



# NOTICE AND AGENDA OF REGULAR MEETING

Pursuant to the Oklahoma Open Meeting Act (25 O.S. Sec. 301, et seq.), notice is hereby given that the Board of County Commissioners, Pittsburg County, will hold a regular meeting as follows

DATE: September 25, 2023  
TIME: 9:00 A.M.  
PLACE: COUNTY COMMISSIONERS CONFERENCE ROOM  
PITTSBURG COUNTY COURTHOUSE  
115 EAST CARL ALBERT PARKWAY, ROOM 100B  
MCALESTER, OKLAHOMA

**FILED**

SEP 22 2023

TIME 08:15 AM  
HOPE TRAMMELL, COUNTY CLERK  
PITTSBURG COUNTY  
BY \_\_\_\_\_ DEPUTY

\*\*\*CONSIDERATION, DISCUSSION AND POSSIBLE ACTION TO BE TAKEN ON THE FOLLOWING LISTED ITEMS ON THE AGENDA\*\*\*

## AGENDA

1. CALL MEETING TO ORDER
2. ROLL CALL:

CHARLIE ROGERS	-	CHAIRMAN
ROSS SELMAN	-	VICE-CHAIRMAN
KEVIN SMITH	-	MEMBER
3. APPROVAL OF AGENDA
4. APPROVE/DISAPPROVE MEETING MINUTES
  - A. Regular Meeting from September 18, 2023
5. RECOGNITION OF GUESTS/PUBLIC COMMENTS

PERSONS ADDRESSING THE BOARD SHOULD STATE THEIR NAME AND ADDRESS FOR THE RECORD AND WILL BE LIMITED IN DURATION TO THREE (3) MINUTES. COMMENTS ARE LIMITED TO ITEMS ON THE AGENDA. ANY COMMENTS BY THE PUBLIC ON ITEMS NOT ON THE AGENDA CANNOT BE ACKNOWLEDGED OR DISCUSSED BUT CAN BE PLACED ON AN UPCOMING AGENDA FOR DISCUSSION AND POSSIBLE ACTION.
6. OFFICIALS - DEPARTMENT REPORTS
  - A. County Clerk
    - i. Letter Adding Requisitioning and Receiving Officer - Indianola VFD
    - ii. Letter Appointing New Chief Deputy - District 1
7. FISCAL TRANSACTIONS
  - A. Claims and Purchase Orders
  - B. Transfers
  - C. Monthly Reports
  - D. Blanket Purchase Orders

E. Payroll

**8. UNFINISHED BUSINESS**

- A. Discussion, Consideration and Possible Action to Approve Subdivision Plat for Falcon Flats – District 2

**9. AGENDA ITEMS**

- A. Discussion, Consideration and Possible Action to Approve Change Order to the Phone System Project
- B. Discussion, Consideration and Possible Action to Approve 324A Claim for the Juniper Point Lake Access Project
- C. Discussion, Consideration and Possible Action to Approve the 2023 Emergency Operations Plan (EOP) – Emergency Management
- D. Discussion, Consideration and Possible Action to Approve Justice Assistance Grant – Local Law Enforcement (JAG-LLE) Application 2023 - Sheriff
- E. Amended Resolution 24-066 to Declare Item Surplus and Sell by Sealed Bid – District 3
- F. Resolution 24-078 to Cancel Purchase Order – District 1
- G. Resolution 24-079 to Transfer Inventory from the Board of County Commissioners Office to the Southeast Expo Center
- H. Resolution 24-080 to Cancel Purchase Order – District 3
- I. Resolution 24-081 to Cancel Purchase Orders for FY 2022-2023 – District 3
- J. Resolution 24-082 to Cancel Purchase Order – Sheriff's Office
- K. Resolution 24-083 to Cancel Purchase Orders – Jail
- L. Resolution 24-084 to Cancel Purchase Order – Blanco VFD
- M. Resolution 24-085 to Cancel Purchase Order – Tannehill VFD
- N. Resolution 24-086 to Cancel Purchase Order – General Fund
- O. Resolution 24-087 to Transfer Inventory from the Pittsburg County Election Board to the Southeast Expo Center

**10. ROAD CROSSING PERMITS**

None.

**II. NEW BUSINESS**

CONSIDERATION AND POSSIBLE ACTION WITH RESPECT TO ANY OTHER MATTERS NOT KNOWN ABOUT OR WHICH COULD NOT HAVE BEEN FORESEEN PRIOR TO THE POSTING OF THIS AGENDA.

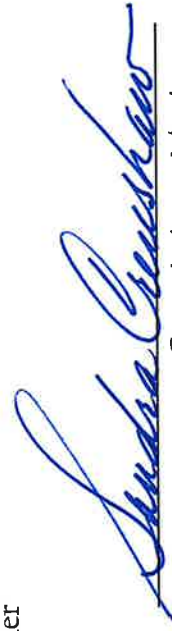
**12. 10:00 A.M. – PUBLIC HEARINGS**

None.

**13. 10:00 A.M. – BID OPENINGS**

- A. Bid No. 4 – One (1) New Bully Dump Trailer

**14. RECESS/ADJOURNMENT**



Commissioners' Assistant

**PITTSBURG COUNTY COMMISSIONER  
SEPTEMBER 25, 2023  
MEETING MINUTES**

The Board of County Commissioners, Pittsburg County, met in regular session on September 25, 2023 at 9:00 A.M., Meeting held in the County Commissioners Conference Room, after proper notice and agenda were posted indicating time and date. Agenda was posted at 8:15 A.M., September 22, 2023.

**1. CALL MEETING TO ORDER:** The meeting was called to order by Chairman Rogers.

**2. ROLL CALL:** Roll was called.

Charlie Rogers	Present
Ross Selman	Present
Kevin Smith	Present

**3. APPROVAL OF AGENDA:** Smith made a motion to approve the agenda; seconded by Selman.

**AYE:** Charlie Rogers  
Ross Selman  
Kevin Smith

**NAY:** None.

Motion Passed.

**4. APPROVE/DISAPPROVE MINUTES FROM:**

**A. REGULAR MEETING, SEPTEMBER 18, 2023:** The minutes from the previous meeting, September 18, 2023 regular meeting were read. Selman made a motion to approve the minutes; seconded by Smith.

**AYE:** Charlie Rogers  
Ross Selman  
Kevin Smith

**NAY:** None.

Motion Passed.

**5. RECOGNITION OF GUESTS/PUBLIC COMMENTS:** Rick Mitchell with Apex Equipment explained the company and stated that their equipment is available on the sourcewell contract.

**6. OFFICIALS – DEPARTMENT REPORTS:**

**A. COUNTY CLERK:**

**i. LETTER ADDING REQUISITIONING AND RECEIVING OFFICER – INDAINOLA VFD:** Rogers read the additions to the requisitioning and receiving officers for the Indianola Fire Department.

**C. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE 2023 EMERGENCY OPERATIONS PLAN (EOP) – EMERGENCY MANAGEMENT:**

Denton Cossey stated that the only changes were updates to the contacts. Smith made a motion to approve the emergency operations plan; seconded by Selman.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**D. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE JUSTICE ASSISTANCE GRANT – LOCAL LAW ENFORCEMENT (JAG-LLE) APPLICATION 2023 - SHERIFF: Sheriff Morris stated that the grant application is for ballistic vests. Smith made a motion to table the item from the agenda; seconded by Rogers.**

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**E. AMENDED RESOLUITION 24-066 TO DECLARE ITEM SURPLUS AND SELL BY SEALED BID – DISTRICT 3: Rogers read the resolution stating the following item.**

DESCRIPTION	INVENTORY #	SERIAL/VIN #
2012 Chevrolet Impala	D3-331.1A	2G1WD5E33C1237369

Rogers made a motion to approve the resolution; seconded by Smith.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**F. RESOLUTION 24-078 TO CANCEL PURCHASE ORDER – DISTRICT 1: Rogers read the resolution stating purchase order 2589. Rogers made a motion to cancel the purchase order; seconded by Selman.**

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.



AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**8. UNFINISHED BUSINESS:**

**A. DISCUSSIN, CONSIDERATION AND POSSIBLE ACTION TO APPORVE  
SUBDIVISION PLAT FOR FALCON FLATS – DISTRICT 2:** Smith made a motion to table  
the item from the agenda; seconded by Rogers.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**9. AGENDA ITEMS:**

**A. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE  
CHANGE ORDER TO THE PHONE SYSTEM PROJECT:** Sandra Crenshaw stated that the  
change order is to run a cat6 line for the nurse's office at the jail. Smith made a motion to  
approve the change order; seconded by Rogers.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**B. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE 324A  
CLAIM FOR THE JUNIPER POINT LAKE ACCESS PROJECT:** Smith made a motion to  
approve the 324A claim; seconded by Selman.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**C. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE 2023 EMERGENCY OPERATIONS PLAN (EOP) – EMERGENCY MANAGEMENT:**

Denton Cossey stated that the only changes were updates to the contacts. Smith made a motion to approve the emergency operations plan; seconded by Selman.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**D. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE JUSTICE ASSISTANCE GRANT – LOCAL LAW ENFORCEMENT (JAG-LLE) APPLICATION 2023 - SHERIFF:** Sheriff Morris stated that the grant application is for ballistic vests. Smith made a motion to table the item from the agenda; seconded by Rogers.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**E. AMENDED RESOLUTION 24-066 TO DECLARE ITEM SURPLUS AND SELL BY SEALED BID – DISTRICT 3:** Rogers read the resolution stating the following item.

DESCRIPTION	INVENTORY #	SERIAL/VIN #
2023 Chevrolet Impala	D3-331.1A	2G1WD5E33C1237369

Rogers made a motion to approve the resolution; seconded by Smith.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**F. RESOLUTION 24-078 TO CANCEL PURCHASE ORDER – DISTRICT 1:** Rogers read the resolution stating purchase order 2589. Rogers made a motion to cancel the purchase order; seconded by Selman.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**G. RESOLUTION 24-079 TO TRANSFER INVENTORY FROM THE BOARD OF COUNTY COMMISSIONERS' OFFICE TO THE SOUTHEAST EXPO CENTER:** Rogers read the resolution stating the following items.

DESCRIPTION	INVENTORY #	VIN/SERIAL #
Heritage 2 Drawer Lateral	D-104.12	N/A
Heritage 2 Drawer Lateral	D-104.13	N/A
Canon Copier	D-213.3	QHM07252
HP LaserJet Printer	D-218.29	MXBCN5G0MB

Rogers made a motion to approve the resolution; seconded by Smith.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**H. RESOLUTION 24-080 TO CANCEL PURCHASE ORDER – DISTRICT 3:** Rogers read the resolution stating purchase order 2316. Rogers made a motion to cancel the purchase order; seconded by Smith.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**I. RESOLUTION 24-081 TO CANCEL PURCHASE ORDERS FOR FY 2022-2023 – DISTRICT 3:** Rogers read the resolution stating purchase orders 7311, 6828, 8817, 8818 and 11541. Selman made a motion to cancel the purchase orders; seconded by Smith.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**J. RESOLUTION 24-082 TO CANCEL PURCHASE ORDER – SHERIFF:** Rogers read the resolution stating purchase order 11542. Rogers made a motion to cancel the purchase order; seconded by Smith.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**K. RESOLUTION 24-083 TO CANCEL PURCHASE ORDERS – JAIL:** Rogers read the resolution stating purchase orders 745, 1626 and 1769. Smith made a motion to cancel the purchase orders; seconded by Selman.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**L. RESOLUTION 24-084 TO CANCEL PURCHASE ORDER – BLANCO VFD:** Rogers read the resolution stating purchase order 10744. Smith made a motion to cancel the purchase order; seconded by Selman.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**M. RESOLUTION 24-085 TO CANCEL PURCHASE ORDER – TANNEHILL VFD:** Rogers read the resolution stating purchase orders 6799, and 8909. Rogers made a motion to cancel the purchase orders; seconded by Smith.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**N. RESOLUTION 24-086 TO CANCEL PURCHASE ORDER – GENERAL FUND:** Rogers read the resolution stating purchase order 11511. Rogers made a motion to cancel the purchase order; seconded by Selman.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**O. RESOLUTION 24-087 TO TRANSFER INVENTORY FROM THE PITTSBURG COUNTY ELECTION BOARD TO THE SOUTHEAST EXPO CENTER:** Rogers read the resolution stating the following items.

DESCRIPTION	INVENTORY #	VIN/SERIAL #
Coat Rack	SL-100-2	N/A
Bookshelf	SL-106-6	N/A
Bookshelf	SL-106-7	N/A
Paper Organizer	SL-100-4	N/A

Rogers made a motion to approve the transfer; seconded by Smith.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**10. ROAD CROSSING PERMITS:** None.

**11. NEW BUSINESS:**

**A. CONSIDERATION AND POSSIBLE ACTION WITH RESPECT TO ANY OTHER MATTERS NOT KNOWN ABOUT OR WHICH COULD NOT HAVE BEEN FORESEEN PRIOR TO POSTING THIS AGENDA: Sandra Crenshaw explained an**

addendum to bid no. 5 for the construction of office space for the Canadian shop building. Crenshaw stated that the changes to the specifications that need to be made arose from the pre-bid conference that was Friday after the agenda was posted. Smith made a motion to approve the addendum; seconded by Rogers.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

Selman stated that there is a leak in the garage storage area and the he has spoken to Josh Rhodes with the Garland Co. and that they will be coming to look at it.

**12. 10:00 A.M. – PUBLIC HEARINGS:** None.

**14. ADJOURNMENT/RECESS:** Rogers made a motion to recess until 10:00; seconded by Selman.

**AYE:** Charlie Rogers  
Ross Selman  
Kevin Smith

**NAY:** None.

Motion Passed. Meeting Recessed.

**1. CALL MEETING TO ORDER:** The meeting was called back to order by Chairman Rogers.

**2. ROLL CALL:** Roll was called.

Charlie Rogers	Present
Ross Selman	Present
Kevin Smith	Present

**13. 10:00 A.M. - BID OPENINGS:**

**A. BID NO. 4 – ONE (1) NEW BELLY DUMP TRAILER:** The following bid was received.

VENDOR	AMOUNT
Irwin Trailers	\$43,799.00

Smith made a motion to accept the bid as opened and table for review; seconded by Selman.

**AYE:** Charlie Rogers  
Ross Selman  
Kevin Smith

**NAY:** None.

Motion Passed.

**The board moved back up the agenda to item 9D.**

**9. AGENDA ITEMS:**

**D. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE JUSTICE ASSISTANCE GRANT – LOCAL LAW ENFORCEMENT (JAG-LLE) APPLICATION 2023 - SHERIFF:** Rogers stated that the grant application is in the amount of \$10,000.00 for bullet proof vests. Rogers made motion to rescind the previous motion to table the item from the agenda; seconded by Smith.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

Selman made a motion to approve the grant application; seconded by Smith.

AYE: Charlie Rogers  
Ross Selman  
Kevin Smith

NAY: None.

Motion Passed.

**14. ADJOURNMENT/RECESS:** There being no further business brought before the board; Rogers made a motion to sign all approved claims and adjourn; seconded by Selman.

AYE: Charlie Rogers  
Ross Selman

NAY: None.

Motion Passed. Meeting Adjourned.



# Purchase Orders By Account

Fiscal Year : 2023-2024

Date Range: 09/25/2023 to 09/25/2023

PO	Warrant No.	Vendor Name	Purpose	Amount
<b>Animal Shelter</b>				
<b>1316-1-8020-2005</b>				
002464	000149	AVID IDENTIFICATION SYSTEMS INC	MICROCHIPS	\$ 1,237.50
002559	000150	ADA PAPER COMPANY	JANITORIAL SUPPLIES	\$ 256.47
002585	000151	MILLER OFFICE EQUIPMENT	COPY OVERAGES	\$ 94.76
002602	000152	WALMART COMMUNITY CARD	DOG FOOD ETC.	\$ 1,016.24
002689	000153	WALMART COMMUNITY CARD	CAT FOOD	\$ 155.70
002692	000154	CANON FINANCIAL SERVICES	COPIER LEASE	\$ 135.00
<b>Total:</b>				<b>\$ 2,895.67</b>
<b>1316-1-8020-4110</b>				
002576	000155	BUTLER, ROY	AWNING	\$ 11,900.00
<b>Total:</b>				<b>\$ 11,900.00</b>
<b>ARPA 2021</b>				
<b>1566-1-2000-2005</b>				
002643	000008	BIZ-TEL	PHONE SERVICE	\$ 220.00
<b>Total:</b>				<b>\$ 220.00</b>
<b>1566-1-2000-4110</b>				
002651	000009	CRAWFORD ROOFING INC.	COURTHOUSE ROOF	\$ 13,888.00
<b>Total:</b>				<b>\$ 13,888.00</b>
<b>CBRI</b>				
<b>1103-6-4100-2075</b>				
001911	000028	DOLESE	5/8" #3 COVER CHIPS	\$ 5,473.80
002225	000029	DOLESE	1 1/2 CRUSHER RUN	\$ 5,162.74
002354	000030	DOLESE	1 1/2" CRUSHER RUN	\$ 5,205.14
002456	000031	DOLESE	5/8" #3 COVER CHIPS	\$ 3,744.40
<b>Total:</b>				<b>\$ 19,586.08</b>
<b>Econ Dev Trust</b>				

PO	Warrant No.	Vendor Name	Purpose	Amount
<b>Econ Dev Trust</b>				
<b>7603-4-0500-2005</b>				
001254	000075	H2O DEPOT	WATER & COOLER RENT	\$ 54.40
002768	000076	LINGO COMMUNICATIONS	MONTHLY SERVICE	\$ 164.61
001497	000077	BANK OF AMERICA	CONCESSION SUPPLIES	\$ 52.08
001498	000078	BANK OF AMERICA	CONCESSION SUPPLIES	\$ 591.96
			<b>Total:</b>	<b>\$ 863.05</b>
<b>Emergency Mgmt</b>				
<b>1212-2-2700-2005</b>				
002657	000033	SUMMIT UTILITIES OKLAHOMA INC	MONTHLY SERVICE	\$ 312.64
002658	000034	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE	\$ 14.23
002659	000035	KIAMICHI ELECTRIC COOPERATIVE	MONTHLY SERVICE	\$ 45.39
001192	000036	BANK OF AMERICA	DEPLOYMENT SUPPLIES	\$ 550.00
			<b>Total:</b>	<b>\$ 922.26</b>
<b>General</b>				
<b>0001-1-0800-1310</b>				
002646	000854	CRENSHAW, SANDRA	TRAVEL	\$ 229.92
			<b>Total:</b>	<b>\$ 229.92</b>
<b>0001-1-1000-2005</b>				
000760	000855	RENAISSANCE TULSA CONVENTION C	LODGING	\$ 94.00
002633	000856	MILLER OFFICE EQUIPMENT	COPIER MAINTENANCE	\$ 141.65
			<b>Total:</b>	<b>\$ 235.65</b>
<b>0001-1-1400-1310</b>				
002668	000857	SMITH, PAMELA L.	TRAVEL	\$ 334.82
002669	000858	FORD, MARY E.	TRAVEL	\$ 206.50
			<b>Total:</b>	<b>\$ 541.32</b>
<b>0001-1-1600-1310</b>				
002695	000859	FIELDS, MICHELLE D.	TRAVEL	\$ 339.15
002696	000860	RIDENOUR, CATHY L.	TRAVEL	\$ 206.50
			<b>Total:</b>	<b>\$ 545.65</b>
<b>0001-1-1700-2005</b>				
002513	000861	ADVANTAGE TRUCK & AUTO ACCESSO	OIL CHANGE	\$ 81.99
			<b>Total:</b>	<b>\$ 81.99</b>

