agencies notify the nearest Oklahoma Department of Public Safety office of their involvement. The Oklahoma Department of Public Safety actively monitors for potential escalation beyond the capabilities of regional state law enforcement resources, and the Duty Officer or Mutual Aid Director notifies other ESF 13 Support Agencies to include the Department of Emergency Management.

If it appears that state law enforcement resources will be required beyond those in the affected region, the Oklahoma Department of Public Safety may request an activation of the State Emergency Operations Center including those ESF 16 Support Agencies that are necessary for the response. The Support Agencies activated will be notified by the Duty Officer to report to the State Emergency Operations Center. Each activated Support Agency's Emergency Coordination Officer will notify their regional offices of the need for additional resources, and prepare for response. The Department of Emergency Management will determine which other ESFs are needed based on the incident, and ensure similar notifications and response to the State Emergency Operations Center.

The Oklahoma Department of Public Safety Public Information Officer will assist the ESF 14 Public Information Officer in the preparation and dissemination of information released to the media and other interested parties, and provide any other operations support as needed.

### **VI. DIRECTION AND CONTROL**

Centralized direction and control of all field operations dealing with public safety, law enforcement, traffic and mob control and search and rescue operations will remain with the Chief, Oklahoma Highway Patrol. Standing Operating Procedures and channels of communications during emergency operations will insure continuity of operations from the field to State Emergency Operations Center.

### **VII. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS**

## **State of Oklahoma Emergency Operations Plan**

- A. The Department of Public Safety in coordination with all law enforcement agencies and law enforcement support agencies identified in Paragraph IV B, above will develop succession of leadership plans in support of emergency operations.
- B. Continuity of Operations for each department will be in accordance with Continuity of Operations Plan (COOP) developed and published by each department.

## State of Oklahoma Emergency Operations Plan

### ESF #14 LONG TERM COMMUNITY RECOVERY AND MITIGATION

STATE COORDINATING AGENCY: Oklahoma Department of Emergency Management

SUPPORT AGENCIES:

- Governor's Office
- American Red Cross
- Corporation Commission
- Department of Agriculture, Food and Forestry
- Office of Management Enterprise Services
- Department of Commerce
- Department of Education
- Department of Environmental Quality
- Department of Human Services
- Department of Mental Health and Substance Abuse Services
- Department of Tourism & Recreation
- Department of Transportation
- Fire Marshal
- Department of Health
- Insurance Commission
- Oklahoma Employment Security Commission
- Oklahoma Office of Homeland Security
- The Salvation Army
- Water Resources Board
- State Planning Districts
- OKVOAD

## State of Oklahoma Emergency Operations Plan

### I. INTRODUCTION

- A. This ESF is structured in two parts - Assistance Programs, and Recovery and Reconstruction.

### II. PURPOSE

- A. To provide for the delivery of state and federal recovery assistance to victims in areas of the state affected by a disaster.
- B. To assist local communities with the development of long-range recovery and redevelopment plans following a disaster.

### III. SCOPE

The primary focus of this ESF is:

- A. The establishment and location of Disaster Recovery Centers (DRCs).
- B. The collocation of all state agencies with roles in delivering disaster assistance or assisting victims with disaster assistance problems at a single site.
- C. The collocation of all federal agencies with roles in delivering disaster assistance or assisting victims with disaster assistance problems at a single site jointly with state relief agencies.
- D. The provision of assistance to state and local agencies for compiling damage and expense reports for submission to FEMA for reimbursement under the public assistance provisions of PL 93-288.
- E. The declaration of a state of emergency by the Governor. All information relative to this subject is contained in a separate document on file at the State EOC.
- F. The request by the Governor to the President of the United States for an Emergency or a Major Disaster declaration as defined by PL 93-288.
- G. The assessment of long-term economic impact of the disaster on the economy of the disaster area(s), and the subsequent development of plans for the restoration of the economic infrastructure therein.

## State of Oklahoma Emergency Operations Plan

### IV. POLICIES

The Oklahoma Department of Emergency Management (OEM), acting under the authority of the Governor, will do everything in its power to insure rapid delivery of disaster assistance programs to the victims in impacted areas.

### V. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Many disasters have the potential to create extensive damage, both in terms of physical structures and bodily injuries and in terms of the economic impact on the affected area.
2. The state must follow specific guidelines for requesting federal assistance in the aftermath of a major disaster. These guidelines are spelled out in PL 93-288, and various FEMA administrative regulations. Recovery operations generally fall into one of three broad categories: Public Assistance, Individual Assistance and Mitigation. The specifics of these programs are contained in the State Strategic Natural Hazard Mitigation Plan and separate Administrative Plans on file at the State EOC.
3. State and federal assistance programs are available to assist individual victims, businesses, and state and local governments and certain private non-profit organizations in dealing with the financial ramifications associated with major disasters.
4. In many communities across the state even a small tornado can create sufficient damage to preclude any possibility of economic recovery without assistance from outside sources. Even large urban communities will have trouble managing the potential economic effects of a major disaster.
5. The State of Oklahoma has several agencies that have expertise in locating grants and low-interest loans. Additionally, several agencies have the ability and/or expertise to assist local communities in developing budgetary strategies that can alleviate some of the negative consequences of many disasters.

#### B. Assumptions

1. There will continue to be small, non-Presidentially declared disasters that will create an economic hardship on the local communities affected.
2. Grants and low interest loans will be available to assist local communities with recovery and reconstruction issues following a disaster in Oklahoma.



## State of Oklahoma Emergency Operations Plan

3. The State of Oklahoma Public Assistance Program will, in some cases, provide funds to help local jurisdictions when damages are not severe or wide spread enough to warrant a Presidential declaration.

### VI. CONCEPT OF OPERATIONS

#### A. Assistance Programs

1. Following a disaster, many victims will require assistance in addition to or in lieu of the assistance provided by their insurance carriers. The Federal government, and to a lesser extent the State government, has a wide variety of assistance programs to assist individual victims of the disaster, as well as the various public and private entities that responded to or suffered damage as a result of the disaster.
2. OEM, as a result of its damage assessment activities and consultation with other agencies, will make a determination as to whether a particular event is severe or wide spread enough to warrant requesting a State Emergency Declaration or the declaration of a major disaster from the President of the United States. These findings will be passed to the Governor, who in turn submits a request through the FEMA regional office to the President for the declaration. The Governor must certify that the event exceeds the capabilities of the State to respond and assistance is needed. That assistance must be clearly defined.
3. The President appoints the Federal Coordinating Officer (FCO) for Federal coordination with the State of Oklahoma. The OEM Director is designated by the Governor as the Governor's Authorized Representative (GAR). The Governor also appoints a State Coordinating Officer (SCO). Together, the FCO and the SCO share the responsibility for coordinating the State/Federal response to the disaster. All requests for federal assistance are channeled through the FCO to the appropriate ESF as provided in the National Response Framework.
4. FEMA will deploy a group of representatives from the activated ESFs to the designated Joint Field Office (JFO). The JFO is the coordination point for the federal response. The JFO may be relocated if necessary to a point closer to the disaster site at the discretion of the FCO and SCO. The JFO remains active until such time as it is no longer needed.
5. The FCO and SCO will coordinate the locations for the establishment of Disaster Recovery Centers (DRCs). These facilities provide a central location where disaster victims can obtain assistance as it pertains to their particular situation. The DRC provides a single location from which all state, federal, and private sector relief agencies to provide information and assistance to victims. DRCs are strategically located throughout the affected area to insure that all victims can be reached. The

## State of Oklahoma Emergency Operations Plan

DRC will remain active for as long as necessary following a disaster (as determined by the FCO and SCO).

### 6. Organization and Responsibilities

#### a. Oklahoma Department of Emergency Management

- i. Compile damage assessment information and provide recommendations to the Governor concerning requests for federal assistance.
- ii. Locate potential sites for DRCs in areas affected by the disaster in cooperation with local jurisdictions.
- iii. Manage the Individual and Public Assistance functions associated with PL 93-288.
- iv. Coordinate damage assessment activities at the federal, state and local levels.
- v. Arrange for use of buildings, facilities, equipment and supplies for DRCs and JFOs, and other needed sites during disaster recovery operations.
- vi. Work with OKVOAD to coordinate the establishment of Long Term Recovery Committees.
- vii. Compile financial records associated with the State government response to the disaster for use in Federal reimbursement programs.

#### b. Governor's Office

- i. Submit request to the President of the United States (through the FEMA Regional Administrator) for the declaration of a major disaster, as defined by PL 93-288.
- ii. Appoint the Governor's Authorized Representative (GAR) and a State Coordinating Officer (SCO) for coordinating state and federal disaster assistance programs.