PO	Warrant No.	Vendor Name	Purpose	Amount
<b>General</b>				
	<b>0001-1-2200-1310</b>			
	002672	HOLT, CHRISTY L.	TRAVEL	\$ 22.27
	002673	PATTERSON, BRADLEE G.	TRAVEL	\$ 9.17
			<b>Total:</b>	<b>\$ 31.44</b>
	<b>0001-1-2200-2005</b>			
	002394	SECRETARY OF STATE	NOTARY FILING FEE	\$ 10.00
			<b>Total:</b>	<b>\$ 10.00</b>
	<b>0001-1-3300-2005</b>			
	002401	AMAZON CAPITAL SERVICES INC.	FLAGS	\$ 167.95
	002649	ASSURED FIRE SAFETY	FIRE EXTINGUISHER INS	\$ 810.00
	002665	SUMMIT UTILITIES OKLAHOMA INC	MONTHLY SERVICE	\$ 70.77
	002726	MCALESTER NEWS CAPITAL & DEM.	PUBLICATION	\$ 466.95
	002729	TEXOMA JANITORIAL SUPPLY	SWITCH ETC.	\$ 41.99
	002749	UNIFIRST CORP.	JANITORIAL SUPPLIES	\$ 31.64
	002770	KIAMICHI AUTOMOTIVE WAREHOUSE	OIL DRY	\$ 55.96
			<b>Total:</b>	<b>\$ 1,645.26</b>
	<b>0001-2-0400-2005</b>			
	001021	COMDATA	FUEL	\$ 15,000.00
	001657	KIAMICHI AUTOMOTIVE WAREHOUSE	AUTO PARTS	\$ 50.46
	002198	COMDATA	FUEL	\$ 2,465.26
			<b>Total:</b>	<b>\$ 17,515.72</b>
	<b>0001-2-0400-2012</b>			
	001876	SGC FOODSERVICE	INMATE GROCERIES	\$ 4,463.50
	001877	INDIAN NATION WHOLESALE CO.	INMATE GROCERIES	\$ 2,778.27
	001880	PERFORMANCE FOODSERVICE - LITT	INMATE GROCERIES	\$ 4,053.79
			<b>Total:</b>	<b>\$ 11,295.56</b>
	<b>0001-2-6300-2005</b>			
	002754	OFMA	MEMBERSHIP DUES	\$ 95.00
			<b>Total:</b>	<b>\$ 95.00</b>
	<b>0001-5-0900-2005</b>			
	002690	ALERT 360	MONTHLY SECURITY MO	\$ 34.55
	002691	SOUTHEASTERN ALARM LLC	FIRE ALARM INSPECTIO	\$ 200.00
	002734	PITNEY BOWES INC	INK CARTRIDGES ETC.	\$ 402.62
			<b>Total:</b>	<b>\$ 637.17</b>

**Health**

**1216-3-5000-2005**

002041	000095	C R MOWING	LAWN CARE	\$ 250.00
002506	000096	AMAZON CAPITAL SERVICES INC.	LACTATION ROOM SUPPL	\$ 117.94
002614	000097	WALMART COMMUNITY CARD	MAINTENANCE SUPPLIE	\$ 87.69
002670	000098	AMAZON CAPITAL SERVICES INC.	POWER CORD	\$ 224.97
002698	000099	VIP VOICE SERVICES LLC	MONTHLY SERVICE	\$ 3,544.85
002700	000100	LOWES	RUG	\$ 130.15
			<b>Total:</b>	<b>\$ 4,355.60</b>

**Highway**

**1102-6-4300-2005**

002627	000524	WESTERN MARKETING, INC.	INSTALLATION	\$ 19.95
			<b>Total:</b>	<b>\$ 19.95</b>

**Hwy-ST**

**1313-6-8040-2005**

001771	000655	MUSKOGEE SAND COMPANY INC	CLASS A SAND	\$ 4,974.14
002448	000656	DOLESE	3/8" #2 COVER CHIPS	\$ 9,340.04
002541	000657	DOLESE	3/8" #2 COVER CHIPS	\$ 9,375.27
002543	000658	DOLESE	#4 SCREENINGS	\$ 5,342.85
002575	000659	ASPHALT & FUEL SUPPLY	ROAD OIL	\$ 17,374.00
002648	000660	RAM INC	FUEL	\$ 10,385.14
002650	000661	ASPHALT & FUEL SUPPLY	ROAD OIL	\$ 34,454.00
			<b>Total:</b>	<b>\$ 91,245.44</b>

**1313-6-8041-2005**

000662	000662	DISCOUNT STEEL	COUPLERS ETC	\$ 136.00
001052	000663	STIGLER STONE	1" CRUSHER RUN	\$ 5,425.86
001530	000664	STIGLER STONE	1 1/2" ODOT BASE TYPE	\$ 6,462.02
002173	000665	WELDON PARTS INC.	PARTS & SUPPLIES	\$ 487.69
002239	000666	ATCO INTERNATIONAL	HAND CLEANER	\$ 275.62
002304	000667	COMDATA	FUEL CHARGES	\$ 4,429.30
002413	000668	HOOTEN OIL CO	BULK OIL	\$ 4,768.60
002558	000669	LOWES	BUILDING MATERIALS	\$ 71.52
002561	000670	O REILLY AUTO PARTS	STARTER ETC.	\$ 558.86
002563	000671	DOLESE	1 1/2 CRUSHER RUN	\$ 5,262.67
002566	000672	TRUE VALUE HARTSHORNE	PAINTING SUPPLIES	\$ 33.97
002577	000673	AIRGAS	OXYGEN BOTTLE RENTA	\$ 130.55
002589	000674	AIRGAS	OXYGEN ETC.	\$ 318.22
002595	000675	WARREN POWER & MACHINERY INC.	FILTERS ETC	\$ 439.02

PO Warrant No. Vendor Name Purpose Amount

**Hwy-ST**

**1313-6-8041-2005**

002596	000676	WARREN POWER & MACHINERY INC.	FILTER ETC	\$ 508.61
002597	000677	TRUE VALUE HARTSHORNE	BUILDING SUPPLIES	\$ 17.97
002603	000678	ADAMS TRUE VALUE	PUMP	\$ 350.00
002637	000679	YELLOW HOUSE MACHINE	BOLTS	\$ 565.60
002647	000680	TRUE VALUE HARTSHORNE	BUILDING SUPPLIES	\$ 6.99
002656	000681	RAM INC	FUEL	\$ 2,340.20
002666	000682	TINT KING LLC	WINDOW TINT	\$ 250.00
002671	000683	RAM INC	FUEL	\$ 6,103.26
002687	000684	KIAMICHI ELECTRIC COOPERATIVE	ELECTRICAL REPAIR	\$ 2,245.00
002688	000685	TRUE VALUE HARTSHORNE	BUILDING SUPPLIES	\$ 29.99
002713	000686	TRUE VALUE HARTSHORNE	ADAPTER	\$ 1.29
002716	000687	TRUE VALUE HARTSHORNE	KEYS	\$ 3.58
002769	000688	US CELLULAR	MONTHLY SERVICE	\$ 145.20
001723	000712	BANK OF AMERICA	FAN	\$ 799.99
002015	000713	BANK OF AMERICA	EQUIPMENT PARTS	\$ 414.00

**Total: \$ 42,581.58**

**1313-6-8042-2005**

000755	000689	RENAISSANCE TULSA CONVENTION C	LODGING	\$ 94.00
002565	000690	MCALESTER NEWS CAPITAL & DEM.	PUBLICATION	\$ 32.40
002580	000691	OSU	MANUALS	\$ 90.00

**Total: \$ 216.40**

**1313-6-8043-2005**

000004	000692	FASTENAL COMPANY	NUTS & BOLTS	\$ 191.97
000077	000693	JAMES SUPPLIES	WELDING SUPPLIES	\$ 29.14
001884	000694	OK TIRE	TIRES & SERVICES	\$ 928.00
001938	000695	STAPLES ADVANTAGE	INK CARTRIDGES ETC.	\$ 349.77
002325	000696	WESTERN MARKETING, INC.	DIESEL EXHAUST FLUID	\$ 856.54
002345	000697	WARREN POWER & MACHINERY INC.	DOOR HANDLE	\$ 100.91
002423	000698	KIRBY SMITH INC.	EQUIPMENT PARTS	\$ 1,036.98
002532	000699	AMAZON CAPITAL SERVICES INC.	PHONE ACCESSORIES	\$ 79.99
002544	000700	WELDON PARTS INC.	WIRE	\$ 119.88
002571	000701	FLEET PRIDE	TARP SUPPLIES	\$ 1,016.40
002573	000702	WELDON PARTS INC.	TARP MOTOR	\$ 166.83
002574	000703	WELDON PARTS INC.	MUD FLAPS	\$ 63.98
002578	000704	WELDON PARTS INC.	FITTING	\$ 9.52
002587	000705	YELLOW HOUSE MACHINE	NOZZLES ETC	\$ 680.90
002591	000706	FLEET PRIDE	DRIVE SHAFT YOKE	\$ 668.78
002600	000707	WALMART COMMUNITY CARD	BLEACH	\$ 95.20
002601	000708	W.E. ALLFORD PROPANE	PROPANE	\$ 59.70
002628	000709	CIRCLE H TRANSPORT	CONTRACT HAULING	\$ 8,694.00
002630	000710	MILLER OFFICE EQUIPMENT	COPIER MAINTENANCE	\$ 35.72

PO	Warrant No.	Vendor Name	Purpose	Amount
<b>Hwy-ST</b>				
1313-6-8043-2005				
002641	000711	RAM INC	FUEL	\$ 5,609.54
			<b>Total:</b>	<b>\$ 20,793.75</b>
<b>Jail-ST</b>				
1315-2-8034-2011				
002409	000198	WALMART COMMUNITY CARD	MEDICAL SUPPLIES	\$ 141.90
			<b>Total:</b>	<b>\$ 141.90</b>
<b>Rural Fire-ST</b>				
1321-2-8205-2005				
001007	000248	COMDATA	FUEL	\$ 604.19
			<b>Total:</b>	<b>\$ 604.19</b>
1321-2-8205-4130				
002757	000249	ARMSTRONG BANK	LEASE PAYMENT	\$ 723.53
			<b>Total:</b>	<b>\$ 723.53</b>
1321-2-8207-4130				
002758	000250	RCB BANK	LEASE PAYMENT	\$ 2,675.35
			<b>Total:</b>	<b>\$ 2,675.35</b>
1321-2-8210-4130				
002759	000251	WELCH STATE BANK	LEASE PAYMENT	\$ 3,092.21
			<b>Total:</b>	<b>\$ 3,092.21</b>
1321-2-8212-2005				
002645	000252	CITY OF MCALESTER	MONTHLY SERVICE	\$ 87.48
			<b>Total:</b>	<b>\$ 87.48</b>
1321-2-8215-2005				
002722	000253	AT&T	MONTHLY SERVICE	\$ 327.09
			<b>Total:</b>	<b>\$ 327.09</b>
1321-2-8215-4130				
002760	000254	WELCH STATE BANK	LEASE PAYMENT	\$ 4,553.24
			<b>Total:</b>	<b>\$ 4,553.24</b>

PO	Warrant No.	Vendor Name	Purpose	Amount
<b>Rural Fire-ST</b>				
	<b>1321-2-8216-2005</b>			
	002735	000255	PUBLIC SERVICE CO. OF OKLAHOMA	
			MONTHLY SERVICE	\$ 122.76
			<b>Total:</b>	<b>\$ 122.76</b>
	<b>1321-2-8219-2005</b>			
	001594	000256	MUNICIPAL EMERGENCY SERVICES	\$ 825.00
	002007	000257	MYDER FIRE SUPPORT	\$ 3,244.00
	002008	000258	MYDER FIRE SUPPORT	\$ 995.00
			RESCUE TOOL SERVICE	
			LIGHT BAR	
			INSTALLATION	
			<b>Total:</b>	<b>\$ 5,064.00</b>
	<b>1321-2-8219-4110</b>			
	002764	000259	MYDER FIRE SUPPORT	\$ 7,900.00
			PUMP ETC.	
			<b>Total:</b>	<b>\$ 7,900.00</b>
	<b>1321-2-8219-4130</b>			
	002761	000260	WELCH STATE BANK	\$ 1,255.55
			LEASE PAYMENT	
			<b>Total:</b>	<b>\$ 1,255.55</b>
	<b>1321-2-8225-2005</b>			
	002739	000261	OKLA. NATURAL GAS COMPANY	\$ 51.91
			MONTHLY SERVICE	
			<b>Total:</b>	<b>\$ 51.91</b>
	<b>1321-2-8225-4130</b>			
	002762	000262	K & B GENERAL CONSTRUCTION INC.	\$ 1,375.19
			LEASE PAYMENT	
			<b>Total:</b>	<b>\$ 1,375.19</b>
	<b>1321-2-8227-2005</b>			
	002636	000263	US CELLULAR	\$ 123.46
			MONTHLY SERVICE	
			<b>Total:</b>	<b>\$ 123.46</b>
	<b>1321-2-8227-4130</b>			
	002763	000264	WELCH STATE BANK	\$ 2,390.24
			LEASE PAYMENT	
			<b>Total:</b>	<b>\$ 2,390.24</b>
<b>SH Commissary</b>				
	<b>1223-2-0400-2005</b>			
	002220	000059	COMMISSARY EXPRESS	\$ 3,029.33
	002383	000060	COMMISSARY EXPRESS	\$ 81.25
	002408	000061	LITTLE CAESARS	\$ 365.09
			COMMISSARY PRODUCT	
			KIOSK FEES	
			COMMISSARY PRODUCT	



PO      Warrant No.    Vendor Name      Purpose      Amount

**SH Commissary**

**1223-2-0400-2005**

002547	000062	AMAZON CAPITAL SERVICES INC.	HEADLIGHT PARTS	\$ 192.44
002678	000063	CUSTOM TECHNOLOGIES LLC	INHOUSE COMMISSARY	\$ 1,451.73
002679	000064	BANCFIRST	POSITIVE PAY MONTHLY	\$ 151.45
002748	000065	SGC FOODSERVICE	INHOUSE COMMISSARY	\$ 317.78

**Total:      \$ 5,589.07**

**SH Forf**

**1225-2-0400-2005**

002684	000004	US CELLULAR	MONTHLY SERVICE	\$ 23.01
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**Total:      \$ 23.01**

**SH Svc Fee**

**1226-2-0400-2005**

002681	000397	CANON FINANCIAL SERVICES	COPIER LEASE	\$ 150.00
002742	000398	WALMART COMMUNITY CARD	K-9 SUPPLIES	\$ 121.08
000918	000428	BANK OF AMERICA	VEHICLE ACCESSORIES	\$ 239.70

**Total:      \$ 510.78**

**1226-2-0400-2012**

002714	000399	PERFORMANCE FOODSERVICE - LITT	INMATE GROCERIES	\$ 2,924.77
002727	000400	PERFORMANCE FOODSERVICE - LITT	INMATE GROCERIES	\$ 2,038.10
002730	000401	INDIAN NATION WHOLESale CO.	INMATE GROCERIES	\$ 1,937.33
002743	000402	SGC FOODSERVICE	INMATE GROCERIES	\$ 723.89
002746	000403	SGC FOODSERVICE	INMATE GROCERIES	\$ 7,615.37

**Total:      \$ 15,239.46**

**1226-2-3400-2005**

000595	000404	BIZ-TEL	PHONE REPAIR	\$ 110.00
000714	000405	DISCOUNT STEEL	JAIL MAINTENANCE SUP	\$ 73.40
001022	000406	COMDATA	FUEL	\$ 1,585.98
001028	000407	WHITES ELECTRIC	ELECTRICAL SUPPLIES E	\$ 780.26
001663	000408	COMPLIANCE RESOURCE GROUP	DRUG TESTING	\$ 230.00
001802	000409	BOB BARKER COMPANY	BLANKETS & ETC	\$ 409.56
001916	000410	JE SYSTEMS INC	FIRE ALARM REPAIR	\$ 855.00
002406	000411	JAMESCO ENTERPRISES LLC	JAIL KITCHEN SUPPLIES	\$ 43.20
002407	000412	INDIAN NATION WHOLESale CO.	EMPLOYEE APPRECIATI	\$ 69.49
002556	000413	NCIC	INMATE PHONE TIME	\$ 2,236.47
002623	000414	WHITES ELECTRIC	ELECTRICAL SUPPLIES E	\$ 341.18
002680	000415	JAMESCO ENTERPRISES LLC	JANITORIAL SUPPLIES	\$ 16.79

PO      Warrant No.    Vendor Name      Purpose      Amount

**SH Svc Fee**

**1226-2-3400-2005**

002683	000416	JAMESCO ENTERPRISES LLC	JANITORIAL SUPPLIES E	\$ 953.44
002686	000417	JAMESCO ENTERPRISES LLC	JANITORIAL SUPPLIES	\$ 532.01
002705	000418	WALMART COMMUNITY CARD	TOWELS	\$ 55.58
002706	000419	ECOLAB INC.	DISHWASHER LEASE	\$ 93.93
002707	000420	WHITES ELECTRIC	CABLE TIES ETC.	\$ 145.78
002709	000421	MILLER OFFICE EQUIPMENT	COPIER MAINTENANCE	\$ 567.76
002710	000422	JAMESCO ENTERPRISES LLC	JANITORIAL SUPPLIES	\$ 928.44
002731	000423	INDIAN NATION WHOLESale CO.	KITCHEN SUPPLIES	\$ 295.00
002737	000424	FASTENAL COMPANY	MAINTENANCE SUPPLIE	\$ 66.58
002741	000425	SGC FOODSERVICE	KITCHEN SUPPLIES	\$ 970.88
001627	000429	BANK OF AMERICA	UNIFORM PANTS	\$ 54.08

**Total:      \$ 11,414.81**

**1226-2-3400-2030**

002384	000426	COMMISSARY EXPRESS	DEBIT PHONE TIME FEE	\$ 142.00
002639	000427	DEPARTMENT OF PUBLIC SAFETY	MONTHLY SERVICE	\$ 475.00

**Total:      \$ 617.00**

**VOCA**

**1501-1-0200-1110**

002635	000001	DISTRICT ATTORNEYS COUNCIL	SALARY TRANSFER	\$ 4,346.53
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**Total:      \$ 4,346.53**

**Grand Total:      \$ 310,581.22**

# Purchase Orders By Account

Fiscal Year : 2022-2023

Date Range: 09/25/2023 to 09/25/2023

PO	Warrant No.	Vendor Name	Purpose	Amount
<b>ARPA 2021</b>				
<b>1566-1-2000-4110</b>				
006824	000160	JE SYSTEMS INC	FIRE ALARM SYSTEM RE	\$ 2,425.00
008609	000161	JE SYSTEMS INC	FIRE ALARM SYSTEM RE	\$ 1,528.25
<b>Total:</b>				<b>\$ 3,953.25</b>
<b>Hwy-ST</b>				
<b>1313-6-8043-2005</b>				
004196	002656	FLEET PRIDE	BELT	\$ 57.64
011604	002657	JAMES SUPPLIES	WELDING SUPPLIES	\$ 27.05
<b>Total:</b>				<b>\$ 84.69</b>
<b>LATFC</b>				
<b>1570-1-2000-4110</b>				
009188	000003	T & D WELDING	BUILDING CONSTRUCTIO	\$ 48,500.00
<b>Total:</b>				<b>\$ 48,500.00</b>
<b>SH Svc Fee</b>				
<b>1226-2-3400-2005</b>				
011128	002303	MEDLINE INDUSTRIES INC	FIRST AID SUPPLIES	\$ 310.55
<b>Total:</b>				<b>\$ 310.55</b>
<b>Grand Total:</b>				<b>\$ 52,848.49</b>



*Board of County Commissioners, Pittsburg County*

*Charlie Rogers  
District #1*

*Kevin Smith  
District #2*

*Ross Selman  
District #3*

September 25, 2023

Hope Trammell  
Pittsburg County Clerk  
115 E. Carl Albert Pkwy, Room 103  
McAlester, OK 74501

RE: Requisitioning/Receiving Officers

Dear Mrs. Trammell,

Please be advised that during the special meeting of the Indianola Volunteer Fire Department that the following individuals were selected to act as requisitioning and receiving officers until further notice:

Requisitioning Officers - Carl Bennett

Receiving Officers - Stephanie Wilson

Sandra Crenshaw will remain a requisitioning officer and Leslie Gray a receiving officer until their elected Board of Directors is in place and can act to replace them.

Should you have any questions, please feel free to contact our office at your convenience.

Sincerely,

Ross Selman  
Commissioner



*Board of County Commissioners, Pittsburg County*

*Charlie Rogers  
District #1*

*Kevin Smith  
District #2*

*Ross Selman  
District #3*

September 25, 2023

Hope Trammell  
Pittsburg County Clerk  
115 E. Carl Albert Pkwy, Room 103  
McAlester, OK 74501

RE: Chief Deputy, District 1

Dear Mrs. Trammell,

Please be advised that effective today I have appointed Mark Hall as Chief Deputy for Pittsburg County Highway District #1.

Should you have any questions, please feel free to contact me at your convenience.

Respectfully,

Charlie Rogers  
District 1 Commissioner



We have prepared a quote for you

**1 Cat6 Cable Run for Nurses Office**

Quote # 010555  
Version 1

Prepared for:

**Pittsburg County**

Sandra Crenshaw  
bocc@pittsburg.okcounties.org

Proposed Solution Overview

\*Declined Option(s)

Item	Description	Price	Qty	Ext. Price
<p>Thank you for giving us this opportunity to present our proposal. VIP Technology Solutions Group is committed to working with you and providing unmatched customer service.</p> <p>The following solution was engineered for <b><u>Pittsburg County Sheriff Office</u></b> and includes the features and provisions listed below:</p> <p><b><u>New Cabling</u></b></p> <ul style="list-style-type: none"><li>• (x1) Cable Run for Nurses Office Phone</li></ul> <p>Please review this quote to confirm our offer meets your business needs. Any unforeseen issues that arise during the installation, that is outside VIP's contracted scope of work, will be notified to the customer and billed on a time and material basis to rectify, fix or replace upon customer approval. If you have any questions or concerns regarding the proposal, please feel free to contact us. Otherwise, you may digitally sign this document to get the quote processed.</p>				



## 1 Cat6 Cable Run for Nurses Office

Prepared by:

**VIP Technology Solutions Group, LLC**

Chas Ferguson  
(918) 279-7019  
Fax 9182797099  
chas@viptsg.com

Prepared for:

**Pittsburg County**

1210 N W St  
McAlester, OK 74501  
Sandra Crenshaw  
bocc@pittsburg.okcounties.org  
(918) 423-5858

Quote Information:

**Quote #: 010555**

Version: 1

Delivery Date: 09/18/2023

Expiration Date: 09/29/2023

## Quote Summary

Description	Amount
New Cable Run for Nurses Office Phone	\$225.00
<b>Total: \$225.00</b>	

This quote is valid for 30 days. Prices in the Quotation are excluding sales tax, any other taxes, fees, or duties. All applicable taxes will be assessed at time of invoicing. A tax exempt letter is required for tax exempt customers. Payment terms are 50% upon contract signature and 50% due upon the completion of project described in this proposal. Any changes to payment terms must be approved by both parties prior to signing. Any changes to the project scope described will be invoiced and/or credited separately and accordingly. Additional moves, adds, or changes will be billed separately on a time and material basis. All electrical boxes and conduit must be in place where required by code or customer request.

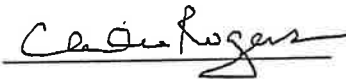
### ACCEPTANCE OF PROPOSAL

The above prices, specifications, terms and conditions are satisfactory and are hereby accepted. VIP Technology Solutions Group is authorized to do the work as specified. Payments will be made as outlined above.

Thank you for your business.

## E-Signature Confirmation

Initials: CR  
IP Address: 12.216.50.202  
Email Address: bocc@pittsburg.okcounties.org  
PO Number: 2630  
Date: 09/18/2023 7:33 AM



DEPARTMENT OF TRANSPORTATION

Notarized Claim Form

FUND	AGENCY	ORDER NO.	CLAIM NO.	CLAIM OF:
	345			Pittsburg County
FOR AGENCY USE ONLY				Address: 115 E. Carl Albert Pkwy, Room 100
				City St. Zip: McAlester, OK 74501
				FEI No.

ACCOUNT	SUB-ACTIVITY	OBJECT	CFDA	AMOUNT
				\$270,000.00
payment or final number if claim is order.			Partial No.	Final No.
			TOTAL AMOUNT	\$270,000.00
			OSF- AUDITED BY	

FOR  
**\$270,000.00**  
 AGAINST

Oklahoma Department of Transportation

ASSIGNMENT

I hereby assign this claim to

WARRANT (LOCATOR) NO.

and authorize the State Treasurer to issue a warrant in payment to said assignee.

Date:

Claimant:

Receipt of Goods or Services Date  
 Dept. Central Services Issued Contracts Only:

DATE OF DELIVERY	PURCHASE ORDER NUMBER	QUANTITY	UNIT	ITEM DESCRIPTION	UNIT PRICE	AMOUNT
		1	ea	36562(04) Pittsburg County - Lake Access		\$270,000.00

The undersigned contractor or duly authorized agent, of lawful age, being first duly sworn, on oath says that this claim is true and correct. Affiant states that the work, services or materials as shown by this claim have been completed or supplied in accordance with plans, specifications, orders, requests and all other terms of the contract. Affiant further states that (s)he is the duly authorized agent of the contractor for the purpose of certifying the facts pertaining to the giving of things of value to government personnel in order to procure the contract or obtain payment; (s)he is fully aware of the facts and circumstances surrounding the making of the contract and has been personally and directly involved in the proceedings leading to the procurement of the contract and the filing of this claim; and, neither the contractor nor anyone subject to the contractor's direction or control has been paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract or obtaining payment.

Subscribed and Sworn to before me

9/25/2023 date

Claimant: *[Signature]*

State of Oklahoma County of Pittsburg Commission Number 0300629

My Commission Expires 04-16-2027 date

Notary Public (or Clerk or Judge): *[Signature]*

Approval: *[Signature]* \$270,000.00

Approval: *[Signature]* \$270,000.00

Approval: *[Signature]* \$270,000.00

Approval: *[Signature]*

Approval: *[Signature]*

Approval: *[Signature]*

ODOT Accounting Distribution

ODOT Acct.	Job Place	Item	Part.	Amount	Object	Encumbrance
Total						

APPROVAL

I hereby approve this claim for payment and certify it complies with the purchasing laws of this State.

Agency's Approving Officer

Director Date

COPY

Oklahoma FY22 Emergency Management Performance  
Subgrant

Emergency Operations Plan

ESF #1	<u>[Signature]</u>	Date: <u>9/25/2023</u>
ESF #2	<u>Shawn Smith</u>	Date: <u>9-19-23</u>
ESF #3	<u>Tommy Hill</u>	Date: <u>9-20-23</u>
ESF #4	<u>Brett Brew</u>	Date: <u>9-19-23</u>
ESF #5	<u>[Signature]</u>	Date: <u>9/19/23</u>
ESF #6	<u>[Signature]</u>	Date: <u>9/19/23</u>
ESF #7	<u>Andrea Crenshaw</u>	Date: <u>9/19/23</u>
ESF #8	<u>[Signature]</u>	Date: <u>9/19/23</u>
ESF #9	<u>[Signature]</u>	Date: <u>9/19/23</u>
ESF #10	<u>Brett Brew</u>	Date: <u>9-19-23</u>
ESF #11	<u>Michelle Van Pelt</u> <u>[Signature]</u>	Date: <u>9-21-23</u>
ESF #12	<u>[Signature]</u>	Date: <u>9/19/23</u>
ESF #13	<u>[Signature]</u>	Date: <u>09-19-23</u>
ESF #14	<u>[Signature]</u>	Date: <u>9/19/23</u>
ESF #15	<u>[Signature]</u>	Date: <u>9/19/23</u>

Others please add. (Please note: Only the two signatures below need to be notarized)

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

[Signature]  
Jurisdiction's Highest Elected Official

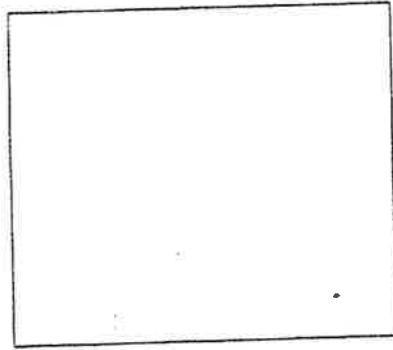
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notarized By

\_\_\_\_\_  
Date

Notary:



Oklahoma FY22 Emergency Management Performance Subgrant

Emergency Operations Plan

- ESF #1 [Signature] Date: \_\_\_\_\_
- ESF #2 Dana Walker Date: 9/19/23
- ESF #3 \_\_\_\_\_ Date: \_\_\_\_\_
- ESF #4 \_\_\_\_\_ Date: \_\_\_\_\_
- ESF #5 \_\_\_\_\_ Date: \_\_\_\_\_
- ESF #6 \_\_\_\_\_ Date: \_\_\_\_\_
- ESF #7 \_\_\_\_\_ Date: \_\_\_\_\_
- ESF #8 [Signature] Date: 09/19/23
- ESF #9 [Signature] Date: 09-19-23
- ESF #10 [Signature] Date: 9/19/23
- ESF #11 \_\_\_\_\_ Date: \_\_\_\_\_
- ESF #12 [Signature] Date: 9/21/23
- ESF #13 \_\_\_\_\_ Date: \_\_\_\_\_
- ESF #14 \_\_\_\_\_ Date: \_\_\_\_\_
- ESF #15 \_\_\_\_\_ Date: \_\_\_\_\_

Others please add. (Please note: Only the two signatures below need to be notarized)

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

[Signature]  
Jurisdiction's Highest Elected Official

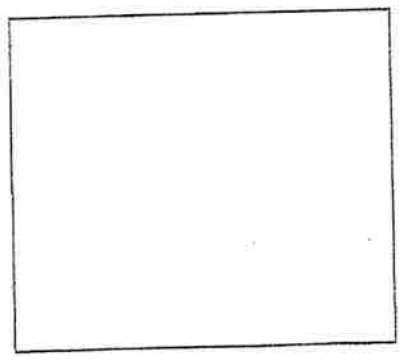
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notarized By

\_\_\_\_\_  
Date

Notary:



# **MCALESTER/PITTSBURG COUNTY EMERGENCY OPERATIONS PLAN**

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EMERGENCY SUPPORT FUNCTION #2 - COMMUNICATIONS ANNEX

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# FY 2020 Emergency Operations Plan Approval Page

Jurisdiction Name: Pittsburg County

Effective Date: October 1, 2020

To all Recipients:

Transmitted herewith is the new integrated Emergency Operation Plan for “Jurisdiction” and the cities/towns therein. This plan supersedes any previous Emergency Management/Civil Defense plans promulgated by the county for this purpose. It provides a framework in which the departments of each city, town, and the county can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing All Hazard, Whole Community Planning Group by all jurisdictions of government within “Jurisdiction”.

This plan attempts to be all inclusive in combining the four phases of Emergency Management as outlined in State Title 63, which are (1) Mitigation: activities that eliminate or reduce the probability of disaster; (2) Preparedness: activities that governments, organizations, 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 all systems to normal or improved standards. The recently added mission areas of Prevention and Protection are included.

This plan is in accordance with existing Federal, State, and local statutes. It has been concurred in by the “Jurisdiction” Board of County Commissioners, the All Hazard, Whole Community Planning Group and the Oklahoma Department of Emergency Management. It will be revised and updated as required. All recipients are requested to Inform the “Jurisdiction” Emergency Management Director of any changes which might result in its improvement or increase its usefulness.

FY 2020 Emergency Operations Plan Approval Signature Page.

Jurisdiction Name:

ESF #1 \_\_\_\_\_ Date: \_\_\_\_\_

ESF #2 \_\_\_\_\_ Date: \_\_\_\_\_

ESF #3 \_\_\_\_\_ Date: \_\_\_\_\_

ESF #4 \_\_\_\_\_ Date: \_\_\_\_\_

ESF #5 \_\_\_\_\_ Date: \_\_\_\_\_

ESF #6 \_\_\_\_\_ Date: \_\_\_\_\_

ESF #7 \_\_\_\_\_ Date: \_\_\_\_\_

ESF #8 \_\_\_\_\_ Date: \_\_\_\_\_

ESF #9 \_\_\_\_\_ Date: \_\_\_\_\_

ESF #10 \_\_\_\_\_ Date: \_\_\_\_\_

ESF #11 \_\_\_\_\_ Date: \_\_\_\_\_

ESF #12 \_\_\_\_\_ Date: \_\_\_\_\_

ESF #13 \_\_\_\_\_ Date: \_\_\_\_\_

ESF #14 \_\_\_\_\_ Date: \_\_\_\_\_

ESF #15 \_\_\_\_\_ Date: \_\_\_\_\_

Others please add.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Emergency Management Director

Name \_\_\_\_\_ Date \_\_\_\_\_  
Jurisdictions Highest Elected Official

Name \_\_\_\_\_  
County Clerk



## DISTRIBUTION

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

	<b>NO. OF COPIES</b>
Offices of the County Commissioners	4
McAlester/Pittsburg County Emergency Management Director	1
Director, Oklahoma Department of Emergency Management	1
Office of the County Sheriff	1
Chairman, Pittsburg County L.E.P.C.	1
Office of the DHS County Director	1
Director, KEDDO, ATTN: Rural Fire Coordinator	1
Commander, OHP Troop D, McAlester, OK	1
Pittsburg County Supervisor, ODOT	1
Pittsburg County Environmentalist, DEQ	1
Chairman, Pittsburg Chapter of the ARC	1
Commanding Officer, McAlester Salvation Army	1
Pittsburg County, Department of Health	1
Administrator, McAlester Regional Hospital	1
District Conservationist – Assisting	1
Pittsburg County Soil Conservation District	
Each Mayor or City Manager for an Incorporated Jurisdiction.	
McAlester, Krebs, Savanna, Kiowa, Quinton, Pittsburg, Hartshorne, Haileyville, Canadian, Crowder, Carlton Landing	
<b>TOTAL COPIES:</b>	<b>30</b>




**CHANGE SUBMISSION FORM**

TO: Kevin Enloe  
McAlester/Pittsburg County Emergency Management Director  
705 EOC Drive  
McAlester, OK 74501

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

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

CHANGE:

SHOULD READ:

Submitted by: (Name)

(Date) (Ph. No.)

## BASIC PLAN

### I. PURPOSE.

A. This plan has been developed to provide a comprehensive, all-hazard emergency management program for Pittsburg County. It seeks to mitigate the effects of hazards, prepare for measures to be taken which will preserve life and minimize damage, enhance response during emergencies and provide necessary assistance, and establish a recovery system in order to return the county and the cities/towns to their normal state of affairs.

B. This plan attempts to define who does what, when, where, and how, in order to mitigate, prepare for, respond to, and recover from the effects of natural disasters, technological accidents, nuclear incidents and other major incidents/hazards.

### II. SITUATION AND ASSUMPTIONS.

A. Situation.

1. Pittsburg County is located approximately 110 miles southeast of Oklahoma City. The 2020 census of population for Pittsburg County is 43,633. The largest city and county seat, McAlester, has a 2010 census of population 18,383. McAlester is located on state highway 270 and US numbered route 69. Map mileage is 120 from McAlester to Oklahoma City.

2. The county is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Potential hazards which may occur in or around the county are, floods, tornadoes, winter storms, civil disorder, earthquakes, dam failure, HAZMAT incident-fixed facility, HAZMAT incident-highway, nuclear incidents, power failure, radiological incident-transportation, subsidence, rural or urban fires and acts of terrorism.

B. Assumptions.

1. Pittsburg County and its cities and towns will continue to be exposed to the hazards identified above as well as others which may develop in the future.

2. Government officials will continue to recognize their responsibilities with regard to the public safety and exercise their authority to implement this emergency operations plan in a timely manner when confronted with real or threatened disasters.

3. If properly implemented, this plan will reduce or prevent disaster related losses.

III. CONCEPT OF OPERATIONS.

A. General.

1. It is the responsibility of government to undertake comprehensive management of emergencies in order to protect life and property from the effects of hazardous events. This plan is based upon the concept that the emergency functions performed by various groups responding to an emergency, will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

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

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

4. A comprehensive emergency management plan is concerned with all types of hazards which may develop in the community. As shown below, it is more than an operations plan because it accounts for activities before, during, and after the disaster.

B. Phases of Management.

1. Mitigation.

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

2. Preparedness.

Preparedness actions serve to develop the response capabilities needed in the event an emergency should arise. Planning, training and exercises are among the activities conducted under this phase.

3. Response.

Response is the actual providing of emergency services during a crisis. These actions help to reduce casualties and damage, and speed recovery. Response activities include warning, evacuation, rescue, and similar operations.

4. Recovery.

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and to provide the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. Examples of recovery actions include restoration of non-vital government services and reconstruction in damaged areas. The recovery period offers an opportune time to institute mitigation measures, particularly those related to the recent disaster.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

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

B. Organization.

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

2. The Pittsburg County and each city Policy Group is composed of the following:

a. Pittsburg County: The Board of County Commissioners.