#### c. Department of Human Services

- i. Administer and manage the USDA Emergency Food Stamp Program.
- ii. Assist with Human Services Recovery Programs as needed.

## State of Oklahoma Emergency Operations Plan

- d. Oklahoma Employment Security Commission
  - i. Manage the U.S. Department of Labor Emergency Unemployment Benefits program.
  - ii. Administer the State Unemployment Compensation programs
- e. Insurance Commission.  
Monitor the performance of insurance carriers licensed to operate in the state.
- f. Department of Commerce.  
Administer the State's Consumer Protection programs.
- g. Fire Marshal.  
Provide technical assistance to state and local governments concerning mitigation strategies with respect to building codes, etc.
- h. Department of Agriculture, Food and Forestry.
  - i. Provide damage assessment assistance to owners of rural properties within the state.
  - ii. Provide such other assistance to local governments in dealing with problems generated by the disaster.
- i. Department of Transportation
  - i. Provide damage assessment for state highways and bridges, and assist local jurisdictions with damage assessment activities related to local roads and bridges.
  - ii. Provide inspectors to work with FEMA and local jurisdictions on Preliminary Damage Assessments and the writing of Project Worksheets.
  - iii. Provide funds to meet a portion of the State share of local jurisdiction's projects in Categories "A" and "C" identified in the community briefings.
- j. Department of Education
  - i. Provide damage assessment for state educational facilities, and provide damage assessment assistance to local jurisdictions with regard to public school facilities.
  - ii. Manage disaster assistance programs for educational facilities as administered by the U.S. Department of Education.
- k. Office of Management Enterprises Services.

## State of Oklahoma Emergency Operations Plan

Provide damage assessment assistance regarding state-owned buildings, facilities, and other assets.

- I. Department of Environmental Quality - Division of Water Pollution Control.
  - i. Provide damage assessment assistance to local jurisdictions with respect to wastewater treatment facilities.
  - ii. Provide damage assessment assistance to local jurisdictions with respect to potable water delivery systems (i.e., tanks, reservoirs, pipes, etc.).
  - iii. Provide damage assessment assistance to local jurisdictions with respect to sanitary landfills and other solid waste disposal mechanisms.
- m. Department of Health.
  - i. Provide damage assessment assistance to state health care facilities.
  - ii. Provide damage assessment assistance to local jurisdictions with respect to local health care facilities.
- n. Association of Electric Cooperatives and Oklahoma Rural Water Association.

Assist with damage assessment information collection concerning local utility systems.
- o. Water Resources Board.
  - i. Provide technical advice on dams and water sheds.
  - ii. Conduct damage assessment of dams, dikes and other water control facilities.
  - iii. Provide technical assistance to local floodplain officials regarding reconstruction efforts for damaged structures in the regulatory floodplain.
  - iv. OWRB will also assist the FEMA and OEM personnel as needed regarding response and recovery efforts relating to mitigation opportunities.

## State of Oklahoma Emergency Operations Plan

- p. Department of Mental Health and Substance Abuse Services.
    - i. Develop and submit applications for immediate services and regular services crisis counseling grants and other applicable grants as appropriate and as needed
    - ii. Operate/over-see crisis counseling programs
    - iii. Coordinate mental health, substance abuse, and domestic violence services to victims of the disaster, first responders, and others as needed
    - iv. Provide consultation and support to the Governor's office, Department of Emergency Management, and other agencies as needed regarding necessary mental health, substance abuse, and domestic violence services after a disaster
    - v. Develop, coordinate and/or provide relevant training curriculum to persons providing services to disaster victims, first responders, and others.
  - q. OKVOAD. Provide disaster assistance services to disaster victims and relief workers.
  - r. Oklahoma Office of Homeland Security. Provide assistance as required.
- B. Long Term Recovery Committee
- 1. Long-Term Pre-Incident Planning and Operations
    - a. Meets regularly at the state level to ensure procedures and program/contact information are up to date, to discuss lessons learned from incidents and exercises, and to explore ways to leverage available resources by creatively packaging State and Federal assistance.
    - b. Coordinates development of state strategies and plans in coordination with Public Works and Engineering, Mass Care, Housing and Human Services, Oil and Hazardous Materials Response, Emergency Management and others, as appropriate, to address key issues for disasters. Those key issues may include incident housing and permanent housing, contaminated debris management, decontamination and environmental restoration, restoration of public facilities/utilities and infrastructure, restoration of the agricultural sector, parks, recreational facilities and long-term community recovery.
    - c. Involves as appropriate, State, local, and federal government representatives local planning and building science organizations, NGOs, and private-sector organizations in pre-event planning activities.

## State of Oklahoma Emergency Operations Plan

- d. Establishes procedures for integration of pre-incident planning and risk assessment with post-incident recovery and mitigation efforts.
  - e. Develops action plans delineating appropriate agency participation and resources available that take into account the differing technical needs for risk assessment and statutory responsibilities by hazards. Plans include scaling to appropriate levels of staffing and coordination based on the nature and size of the incident.
- C. Post-Event Planning and Operations
1. Gathers information from State and local governments to assess the scope and magnitude of the social and economic impacts on the affected geographical region. Convenes interagency meetings to:
  2. Develop an incident-specific action plan to delineate specific agency participation to support specific community recovery and mitigation activities, using pre-incident Federal (when applicable), State and local plans, to the extent appropriate, and take actions to avoid duplication of assistance to recipients and
  3. Facilitate sharing of information and identification of issues among agencies and ESFs and coordinate early resolution of issues and the delivery of Federal assistance to minimize delays for assistance recipients.
  4. Coordinates identification of appropriate State and/or Federal programs to support implementation of long-term community recovery plans and gaps under current authorities and funding. This process identifies programs, waivers, funding levels, requests for additional authorities, and possible new legislation needed to address identified program gaps.
  5. Coordinates implementation of the recommendations for long-term community recovery with the appropriate State and/or Federal departments and agencies if the recommendations include program waivers, supplemental funding requests and/or legislative initiatives.
  6. Facilitates recovery decision-making across ESFs. Also facilitates awareness of post-incident digital mapping and pre-incident State and local hazard mitigation and recovery planning across ESFs.
- D. Recovery and Reconstruction
1. In the aftermath of a disaster affecting an Oklahoma community, the local county and/or municipal chief elected official (CEO) is responsible for making a determination as to how that event will affect the jurisdiction's economy. Local CEOs can be assisted by various state agencies.

## State of Oklahoma Emergency Operations Plan

2. Local communities will develop a plan of action relative to economic impacts.
3. Local communities should appoint a task force to oversee the implementation of the recovery plan of action.
4. Assistance may be secured from any number of State or Federal sources, including Community Development Block Grants (CDBG) or other economic development grants/loans.
5. Organization and Responsibilities
  - a. Oklahoma Department of Emergency Management
    - i. Responsible for appointing a State Hazard Mitigation Officer.
    - ii. Responsible for coordinating the development and implementation of the State Strategic Natural Hazard Mitigation Plan.
  - b. Governor's Office  
Responsible for providing leadership and political support in implementing the recommendations of the State Hazard Mitigation Team.
  - c. Department of Commerce
    - i. Responsible for administering the CDBG program and other grant/loan programs.
    - ii. Responsible for developing economic projections for disaster-affected communities.
    - iii. Responsible for providing assistance to local communities with redevelopment issues.
  - d. Oklahoma Water Resources Board  
Responsible for implementing the floodplain management policies associated with the National Flood Insurance Program at the state level.

## State of Oklahoma Emergency Operations Plan

- e. Department of Tourism and Recreation
  - i. Responsible for providing assistance to local communities in redeveloping tourism-based industries.
  - ii. Responsible for developing products for media outlets concerning the availability of tourist destinations in areas affected by disasters.
- f. Sub-State Planning Districts
  - i. Provide assistance to local governments in dealing with problems generated by disaster.
  - ii. Assist in obtaining and administering CDBG Programs and other loan/grant programs.

### VII. ASSISTANCE PROGRAM ACTIVITIES

#### A. All Tasked Agencies

1. Develop plans and procedures for coordinating and providing respective disaster assistance activities (i.e., the administration of disaster assistance programs offered through the state or federal government, providing assistance to state or local agencies with respect to damage assessment activities, etc.).
2. Develop policies and procedures for compiling damage assessment information concerning agency-owned/managed facilities.
3. Develop procedures and policies concerning the assignment of personnel to DRCs when requested by OEM.

#### B. Oklahoma Department of Emergency Management

1. Work with local jurisdictions to pre-identify potential sites for DRCs.
2. Develop State Administrative Plan for Individual and Household Programs and Public Assistance.
3. Develop procedures and forms for damage assessment activities (see ESF-5).
4. Develop State Hazard Mitigation Plans. Comprised of two separate plans – State Strategic Natural Hazard Mitigation Plan and the Hazard Mitigation Administrative Plan.