- b. Each City: Mayor and Council members or Trustees.
3. The Emergency Services Coordination Group is composed of the following positions as assigned to the officials (coordinators) listed below: (See Appendix 2 to Annex A for names of the officials.)
- a. Chief of Operations: Emergency Management Director appointed by the Policy Group.
  - b. EOC Staff Coordinator: Selected by the Emergency Management Director.
  - c. Law Enforcement Service: County Sheriff, Police Chiefs
  - d. Fire/Rescue Service: Fire Chief.
  - e. Health/Medical Service: County Health Department Administrator.
  - f. Shelter/Mass Care Service: County American Red Cross Chapter Executive.
  - g. Resources Management Service: County Emergency Management Director.
  - h. County Maintenance/Public Works/Engineering Services: County Maintenance Foreman.
  - i. Independent School District Services (as required): Superintendent(s) of Schools.
  - j. Public Utility Services (as required): Managers of companies that provide natural gas, electricity and telephone services within the county.
  - k. Manpower Services (as required): To be appointed by the County Emergency Management Director.
4. The Operations Staff is composed of the following sections. (See Appendix 2 to Annex A for names of the assigned officials.)
- a. Communications/Message Center Section.
  - b. Damage Assessment Section.
  - c. Public Information Section.
  - d. Warning Section.
  - e. Shelter/Evacuation Section.
  - f. Administration Section.
  - g. Transportation Section.

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

5. Emergency Service Coordinators.

Emergency service coordinators are directors of departments within the county/city governments and volunteers with functional expertise required to adequately respond to most emergencies. They are responsible for the operation of their departments and/or coordinating their actions with other departments and volunteer agencies to efficiently apply all available resources to the emergency confronting the city/town.

6. EOC Support and Special Staff.

EOC support and special staff members are volunteers who have skills and training in areas needed to provide a total response to an emergency. They may assist the emergency service coordinators in the accomplishment of their duties, perform functions within the EOC to enhance efficiency, or perform critical tasks outside of the scope of government departments.

C. Task Assignments and Responsibilities.

1. Emergency Management Director is responsible for:

- a. Coordination of all phases of emergency management.
- b. Communication capability.
- c. Public information and education.
- d. EOC operation.
- e. Comprehensive emergency management planning.
- f. Training.
- g. Warning system planning.
- h. Damage assessment planning.

2. County Sheriff/Law Enforcement is responsible for:

- a. Maintaining law and order.
- b. Traffic control.
- c. Access control of restricted areas.
- d. Security of vital facilities.



- e. Supporting the operation of the warning system.
- f. Communication system support.
- g. Liaison with other law enforcement agencies.
- h. Search and rescue operations.

3. Fire Department is responsible for:

- a. Fire operations.
- b. Fire prevention and education.
- c. Supporting the operation of the warning system.
- d. Search and rescue operations.
- e. Hazardous materials decontamination.
- f. Hazardous materials operations.
- g. Assisting in damage assessment.
- h. Communication system support.

4. City/County Maintenance Department is responsible for:

- a. Debris clearance.
- b. Providing engineering advice.
- c. Maintaining roads and bridges.
- d. Assisting with damage assessment of public property.
- e. Assisting in decontamination operations.

5. The Superintendents of Schools for the disaster location are responsible for:

- a. Providing public shelters.
- b. Providing buses for transportation during disaster relief operations.

6. County Medical Examiner's Office, when committed, is responsible for:

- a. Collecting, identifying and coordinating interment of deceased victims caused by disaster.

- b. Coordinating funeral home support of disaster operations.
7. County Health Department, when committed, is responsible for:
- a. Investigating sanitation conditions and establishing safe standards for crisis relocation, emergency shelter or disaster relief operations.
  - b. Coordinating medical support and epidemic control.
  - c. Inspecting food and water supplies.
  - d. Providing public health education.
8. DHS County Office, when committed, is responsible for:
- a. Providing provisions/funds for emergency aid.
  - b. Coordination with the Red Cross and other related agencies.
9. National Guard, when committed, is responsible for assisting in:
- a. Radiological protection.
  - b. Law enforcement and traffic control.
  - c. Search and rescue operations.
  - d. Providing military engineer support and assistance in debris clearance.
  - e. Providing logistical support with supply, transportation, maintenance, and food service support.
  - f. Providing communication support.
10. State and Federal Support is responsible for:
- a. Public welfare assistance.
  - b. Resources.
  - c. Law enforcement.
  - d. Health and medical.
  - e. Debris clearance.
  - f. Public information and education.
11. American Red Cross, when committed, is responsible for:

- a. Providing reception, care, food, lodging and welfare assistance throughout Pittsburg County.
  - b. Coordinating all personnel relief activities for any type disaster.
  - c. Operating shelters for disaster relief.
  - d. Providing damage assessment of private property.
  - e. Providing First Aid Support and blood supply to disaster relief medical operations.
  - f. Providing counseling service.
12. The Salvation Army is responsible for:
- a. Supporting shelter/congregate care operations.
  - b. Providing mobile and fixed feeding sites.
  - c. Providing case management services and direct aid for disaster victims.
  - d. Providing spiritual counseling service.
13. Ministerial Alliance/Church Volunteer Groups are responsible for:
- a. Assisting with lodging, feeding and welfare operations in support of disaster relief or relocation.
  - b. Assisting with reconstruction efforts.
  - c. Providing volunteer manpower.
  - d. Providing counseling service.
14. Medical Service Providers are responsible for:
- a. Emergency medical care for disaster victims.
  - b. Health care.
  - c. Crisis counseling.
15. The County Clerk has responsibilities for county administrative duties.
16. The County Treasurer has responsibilities for fiscal duties.
17. The District Attorney is assigned all responsibilities of legal and emergency information services and will act on an advisory committee.

18. The County Excise Board and the Pittsburg County Associate District Judge will act with the District Attorney on the Advisory Committee to the Board of County Commissioners.

19. All other City/County Agencies, officers and employees of the city/county government will support and implement this plan as directed by the County Commissioners/Council.

V. DIRECTION AND CONTROL.

A. The final responsibility for all emergency management belongs to the elected officials of the County who are members of the Emergency Management Policy Group. This group is the decision-making group for all policy level decisions and is the executive head of the emergency service coordinators and EOC staff. During response operations, the members of the policy group will act in concert and advise/direct the activities of the entire response organization through the EOC emergency service coordinators. They will also be available to constituents to address non-routine matters.

B. The Emergency Management Director is responsible for coordinating the emergency management program. He/she makes routine decisions and advises the Policy Group on alternatives when major decisions are required of that body. During emergency operations, he/she is responsible for the proper functioning of the EOC and its staff. The director also acts as liaison with other local, county, state and federal emergency management agencies.

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

1. Recall of personnel during non-duty hours.
2. Prioritization of tasks to guide recovery work.
3. Procedures to be followed which deviate from normal.
4. Specific emergency authorities that may be assumed by the designated successor during emergency situations. (See Note at IV, B, 4.)

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

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

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

VI. CONTINUITY OF GOVERNMENT.

A. Succession of Leadership. The line of succession for continuity of government (COG) for Pittsburg County is as follows:

1. County Data
  - a. Chairman, County Commissioners
  - b. Vice Chair, County Commissioners.
  - c. County Commissioner
2. Cities/Towns
  - a. Mayor
  - b. Vice Mayor

Senior Commissioner, Council member or Trustee.

3. Line of succession for the Emergency Management Director will be the Deputy Director.
4. Line of succession for each agency/department head is according to the department rules and/or standing operating procedures established by each department.
5. Continuity of Operations (COOP) will be ensured by identifying alternate locations for each EOC and department command post. Procedures will be developed for the process to determine when to relocate, what staff and equipment is needed and what documentation will be transferred or duplicated.

Preservation of Records.

In order to provide normal government operations following a disaster, vital records must be protected. The principal causes of damage to records are fire and water; therefore, essential records will be protected accordingly in the County Courthouse or in local safety deposit vaults.

VII. ADMINISTRATION AND LOGISTICS.

A. Emergency Authority.

1. A summary of existing Oklahoma legislation pertaining to emergency management is listed in Section IX.
2. Provisions for local emergency powers are found in the Oklahoma Code and local ordinances which include but are not limited to:

- a. Declaration of States of Emergency.
- b. Contracts and Obligations.
- c. Control of Restricted Areas.
- d. Liability.
- B. Agreements and Understandings.

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

C. Reports and Records.

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

D. Relief Assistance.

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

Consumer Protection.

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

F. Nondiscrimination.

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

G. Administration and Insurance Claims.

Insurance claims are normally handled on a routine basis by the commercial insurance companies and adjustment agencies. Complaints should be referred to the Oklahoma Insurance Commissioner. Adjusters of private insurance companies are usually dispatched to a disaster area to assist with claim problems.

H. Management of Manpower (Paid and Volunteer).

Manpower, both paid and volunteer, will be managed by the McAlester/Pittsburg County Emergency Management Director.

I. Duplication of Benefits.

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

J. Use of Local Firms.

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

K. Preservation of Historic Properties.

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

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

A. The contents of this plan must be known and understood by those people responsible for its implementation. The McAlester/Pittsburg County EM Director is responsible for briefing staff members and county officials concerning their role in emergency management and the contents of this plan in particular.

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

C. The Policy Group will ensure an annual review of this plan is conducted by all officials involved in its execution. The EM Director will coordinate this review and any plan revision and distribution found necessary.

D. The plan will be tested at least once a year in the form of a simulated emergency exercise in order to provide practical, controlled experience to those emergency managers tasked within the plan.

IX. AUTHORITIES AND REFERENCES.

A. Legal Authority.

1. Federal.

a. Federal Civil Defense Act of 1950, Pub. L. 81- 920 as amended.

- b. Disaster Relief Act of 1974, Pub. L. 93-288 as amended.
- c. Emergency Management and Assistance, 44 U.S. Code 2.1 (Oct. 1, 1980).
- d. Homeland Security Act of 2002, Pub. L. 107-296.

2. State of Oklahoma.

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

Oklahoma Constitution, Art 6 Section 1-6.

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

Pittsburg County Civil Defense /Emergency Management has a program as mandated.

City-County Agreement for a Joint Civil Defense Program between Board of County Commissioners of Pittsburg County and the City of McAlester. This contract is renewed yearly

B. References.

FEMA 20, Publications Catalog.

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

Oklahoma Department of Emergency Management Digest of State Laws.

State of Oklahoma Emergency Operations Plan.

APPENDICES

APPENDIX 1 - Incorporation of National Response Plan

APPENDIX 2 - Definitions

APPENDIX 3 - List of Acronyms





**APPENDIX 1**  
**INCORPORATION OF NATIONAL RESPONSE PLAN**

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) provides the authority for the Federal government to respond to disasters and emergencies in order to provide assistance to save lives and protect public health, safety, and property.

The National Response Plan (NRP) is designed to address the consequences of any disaster or emergency situation in which there is a need for national response assistance. Copies of this plan are maintained at the State Emergency Operations Center and are available on the [www.fema.gov](http://www.fema.gov) website.

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

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

Local jurisdictions and agencies should review the NRP to better understand support that may be provided by federal agencies during an incident.



## APPENDIX 2 DEFINITIONS

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

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

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

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

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

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

EMERGENCY PERIOD: The period of time immediately before, and/or immediately 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 TEAM: Teams of federal personnel formed by the Director, Federal Emergency Management Agency, Region VI, and deployed in a declared major disaster area to assist the federal coordinating officer in carrying out his responsibilities.

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

## **APPENDIX 2 DEFINITIONS (CONT)**

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

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

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

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

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

**OKLAHOMA 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.

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

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

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

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

**APPENDIX 3  
LIST OF ACRONYMS**

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

**APPENDIX 3  
LIST OF ACRONYMS (CONT)**

OMD OKLAHOMA MILITARY DEPARTMENT  
OSA OKLAHOMA STATUTES ANNOTATED  
OSBI OKLAHOMA STATE BUREAU OF INVESTIGATION  
OSC ON-SCENE COORDINATOR  
PIO PUBLIC INFORMATION OFFICER  
RACES RADIO AMATEUR CIVIL EMERGENCY SERVICE  
SAR SEARCH AND RESCUE  
SARA SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT  
SARDA STATE AND REGIONAL DEFENSE AIRLIFT  
SOP STANDARD OPERATION PROCEDURE  
USC UNITED STATES CODE  
USDA UNITED STATES DEPARTMENT OF AGRICULTURE  
USDHS UNITED STATES DEPARTMENT OF HOMELAND SECURITY  
VOAD VOLUNTEER ORGANIZATIONS ACTIVE IN DISASTERS

## EMERGENCY SUPPORT FUNCTION #1 TRANSPORTATION

Primary Agencies: McAlester/Pittsburg County Public Works  
Supporting Agencies: All City/County Departments

### 1 Purpose and Scope

The purpose of ESF 1 is to provide coordination of transportation resources and the identification of emergency transportation routes for the movement of people and materials. Transportation resources may be obtained from public agencies, the private sector, and volunteer resources for the movement of people and materials. These resources shall be coordinated by the McAlester/Pittsburg County Emergency Operations Center (EOC).

### 2 Policies and Agreements

It is the policy of McAlester/Pittsburg County that public transportation authorities and City, County and state departments with transportation resources and support operations are responsible for assessing and restoring transportation systems under their control. Priorities shall be determined and coordinated by the EOC.

### 3 Situation and Assumptions

It is likely that damages to the transportation infrastructure will occur in the event of a disaster. The type and degree of damage will determine the effectiveness and efficiency of the response and recovery efforts. Initial response may be difficult to coordinate but will improve with the gradual clearing of access routes. The demand on the transportation system for response and recovery activities is likely to exceed the capabilities of the County, thus requiring assistance from the State Office of Emergency Management (OEM). All City/County-owned vehicles (not otherwise involved in the emergency response) will be available for use by the EOC.

### 4 Roles and Responsibilities

#### City/County Public Works

- Coordinate the emergency transport of material and equipment.
- Send a representative to the EOC upon request.
- Determine the usable portions of the local street and road network.
- Provide for removal of wreckage and debris to permit vehicle access or movement and temporary repair of lightly damaged roads and bridges.
- Recommend priorities for restoration of local streets, roads, and bridges.

#### Transportation Coordinator

- Notify appropriate agencies of the potential need for emergency transportation and request vehicles as necessary.
- Assign transportation resources.



Arrange for emergency fuel sources.  
Arrange for vehicle maintenance and support.  
Provide record keeping of transportation expenses incurred under emergency conditions.

#### Pittsburg County Sheriff's Office

Provide traffic control and coordinate evacuation, as necessary.

#### School Districts

Coordinate with the Transportation Coordinator to provide District transportation assets in meeting emergency transportation needs.

#### All Other Departments

Provide transportation resources and support, as requested and available.

### 5 Concept of Operations

Transportation resources may be obtained from public agencies, the private sector, and volunteer organizations. State and Federal resources may be available on a short-term basis to augment local capability. These resources shall be requested through the EOC. The Ground Support Unit Leader may designate a Transportation Coordinator during emergency operations. The Ground Support Unit Leader will coordinate and maintain liaison with transportation resources, coordinate with Public Works to determine emergency routes, and assist with other appropriate transportation functions. The Transportation Coordinator may form an ad hoc committee of persons with transportation experience or resources to assist in meeting transportation needs. The Transportation Coordinator would take the lead in coordinating the movement of both people and commodities cooperation with private sector resources. The City/County Public Works Department will provide staff to report to the EOC to coordinate transportation route identification and damage assessment, as necessary. If transportation sources such as buses or vans are obtained, every attempt will be made to obtain drivers that are familiar with those vehicles, e.g., their owners or assigned drivers.

## APPENDIX 1 EVACUATION

### I. PURPOSE.

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

### II. CONCEPT OF OPERATIONS.

#### A. General.

1. When local conditions warrant evacuation, the Emergency Management Director will alert the Sheriff, McAlester Police Department, and/or appropriate police department to warn all residents within the endangered area of the need to evacuate. It is also necessary to establish a system for the acquisition and effective use of available transportation in Pittsburg County during disasters.

2. If a dam breach is imminent or occurring at any of the numerous dams in or affecting Pittsburg County, the Dam Tenders will notify the E911 dispatcher by the quickest means available. The dispatcher will notify the EM Director and all law enforcement and fire departments in the affected areas so that appropriate actions may be taken to protect lives and property. Additionally, the Dam Tenders will notify Lake Rangers to warn boaters, boating facilities, and the affected city officials.

In the event of an emergency, evacuations or sheltering-in-place may be required. The public will be notified in either case through media outlets that serve the area. Specifically, Pittsburg County will notify citizens through Tulsa television stations and McAlester radio. The Emergency Management Director will also notify citizens of the need to evacuate or shelter-in-place via weather radios through a civil emergency message broadcast by the National Weather Service.

If ordered to evacuate, citizens should do so in an orderly, efficient manner along the route(s) identified by local officials. Citizens should also take their Disaster Supply Kit with them. The following Disaster Supply Kit items should be kept in sturdy, water proof, easy to carry containers:

3 to 5-day supply of water, one gallon per person per day

3 to 5-day supply of nonperishable food and non-electric can opener

First aid kit, including a supply of prescription medications and an extra written copy of prescriptions

NOAA weather radio and extra batteries

Cash -- with no power, banks may be closed, checks and credit cards unaccepted and ATMs cannot operate

Photo ID and proof of residency

Bleach/water purification kit

Coolers for food and to store ice

Blanket/sleeping bag for each person

Flashlight and extra batteries

Infant necessities

Pet supplies

Clean up supplies

Toiletries

Camera and film

Copies of other family documents, including insurance papers and birth certificates

The Disaster Supply Kit may also be needed if citizens are ordered to shelter-in-place. Shelter-in-place means citizens should take shelter by remaining in their home, workplace or wherever they are. Citizens may need to shelter in place when: the emergency or chemical leak is of short duration; the danger could quickly overtake them if they were outside; and, when there is not enough time to evacuate. Citizens should take the following five steps when instructed to shelter-in-place:

a. Close and lock all windows and doors. Turn off all heating, cooling and ventilation devices including window and attic fans. Also, close fireplace dampers.

b. Move people and pets indoors immediately and go to the pre-designated shelter location. Underground shelters and basements are best, but if the home or building does not have one, go to the lowest level and choose a small interior room with no windows, such as a closet or bathroom.

c. In the event of severe weather, wear protective clothing to include shoes, winter coats and bicycle helmets. Cover individuals with blankets, pillows or a mattress.

d. Turn on the radio or television in order to hear any Emergency Alert System messages and wait for further instructions. EAS messages may also be broadcast on NOAA weather radios.

e. After the emergency is over, open all doors and windows and go outside until the house or shelter is well ventilated.

Public officials should discuss at public forums the possibility of, and the plan the city, county has in place for, evacuation and shelter-in-place. In addition to safety fairs and other community events, public officials should use other mediums including brochures, fliers and utility bill stuffers to make the public aware of the plan and how they will be notified in the event an evacuation or shelter-in-place order is issued.

The evacuation plan should identify special needs populations within the community that can't evacuate or shelter in place. Arrangements should be made to ensure long term care facilities, disabled citizens at home, prisoners and other special needs people are provided transportation and shelter. All transportation arrangements must include plans for drivers in addition to vehicles.

Recreation areas, hotels, and motels should also be considered for notification, transportation and shelter as necessary.

## B. Considerations.

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

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

### III. TASK ORGANIZATION AND RESPONSIBILITIES.

#### Task Assignments.

#### 1. Emergency Management Director.

a. Decide which areas of the city/county need to be evacuated and advise the Sheriff, McAlester Police Department, or appropriate police department.

b. Advise Red Cross director of the need for shelters and coordinated use of pre-designated shelters.

c. Issue evacuation order through emergency service personnel, and the media.

d. Make press release to the media of the evacuation, area to be evacuated, and shelter(s) to be activated.

e. Coordinate evacuation with other jurisdictions as required.

f. Establish a Disaster Recovery Center as needed.

g. Provide transportation and other resources required to aid evacuation.

h. Request needed assistance from Oklahoma Department of Emergency Management.

#### 2. Transportation Coordinator.

a. Responsible for identifying and assigning emergency transportation to the requesting organizations, or emergency services coordinators, and dispatching these vehicles to work sites or staging areas to provide the emergency transportation as requested.

b. Schedule and manage the use of vehicles provided from all sources along with a qualified driver for the equipment.

c. Establish/coordinate pickup points in the area and advise the emergency management director, sheriff's department, and the PIO who will notify the public.

d. Assist the Emergency Management Director in planning the scheduled evacuation of hospitals and nursing homes in the event of hazards or other threats to these institutions.

e. Assist the Resources Coordinator in the development and maintenance of a current vehicle inventory within the Pittsburg County Resource Management Manual.

- f. Task the Resources Coordinator with vehicle and driver requirements during any emergency.
- g. Provide maintenance service and fuel to all equipment used to support emergency operations.
- h. Keep records of equipment use, man-hours, and associated costs. Provide this data to the Resource Coordinator during and after the disaster.

3. Resources Coordinator.

- a. Ensure that all necessary mutual aid agreements (preferably written) are in place for the acquisition of emergency transportation.
- b. Maintain an updated inventory of public and private vehicles for use by the Transportation Coordinator or other EOC staff to meet emergency needs.
- c. Coordinate vehicle availability for emergency use with government departments and develops other sources of transportation which could be made available from the following agencies/sources:
  - (1) United States Post Office.
  - (2) Church buses.
  - (3) Oklahoma National Guard.
  - (4) School districts.
  - (5) Business and commercial sources.
- d. Recruit qualified volunteers to drive and load vehicles when the organization providing the equipment is unable to furnish operators.

4. Superintendents of Schools.

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

5. City/County/State/Federal Departments & Agencies.

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

6. Local Churches and Business Firms.

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

IV. DIRECTION AND CONTROL.

A. Flooding, Fire or Other Threat.

The emergency management director in the jurisdiction is the overall authority for evacuation efforts. All activities will be coordinated in the activated EOC.

B. Hazardous Materials or Transportation Accidents.

When such an event occurs which may require evacuation, the Emergency Management Director will be notified and the EOC opened to ensure necessary services can be activated. Due to the specialized nature of hazardous materials response, a contingency plan has been developed and included in ESF 10.



EMERGENCY SUPPORT FUNCTION #2  
COMMUNICATIONS

Primary Agencies: McAlester/Pittsburg County Emergency Management,  
Supporting Agencies: All City/County Departments

I. PURPOSE.

This Annex provides information concerning the Pittsburg County Emergency Communications Systems. The procedures outlined in this ESF will be used by Emergency Management officials to manage communications in the event of an emergency.

II. CONCEPT OF OPERATIONS.

General.

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

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

III. TASK ORGANIZATION AND RESPONSIBILITIES.

Task Assignments.

A. Emergency Management Director will:

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

B. Communications Officer will:

1. During non-emergency periods, provide advice and technical assistance to the Emergency Management Director in the planning of emergency communications.
2. During emergency operations, supervise all EOC communications activities.
3. Establish an EOC message center and procedures to manage, record and distribute incoming and outgoing messages.



Radio Operators will:

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

D. Switchboard Operator (if employed) will:

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

E. Law Enforcement Department.

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

IV. DIRECTION AND CONTROL.

- A. The Emergency Management Director, under the direction of the Policy Group, at the city/county level, has overall responsibility for the communication systems needed to operate in an emergency.
- B. The Communications Officer, under the supervision of the Emergency Management Director, is responsible for the activation and operation of all communications systems in the EOC and the associated processing of messages.
- C. Radio officers and operators from other departments, while under the control of their own office and operating their equipment, will be responsible for knowing and implementing the procedures outlined in this Annex as well as their department standard operating procedures (SOPs).
- D. During an emergency, the various code systems used for brevity will be discontinued and normal speech will be used to ensure comprehension during transmission. In addition, local time will be used during transmission and recording of messages.

V. ADMINISTRATION AND LOGISTICS.

A. Communications Protection.

1. Radio.

a. Electromagnetic Pulse (EMP).

(1) One of the effects of a nuclear detonation that is damaging to communications equipment over a wide area is EMP. To avoid EMP, radios will be disconnected from antennas and power sources if a nuclear attack warning is received.

- (2) Portable radios will be utilized as a backup during the initial attack period to assist in maintaining limited communications with field operations and shelters.
- (3) Telephones will be utilized as the primary means of communications until they become inoperable.
- (4) The above procedures will be followed until an ALL CLEAR message is received.

b. Wind Damage.

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

2. Telephone (Common Carrier).

- a. All EOC communications equipment including telephones must have high maintenance priority and should be operational at all times.
- b. The communications officer will ensure that all EOC telephones have been placed on the telephone companies' priority restoration list.

B. Security.

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

C. Training.

1. Each department assigning personnel to the EOC for communications purposes is responsible for assuring that these individuals are familiar with all department communications operating procedures.
2. Additional training for inexperienced and Amateur Radio operators on EOC communications equipment and procedures will be provided by the Communications Officer, as required.



EMERGENCY SUPPORT FUNCTION #3  
PUBLIC WORKS AND ENGINEERING

Primary Agencies: McAlester/Pittsburg County Public Works  
Supporting Agencies: All City/County Departments

I. PURPOSE.

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

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

II. CONCEPT OF OPERATIONS.

General.

City/County Maintenance and/or Public Works Department responsibilities during periods of emergency require them to take necessary actions to prevent damage to public services, facilities and streets, and to restore them to normal operations, if damaged. City/County Maintenance and/or Public Works must also support Emergency Service Departments with actions to control damage and prevent loss of life. Priority of work for City/County Maintenance and/or Public Works during an emergency is the maintenance, or restoration, of water systems, sewage systems, and main transportation routes in that order.

III. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

Most of the departments within the city and county governments have emergency functions related to their normal duties. Maintenance and/or public works departments will establish workable procedures for the maintenance, direction of repair and the restoration of vital functions within the community, including use of personnel and equipment to work on priority tasks. A current inventory of available resources is critical to this planning and prioritization of work. Coordination should also be made with other communities for use of equipment to aid in disaster response.

The Policy Group will approve and coordinate tasks not considered to be within the scope of normal department operations.

Mutual aid agreements should be arranged with neighboring communities and neighboring counties.

CALL OKIE - 1-800-522-6543 system should be used and disseminated to the public for use two working days prior to any digging.

B. Task Organization.

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

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

EMERGENCY SUPPORT FUNCTION #4  
FIREFIGHTING ANNEX

Primary Agencies: All Fire Departments in Pittsburg County  
Supporting Agencies: All City/County Departments

I. PURPOSE.

This annex establishes a sound and effective fire and rescue plan to be used in emergency or disaster situations. The goal of this plan is to ensure a rapid, coordinated response to any emergency to save lives, reduce personal injuries and damage to property. An additional goal is to ensure prompt location and rescue of trapped people in the disaster area and to recover the deceased.

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

II. CONCEPT OF OPERATIONS.

General.

The responsibilities of a Fire Department in disaster situations are basically the same as those they perform daily. Their primary responsibility is to save life followed by fire suppression. In addition, selected fire personnel may be trained in specialized skills such as Emergency Medical Technicians, advanced first aid, and extraction procedures. (See the Appendix to this Annex, for the resources of the Fire Departments within the county and those other fire services that provide mutual aid.)

III. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Fire Department.

1. Fire suppression and operations.
2. Assist in the warning system.
3. Respond to hazardous material accidents/incidents.
4. Assist in radiological protection measures.
5. Enforce fire code and fire prevention program.
6. Assist in search and rescue operations.

B. Mutual Aid Fire Department.

Provide fire units to assist in firefighting and rescue operations when called upon in accordance with existing agreements.

IV. CONTINUITY OF GOVERNMENT.

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

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

EMERGENCY SUPPORT FUNCTION #5  
EMERGENCY MANAGEMENT

Primary Agencies: McAlester/Pittsburg County Emergency Management  
Supporting Agencies: All City/County Departments

I. PURPOSE.

This annex establishes workable procedures for the development, manning, and operation of a control center(s) within Pittsburg County to coordinate government's response to emergency situations. The center(s) will be activated when the threat of loss of life and/or excessive property damage may occur. This applies to both natural and manmade disasters.

II. CONCEPT OF OPERATIONS.

General.

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

III. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

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

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



3. Each department or agency director tasked to serve on the Coordination Group, or his designated replacement, will immediately report to the EOC to direct and coordinate his agency's response to the emergency confronting the community.

4. The Emergency Management Director will maintain and activate the procedures to recall/assemble the EOC staffs.

B. Task Assignments and Responsibility.

1. Policy Group.

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

b. The policy group will exercise all normal powers contained in the State of Oklahoma Emergency Management Act of 2003 and local ordinances and resolutions, in performance of direction and control duties for emergencies confronting the citizens.

c. Control of all crisis operations is vested in the policy group and may be delegated to responsible individuals as stated in this plan, or to an appropriate designee as shift arrangements dictate.

2. Emergency Services Coordination Group.

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

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

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

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

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

(5) Assigns qualified people to EOC staff positions and keeps a current roster of the staff.

(6) Responsible for developing an alert system and for alerting the policy group and the EOC staff of any impending emergency.

(7) Responsible for activating the EOC (after consulting with the policy group if time permits) and recalling the EOC staff.

(8) Supervises the EOC Operations staff and coordinates with the Coordination Group to assure timely aid or assistance is rendered to victims of the emergency.

- (9) Schedules the EOC staff for a two shift, around the clock, operation.
- (10) Arranges for feeding of the staff.
- (11) Updates the alert/staff roster and this Annex at least once each year.
- (12) Holds briefings for the policy group and the coordination group to update their knowledge of the emergency situation.
- (13) Makes provisions for displaying pertinent information, (major events/occurrences, damage survey information, requests for assistance, etc.), in the EOC for the policy group and the coordination group.
- (14) Coordinates with the Policy Group and makes provisions for relocating staff members to an alternate EOC if the primary EOC becomes inoperable.
- (15) Makes provisions for notifying all agencies involved in the emergency situation, (local, state, federal, and the private sector), that operations have been shifted to the Alternate EOC if the primary EOC becomes inoperable.

b. Resources Coordinator.

- (1) Compile an inventory of personnel, equipment, materials and facilities which may be needed in an emergency. This inventory will constitute the City/County Resource Data Book.
- (2) Provide manpower, supplies, material and/or equipment required by other coordinators to provide relief to the emergency situation.
- (3) Ration or establish priority use of critical or scarce resources during any emergency.
- (4) Maintain records of all expenditures for emergency resources obtained and give them to the appropriate official for disposition.
- (5) As developed, uses the equipment typing system in accordance with the NIMS.

3. The EOC Operations Staff.

a. Shall provide technical support and advice to the policy group and coordination group. This staff functions under the supervision of the EM Director.

b. The Operations Staff is composed of the following sections. Each requires an OIC and other support personnel.

- (1) Communications/Message Center.
- (2) Damage Assessment.
- (3) Public Information.

(4) Administration.

(5) Transportation.

(6) Warning/Reporting.

(7) Shelter Mgmt./Evacuation.

#### IV. CONTINUITY OF GOVERNMENT.

During any large-scale emergency, the EOC will become the center for all local government control. It will be from this center that all decisions and direction will emanate to the public concerning the emergency. All emergency communications shall be directed to the EOC. Lines of succession for critical personnel have been established and presented in Section VI, Basic Plan.

#### V. ADMINISTRATION AND LOGISTICS.

##### A. Emergency Operations Centers.

###### 1. Primary EOC.

###### a. Location.

705 EOC Drive  
McAlester, OK 74501

###### b. Facilities in the Pittsburg County EOC.

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

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

(3) An emergency generator is available to provide backup power for operating lights and radios. Fuel to operate the generator for 24 hours or more is supplied by the Pittsburg County Emergency Management.

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

c. Dependent on the type and severity of the situation; the city offices and equipment at the city hall, will be available to support emergency operations.

###### 2. Alternate EOC.

Should the primary EOC become unusable, an alternate EOC will be established at the Pittsburg County Health Department, 1400 College Avenue, McAlester, OK 74501. Communication equipment will be augmented with any that can be brought from the primary EOC. Radio equipped vehicles will augment alternate EOC requirements. Nearby restaurants will need to be used for feeding of EOC staff, or food may be catered in as needed.

3. Incident command post.

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

B. Reports and Records.

The type of emergency dictates the reports required.

1. Initial Disaster Report.

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

2. Events Log.

A record of major events and response actions will be compiled by members of the EOC support staff to provide a history of actions taken. See Appendix 4 Tab B.

3. Other Reports.

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

C. Media.

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

ORGANIZATION ASSIGNMENT ROSTER  
Pittsburg COUNTY

I. POLICY GROUP/COUNTY:    Name                      Phone Number

County Commissioners, Courthouse                      918-423-1338    [bocc@pittsburg.okcounties.org](mailto:bocc@pittsburg.okcounties.org)

District # 1	Charlie Rogers	Shop: 918-297-2933
District # 2	Kevin Smith	Shop: 918-432-5536
District # 3	Ross Selman	Shop: 918-423-1405

Key personnel

Emergency Manager	Kevin Enloe	918-424-9110 <a href="mailto:kenloe@pittsburgcountym.org">kenloe@pittsburgcountym.org</a>
Sheriff	Chris Morris	918-423-5858, 918-424-9201 <a href="mailto:cmorris@pittsburgsheriff.com">cmorris@pittsburgsheriff.com</a>
Rural Fire Coordinator	Luke Underwood	
LEPC Chairperson	Gary Brooks	
E-911 Coordinator	Theresa Kopenheimer	918-423-9305 <a href="mailto:theresa.kopenheimer@cityofmcalester.com">theresa.kopenheimer@cityofmcalester.com</a>
DEQ Environmental Specialist	Jonathan Schulz	918-423-6830 <a href="mailto:jonathon.schulz@deq.ok.gov">jonathon.schulz@deq.ok.gov</a>
OHP Troop D Commander	Derek Griffey	918-423-3636, 580-924-2601 <a href="mailto:derek.griffey@dps.ok.gov">derek.griffey@dps.ok.gov</a>

II. POLICY GROUP/MCALESTER: To be completed as/when applicable.

A.        McAlester City Hall	918-423-9300	
<u>City Manager</u> Dave Andren	©918-318-0544	<a href="mailto:dave.andren@cityofmcalester.com">dave.andren@cityofmcalester.com</a>
Mayor:                                      John Browne	©918-916-2525	<a href="mailto:john.browne@cityofmcalester.com">john.browne@cityofmcalester.com</a>

City Council Members/Wards:

Weldon Smith    W1		<a href="mailto:weldon.smith@cityofmcalester.com">weldon.smith@cityofmcalester.com</a>
Justin Few        W2		<a href="mailto:justin.few@cityofmcalester.com">justin.few@cityofmcalester.com</a>
Cliff House        W3		<a href="mailto:cliff.house@cityofmcalester.com">cliff.house@cityofmcalester.com</a>
Randy Roden     W4		<a href="mailto:randy.roden@cityofmcalester.com">randy.roden@cityofmcalester.com</a>
Billy Boatright   W5		<a href="mailto:billyjack.boatright@cityofmcalester.com">billyjack.boatright@cityofmcalester.com</a>
Kevin Beaty      W6		<a href="mailto:zachformac@gmail.com">zachformac@gmail.com</a>

City Attorney:

John Tyle Hammons		<a href="mailto:JTH@hammonsprice.com">JTH@hammonsprice.com</a>
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Key personnel

Emergency Manager	Kevin Enloe	918-423-5655	©918-424-9110 <a href="mailto:kenloe@pittsburgcountyem.org">kenloe@pittsburgcountyem.org</a>
McAlester Fire Chief	Brett Brewer	918-423-6709	©918-424-1352 <a href="mailto:brett.brewer@cityofmcalester.com">brett.brewer@cityofmcalester.com</a>
McAlester Police Chief	Kevin Hearod	918-423-9304	©918-424-7393 <a href="mailto:kevin.hearod@cityofmcalester.com">kevin.hearod@cityofmcalester.com</a>

III. POLICY GROUP/KREBS: To be completed as/when applicable.

Krebs City Hall: 918-423-6519

Mayor:  
Tommy Ray Walker [REDACTED]

Vice-Mayor:  
David Bailey [REDACTED]

City Council Members/Wards

Ward 1:  
Dan Heathcock [REDACTED]

Ward 2:  
Connie Poole [REDACTED]

Ward 3:  
Jason Wagnon [REDACTED]

Ward 4:  
David Bailey [REDACTED]

IV. POLICY GROUP/HAILEYVILLE: To be completed as/when applicable.

Haileyville City Hall: 918-297-2402

Mayor:  
Catherine Bailey-Morgan [REDACTED] [cityofhaileyvillemayor@yahoo.com](mailto:cityofhaileyvillemayor@yahoo.com)

City Clerk/Treasurer:  
Ryndie Leiss [REDACTED]

Council Members:

Johnny Ray [REDACTED]

Terry Sensibaugh n/a

Debbie Brown n/a

Joe Fisk [REDACTED]

Danny Karr n/a n/a

Ryan Liesf [REDACTED] n/a

Vicki Allen n/a n/a

Norm Lawson n/a n/a

V. POLICY GROUP/HARTSHORNE: To be completed as/when applicable.

Hartshorne City Hall: 918-297-2544

Mayor:

Ashley Faulkner



[mayor@cityofhartshorne.com](mailto:mayor@cityofhartshorne.com)

City Council Members/Wards:

Ward 1:

Paul Marean

Mark Roberts



Ward 2:

Jessica Hackler

James Shaw



Ward 3:

Jerry Earp

Sheryl Baker



Ward 4:

David Spears

Gary Jackson



VI. POLICE GROUP/QUINTON: To be completed as/when applicable.

Quinton City Hall:

918-469-2652

n/a

Mayor:

Carey Gragg



n/a

Vice Mayor:

Karen Vance



n/a

Trustee:

Allen Miller



n/a

Trustee:

Paula Peevy



n/a

Trustee:

Christina Bush



n/a

VII. POLICY GROUP/SAVANNA: To be completed as/when applicable.

Savanna City Hall:

918-548-3332

Mayor:

Coy Holt



Councilman:

Nathan Ivey



Councilman:

Chad Graham



VIII. POLICY GROUP/KIOWA: To be completed as/when applicable.

Kiowa City Hall: 918-432-5621

Mayor: Kari Peterson [REDACTED] [kari@kiowaoklahoma.com](mailto:kari@kiowaoklahoma.com)

Vice Mayor: Kristi Hall [REDACTED] [kristi@kiowaoklahoma.com](mailto:kristi@kiowaoklahoma.com)

Ward 3: Mike Sexton [REDACTED]

Ward 4: Danny Drake [REDACTED]

Ward 5: [REDACTED]

Treasurer: Jeri Ann Hasty [REDACTED] [jeri@kiowaoklahoma.com](mailto:jeri@kiowaoklahoma.com)

Court Clerk: Leighanne Johnston [REDACTED] [leighanne@kiowaoklahoma.com](mailto:leighanne@kiowaoklahoma.com)

IX. POLICY GROUP/CANADIAN: To be completed as/when applicable.

Mayor: LouAnn Dugan [REDACTED] [townofcanadian@cvok.net](mailto:townofcanadian@cvok.net)

Fire Chief: Vess Neil [REDACTED]

City Clerk/Treasurer/Secretary: Paulette Blanks [REDACTED] n/a

X. POLICY GROUP/CARLTON LANDING: To be completed as/when applicable.

Mayor: Joanne Chinnici [REDACTED] [mayor@townofcarltonlanding.org](mailto:mayor@townofcarltonlanding.org)

Administrator: Greg Buckley [REDACTED] [admin@townofcarltonlanding.org](mailto:admin@townofcarltonlanding.org)

XI. COORDINATION GROUP:

Chief of Operations (McAlester/Pitts. Co)

Kevin Enloe (O)918-423-5655 ©918-424-9110 [kenloe@pittsburgcountym.org](mailto:kenloe@pittsburgcountym.org)

Deputy EM/EOC Ops. Staff Coord.