## State of Oklahoma Emergency Operations Plan

### C. Department of Commerce

Develop procedures and policies for coordinating with local officials the incorporation of mitigation strategies into new construction following a disaster.

## VIII. RECONSTRUCTION ACTIVITIES

### A. All Tasked Agencies

1. Provide liaison to the State Hazard Mitigation Team and attend meetings as appropriate.
2. Collectively work towards the development of a strategy for dealing with the potential effects of disasters upon local communities in Oklahoma.
3. Identify agencies/organizations in the private and public sector that could provide technical or financial assistance to the affected local communities.
4. Develop policies and procedures for responding to the requests for assistance from local governments.

### B. Oklahoma Department of Emergency Management

1. Appoint a State Hazard Mitigation Officer and develop and maintain the Oklahoma State Strategic Natural Hazard Mitigation Plan.
2. Coordinate the development and implementation of the State Hazard Mitigation Team.
3. Assist local communities in the establishment of local recovery and reconstruction task forces.

### C. Water Resources Board.

Implement the requirements of the National Flood Insurance Program.

## IX. RESPONSE AND RECOVERY ACTIONS

### A. All Tasked Agencies

1. Attend briefings, coordinate activities with other participant organizations.
2. Set up work area(s), report needs to the State EOC Manager, and initiate response/recovery activities as dictated by the situation.
3. Maintain logs of activities, messages, etc.
4. Initiate internal notification/recall actions as appropriate
5. Perform the following actions upon notification that a Disaster Recovery Center is being activated:

## State of Oklahoma Emergency Operations Plan

- a. Deploy personnel and equipment necessary to staff DRC as provided in respective agency plans.
  - b. Attend briefings held at DRC concerning disaster assistance activities necessary in affected areas, potential scope of activities, etc.
  - c. Advise DRC Manager of needs in terms of space, equipment, supplies, etc.
  - d. Provide disaster assistance programs through pre-established mechanisms, policies, etc.
  - e. Maintain records concerning disaster assistance offered to victims.
6. Deploy personnel and activate procedures for collecting and processing damage assessment information.
  7. Activate procedures for providing technical and regulatory assistance to state and local jurisdictions with respect to damage assessment, hazard mitigation, response, and recovery and reconstruction activities as dictated by disaster situation.
- B. Oklahoma Department of Emergency Management
1. Compile damage assessment and intelligence information and submit to the Governor for declaration consideration.
  2. Prepare necessary submission materials for the Governor to sign and forward to FEMA Region VI.
  3. Provide individual(s) to act as the GAR and the SCO for coordination with Federal officials.
  4. Activate Disaster Recovery Centers as appropriate.
  5. Notify State relief agencies of DRC activation status, location, nature of disaster, etc., and task needed agencies to deploy appropriate personnel.
  6. Assist state and local jurisdictions with damage assessment activities (See ESF 5).
  7. Compile damage assessment reports, reports of expenditures, and all other documentation necessary for submission of claims to FEMA for reimbursement and coordination of federal disaster assistance programs.
  8. Implement the State Administrative Plan for Individual and Household Programs, Public Assistance and the Hazard Mitigation Plan.
  9. Provide follow-up on all disaster assistance programs through closure.
  10. In coordination with the primary agency, keep Governor advised of status of disaster relief actions and disaster assistance programs.

## State of Oklahoma Emergency Operations Plan

11. In coordination with the primary agency, provide public information services to news media and government officials throughout the state.

### C. Governor's Office

1. Receive briefings and situation reports from the OEM Director regarding scope of disaster; review preliminary damage assessment intelligence; and make decisions regarding any declarations necessary with respect to the disaster.
2. Submit request to FEMA Region VI for Presidential disaster declaration.
3. Appoint the Governor's Authorized Representative (GAR), and alternate, for coordination of disaster assistance programs.
4. Appoint the State Coordinating Officer, and alternate, to coordinate state response activities with the Federal government.

### D. OKVOAD

1. Activate plans for each organization's individual and family assistance programs.
2. Coordinate disaster assistance programs for individuals and families offered by OKVOAD, and all other non-governmental voluntary and charitable organizations through the DRC(s).

## X. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS

- A. Lines of succession to each department head will be according to the SOPs established by each department with a primary or secondary mission.
- B. Continuity of Operations for each department will be according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

## State of Oklahoma Emergency Operations Plan

### APPENDIX 1 TO ESF #14 DISASTER RECOVERY CENTERS

#### I. PURPOSE

The purpose of the Disaster Recover Center (DRC) is to provide individual disaster victims one-stop access to disaster assistance as quickly and conveniently as possible.

#### II. SITUATION

In the event of a major disaster declaration, the provisions of PL 93-288, as amended, becomes effective. This authorizes the establishment of DRCs to provide information to disaster victims and receive applications for assistance. A DRC will house all Federal, State, local and private sector disaster agencies.

#### III. CONCEPT OF OPERATIONS

- A. After a major disaster declaration has been requested by the Governor and declared by the President, FEMA is responsible for administering and coordinating federal disaster assistance programs in the affected area(s). Federal assistance is designed to supplement the efforts of state and local governments.
- B. To provide assistance quickly and conveniently to disaster victims, FEMA may establish DRCs in several locations throughout the affected area(s). The magnitude of the disaster and the number of victims will determine the number of centers to be established.
- C. OEM and local State and Local Assistant (SLA) Directors will pre-identify potential DRC sites for use during emergencies affecting the individual counties, taking into account population densities and the specific hazards that might affect the jurisdiction.

#### IV. ORGANIZATION AND RESPONSIBILITIES

- A. Federal
  1. The Federal Coordinating Officer (FCO) is responsible for the coordination of all federal disaster assistance efforts in the affected areas. The FCO works closely with the State Coordinating Officer (SCO) to ensure effective implementation of assistance programs. The FCO and his staff are usually located in the JFO established to serve as the central management point for all Federal disaster operations in the affected areas(s).
  2. The Individual Assistance Officer (IAO) is the principal officer on the FCO's staff for all matters pertaining to individual assistance programs, including the establishment, location, and operation of the DRCs and mobile teams.
  3. The Public Assistance Officer (PAO) is the principal officer on the FCO's staff responsible for all matters pertaining to the administration of public assistance to

## State of Oklahoma Emergency Operations Plan

- the state and local government and nonprofit organizations in the area(s) affected by the disaster.
4. The Mitigation Officer is the principal officer on the FCO's staff responsible for coordinating all mitigation matters relative to the disaster.
  5. The DRC Manager is the FEMA representative in the operation of the DRC; appointed by, and working for the IAO.
  6. DRC agency representatives may include federal personnel from the following:
    - a. Department of Housing and Urban Development
      - i. Temporary housing assistance
      - ii. Mortgage and rental assistance
    - b. Small Business Administration.

Disaster loans for the rebuilding, repair, or refinancing of damaged real and personal property which are not fully covered by private insurance.
    - c. Farm Service Agency.
      - i. Financial assistance to farmers who perform emergency conservation measures on farmlands damaged by a natural disaster.
      - ii. The Farm Service Agency also will provide low interest emergency loans to qualifying producers affected by a disaster.
    - d. Internal Revenue Service.

Tax assistance in computing tax credits based on disaster losses.
    - e. Department of Veteran's Affairs.

VA assistance, including VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages.
    - f. Social Security Administration.

Social Security assistance for recipients in expediting delivery of checks delayed by the disaster, and assistance in applying for disability, death, and survivor benefits.
    - g. Department of Justice.

Provide legal services to individuals who are otherwise unable to secure such services.

## State of Oklahoma Emergency Operations Plan

### B. State

1. The State Coordinating Officer (SCO) works closely with the FCO to ensure effective implementation of disaster assistance programs.
2. Individual Assistance Officer (IAO) is the principal staff officer for the SCO for all matters pertaining to individual assistance, including the establishment, location, and operation of the DRCs.
3. The DRC Assistance Manager is appointed by the IAO to assist the Federal DRC Manager with the state components of the operation.
4. The following state agencies may have representatives at the DRC:
  - a. Department of Human Services. Distribution of food coupons (USDA programs) to eligible victims. Coordinate services to the elderly.
  - b. Department of Employment Security. Disaster unemployment assistance and job placement assistance for those who lost jobs due to the disaster.
5. Department of Mental Health and Substance Abuse Services. Referrals to appropriate mental health agencies to relieve mental health problems related to the disaster.
6. Young Lawyer's Conference, Oklahoma. Legal services to low income individuals who are otherwise unable to secure such services.
7. Insurance Commission. Insurance claims counseling to disaster victims requiring such assistance.
8. Department of Commerce. Assistance to disaster victims with problems associated with unfair consumer practices.
9. OEM will arrange for and coordinate, as required, DRC facility space and/or equipment in the event that support requirements exceed local government capabilities.