Leonard Baughman (O)918-423-5655 ©918-916-1977 [lbaughman@pittsburgcountym.org](mailto:lbaughman@pittsburgcountym.org)

Deputy EM/EOC Ops

Erin Brogdon (O)918-423-5655 ©918-424-0396 [ebrogdon@pittsburgcountym.org](mailto:ebrogdon@pittsburgcountym.org)

Deputy EM/EOC Ops

Denton Cossey (O)918-423-5655 ©918-429-3161 [dcossey@pittsburgcountym.org](mailto:dcossey@pittsburgcountym.org)



XII. Law Enforcement:

**County, Sheriff**

(O)918-423-5858

Sheriff Chris Morris

[REDACTED]  
(w)918-424-9201

[cmorris@pittsburgsheriff.com](mailto:cmorris@pittsburgsheriff.com)

Undersheriff Frankie McClendon

(w)918-424-9202  
[REDACTED]

[fmclendon@pittsburgsheriff.com](mailto:fmclendon@pittsburgsheriff.com)

**McAlester Police Dept**

918-423-1212

Chief Kevin Hearod

918-423-9304  
[REDACTED]

[kevin.hearod@cityofmcalester.com](mailto:kevin.hearod@cityofmcalester.com)

Asst Chief Darrell Miller

918-423-9304  
[REDACTED]

[darrell.miller@cityofmcalester.com](mailto:darrell.miller@cityofmcalester.com)

**Krebs Police Dept**

918-423-2421  
or 918-423-1212

Chief Dennis Cook

[REDACTED]

[dc\\_kpd@yahoo.com](mailto:dc_kpd@yahoo.com)

**Haileyville Police Dept**

918-297-3521

Chief Brian Mathis

[REDACTED]

[haileyville.pd@yahoo.com](mailto:haileyville.pd@yahoo.com)

Asst Chief OPEN

**Hartshorne Police Dept**

918-297-2544  
or 918-470-2292

Chief Jerry Ford

[REDACTED]

[policechief@cityofhartshorne.com](mailto:policechief@cityofhartshorne.com)

**Quinton Police Dept**

918-469-3777

**Savanna Police Dept**

918-548-3332

Chief Matt Hines

[REDACTED]

[savannapolicechief@windstream.net](mailto:savannapolicechief@windstream.net)

Asst Chief Orrin Gragert

[savannapoliceastchief@windstream.net](mailto:savannapoliceastchief@windstream.net)

**Kiowa Police Dept**

918-432-5564

Chief Jess Wilson

[REDACTED]

[jess@kiowapolice.com](mailto:jess@kiowapolice.com)

XIII. Fire/Rescue Service FD:

**McAlester Fire Dept**

Brett Brewer (O)918-421-4950

©918-424-1352

[brett.brewer@cityofmcalester.com](mailto:brett.brewer@cityofmcalester.com)

Benny Brooks (O)918-421-4950

©918-429-5570

[benny.brooks@cityofmcalester.com](mailto:benny.brooks@cityofmcalester.com)

**Canadian Fire Dept**

Vess Neil

[REDACTED]

James Mefford	[REDACTED]	
<b><u>Blue Fire Dept</u></b>		
Hunter James	[REDACTED]	
<b><u>Elm Point Fire Dept</u></b>		
Dale Mason	[REDACTED]	n/a
Dennis Mason	[REDACTED]	
<b><u>Kiowa Fire Dept</u></b>		
Clifford Sexton	[REDACTED]	n/a
Body Jameson	[REDACTED]	n/a
<b><u>Haywood-Arpelar Fire Dept</u></b>		
Randy Crone	[REDACTED]	
Dale Brown	[REDACTED]	
<b><u>Arrowhead Estates Fire Dept</u></b>		
Junior Crabtree	[REDACTED]	n/a
Frank Weeks	[REDACTED]	
<b><u>Indianola Fire Dept</u></b>		
Richard "RT" Marrow	[REDACTED]	
Michelle Mulliniks	[REDACTED]	
<b><u>Alderson Fire Dept</u></b>		
Jim McCoy	[REDACTED]	
Russell Thurman	[REDACTED]	
<b><u>Sam's Point Fire Dept</u></b>		
Duane Rodgers	[REDACTED]	
<b><u>Crowder Fire Dept</u></b>		
Greg Hubbard	[REDACTED]	
Kelly Burks	[REDACTED]	
<b><u>Ashland Fire Dept</u></b>		
Kenny Weiher	[REDACTED]	
Toby Freas	[REDACTED]	
<b><u>Bugtussle Fire Dept</u></b>		
Lane Verner	[REDACTED]	n/a
Corey Wall	[REDACTED]	
<b><u>Shady Grove Fire Dept</u></b>		
Chris Herrin	[REDACTED]	n/a
Anthony Wesley	[REDACTED]	
<b><u>Tannehill Fire Dept</u></b>		
Rick Compton	[REDACTED]	n/a
Gene Dalmont	[REDACTED]	
<b><u>Highway 9 Fire Dept</u></b>		
Danny Choat	[REDACTED]	
Mike Rhodes	[REDACTED]	
<b><u>Hartshorne Fire Dept</u></b>		
Gerry Barone	[REDACTED]	
n/a	n/a	n/a
<b><u>Blanco Fire Dept</u></b>		
William Johnson	[REDACTED]	
Chris Burchfield	[REDACTED]	
<b><u>Savanna Fire Dept</u></b>		

Jeff Jones	[REDACTED]	
Coy Holt	[REDACTED]	
<b><u>Quinton Fire Dept</u></b>		
Mike West	[REDACTED]	
Scott Daniels	[REDACTED]	
<b><u>Pittsburg Fire Dept</u></b>		
Ty Sullivan	[REDACTED]	n/a
Holly Sweetin	[REDACTED]	
<b><u>Krebs Fire Dept</u></b>		
Jim Cortassa	[REDACTED]	
Leonard Baughman	[REDACTED]	
<b><u>Haileyville Fire Dept</u></b>		
Kevin Mick	[REDACTED]	
Bobby Morrow	[REDACTED]	n/a
<b><u>High Hill Fire Dept</u></b>		
Nina Howry	[REDACTED]	
Mike Riley	[REDACTED]	
<b><u>Canadian Shores Fire Dept</u></b>		
Donald Cathey, Jr	[REDACTED]	
Justin King	[REDACTED]	
<b><u>Union Chappell Fire Dept</u></b>		
Jason Myers	[REDACTED]	
Clayton Rice	[REDACTED]	n/a
<b><u>Russellville Fire Dept</u></b>		
Clayton Potts	[REDACTED]	
Hank Eakle	[REDACTED]	

XIV. Health/Med.Services

Pittsburg County Health Dept

Juli Montgomery	315-422-1877	<a href="mailto:julim@health.ok.gov">julim@health.ok.gov</a>
James Schulz	405-862-6746	<a href="mailto:james.schulz@health.ok.gov">james.schulz@health.ok.gov</a>

County DHS Director

Dr. Deborah Shropshire	(O)918-421-6100	<a href="mailto:deborah.shropshire@okdhs.org">deborah.shropshire@okdhs.org</a>
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McAlester Regional Hospital

James Biter	918-426-1800	<a href="mailto:james_b@mrhcok.com">james_b@mrhcok.com</a>
	(O)918-421-8160	<a href="mailto:Sc102366@mrhcok.com">Sc102366@mrhcok.com</a>

Medical Emergency Response Center (MERC)

Kari Beggs	©405-226-5329 (O)918-912-2465	<a href="mailto:region4.5merc@gmail.com">region4.5merc@gmail.com</a>
Nicole Gregory	©706-570-6845 (O)918-912-2465	<a href="mailto:region4.5merc@gmail.com">region4.5merc@gmail.com</a>

XV. Shelter/Mass Care Service

McAlester Chapter of The American Red Cross

Rene Beezley @918-421-0904

(O)918-423-0481

[rene.beezley@redcross.org](mailto:rene.beezley@redcross.org)

City/County Maintenance Coordinator  
City/County Maintenance Foreman/PW Dept.

XVI. Independent School District Services


(Superintendent(s) & Principal(s) of Schools)

Canadian	Laura Gragg	918-339-2705	<a href="mailto:lgragg@canadian.k12.ok.us">lgragg@canadian.k12.ok.us</a>
	Ross Tucker	[REDACTED]	
	Larry Tucker	[REDACTED]	
	Jennifer Baker	[REDACTED]	
Crowder	Robert Florenzano	[REDACTED]	<a href="mailto:rflorenzano@crowder.k12.ok.us">rflorenzano@crowder.k12.ok.us</a>
	Patrick Dotson	[REDACTED]	
	Anna Killebrew	[REDACTED]	
Frink Chambers	Richard Peckio	918-423-2434	<a href="mailto:rpeckio@frink.k12.ok.us">rpeckio@frink.k12.ok.us</a>
	Odis Trammell	[REDACTED]	
	Scott Burke	[REDACTED]	
	Rachel Bernardi	[REDACTED]	
Haileyville	Roger Hemphill	918-297-2626	<a href="mailto:rhemphill@haileyville.k12.ok.us">rhemphill@haileyville.k12.ok.us</a>
	Brandie Heath	[REDACTED]	
	Margaret Giles	[REDACTED]	
Hartshorne	Jason Lindley	918-297-2534	<a href="mailto:jlindley@hartshorne.k12.ok.us">jlindley@hartshorne.k12.ok.us</a>
	Brandon Hendrix	[REDACTED]	
	Nicole Green	[REDACTED]	
	Deborah Ott	[REDACTED]	
	David Parish	[REDACTED]	
	James Shaw	[REDACTED]	
Haywood	Bud Rattan	918-423-6265	<a href="mailto:prattan@haywood.k12.ok.us">prattan@haywood.k12.ok.us</a>
	Sherri Ridenour	[REDACTED]	
	Jim Mize	[REDACTED]	
Indianola	Anna Peery	918-558-0800	<a href="mailto:anewman@indianola.k12.ok.us">anewman@indianola.k12.ok.us</a>

	Nathan Binam Bobby Powell Tommy Pinkley	[REDACTED]	
Jones Academy	Patrick Moore	918-297-2518 [REDACTED]	<a href="mailto:pmoore@choctawnation.com">pmoore@choctawnation.com</a>
Kiowa	Sam Rhyne	918-432-5631 [REDACTED]	<a href="mailto:srhyne@kiowa.k12.ok.us">srhyne@kiowa.k12.ok.us</a>
	Keith Quaid Wade Daniel	[REDACTED]	
Krebs	Patrick Turner	918-426-4700 [REDACTED]	<a href="mailto:pturner@krebs.k12.ok.us">pturner@krebs.k12.ok.us</a>
	Angela White Ryan Guyer	[REDACTED]	<a href="mailto:awhite@krebs.k12.ok.us">awhite@krebs.k12.ok.us</a> <a href="mailto:rguyer@krebs.k12.ok.us">rguyer@krebs.k12.ok.us</a>
McAlester	Dr. Robert Steeber	918-423-4771 [REDACTED]	<a href="mailto:rsteeber@mcalester.k12.ok.us">rsteeber@mcalester.k12.ok.us</a>
	Paula Meadows KC Buck Lori Few Tracey Sontag William Higgins Kathy Hunt Preston James Jamie Price Caroline Miller Laurie Smith	[REDACTED]	<a href="mailto:pmeadows@mcalester.k12.ok.us">pmeadows@mcalester.k12.ok.us</a> <a href="mailto:kbuck@mcalester.k12.ok.us">kbuck@mcalester.k12.ok.us</a> <a href="mailto:lfew@mcalester.k12.ok.us">lfew@mcalester.k12.ok.us</a> <a href="mailto:tsontag@mcalester.k12.ok.us">tsontag@mcalester.k12.ok.us</a> <a href="mailto:whiggins@mcalester.k12.ok.us">whiggins@mcalester.k12.ok.us</a> <a href="mailto:khunt@mcalester.k12.ok.us">khunt@mcalester.k12.ok.us</a> <a href="mailto:pjames@mcalester.k12.ok.us">pjames@mcalester.k12.ok.us</a> <a href="mailto:jprice@mcalester.k12.ok.us">jprice@mcalester.k12.ok.us</a> <a href="mailto:cmiller@mcalester.k12.ok.us">cmiller@mcalester.k12.ok.us</a> <a href="mailto:lsmith@mcalester.k12.ok.us">lsmith@mcalester.k12.ok.us</a>
Pittsburg	Chad Graham	918-432-5062 [REDACTED]	<a href="mailto:cgraham@pittsburg.k12.ok.us">cgraham@pittsburg.k12.ok.us</a>
	Liz Hall Lance Hess	[REDACTED]	
Quinton	Robert Florenzano	918-469-3100 [REDACTED]	<a href="mailto:rflorenzano@quintonschools.com">rflorenzano@quintonschools.com</a>
	Dane Lemmons Rosalinda McClary	[REDACTED]	
Savanna	Adam Newman Angie Wilson Dasha Spence	918-548-3777 [REDACTED]	<a href="mailto:anewman@savanna.k12.ok.us">anewman@savanna.k12.ok.us</a>
Tannehill	Jonathan Booth	918-634-1883 [REDACTED]	<a href="mailto:jbooth@tannehill.k12.ok.us">jbooth@tannehill.k12.ok.us</a>

	Molly Painter Brenda Deatherage		
Kiamichi VoTech	Raymond Wilson Brad Kellog Kaci Cantrell		<a href="mailto:rwilson@ktc.edu">rwilson@ktc.edu</a>

XVII. Floodplain Administrators

Pittsburg County	Tawanna Cathey	918-423-4726
		

XVIII. Public Utility Services: (Representatives from each utility)

ELECTRIC: Name of Company, Address, Phone Numbers

PSO

Johathan Wynn	918-426-7922,	Cell-918-318-7556	<a href="mailto:jwynn@aep.com">jwynn@aep.com</a>
Clint Mahan	918-426-7956,	Cell-918-953-9241	<a href="mailto:cmmahan@aep.com">cmmahan@aep.com</a>
Randy Six	918-758-2323,	Cell-918-759-8632	<a href="mailto:rlsix@aep.com">rlsix@aep.com</a>

Kiamichi Electric

Michelle Warmuth	918-465-2338 ext 5627 ©918-465-6443	<a href="mailto:mwarmuth@kiamichielectric.org">mwarmuth@kiamichielectric.org</a>
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NATURAL GAS: Name of Company, Address, Phone Numbers

Center Point Energy	866-275-5265
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TELEPHONE: Name of Company, Address, Phone Numbers

AT&T	1-800-288-2020
------	----------------

XIX. EOC DIRECTION AND CONTROL STAFF:

Communications/Message Center	918-423-5655	<a href="mailto:kenloe@pittsburgcountym.org">kenloe@pittsburgcountym.org</a> <a href="mailto:lbaughman@pittsburgcountym.org">lbaughman@pittsburgcountym.org</a> <a href="mailto:ebrogdon@pittsburgcountym.org">ebrogdon@pittsburgcountym.org</a> <a href="mailto:dcossey@pittsburgcountym.org">dcossey@pittsburgcountym.org</a>
Damage Assessment	918-423-5655	<a href="mailto:kenloe@pittsburgcountym.org">kenloe@pittsburgcountym.org</a> <a href="mailto:lbaughman@pittsburgcountym.org">lbaughman@pittsburgcountym.org</a>
Public Information Lois Lupardus	©918-429-2273	<a href="mailto:lilannie572002@yahoo.com">lilannie572002@yahoo.com</a>
Warning/Reporting Section	918-423-5655	<a href="mailto:kenloe@pittsburgcountym.org">kenloe@pittsburgcountym.org</a> <a href="mailto:lbaughman@pittsburgcountym.org">lbaughman@pittsburgcountym.org</a> <a href="mailto:ebrogdon@pittsburgcountym.org">ebrogdon@pittsburgcountym.org</a> <a href="mailto:dcossey@pittsburgcountym.org">dcossey@pittsburgcountym.org</a>

Shelter/Evacuation Section 918-423-5655

[kenloe@pittsburgcountym.org](mailto:kenloe@pittsburgcountym.org)  
[lbaughman@pittsburgcountym.org](mailto:lbaughman@pittsburgcountym.org)  
[ebrogdon@pittsburgcountym.org](mailto:ebrogdon@pittsburgcountym.org)  
[dcossey@pittsburgcountym.org](mailto:dcossey@pittsburgcountym.org)

Administration 918-423-5655  
[emergencymanagement@pittsburgcountym.org](mailto:emergencymanagement@pittsburgcountym.org)

[kenloe@pittsburgcountym.org](mailto:kenloe@pittsburgcountym.org)  
[lbaughman@pittsburgcountym.org](mailto:lbaughman@pittsburgcountym.org)  
[ebrogdon@pittsburgcountym.org](mailto:ebrogdon@pittsburgcountym.org)  
[dcossey@pittsburgcountym.org](mailto:dcossey@pittsburgcountym.org)