## State of Oklahoma Emergency Operations Plan

### 10. Private Relief Agencies

American Red Cross/Salvation Army. Provide representatives in the DRC to assist victims and will refer victims to respective service centers or other appropriate facility as dictated by the situation.

### V. SELECTION OF DRC SITES

Local jurisdictions, in coordination with OEM and FEMA, will assist in the selection of potential DRC sites, subject to the approval of the FCO and SCO. OEM will always assist with this task.

Potential sites should include a large open floor space on a ground floor, should include restrooms, utilities, and sizable parking facilities, and should be handicapped accessible. FEMA will provide signs for the DRC.

The Chief, Recovery and Mitigation Division, OEM, maintains the specific requirements that are needed when establishing a DRC.

### VI. PROCEDURES

- A. The disaster victim reports to the DRC and is greeted by a receptionist. The receptionist provides the victim with a registration form and insures that the form is understood by the victim.
- B. The victim is then directed to a registrar and interviewed using the registration form. Once the registrar determines the victim's problems and needs, the victim will be directed to the appropriate assistance provider(s).
- C. Once the victim has completed the circuit through the agencies, the victim will receive an exit interview to insure that he/she has seen the proper agencies, that he/she is satisfied with the assistance being offered, and that he/she understands the next steps to take.

## State of Oklahoma Emergency Operations Plan

### ESF #15 EXTERNAL AFFAIRS

STATE COORDINATING AGENCY: Department of Emergency Management

SUPPORT AGENCIES: All state Agencies, Boards and Commissions

All Voluntary Organizations

#### I. PURPOSE

- A. The purpose of this annex is to provide and maintain operational consistency throughout the regions of the State of Oklahoma in the area of emergency information, legislative and congressional affairs and community relations. With one shared philosophy and mission, Public Information Officers (PIOs) for State, County and Municipal entities will be able to provide information to our citizens in a responsive, well-managed manner during emergencies and disasters.
- B. For the purpose of this annex, PIOs will represent their own agency and speak about their agency's involvement in response and recovery operations in an event driven environment. The Governor's Press Secretary, through the Joint Information System (JIS), using the Oklahoma Department of Emergency Management (OEM) PIO as the central point of contact for the JIS, shall be kept informed about all participating agency news and information releases throughout response and recovery operations.
- C. This annex provides for public information, education, and media relations functions incorporating a Joint Information System (JIS) as the information source and Joint Information Center (JIC) operations, either from the State Emergency Operations Center (EOC), at a media center set up at the site of the incident, or a Joint Field Office, as the contact point for information delivery.
- D. In addition to the JIS and JIC, information may be provided to or from one or more disaster sites for information, education and media and public education through one or more of the following resources, cable channels and/or satellite uplink operations, special publications, radio feeds, special projects such as teleconferencing, as well as interagency photo and video documentation utilized as shared resources with agencies of government, and the media. The merits of each and/or all of these information gathering and delivery sources will be evaluated, based on need, and procedures to acquire and use each or all sources, used as applicable and necessary.



## State of Oklahoma Emergency Operations Plan

- E. Resource requirements, including staffing, equipment, office supplies, and office facilities required will be tailored to the type and magnitude of each specific disaster and full, or partial activation of this plan will be addressed on a case-by-case basis. JIC logistics, job descriptions and training requirements for each function are outlined in a separate document "State of Oklahoma Joint Information Center Operations Guide". It is recommended that all Public Affairs elements be integrated into the JIS on a daily basis where possible. In the event of an emergency, disaster other entities should be added as the event demands. PIOs for all agencies participating in the disaster should be integrated into a JIC if one is established.

## II. SITUATION AND ASSUMPTIONS

### A. Situation

During emergencies and disasters the public needs detailed information regarding protective actions which need to be taken to minimize the loss of life and property. Every effort should be made to provide timely, accurate emergency information through both conventional non-conventional news media sources. A community outreach program of public education for responding to, recovering from and mitigating hazards that pose a threat to a community to ensure necessary protective measures should be in place and work as foundation for emergency public information efforts.

### B. Assumptions

An effective public information program which combines both education and emergency information will significantly reduce disaster casualties and property damage. It is recognized, however, that people are generally unconcerned about hazards until affected, despite educational programs. Thus, special emphasis must be placed on the effectiveness of the emergency information program at the policy-making level of government.

### C. Planning

OEM's responsibilities are as follows:

1. Create and maintain public confidence in emergency management through public awareness campaigns, presentations, information on the agency web site, and non-disaster news stories.
2. Assist state agencies, local jurisdictions, private industry, and non-profit organizations with public information planning.

## State of Oklahoma Emergency Operations Plan

3. Promote goodwill and cooperation among state and local news media that will ensure the accurate dissemination of emergency information.

### III. CONCEPT OF OPERATIONS

- A. During statewide emergency operations, OEM has the primary responsibility for providing emergency public information and general situation information. To accomplish this responsibility, the Director of the OEM will appoint or designate a State Emergency Information Officer. It is his/her responsibility to prepare and release emergency information as provided by the OEM Director and/or the Governor.
- B. The state emergency information officer will prepare a broad scope of information for use by the news media. He or she will prepare pertinent information and situation reports with the OEM Director's approval for the Governor, the Emergency Alert System or other news media as appropriate. With close coordination with the Governor's Press Secretary and involved agency PIOs, this group will approve, coordinate, and release all emergency information from state agencies and serve as the focal point for all inquiries by the media.
- C. It is the State Emergency Information Officer's responsibility to provide the public, via the news media, accurate and timely information about emergency and disaster response and recovery operations. This will reduce or eliminate inaccurate information that may arise and ensure vital emergency and disaster information is delivered to the citizens of the State of Oklahoma.
- D. The PIO must be present at any and every event that might attract media attention or that would serve as an opportunity to get information to disaster victims and to publicize the Local and State emergency or disaster message. The early activation and deployment of a PIO along with other key response personnel as part of emergency operations field deployments, or as part of the preliminary damage assessment team and other pre-declaration activities is a must to effectively alleviate concerns about Local and State Government responsiveness and to provide disaster victims with accurate information during every step of the process.
- E. If a Presidential Declaration has been made, the JIC will be expanded to include Federal resources such FEMA and the U.S. Army Corps of Engineers, who may be a part of a JIC during a flood emergency, operating on their own authority. With an expanded JIC established, field PIOs must continue their visibility in the affected communities, especially where Disaster Service Centers have been set up. The JIC then becomes the central point for media access to the latest developments and emergency information

## **State of Oklahoma Emergency Operations Plan**

for all participating agencies. The JIC supports field PIO operations by providing updated information about current policies and issues regarding response and recovery operations.

- F. PIOs in the JIC work closely with Elected Officials, Response Agencies and Emergency Managers. JIC PIOs are responsible for setting-up daily news briefings for key disaster officials, writing and disseminating news releases to appropriate media outlets, monitoring and analyzing TV, radio, and newspaper disaster-news coverage and providing this information to the JIS, and providing multi-lingual media support operations for the disaster, as appropriate to the community need.

### **IV. ORGANIZATION OF PIO FUNCTIONS**

- A. Initial Actions for the OEM PIO following the notification of an incident will be notification of the Governor's Press Secretary to discuss involvement of PIOs from concerned agencies and through mutual agreement determine their level of involvement in JIS-JIC operations. During this phase, the OEM PIO and all concerned agency PIOs will jointly craft news releases and determine input and release procedures for the JIS according to the needs of the emergency or disaster situation. As a part of this communication process, the JIS will function to serve communities identified as the affected audiences and establish contact with media outlets necessary to reach those audiences.
- B. The information collection and dissemination process will conform to the following phases of management.
  - 1. Mitigation
    - a. Conduct public awareness programs
    - b. Coordinate with public and private sector partners and the media
  - 2. Preparedness
    - a. Conduct public education programs
    - b. Prepare external affairs plans and exercise those plans
  - 3. Response
    - a. Release public information.
    - b. Coordinate rumor control.
    - c. Schedule news conferences and other events.

## **State of Oklahoma Emergency Operations Plan**

- d. Handle legislative and Congressional inquiries.
- 4. Recovery
  - a. Provide public information
  - b. Handle legislative and Congressional inquiries
  - c. Provide community relations
  - d. Compile records of and document event
  - e. Assess effectiveness of information and educational programs

### **V. RESOURCE REQUIREMENTS**

- A. Personnel/staffing will be tailored to the needs of the situation. A functional organization will be established with responsibilities for ongoing activities. Participating PIOs may have duties assigned to fulfill the needs of the information collection and dissemination process. Assignments will be in addition to performing duties for their own agencies. PIOs participating in the JIC may perform additional functions as outlined in the JIC-SOP.
- B. Office space, equipment and supplies, as appropriate to support the effort will be provided, either at the State EOC, a site near the Incident Command Center, or at a Joint Field Office, as appropriate to the situation.

### **VI. DIRECTION AND CONTROL**

- A. The Director of OEM is responsible for all education and informational programs conducted to exercise this plan. He will appoint an OEM PIO to direct these activities.
- B. The heads of all state support agencies, boards, commissions and volunteer organizations agencies are responsible for appointment of PIOs. These officers will be responsible for coordinating releases with the OEM PIO.
- C. Lines of succession to the PIO for each agency tasked with an emergency public information mission will be in accordance with departmental SOP's.

### **VII. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS**

Those Agencies, Boards, Commissions and Volunteer organizations that have not been previously identified in this EOP are responsible for establishing their respective line of succession and the publication of their respective Continuity of Operations Plan (COOP).

## State of Oklahoma Emergency Operations Plan

### **VOLUNTEER AND DONATIONS MANAGEMENT SUPPORT ANNEX**

STATE COORDINATING AGENCY: Department of Emergency Management

SUPPORT AGENCIES: American Red Cross

Civil Air Patrol

Department of Agriculture, Food and Forestry

Department of Corrections

Department of Health

Department of Public Safety

Department of Transportation

Department of Human Services

Oklahoma Military Department

Oklahoma Office of Homeland Security

Oklahoma Voluntary Organizations Active in Disaster

The Salvation Army

#### **I. PURPOSE**

- A. The purpose of this annex is to define the organization, operational concept, responsibilities and procedures to accomplish state emergency donations management requirements.
- B. Donations management includes all undesignated in-kind donations, volunteers, donated services, contributions and funding. This annex provides procedures for the coordination, acceptance, control, receipt, storage, distribution and disposal of donation management responsibilities.
- C. This annex is applicable to all agencies, organizations, and personnel with donations management support function responsibilities.
- D. This annex outlines a donation management coordination program for Oklahoma which can be implemented once it is determined that the emergency situation or disaster is of

## **State of Oklahoma Emergency Operations Plan**

such magnitude, or is receiving high media attention, that donations management at the State level is needed. Additionally, the donation management program will be available in any local, state or federal disaster situation.

### **II. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

Certain agencies have established systems of accepting, warehousing and distributing donated goods, funds and use of volunteer management systems. There are occasions when similar services are needed during emergency situations. The coordination of donated goods, funds and use of volunteer management systems are essential to responding to the emergency as well as recovering from the emergency to provide feeding, congregate sheltering, emergency first aid, coordinating emergency volunteer response and other recovery operations during emergency conditions.

#### **B. Assumptions**

1. Lack of an organized management system for donations and volunteers will result in chaos and detract from an otherwise effective disaster response. Without controls, large amounts of unsolicited, unusable donations and volunteers will be sent to the disaster area.
2. The OEM will be the lead state agency for donation management and coordination of State resources. OEM will work with applicable government support and volunteer agencies (VOAD) who will form the Donations Coordination Teams (DCTs).
3. That the DCT will coordinate with the OEM Public Information Officer for the timely release of information regarding the needs of victims, agencies involved in disaster relief, acceptable donations, volunteers and readily available points of contact to ensure appropriate and essential donations management.
4. The donation of money is the most desirable form of assistance. Monetary donations require little manpower to process. They can be used directly to relieve suffering, buy needed disaster items and assist the recovery of the affected economy.
5. This management system applies to those undesignated donations, financial donations, in-kind goods and volunteers that are offered due to the declared local, state or federal emergencies and disasters.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

## State of Oklahoma Emergency Operations Plan

1. Providing the expedient, effective delivery of donated goods, services and volunteers to meet the needs of the affected area is of primary importance for all response and recovery operations. In all probability, the outpouring of goods and services will exceed the needs of local agencies and government. Due to this inequity, a state DCT comprised of voluntary agencies (VOAD) and state agencies will be activated to facilitate the delivery of donations based on assessed needs.
  2. The distribution of volunteers and donations will necessitate cooperation with other emergency support operations. Close coordination among relief center(s), staging areas, local Emergency Operation Centers and federal and volunteer organizations and agencies will be essential for the Donation Coordination Team.
  3. OEM and OKVOAD will establish and staff with volunteers a 1-800 hotline and phone bank to receive calls of all donations of goods, services and volunteers. These calls will be distributed through the Donations Coordination Team to ensure proper and expedient use of donations and volunteers.
  4. Recovery activities will be the primary focus of most volunteer agencies. The team leader must assure close coordination among all groups within the Donations Coordination Team. The Coordination Group's role will be critical in matching goods, services and volunteers to needs.
- B. Donations Coordination Team Development
1. Team development requires the involvement of as many volunteer groups and social services agencies as possible. Voluntary Organizations Active in Disasters (VOADs) with national affiliations will be primary contact groups. The FEMA/OEM Volunteer Agency Coordinator and the FEMA/OEM Donations Coordinator will be included in the planning and organizational efforts in order to lend expertise and assure interface with the Federal relief programs and the Federal Response Plan. Regular meetings during an activation period and specific tasking of a variety of agencies will assure continuity and active participation. Membership of this team will include a representative from the following agencies:
    - a. Adventist Community Service
    - b. American Red Cross
    - c. The Salvation Army
    - d. OKVOAD Agencies involved in distribution of donations
    - e. FEMA/OEM Donations Coordinator

## State of Oklahoma Emergency Operations Plan

- f. FEMA/OEM VOLAG Coordinator
  - g. Food Bank (America's Second Harvest)
  - h. Governor's Office
2. The Donation Coordination Team will activate upon direction of the policy group within the Emergency Operations Center (EOC) or at the direction of the OEM State Director.
  3. The Donation Coordination Team will participate in the identification of the roles and responsibilities of the members and other participating agencies. The team may consist of five components: Team Leader, Donations Group, Needs Group, Coordination Group, and Support Group.
  4. OEM will coordinate the establishment and staffing of a 1-800-Hotline and phone bank to receive calls of all donations of goods and services. Adequate personnel, phones, and space will be established.
  5. OEM will establish of standard operational policy regarding donations issues. Agencies involved in donations issues should participate in evaluation and monitoring of the policies. As cash donations are preferred, all agencies should agree on how solicitation of donations will be managed.
  6. Establishment of a system to manage unsolicited goods and services.
  7. Establishment of a computer database to track the donations from offer to acknowledgement of donation.
  8. Establishment of a coordination system with the Public Information Officers from all involved agencies and the Public Information Officer of OEM to ensure timely and appropriate dissemination of public information. Media statements must be coordinated and be non-conflicting.
  9. Identify statewide warehouse spaces available for donated goods. Secure agreements, if necessary, to use this space during disasters.
  10. Identify staging areas (reception centers) for collection of donations in key areas Statewide. Identify staffing and management of these centers.
  11. Identify ports of entry into the State for checkpoints, if needed. Provide for staffing of checkpoints for clearance of shipments entering the state. Develop policy and procedures for approval of shipments, delivery, and distribution.



## State of Oklahoma Emergency Operations Plan

12. Use the FEMA Donation Management course to train all volunteers and paid staff on the Donations Coordination Team. Training will include EOC operations, policies, and procedures relating to the volunteer service and donations program. Recognizing that members of the DCT will come in contact with thousands of citizens and private and government agencies, it is extremely important that team members be knowledgeable and competent.
13. Require an information update annually from all participating agencies to maintain essential information for the State plan. Such updates might be in the form of an agreement between each VOAD agency and the state, identifying their roles and responsibilities in the DCT.