Transportation 918-423-5655  
[emergencymanagement@pittsburgcountym.org](mailto:emergencymanagement@pittsburgcountym.org)

[kenloe@pittsburgcountym.org](mailto:kenloe@pittsburgcountym.org)  
[lbaughman@pittsburgcountym.org](mailto:lbaughman@pittsburgcountym.org)  
[ebrogdon@pittsburgcountym.org](mailto:ebrogdon@pittsburgcountym.org)  
[dcossey@pittsburgcountym.org](mailto:dcossey@pittsburgcountym.org)

AMERICAN RED CROSS:

Disaster office for Pittsburg County  
Rene Beezley 918-421-0904 918-423-0481

[rene.beezlev@redcross.org](mailto:rene.beezlev@redcross.org)

SALVATION ARMY:

Divisional Headquarters for Oklahoma and Arkansas, 5101 N. Pennsylvania, OK City. PH:  
405-840-0735

MINISTERIAL ALLIANCE:

AMATEUR RADIO OPERATORS/CLUB:

Matt Weeks  
David Weeks  
Jered Weeks  
Bryan Fuller  
Terry Dalpoas



STORM SPOTTERS:

Matt Weeks  
David Weeks  
Jered Weeks  
Bryan Fuller  
Terry Dalpoas



[mweeks@pittsburgcountym.org](mailto:mweeks@pittsburgcountym.org)  
[dweeks@pittsburgcountym.org](mailto:dweeks@pittsburgcountym.org)  
[jweeks@pittsburgcountym.org](mailto:jweeks@pittsburgcountym.org)  
[bfuller@pittsburgcountym.org](mailto:bfuller@pittsburgcountym.org)

PITTSBURG COUNTY WATER DISTRICTS:

Pittsburg Co PWA (Crowder) Vincent Lott  
Pittsburg Water Plant Dale Vanblaricom  
McAAP Anamari Holcomb  
McAAP Robert "Wade" Miller



Krebs Utility	Jonathan Clifton
McAlester PWA	Nick Manning
Kiowa PWS	Dale Vanblaricom
Pittsburg Co. Water Authority	Ryan McCullar
Longtown RW&S Dist. 1	Chris Black
Pittsburg RWD #14	Roy Engleman
Hartshorne	Wesley Miller
Pittsburg RW&SD #15	Brad Odell
Savanna WWP	Coty Dedman
Pittsburg RWD #11	James Terral
Pittsburg Co. RWD #16	Donny Logsdon
Pittsburg RWD #9	Roy Engleman
Pittsburg Co. RWD #7 (Arpelar)	Brad Odell
Pittsburg RWD #6	Jack Pingleton
Indianola RWD #18	Jeremy Ward
Haileyville PWS	Travis Jackson
Adamson RWD #8	Mike Dunagan or Molly
Pittsburg RWD #5	David Clark
Arrowhead State Park	Dustin Murdaugh
Jackie Brannon Corr CTR	Justin Jimmerson
Quinton PWS	Sabrina Smith
Pittsburg Co. RWSG #19	Jimmy Daniels
Narconon-Arrowhead	Bernard Dixon
Oklahoma State Penitentiary	JoAnn Richardson
Pittsburg RWD #20 (Carlton Landing)	Charlie Leeger
Wilburton PWS	Roy Blanks
Wilburton WWT	Marcus Kirk
Management Company	Randy Clark
	Vivian "Tinker" Moody



AGRICULTURAL/ANIMAL SERVICES:

Pittsburg County Animal Shelter:	918-423-7803	
Michelle VanPelt	[REDACTED]	<a href="mailto:pcas1206@yahoo.com">pcas1206@yahoo.com</a>
Pittsburg County OSU Ext Office:	918-423-4120	
David Cantrell	[REDACTED]	<a href="mailto:david.cantrell@okstate.edu">david.cantrell@okstate.edu</a>
City of McAlester Animal Control:	918-423-1212	
City of Krebs Animal Control:	918-423-1212	
City of Hartshorne Animal Control:		
Cathy Bailey	[REDACTED]	<a href="mailto:ceac@cityofhartshorne.com">ceac@cityofhartshorne.com</a>



OTHER VOLUNTEERS:

EMERGENCY SUPPORT FUNCTION #6  
MASS CARE, HOUSING AND HUMAN SERVICES

Primary Agencies: McAlester/Pittsburg County Emergency Management  
Supporting Agencies: All City/County Departments

I. PURPOSE.

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

II. CONCEPT OF OPERATIONS.

General.

A. Primary responsibility for welfare services to disaster victims is assigned to the Pittsburg County Chapter of the American Red Cross (ARC). Welfare services will be provided through the coordinated efforts of the ARC, Department of Human Services (DHS) County Office, and other volunteer groups.

This concept envisions emergency registration, congregate care, clothing distribution, and other assistance to be decentralized into the community requiring support insofar as possible, or from adjacent communities if damage precludes operating in the disaster area.

B. Reliance cannot be placed entirely on any single means for individual protection or shelters. A balanced combination of several methods must be utilized in a comprehensive shelter program. Normally, shelter will be assigned or utilized as follows: Public Schools, Churches, Government Buildings, Colleges/ Universities, and Private Buildings. See local phone books for names, addresses and phone numbers for coordination purposes.

C. In the event it becomes necessary to occupy emergency shelters the primary mode of transportation will be **walking**, supplemented by private vehicle. Transportation from staging area(s) to designated shelters, if needed, will be provided by the Resource Coordinator.

D. The following criteria is recommended to be used when selecting buildings/shelters for public use.

1. For tornado shelter, use basements of concrete construction that have a minimum number of windows.
2. For flood/storm shelter, consider elevation, surrounding topography and structural integrity.
3. For chemical and biological shelter, consider the location of the hazard, the wind direction, the hazard duration, as well as the ability to "seal off" the structure from the outside hazard combined with the structure's internal ventilation system's capability to operate over long periods of time.

### III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

#### Assignment of Responsibilities.

##### 1. Policy Group.

Development of a complete shelter program. This includes an in-place plan for sheltering local residents and emergency shelter plan for displaced persons in the event of natural disaster or technological accident.

b. Shelter activities such as:

- (1) Activating reception centers for registration, lodging, feeding and sheltering of the local population.
- (2) Shelter surveys.
- (3) Marking of shelters.
- (4) Training of shelter managers.
- (5) Providing shelter management kits and certain supplies.

- (6) Providing public information and education.
- (7) Activating and deactivating shelters as needed.
- (8) Providing communications capabilities.

2. County ARC Executive.

- a. Identify buildings suitable for use as lodging/shelters and make arrangements for their use in emergency.
  - b. Ensure all lodging/shelters have appropriate staffing to provide necessary services, including care of unaccompanied children, the aged, and others needing special care.
  - c. Supply shelters with water, food, bedding, clothing, and other supplies as required.
  - d. Refer person(s) in need of medical care to appropriate facilities; obtain transportation if required.
  - e. Register all persons in shelters or Registration Centers.
  - f. Coordinate activities with state and federal agencies as necessary, request assistance from the State of Oklahoma Department of Emergency Management Emergency Operations Center (EOC) when local resources are depleted.
  - g. Maintain communications with other emergency service organizations and operating emergency management EOCs.
  - h. Provide volunteers adequate training for emergency operations.
  - i. Coordinate welfare service planning with Shelter Managers and EOC Shelter/Mass Care Officers.
  - j. Assist in shelter management and control.
  - k. Identify facilities to be used for mass feeding.
  - l. Notify participating agencies of mass feeding locations, when operational.
  - m. Establish procedures to receipt and account for supplies procured.
  - n. Keep all emergency management EOCs informed of welfare service activities.
  - o. See Annex A for Disaster Contact for **Pittsburg** County American Red Cross.
3. Shelter/Mass Care Coordinator.

- a. In coordination with the American Red Cross Executive (coordinator may be the ARC executive), the DHS County Director, and/or the Salvation Army Representative, is responsible for organizing, establishing, directing and monitoring the reception activities for processing the local population prior to and during a crisis.
- b. Organize and operate lodging and feeding facilities.
- c. Supervise operations of emergency shelters, when necessary.
- d. Assist American Red Cross in operating emergency shelters in the event of natural disasters or nuclear incidents requiring evacuation of homes.
- e. Coordinate requirements for volunteers, supplies, materials and financial assistance with Resource Coordinator, ARC and the DHS County Director.
- f. Assist the ARC Chapter Executive in developing emergency welfare plans for his community.
- g. Identify facilities for lodging/shelter and mass feeding within his community.
- h. Coordinate emergency welfare activities with ongoing emergency operations and the EOC staff.

4. Superintendent(s) of Schools.

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

5. County DHS Director.

- a. Assist in reception and registration of relocatees/displaced persons, within capabilities.
- b. Assist ARC in staffing and operation of temporary shelters/congregate care facilities in the event of natural disaster or other emergencies requiring evacuation.
- c. Provide individual assistance.
- d. Purchase clothing for disaster victims when authorized.
- e. Provide financial assistance when needed and authorized.

6. Salvation Army.

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

- a. Support shelter operations.
- b. Collect and distribute in-kind donations.
- c. Provide direct aid to disaster victims through case management programs.
- d. Provide liaison to the county EOC.
- e. Organize and provide food services through fixed sites and mobile units.
- f. Support disaster communications via amateur radio.

7. Oklahoma Volunteer Disaster Response Organizations can respond with:

- a. Food.
- b. Clothing.
- c. Shelter.
- d. Equipment and goods.
- e. Communications.
- f. Cleanup and reconstruction assistance.
- g. Damage assessment assistance.
- h. Transportation.
- i. Notification.
- j. Counseling.
- k. Follow-up care after the emergency.
- l. Advocacy for victims. (To assure that existing services and help are available to all who need them and qualify.)

#### IV. DIRECTION AND CONTROL.

##### Emergency Shelters.

Local residents will be sheltered as directed by county officials.

#### V. ADMINISTRATION AND LOGISTICS.

A. Shelter Management.

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

B. Communications.

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

EMERGENCY SUPPORT FUNCTION #7  
RESOURCES SUPPORT

Primary Agencies: McAlester/Pittsburg County Emergency Management  
Supporting Agencies: All City/County Departments

I. PURPOSE.

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

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

II. CONCEPT OF OPERATIONS.



General.

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

III. TASK ORGANIZATION AND RESPONSIBILITIES.

During any emergency, local government will coordinate essential resources to be used to restore essential services and aid disaster victims. The aim of this Resources Management Annex is to utilize available resources and trained personnel to carry out each required task effectively. One of the day-to-day functions of Emergency Management Director is to ensure that planning, identification and training of all resources is accomplished prior to any emergency. Among the many resources needed during an emergency are the following:

A. Heavy Equipment.

1. Machinery for clearing debris.
2. Bulldozers.
3. Backhoes.
4. Draglines.
5. Cranes.

B. Specialized Equipment.

1. Chain saws.
2. Firefighting equipment.
3. Water pumps.
4. Rescue equipment.
5. Generators.

6. Portable Toilets.

C. Temporary Shelters.

1. American Red Cross Shelters.

2. Hotels and motels.
3. Public facilities.
  - a. Schools, colleges and universities.
  - b. Parks and recreation buildings.
  - c. Other government buildings.
4. Private facilities.
  - a. Churches.
  - b. Clubs and resorts.
  - c. Office buildings.
  - d. Stores.

#### IV. DIRECTION AND CONTROL.

The Resource Coordinator, under the direction of the Emergency Management Director, will be responsible for the acquisition, distribution, management, and coordination of resources and supplies. The Resources Management Manual(s) will be used to identify and list available sources from which needed resources can be obtained during emergencies. The Resource Coordinator will develop and maintain the Resources Management Manual for use during times of crisis. Routine checks of supplies and equipment availability will be made to ensure the manual is accurate.

#### V. ADMINISTRATION AND LOGISTICS.

##### A. Communications.

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

##### B. Resources.

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

##### C. Records.

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



**\*EMERGENCY SUPPORT FUNCTION #8  
PUBLIC HEALTH AND MEDICAL SERVICES**

Primary Agencies: Pittsburg County Health Department  
Supporting Agencies: All City/County Departments

**I. PURPOSE.**

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

**II. CONCEPT OF OPERATIONS.**

General.

A. Emergency medical and public health service will be an extension of normal duties. Health/medical care will be adjusted to the size and type of disaster.

B. One of the primary concerns of public health officials is disease control. This involves the detection and control of disease-causing agents, maintaining a source of pure water, and continuation of waste water disposal under disaster conditions.

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

### III. TASK ORGANIZATION AND RESPONSIBILITIES.

#### A. Organization.

1. The Pittsburg County emergency health and medical organizational structure will remain as it currently exists. Each medical organization will operate as part of the county wide organization, rendering and receiving support and assistance in accordance with existing mutual aid agreements. The Pittsburg County Health & Medical Coordinator **who must be selected by the County Leadership** will act to coordinate the actions of medical personnel/facilities with each other and with other sources of medical aid.

#### 2. Supporting Organizations.

a. County Health Department.

b. Area hospitals.

c. Medical clinics.

d. Medical, dental, veterinarian, nursing and medical technical personnel residing in the county.

e. Pharmacies.

g. Funeral homes.

h. Red Cross personnel and other resources.

i. State agencies as required.

j. Companies which own and service Portable Toilets.

#### B. Task Assignment and Responsibilities.

1. County Health Coordinator is responsible for:

a. Developing agreements and cooperation between:

(1) County medical society, nursing association and other professional groups.

(2) All hospitals, clinics, and other medical related facilities.

(3) Red Cross and other related organizations.

b. Planning and coordinating emergency medical services to include:

- c. Care of sick and injured.
- d. Sorting and evacuation of mass casualties.
- e. Patient transfer between facilities and their transportation.

(4) Responsible for providing medical, transportation, and other related support to handicapped and elderly persons during emergencies.

a. Plan and supervise health services to include:

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

Assignment of doctors and nurses to larger shelters in coordination with the Emergency Management Director responsible for the shelters.

e. Coordinate with pharmacist and distributors of pharmaceuticals on the protection, movement, and distribution of critical medical supplies.

f. Develop a system to assemble medical personnel and equipment needed in an emergency.

2. Each City's Medical Coordinator acting on behalf of the County Health Coordinator is responsible for coordinating all medical and health service activities within the city. These responsibilities include those listed in paragraph IV, 1 above. He will inform the County Medical officer of all actions taken to ensure complete coordination of medical relief efforts.

a. He will also coordinate all support requirements, such as transportation or communication, with the EOC staff to ensure prompt support of medical requirements.

b. He will maintain current personnel rosters, facility lists and material location needed in emergencies to meet medical needs. A copy will be maintained in each city's Resource Data Book and another will be provided to the County Health Coordinator for information and reference.

#### IV. DIRECTION AND CONTROL.

The Pittsburg County Health Coordinator is responsible for the direction and control of all public health activities. Within each community, the Health and Medical Coordinator will coordinate all public health activities and those of the private sector and keep the County Health Coordinator informed.

#### V. CONTINUITY OF GOVERNMENT.

A. Lines of Succession.

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

B. Indispensable Operating Records.

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

VI. ADMINISTRATION AND LOGISTICS.

A. Health Statistics.

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

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

B. Testing and Inspections.

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

EMERGENCY SUPPORT FUNCTION #9  
URBAN SEARCH AND RESCUE

Primary Agencies: City/County Law Enforcement  
Supporting Agencies: All City/County Departments

1 Purpose and Scope

Provides for the effective utilization of search and rescue (SAR) resources and for the control and coordination of various types of SAR operations involving persons in distress as the result of a major emergency or disaster. This ESF addresses wilderness (remote areas) and urban (city buildings) SAR and includes SAR on the ground, from the air, or in the water. Planning for every conceivable SAR situation is beyond the scope of this ESF.

2 Policies and Agreements

The Pittsburg County Sheriff's Office (PCSO) or appropriate law enforcement agency is responsible for searching for persons lost in remote areas, and the Pittsburg County Emergency Management is responsible for urban rescue, e.g., building collapse due to natural disasters and for Technical Rescue operations. It is the policy of Pittsburg County that Technical Rescue operations be a team effort of law enforcement, fire services, volunteers, other governmental agencies, and the private sector.



The Pittsburg County Search and Rescue Team can be deployed through McAlester/Pittsburg County Emergency Management. The Pittsburg County Search and Rescue Team will work with the incident commander but direction and control of that team remains with Pittsburg County Emergency Management.

The McAlester Technical Rescue Team can be deployed through the McAlester Fire Department. This team will work with the Incident Commander, but direction and control of that team remains with McAlester Fire Department.

The Pittsburg County Water Rescue Team can be deployed through McAlester/Pittsburg County Emergency Management. This team will work with the incident commander, but direction and control of that team remains with McAlester/Pittsburg County Emergency Management.

Pittsburg County Emergency Management has a drone that may be deployed through Pittsburg County Emergency Management. Direction and Control remains with the Drone Pilot and Pittsburg County Emergency Management.

### 3 Situation and Assumptions

Technical rescue operations, or water rescue, will be a team effort of law enforcement, fire service, trained SAR personnel, and other agencies as appropriate under the Incident Command of the appropriate response agency. People will become lost, injured, or killed while outdoors, requiring SAR activities. An emergency or disaster can cause buildings to collapse or leave people stranded due to rising water, threatening lives and requiring prompt SAR or medical care.

### 4 Roles and Responsibilities

Sheriff's Office/Appropriate law enforcement agency and Pittsburg County Emergency Management working in Unified Command

1. Provide direction to SAR operations in cooperation with Emergency Management and be responsible for SAR operations.
2. Identify the emergency needs for equipment and supplies and ensure that they are available in convenient locations.
3. Maintain a list of SAR personnel.
4. Inform Emergency Management of needed resources to be requested from the State Office of Emergency Management (OEM).
5. Provide manpower for SAR activities under the direction and control of the Sheriff's Office or appropriate law enforcement agency and Pittsburg County Emergency Management working in Unified Command
6. Train and prepares for SAR activities.
7. Track and verify information for volunteers involved in SAR.

### Emergency Management/EOC

1. Secure SAR mission numbers from the State OEM upon request from the SAR Coordinator.

2. Maintain SAR mission and training records, and forward appropriate records reimbursement requests and claims to the State OEM.
3. Support SAR operations with resource coordination and activation of the McAlester/Pittsburg County Emergency Operations Center (EOC), if required by the scope of the event.

#### Public Works

1. Provide heavy equipment to support rescue operations.
2. Assist with traffic and crowd control.

#### Fire Departments

Conduct rescue operations commensurate with the availability of equipment and the degree of specialized training, to include:

1. Extricating trapped persons
2. Accomplish other tasks commensurate with the situation and capabilities
3. Provide Incident Command for Technical Rescue operations.

#### 5 Concept of Operations

##### Sheriff's Office/McAlester/Pittsburg County Emergency Management

Assist in recruiting and training volunteers in SAR skills. Appoint an SAR Coordinator who will control SAR Field Operations and serve as advisor to local SAR units. Assesses equipment and training needs. Maintain and distribute call-out list. Maintain emergency operating procedures. Maintain personnel and equipment resource lists. Maintain procedures for implementing SAR plan. Ensure that equipment is in proper working order and response personnel attain and retain proper certification to meet State and local requirements.