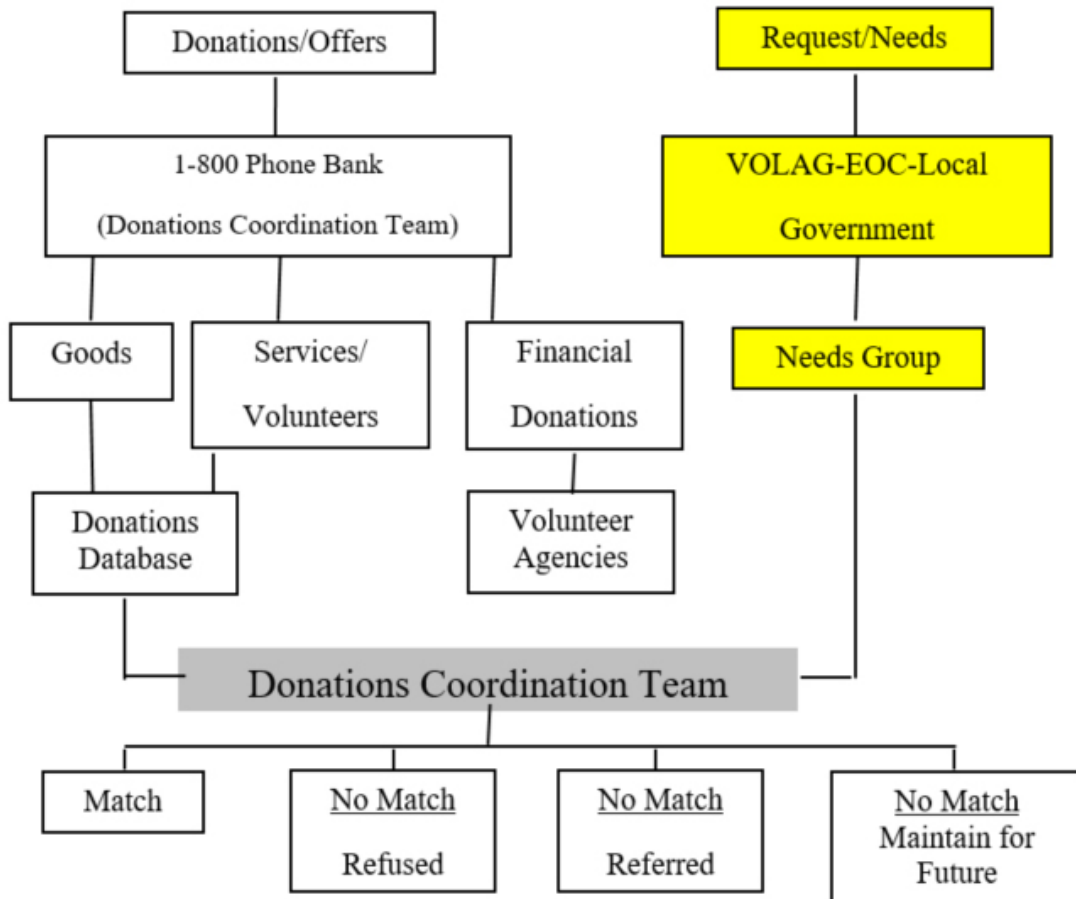
### IV. DONATION MANAGEMENT PROCESS

#### A. Roles and Responsibilities

1. Donations Coordination Team Leader
  - a. The team leader will be the OEM-Volunteer Coordinator and will serve as the liaison to the EOC from the Donations Coordination Team. During the activation of the EOC, the team leader will serve as the liaison to the EOC from the Donations Coordination Team. Following EOC deactivation, the team leader will continue to coordinate the Donations Coordination Team.
  - b. The team leader will have a clear understanding of Federal and State individual and public assistance programs to ensure an appropriate interface with private resources.
2. Donations Coordination Team
  - a. The DCT will be concerned with the Hotline, Donations, Services and Financial Donations.
  - b. The Needs Group must obtain an active needs survey coordinated through the EOC in all stricken areas and identify as well as coordinate the multiple agencies in those areas to ensure all needs are identified.

# State of Oklahoma Emergency Operations Plan

## DONATION MANAGEMENT PROCESS



- c. Care will be taken to ensure that donated goods do not undermine local economies seeking to recover.
- d. The DCT will prepare an after-action report identifying strengths and weaknesses in the team's performance. This report should reflect not only items of concern to team members but also issues concerning the EOC and the JFO.
- e. On-going training will be provided to all team members and associated agencies in order to continually address changes in the plan, lessons learned, and other issues relating to updates, orientation, and organizational structure adjustments.

### 3. Support Group

The Support Group will be members of the DCT and will provide or coordinate all logistic, technical, administrative and security assistance for the DCT, for the staging areas, for the distribution centers, and for the ports of entry.

## State of Oklahoma Emergency Operations Plan

### B. Additional Roles and Responsibilities

The following lists the roles and responsibilities of other functions in the donations management system, in addition to the roles and responsibilities of the DCT. These functions include:

#### 1. Donor

The extent to which the donor role is understood by the donor is a measure of how successfully emergency management disseminates public awareness information to the public.

#### 2. Volunteer Agency

VOADs bringing in donated goods or accepting donations are responsible for accepting only donations needed; off-loading, sorting repackaging, storing, and distributing any donations accepted by the VOAD; sorting and packaging of the donated goods; securing warehouses and distribution centers; participate in the DCT.

#### 3. Local Government

Local government's role, based on available resources, is to assist the VOADs in reporting the needs to the DCT; assist with security at local distribution centers; communicate with community level initiatives; and inform DCT of donations problems in the field.

## V. VOLUNTEER MANAGEMENT PROCESS

### A. Roles and Responsibilities

Volunteers in an emergency or disaster are used for many purposes other than Donations Management. Volunteers are managed during the response phase, in conjunction with the Oklahoma Department of Emergency Management, by the Oklahoma Volunteer Organizations Active in Disasters (OKVOAD). The OKVOAD Volunteer Management Framework (9/10/13) governs the management of volunteers and is a tool designed to maximize use of volunteers in any situation.

### B. Situation and Assumptions

The local emergency manager will convene partners from the community to help provide the management of affiliated and unaffiliated volunteers, and the OKVOAD will support the local effort in multiple ways. The Framework is composed of three major, distinct elements: (1) a coordinated work order system, (2) a digital volunteer

## **State of Oklahoma Emergency Operations Plan**

registration portal, and (3) plans for spontaneous, unaffiliated volunteer reception centers. The Framework is necessary to maximize use of affiliated volunteers and ensure, in cases with large numbers of unaffiliated volunteers, all resources are in place to direct the correct volunteers to the greatest need.

# State of Oklahoma Emergency Operations Plan

## TRIBAL RELATIONS SUPPORT ANNEX

STATE COORDINATING AGENCY: Oklahoma Department of Emergency Management

SUPPORT AGENCIES: All State Agencies, Boards and Commissions

Voluntary Organizations

### I. PURPOSE

This annex provides guidance to all components of the State government for establishing relations with Native American tribes during disaster events. The purpose of tribal relations is to ensure that affected Native American tribes and their communities are aware of available State assistance programs and processes in the disaster.

### II. SCOPE

This annex covers all aspects of State government relations with Native American tribes.

### III. POLICIES

- A. Tribal relations facilitate State department and agencies' compliance with various laws and Executive Orders mandating that the Federal government deals with Native American tribes on a government-to-government basis. This status reflects Native American tribes' right of self-government as sovereign domestic dependent nations.
- B. In coordination with FEMA, The Bureau of Indian Affairs (BIA) implements National tribal affairs policy, appoints a tribal relations coordinator, and deploys field officers and other available personnel to assist Native American tribes in dealing with declared disasters.

### IV. CONCEPT OF OPERATIONS

#### A. General

The Department of Emergency Management shall prepare for and respond to incidents in coordination with affected Native American tribes through area coordinators and/or a Tribal Relations Coordinator, collecting relevant information on the situation, alerting and deploying required tribal relations staff to or near the affected area.

#### B. Organization

The following organization applies nationally and regionally.

## State of Oklahoma Emergency Operations Plan

### 1. Operations

- a. A Tribal Relations Operations Element is located with the Joint Field Office (JFO) and is comprised of the State tribal relations coordinator and the FEMA tribal relations coordinator. The Operations Element is responsible for organizing and managing the tribal relations field component to facilitate government-to-government relations with Native American tribes, and interface with community organizations and disaster victims.
- b. The field component may be divided into geographic areas and sectors, depending on the size and nature of the disaster.

### 2. Support

Depending on the size and nature of the incident, the Tribal Relations Operations Element may include an Information Element to manage the timely flow of information to and from the FCO, JFO, tribal relations field component and others as needed.

### C. Notification Procedure

In response to an anticipated or actual event, tribal relations officials will be notified, activated and deployed through the Oklahoma Department of Emergency Management.

### D. Actions

All State government actions are taken in a manner that supports government-to-government relations with tribes to the extent possible. A tribe may, however, opt to be treated as a local government and deal directly with State and local officials.

#### 1. Prevention

State agencies provide all possible support to federally recognized tribes in preventing all-hazard incidents. This support includes cooperating with State, local, and private entities in identifying critical infrastructure and key resources located on or interdependent with Native American tribes.

#### 2. Preparedness

State agencies cooperate with federally recognized tribes to the extent possible to promote tribal all-hazards preparedness.

## State of Oklahoma Emergency Operations Plan

### 3. Response

The number of State tribal relations field officers and extent of involvement throughout incident response and recovery operations is governed by information set out in ESF #15.

### 4. Recovery

The Tribal Relations Operations Element ensures recovery operations follow guidance from JFO Coordination or coordination with State declarations.

## V. RESPONSIBILITIES

### A. Coordinating Agency: Department of Emergency Management

1. In conjunction with the incident-affected Native American tribes, ensures an efficient and reliable flow of incident-related information among Native American tribes, State government and the Federal government.
2. Appoints a Tribal Relations Coordinator for single point of information and correct contact information.
3. Establishes and adheres to standardized procedures that provide for a consistent level of tribal relations with Native American tribes.

### B. Cooperating Agencies: All Federal Departments and Agencies

1. Provide services as stated in State Emergency Operations Plan, Executive Orders and other applicable authorities.
2. Conform to appropriate Tribal Relations guidelines.

## State of Oklahoma Emergency Operations Plan

### TERRORISM PREPAREDNESS ANNEX

STATE COORDINATING AGENCY: Oklahoma State Bureau of Investigation

SUPPORT AGENCIES:

- American Red Cross
- Corporation Commission
- Department of Agriculture Food and Forestry
- Department of Emergency Management
- Department of Environmental Quality
- Department of Health
- Department of Human Services
- Department of Public Safety
- Department of Transportation
- State Fire Marshal's Office
- State Medical Examiner
- Oklahoma Military Department
- Salvation Army
- OKVOAD
- Water Resources Board

#### I. PURPOSE

The purpose of this annex is to facilitate an effective state law enforcement and investigative response to all threats or acts of terrorism within the state, regardless of whether they are deemed credible. To accomplish this, the annex establishes a structure for a systematic, coordinated, unified, timely, and effective State law enforcement and investigative response to threats or acts of terrorism in the state.



## **State of Oklahoma Emergency Operations Plan**

### **II. SCOPE**

Provide planning guidance and outlines operational concepts for the State law enforcement and investigative response to a threatened or actual terrorist incident within the state.

Acknowledges and outlines the unique nature of each threat or incident, the capabilities and responsibilities of the local jurisdictions, and law enforcement and investigative activities necessary to prevent or mitigate a specific threat or incident.

### **III. POLICIES**

Oklahoma regards terrorism as a potential threat to its security, as well as a violent criminal act, and applies all appropriate means to combat this treat. In doing so, the State vigorously pursues efforts to deter and preempt these crimes and to append and prosecute directly, or assist foreign governments in prosecuting, individuals who perpetrate or plan terrorist attacks.

To ensure the policies established in applicable Presidential Directives are implemented in a coordinated manner, this annex provides overall guidance to State and local agencies concerning the law enforcement and investigative response to potential or actual terrorist threats or incidents that occur in Oklahoma, particularly those involving weapons of mass destruction (WMD), chemical, biological, radiological, nuclear, or high-explosive (CBRNE) material.

### **IV. PRIORITIES**

In addition to the priorities identified in the National Response Framework, the law enforcement and investigative response to terrorist threats or incidents is based on the following priorities:

- A. Preserving life or minimizing risk to health, which constitutes the first priority of operations.
- B. Preventing a threatened act from being carried out or an existing terrorist act from being expanded or aggravated
- C. Locating, accessing, rendering safe, controlling, containing, recovering/disposing of a WMD that has not yet functioned and disposing of CBRNE materials in coordination with appropriate departments and agencies.
- D. Apprehending and successfully prosecuting perpetrators of terrorist threats or activities.

### **V. SITUATION AND ASSUMPTIONS**

## State of Oklahoma Emergency Operations Plan

### A. Assumptions

1. Terrorists seek to inflict the maximum impact with the minimal expenditure of resources.
2. Local and State Emergency Operations Centers (EOCs) will likely be activated, and the Incident Command System (ICS) implemented should a terrorist event occur.
3. The federal government will determine whether an incident is a terrorist event.
4. Local police, fire, media and health personnel will be first to respond to an incident.
5. Incident management cannot be event driven. Preventing an incident from ever occurring reaps far more dividends than simply reducing the costs of post-incident response and recovery. Awareness, prevention and preparedness must be given emphasis. Efficient awareness, prevention and preparedness require effective public and private partnerships.
6. Response to an emergency or disaster caused by a terrorist act will involve many of the same organizations and skills used in other emergency responses. In any incident, responses must address the possibility or actuality of CBRNE materials that are not typically encountered in natural disaster response operations.
7. Response to a terrorist incident will be determined by the CBRNE material involved and by the authorities, plans and operations triggered by the event.
8. In a terrorist incident, the area of operations may be a crime scene, a hazardous materials site and a disaster area, and it may involve multiple jurisdictions.
9. Counties and municipalities may need assistance to monitor, clean up and dispose of hazardous materials and debris, including animal carcasses after a terrorism/weapons of mass destruction incident.
10. In the event of a large-scale incident, federal assistance may arrive before local and or state declarations are made.
11. For biological and radiological materials, the Oklahoma Department of Health will assist in the primary agency responsibilities.
12. In foreign animal disease (FAD) cases, the Oklahoma Department of Agriculture, Food and Forestry will assist in the primary agency responsibilities.
13. Biological agents pose a unique threat since their effects are not readily detectable until well after the agent has been released.

## State of Oklahoma Emergency Operations Plan

14. Recovery from a terrorist incident would employ the same general procedures applicable to natural disaster. A significant difference would be the potential amount and strength of CBRNE materials that may have to be processed.

### VI. CONCEPT OF OPERATIONS

#### A. Awareness, Prevention and Preparedness Activities

1. Identification of Threat and Threat Organizations.
  - a. The first step in any preventive operation is to identify possible threats. In today's environment, Oklahoma must recognize that threats may be either domestically or internationally-based.
  - b. The Oklahoma Information Fusion Center is responsible for the collection, analysis and appropriate notifications associated with Suspicious Activity Reporting (SAR) in compliance with the National SAR Initiative (NSI).
2. Identification of Critical Infrastructure.
  - a. The Oklahoma Office of Homeland Security (OKOHS) is responsible for identifying Oklahoma's critical infrastructure with support from the U.S. Department of Homeland Security Protective Security Advisor and the Oklahoma Information Fusion Center. Through appropriate public and private partnerships, OKOHS will identify infrastructures for every level of government. OSBI will coordinate public and private activities to protect critical infrastructures from terrorist attacks.
  - b. An objective of Oklahoma Emergency Management is to identify the state's critical infrastructures and key assets.
  - c. During planning, local jurisdictions need to identify critical infrastructures and key assets within their communities.
  - d. Besides critical infrastructures and key assets, there are venues that could be tempting targets because of their significant potential for casualties or their psychological significance to Oklahoma, e.g., sporting events, concerts, county fairs, monuments and icons.

## State of Oklahoma Emergency Operations Plan

3. Information Sharing.
  - a. Effective terrorism preparedness is contingent on comprehensive information sharing. Information relevant to thwarting terrorism can be derived from a variety of channels, e.g., law enforcement, immigration, public health, transportation, among others. That information has to be managed, translated and transmitted to state and local officials throughout Oklahoma to optimize their anti-terrorism awareness, prevention, preparedness, response and recovery capabilities.
  - b. Information is collected, analyzed, and disseminated to the proper entities according to (1) the Oklahoma Information Fusion Center's "Critical Operational Capability – 4, Gather Site Plan for the Implementation of the Nationwide Suspicious Activity Reporting Initiative for Oklahoma" (September 21, 2012), (2) the Fusion Center's "Information and Intelligence Collection Practices" (September 21, 2012), and (3) "Privacy Policy" (September 21, 2012).
4. Terrorist Threat Condition Advisories.
  - a. The State of Oklahoma will utilize the National Terrorism Advisory System (NTAS) for the reporting of threat conditions in the state and nation. The National Terrorism Advisory System communicates information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports/other transportation hubs and the private sector. It recognizes that Americans all share responsibility for the nation's security and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.
  - b. After reviewing available information, the United States Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued. These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety and recommended steps individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.
  - c. The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people

## State of Oklahoma Emergency Operations Plan

through both official and media channels. An **elevated threat** warns of a credible terrorist threat against the United States, while an **imminent threat** warns of a credible, specific and impending terrorist threat against the United States.

- d. State, county and municipal governments retain the right to increase their threat conditions based on evidence they possess.
5. Public Awareness.
  - a. Public awareness is a critical component to any prevention program. By keeping the public apprised of possible threats to our society or to different elements of the state's infrastructure, the public can assist in identifying suspicious activity.
6. Protection.
  - b. The identification of critical infrastructures is an essential element of an effective anti-terrorism program. Efforts must be taken to protect areas that could be exploited. Possible measures include security systems, improved communications, access restrictions, etc.
- B. Response and Recovery
  1. Response activities by fire, law enforcement, emergency management, hazardous materials, emergency medical services, public health, livestock specialists, etc. will initially be the same as practiced in the all hazards approach. Upon recognition of a man-made event, response agencies will need to consider the possibility of a terrorism-related incident.
  2. In consultation with the Governor's Office, the Oklahoma Department of Emergency Management (OEM) will activate the State Emergency Operations Center (SEOC) and will notify all appropriate agencies.
  3. As the situation develops, additional agencies/organizations may be brought in to assist with the response and recovery operations.
  4. Communications
    - a. Initial notification to the State of Oklahoma, other than by radio, should be by use of the Oklahoma Incident Resource Hotline at 800-800-2481 or WebEOC.
    - b. The jurisdiction in command of an incident will designate one person to maintain communications with SEOC.
    - c. OEM will monitor common frequencies being used for an emergency.

## State of Oklahoma Emergency Operations Plan

### 5. Follow-On Activities

- a. Once all casualties have been removed and the criminal investigation has shifted from the scene, clean-up, removal and proper disposal of debris (contaminated and uncontaminated) must occur. To insure adequate public health/safety precautions are in place, this may take a considerable amount of time. This is especially true in the case of FAD, where (1) it may be necessary to depopulate large numbers of animals and (2) the type of disposal is of paramount importance.
- b. Damage assessment will continue.

### 6. Investigation

One of the challenges faced by law enforcement after a terrorist/weapons of mass destruction incident is the collection of evidence for possible prosecution. First responders must cooperate to ensure all evidence is preserved to maximize the potential for a successful prosecution.

## VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. Organization

Terrorist events create a unique environment in which to manage emergency response. Local responders are typically the first on-scene during an actual incident. Local government has the primary responsibility for protecting public health and safety. The local responders will manage all aspects of the incident until the OSBI, by virtue of its legal authority, assumes command of the law enforcement aspects relating to identifying, apprehending and neutralizing the terrorists and their weapons. OSBI will manage all law enforcement aspects of the incident until the FBI, by virtue of its legal authority, assumes command of the law enforcement aspects of the investigation. Local and state authorities always maintain control of their response resources and continue to operate while the OSB or FBI integrates into the on-scene emergency management system.

### B. Assignment of Responsibilities

#### 1. Oklahoma State Bureau of Investigation (OSBI)

- a. Will be the lead state agency for the law enforcement response to an act of terrorism.
- b. Under emergency response conditions, OSBI will respond to protect life and property with actions to cope with the situation when it exceeds local

## State of Oklahoma Emergency Operations Plan

government capabilities, when assistance is requested by local officials or when local agents become involved in the situation.

- c. Upon notification of a potential or actual situation the OSBI will notify the Oklahoma Office of Homeland Security and OEM.
  - d. OSBI personnel will coordinate securing any crime scene.
  - e. Will establish an Incident Command Post to communicate with units assigned.
  - f. Will comply with all National Incident Management System (NIMS) procedures to include supervisory functions during ICS implementation.
2. Oklahoma Office of Homeland Security (OKOHS)
    - a. The Oklahoma Office of Homeland Security (OKOHS) will coordinate homeland security efforts for the State of Oklahoma, including initiatives to prevent, reduce vulnerability and prepare to respond & recover from any terrorist attacks.
    - b. The OKOHS is the primary point of contact for homeland security related issues at the state and local levels and has developed a statewide Regional Response System that includes WMD and hazardous materials response teams, technical rescue teams, communications assets and many other response capabilities.
    - c. The OKOHS is responsible for advising the Governor, government officials and local governments of the nature, magnitude and possible effects of a terrorist event.
  3. Oklahoma Department of Emergency Management (OEM)
    - a. The lead agency for disaster/emergency response planning and response coordination. OEM is responsible for advising the Governor, government officials and local governments of the nature, magnitude and possible effects of a terrorist event.
    - b. Coordinate the response functions of state government. This coordination will include liaison with federal agencies, local agencies and private entities.
    - c. Obtain and coordinate needed resources.
    - d. Notify all involved agencies and will maintain contact as needed for coordination of the event. This will include periodic updates for the duration of the event.
  4. Oklahoma Military Department (OMD).

## State of Oklahoma Emergency Operations Plan

- a. In the event of a terrorist attack, the Director of OEM will request OMD support.
  - b. Has the ability to provide communities with manpower and equipment for a wide range of support roles. Minimum personnel should be available to perform missions from four (4) to twelve (12) hours after notification. These missions include debris removal; traffic control; crowd control; search and rescue; generators; potable water; transport; fuel transport; and heavy-duty utility vehicles; assessment; advice; and facilitate WMD emergency response.
  - c. WMD-Civil Support Team – the mission of the 63rd Weapons of Mass Destruction Civil Support Team is to support local and state authorities at domestic WMD incident sites by identifying agents and substances, assessing current and projected consequences, advising on response measures, and assisting with requests for additional military support.
5. Department of Health
- a. Designate personnel and equipment available for events involving hazardous chemicals, biological, radiological, nuclear or other materials affecting public health and safety.
  - b. Coordinate delivery of medical services from unaffected areas to supplement capabilities which have been disrupted.
  - c. Assess damage to potable water sources and issuing orders concerning the use of water supplies following any event.
  - d. Monitor response to any release of hazardous chemicals or biological materials that might endanger public health and safety.
  - e. Maintain a Medical Surveillance Program to detect any incidents that might potentially be biological terrorism.
  - f. Provide technical expertise, assistance and coordination of laboratory support for incidents involving the use or threatened use of nuclear, biological or chemical acts of terrorism.
  - g. Provide guidelines for implementation of protective measures dealing with nuclear/radiological materials.
  - h. Coordinate activation and implementation of the Strategic National Stockpile (SNS) in response to a bioterrorism emergency.



## State of Oklahoma Emergency Operations Plan

- i. Coordinate gathering and reporting information concerning injuries and fatalities.
  - j. Coordinate arrangements for mortuary services in situations when requirements exceed local capability.
  - k. Co-sponsor for Disaster Medical Assistance Team (DMAT), part of the National Disaster Medical System (NDMS). It is composed of volunteer medical professionals who maintain a cache of federal medical and support equipment (includes tents, generators, food and medical supplies). DMAT is trained and equipped to establish a field emergency room and be totally self-supporting for three (3) days. The DMAT is normally activated through the National Response Framework.
  - l. Provide personnel to act as advisors during the recovery phase of a major terrorist event involving materials that affect public health and safety.
  - m. Assist in preparation of any comprehensive report particularly related to Department of Health's support activities following event closure.
6. Oklahoma Department of Environmental Quality (DEQ)
- DEQ performs air, water, solid waste and hazardous waste analysis during terrorism incidents.
7. Department of Agriculture, Food and Forestry
- a. Coordinate control of disease carrying insects or animals.
  - b. Coordinate collection and care of live animals displaced due to a terrorist event.
  - c. Coordinate removal of animal carcasses resulting from a terrorist event.
8. Oklahoma Information Fusion Center (OIFC)
- Provides vital service to identify and assess threats that may impact the State. Also serves as a source of intelligence information necessary for anti-terrorist operations planning and as an investigative asset during post-terrorism incidents. A fusion center is an effective and efficient mechanism to exchange information and intelligence, maximize resources, streamline operations, and improve the ability to fight crime and terrorism by merging data from a variety of sources. In addition, fusion centers are a conduit for implementing portions of the National Criminal Intelligence Sharing Plan (NCISP). The ultimate goal is to provide a mechanism where law enforcement, public safety, and private partners can come together with a

## **State of Oklahoma Emergency Operations Plan**

common purpose and improve the ability to safeguard our homeland and prevent criminal activity.

### **VIII. DIRECTION AND CONTROL**

The initial point of contact is the OSBI.

### **IX. CONTUNITY OF GOVERNMENT**

- A. Line of succession within the OSBI will be in accordance with the established Policies and Procedures.
- B. All state agencies should create and rely on their individual continuity of operations and continuity of government plans.

### **X. PLAN DEVELOPMENT AND MAINTENANCE**

- A. Review this Annex of the State EOP at least once annually.
- B. Necessary updates and revisions to this Annex are prepared and implemented based on deficiencies identified in exercises and emergencies and upon changing State and Federal policies and recommendations.
- C. Changes to this Annex shall be coordinated with OEM and distributed to all holders of the State Emergency Operations Plan (EOP).

### **XI. AUTHORITIES AND STATUTES**

- A. Oklahoma State Bureau of Investigation

74 OS 150.1 et seq.

- B. Oklahoma Office of Homeland Security

74 OS 51 et seq.