##### Emergency Management

Maintain an operational EOC and EOC emergency operating procedures. Maintain an SAR personnel list. Promote survival and emergency preparedness education programs in consultation with local officials, volunteers, and civic service organizations to help minimize SAR incidents.

##### SAR Coordinator

Report to an incident site and take control of field operations or set up an Incident Command Post (ICP), as appropriate. Notify appropriate SAR units of activation. May request Emergency Management to assist with this function. Request additional resources, as needed. Resource requests should be made through the normal emergency management channels. Maintain a log of SAR activities during the mission. Air support or reconnaissance may be requested through the State OEM to assist the ground teams, as needed.



EMERGENCY SUPPORT FUNCTION #10  
OIL & HAZARDOUS MATERIALS RESPONSE

Primary Agencies: McAlester/Pittsburg County Emergency Management, Pittsburg County Fire  
Departments

Supporting Agencies: All City/County Departments

I. PURPOSE.

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

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

II. CONCEPT OF OPERATIONS.

General.

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

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

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

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

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

D. To the extent possible, operations should be:

1. Upwind
2. Uphill
3. Upstream

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

### III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

#### A. Organization.

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

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

a. Incident Commander.

- b. EOC activation.
  - c. Staging area.
  - d. Decontamination site.
3. In any case, an incident report should be submitted to the Oklahoma Department of Emergency Management.

B. Task assignment and responsibility.

1. Incident Command System (ICS).

a. Incident Commander.

The Incident Commander will initially be the senior first responder present at the scene. As (or/if) the incident progresses and more experienced and trained personnel arrive on site, command may be relinquished to a more experienced person. This will normally be the senior fire service officer, on-site, from the local municipal fire department, or if the incident/accident is outside corporate limits, from the closest municipal department. (THE EXCEPTION TO THIS WILL BE; WHEN THE ACCIDENT SITE IS OUTSIDE CORPORATE LIMITS ON A ROADWAY, RAILROAD, OR PUBLIC PROPERTY, THE INCIDENT COMMANDER WILL NORMALLY BE THE SENIOR OKLAHOMA HIGHWAY PATROL (OHP) OFFICER PRESENT.)

Incident Commander Responsibilities are:

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

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

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

Provide technical assistance as required.

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

- a. Coordinate state support as requested by on-scene responders or local EM director.
- b. Notifies appropriate state and federal agencies as required.
- 4. National Response Center. 1-800-424-8802
- a. Notifies all appropriate federal authorities.
- b. Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders.

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

- a. CHEMTREC is a public service of the Chemical Manufacturers Association and provides immediate advice for those at the scene of emergencies, then promptly contacts the shipper/generator of the hazardous materials involved for more detailed assistance and appropriate follow-up.
- b. CHEMTREC operates 24 hours a day, seven days a week. Every effort should be made to keep a phone line open so that the shipper/generator can make contact with the on-scene leaders to provide guidance and assistance.
- c. CHEMTREC provides advice for fixed site as well as transportation emergencies.

**IV. DIRECTION AND CONTROL.**

**A. General.**

Primary direction and control rests with the Incident Commander. Each response agency shall maintain control over their personnel and equipment and shall send a liaison to the command post as required.

**B. Procedure.**

See Appendix 3, this annex for a typical layout for hazardous materials operations.

**V. ADMINISTRATION AND LOGISTICS.**

**A. Records and forms.**

- 1. The Release Notification form for reporting hazardous materials spills/accidents is found in Appendix 1 to this annex.
- 2. Information on the Release Notification form is necessary for responders and may also be important during cleanup and reimbursement procedures.

**B. Resources.**

Agencies with HAZMAT response capabilities and task assignments are responsible for providing and maintaining equipment and supplies necessary for hazardous materials operations.

C. Training.

Local emergency response personnel will attend training as specified in 29 CFR 1910.120(q). The Emergency Management Director may coordinate training. However, each agency is responsible for certifying competency and maintaining training records for their own personnel.

D. Post-incident review.

The county EM Director along with others on the LEPC, should conduct a review of plans and procedures within ten days of an incident. This review should be attended by those who were directly involved in the emergency for purposes of identifying plan deficiencies and recommending changes.

EMERGENCY SUPPORT FUNCTION #11  
AGRICULTURE & NATURAL RESOURCES

Primary Agencies: McAlester/Pittsburg County Emergency Management  
Supporting Agencies: All City/County Departments

I. PURPOSE.

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

II. CONCEPT OF OPERATIONS.

General



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

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

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

### III. TASK ORGANIZATION AND RESPONSIBILITIES.

#### A. Organization

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

#### 2. Supporting Organizations:

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

#### B. Task Assignment and responsibilities

##### 1. Responsibilities of the Animal Care Coordinator:

a. Coordination between county authorities and local animal control and local animal care professionals.

b. Coordination between local animal control, local animal care professionals and State/Federal organizations.

c. Coordinate county animal relief activities including but not limited to sheltering, evacuation procedures, long-term boarding, fostering and adoption.

d. Responsible for coordination and collection of animal rescue and recovery data from local shelters, veterinary clinics and other sources.

2. Each City/town's animal control agency will be the coordinating lead agency for animal rescue activities. They will coordinate with local animal care professionals. They will coordinate volunteer organizations to provide needed services. In the event there is no local animal control agency then local law enforcement personnel will coordinate with local animal care professionals to provide animal care.
3. The Oklahoma Veterinary Medical Association's district directors, or in their absences, alternate district director shall be responsible for coordination of emergency field veterinarians.
4. In the event of a foreign animal disease outbreak, the lead agency will be the Oklahoma Department of Agriculture, Food and Forestry (ODAFF) working in a unified command with USDA APHIS-VS and coordinate all necessary activities

#### IV. DIRECTION AND CONTROL.

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

#### V. CONTINUITY OF GOVERNMENT.

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

#### VI. ADMINISTRATION AND LOGISTICS.

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

#### VIII. PLAN DEVELOPMENT AND MAINTENANCE.

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

## APPENDIX

### APPENDIX 1 – Foreign Animal Disease (FAD)

#### I. PURPOSE AND SCOPE

The objective of the County Foreign Animal Disease (FAD) Support Planning Guide is to provide counties a format to develop their own plan to support the state and federal government in an FAD response.

This support guide assigns specific roles and responsibilities for a response to a FAD and outlines county, state and federal interagency cooperation. This cooperation will be essential to responding rapidly to any threat to a county's livestock and poultry industry.

**The purpose of this Guide is to ensure the County Emergency Operations Plan (EOP) includes response support to an actual or impending FAD outbreak. The Guide is built upon support rather than response because in the case of a FAD, response authorities are held by the Oklahoma Department of Agriculture Food and Forestry (ODAFF) and the county is responsible for support and resources as defined by the U.S. Department of Homeland Security, Target Capabilities List (TCL) # 20, Animal Disease Emergency Support.**

In the case of diseases proven to be zoonotic (causing human and animal disease such as monkey pox, some forms of Avian Influenza, Rift Valley Fever or Q fever to name a few, and many others) these outbreaks fall under the primary jurisdiction of county health departments locally and then Oklahoma Department of Health at the state level. For these instances, Oklahoma Department of Agriculture Food and Forestry (ODAFF) will be a supporting agency as described in the ESF #8 Annex in the State EOP. Similarly, this Guide does not apply to animals that are abandoned or neglected and those injured or killed by natural or technological disasters. Responses to these events are described in Appendix D of the Essential Support Function (ESF) #11 Annex to the State EOP and, depending on the scale of the event, do fall under the jurisdictional authority of ODAFF

#### SITUATION AND PLANNING ASSUMPTIONS

Some FADs may require only a limited response and may be routinely handled by state/federal animal health resources employed by ODAFF and USDA. Other FADs, like Foot and Mouth Disease or Highly Pathogenic Avian Influenza, will most likely totally overwhelm these agencies and their resources and will require the full resources of the emergency management system within the state. This will especially be true if Oklahoma is not the first state affected and the Emergency Management Assistance Compact (EMAC) and National Veterinary Stockpile resources are in short supply nationally. This support guide incorporates the resources of local, state, and federal agencies, and tribal governments as well as private industry represented within our county.

##### A. Local Authorities

In contrast to the initial local emergency response to a fire, flood, or tornado, a FAD response requires an initial rapid and coordinated state level response. Other than the responsibility to minimize the impact on its citizens from a FAD event, no authority to command or manage a FAD response including quarantine of livestock or poultry premises, depopulation of affected or potentially-affected premises and indemnification for taken animals or products exists at the local/county level.

##### State Authorities

The Oklahoma Board of Agriculture and the president of the Oklahoma board of Agriculture and the State Veterinarian, through the five-member Board, has the authority  
**If the Board determines that a FAD exists and represents a substantial and imminent threat to the state's domestic animal population, the governor may declare an emergency for the purposes of allowing the ODAFF to establish emergency restrictions on the movement of people, livestock, machinery and other personal property.**

ODAFF, the Commissioner of the Oklahoma State Veterinarian has the authority to embargo milk, eggs and other animal products that are or may have been exposed to a disease-causing agent

### **C. Federal Authorities**

The US Secretary of Agriculture has broad authorities and discretion for responding to and eliminating an animal disease. In connection with an emergency (not necessarily under a declaration of an Emergency) under which a disease of livestock threatens any segment of agricultural production in the United States, the Secretary may reimburse certain Federal, State, and local response expenses, including operational costs, such as quarantine enforcement, perimeter control, depopulation, carcass disposal, and decontamination.

The USDA Secretary may also declare an Extraordinary Emergency, which allows 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. In many cases, states ask for an Extraordinary Emergency declaration because penalties for violating federal quarantines or other control measures may be stiffer and easier to prosecute than those of the state;

7 CFR, Chapter 109

**Numerous Federal agencies have authorities and responsibilities related to public, animal, and wildlife health, safety, and management as designated in the National Response Framework and delineated in the Federal ESF Annexes. Many of these authorities include significant levels of discretion and may or may not be applied to a FAD response depending on the scope and magnitude of an outbreak.**

If response needs cannot be addressed under USDA or other Federal agency authorities, the President may elect to declare that a major disaster or emergency exists in accordance with the This action can only take place after a declaration of emergency by the Governor., provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) and Pet Act. This action can only take place after a declaration of emergency by the Governor.

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

FAD emergency response operations are intended to bring the disease under control and eliminated as quickly as possible using the following principles: 1) detect the disease quickly; 2) prevent contact between susceptible animals and the disease-causing agent; 3) stop production of the disease-causing agent by infected animals; and 4) increase the disease resistance of susceptible animals. The following activities are used to accomplish control and eradication:

Quarantine affected or suspect premises.

Stop Movement of any animal or commodity shipments deemed to be of high risk for disease spread.

Implement biosecurity measures on the premises to ensure the disease organism will not be moved off the farm through movement of vehicles or people;

Initiate an epidemiological investigation to;

Identify contacts (animals, people, and vehicles) who have recently moved on or off the premises and quarantine additional premises associated by contact

Identify all properties in the appropriate area with susceptible animals and monitor these animals for signs of the disease  
Determine the possible contact between wildlife and infected animals and implement a plan to detect and control the disease  
Establish a control zone and surveillance zone around infected premises which defines the activities to be conducted to detect and control the disease;  
Define permitted movement of products and non-susceptible animals  
Define affected “compartments” within the industry and which other compartments can continue to operate with additional control measures and assessment  
Determine the value of affected herd or flock (appraisal);  
Provide indemnity to producers when state and/or federal funds are available  
Consider all options for depopulation of the affected animals;  
Controlled slaughter  
Humane euthanasia and disposal without spreading the disease  
Clean and disinfect affected premises;  
Initiate the information management plan;  
Prepare to receive vaccine and develop vaccination plan if vaccination becomes a viable control measure (vaccinated animals may still require destruction to regain disease-free status.)

## **Coordination and Control**

### **1. Incident Command**

For any FAD event in Oklahoma a Unified Command between ODAFF and USDA APHIS will be instituted. ODAFF and USDA APHIS will delegate authority to the ODAFF Animal Industry Services (AIS) Incident Management Team (IMT) to manage the response organization on their behalf. An incident command post (ICP) will be established in the most appropriate location to support on scene management of the disease event. After the initial response, a USDA APHIS national IMT may be requested to relieve the initial IMT.

Depending on the scope of the response, the county and state Emergency Operations Center (EOC) may be activated to provide local and state coordination of resources and policies to support the Incident Command Post (ICP).

### **2. Lead Agency**

Because of their statutory authority ODAFF is the lead state agency for an FAD event and directs activities at the local and state level.

### **3. Supporting Agencies**

Supporting state agencies are designated in the ESF #11 Annex to the Oklahoma State EOP.

For small scale FAD events the participation of supporting agencies may be limited at both the state and federal level. For a larger scale event, many supporting agencies may be involved and county emergency management and OEM will be requested to play coordinating roles through activation of the county and state EOC for the non-technical functions of the response.

### **4. Public Information and Reporting**

ODAFF is the lead agency for public information and reporting at the local and state level. For a large-scale FAD event, a Joint Information Center (JIC) will be established with each ICP and at the state and national level. Information management operations at each will correspond to their level within the incident response. JICs will include Public Information Officers from supporting agencies and industry.

## **Initial Detection and Assessment**

Veterinary practitioners in Oklahoma have a responsibility to report any possible FAD event. Also, any member of the agriculture or animal health community might first observe the abnormal situation that indicates a possible FAD. Ideally, this observation will occur soon after the disease is introduced and will be reported to the State Veterinarian or the Oklahoma USDA APHIS VS Area Veterinarian in Charge (AVIC). Together, the State Veterinarian and the USDA/VS AVIC for Oklahoma will dispatch one of their field veterinarians, trained as a Foreign Animal Disease Diagnostician (FADD), to investigate a report of a possible FAD.

The FADD who may be a ODAFF or USDA APHIS employee, will make a field diagnosis and in consultation with the State Veterinarian, the Commissioner of the ODAFF, and the AVIC together, will determine the likelihood of a FAD. Samples will be collected from affected animals and submitted for testing to a federal laboratory with priority based on the field diagnosis and consultation. For all FAD investigations where an outbreak is possible based on the field diagnosis, the premises is quarantined pending laboratory results. If the field diagnosis is consistent with a known FAD, disease control measures such as enhanced biosecurity and review of farm records for animal and animal products, restrictions on vehicles and persons moving on and off the premises may be initiated immediately.

## **Notification, Activation, and Deployment**

For a potential FAD event, notification must be handled discreetly. Rapid response is the key to early control of disease spread but a leak of information about an investigation that becomes a non-event and makes its way to international trading partners may cost the US livestock industries millions of dollars in lost revenues while the false information is sorted out. Presumptive and confirmatory laboratory results may not be available for 1-3 days from the start of the investigation.

In many counties where FAD responses have been exercised, a group of "county trusted agents" (such as the County Sheriff, County Commissioner and/or County Emergency Manager) has been identified who understand the response, have a role in providing support at the local level and who understand the ramifications of the release of a false report. When initial laboratory results are consistent with field diagnosis and indicate the presence of an FAD, ODAFF will call a meeting of the county trusted agents to discuss the dynamics of the situation. At this time, an ICP will be established in the county, staffed by USDA APHIS and ODAFF employees.

## **Resource Allocation**

Depending on the scope of the incident, the county EOC may be activated to support the ICP. Local resources may be requested to help determine the ICP location and to provide personnel and resources to fill out the response organization with tactical and support resources. The kinds of resources requested may range from agricultural outreach specialists to animal handlers, GIS expertise, to excavation equipment and operators to clerks. How and where resources are used on the incident will be determined by the IMT based on the incident objectives.

## Disease Control and Eradication Activities

Measures to control and eradicate the disease will be based on the USDA disease definition and criteria for each disease including infectivity, incubation period, morbidity and mortality, detection and prevention methods. Measures include:

### 1. Quarantine and Restricted Movement

To effectively prevent the spread of the outbreak, use of quarantine and movement controls will be implemented proportionate to the threat. For FMD and other highly-contagious and devastating diseases, not only will the infected and contact premises be placed under quarantine, disease management zones will be established around these premises with only specified activities allowed in each. From infected premises, animal or animal products, people and vehicle movement will be restricted or controlled to prevent disease spread.

### 2. Containment

Strict biosecurity measures will be employed to ensure the organism is not spread by movement.

### 3. Surveillance

Susceptible animals with previous contact or animals within geographic proximity to affected premises will be monitored for early detection and response to disease spread. This includes wildlife species that may have contact with infected animals and potentially become infected with the disease.

### 4. Depopulation and Disposal

Prompt depopulation and disposal of animals is critical to eliminate a source of the disease. Fair and prompt appraisal is required for the depopulation process to continue. For the diseases covered by this plan, disposal of carcasses and other debris generated by control measures from an FAD should be conducted using guidance from the State Veterinarian

The State Veterinarian is responsible for determining the method of carcass disposal based upon the characteristics of each disease. Acceptable methods of large-scale carcass disposal in Oklahoma may include burial, composting, or rendering. It is anticipated that state and federal agencies, in coordination with county technical experts, will identify proper site locations. For more information on carcass disposal, you can request the document: *Carcass disposal options* from ODAFF AEMS (See attachment).

The potential scope of large-scale carcass disposal operations may be grounds for the waiver of existing regulations restricting certain disposal modalities.

Because the scope of disposal operations may greatly exceed that of other events, mutual aid or state resources may have to be requested early in the response to keep up with the workload. For an FAD, disposal operations will require enhanced biosecurity measures to prevent spread of the disease agent by personnel and equipment.

### 5. Cleaning and Disinfection

Contaminated buildings, equipment and materials must be effectively disinfected and decontaminated to eliminate the disease organism. In most cases, the most difficult part of disinfection and decontamination is removal of infectious organic matter. Once the organic matter is cleaned away and disposed of in an appropriate manner, disinfection is simply a matter of using the disinfection process designated by the State Veterinarian.

### 6. Permitted Movement

During a FAD outbreak, movement of feed, animals, their products or by-products in a just-in-time delivery system, such as exists in US agriculture, could be significantly impacted by movement

restrictions. Resumption of Permitted Movement with a thorough Risk Assessment must be a high priority to help ensure business continuity.

#### **IV. TASK ORGANIZATION AND RESPONSIBILITIES**

*County specific, to be added by individual counties.*

Local and/or county government is expected to develop and maintain response plans that include animal issues, both resulting from disasters and due to disease outbreak. ODAFF will facilitate development of response plans that best reflect State and Federal animal health policy.

During an FAD outbreak, there will be varied operations going on throughout the county. The core local/county emergency planning and response activities, usually to include the first 72 hours of a response, include but may not be limited to: site security/traffic control, carcass disposal, and resource identification. Following are county positions and the resources and expertise they may bring:

##### **A. County Emergency Management.**

The County Emergency Management Director is responsible for coordinating local government and private resources in support of a FAD outbreak response under direction of the ODAFF:

Coordinating local resources in support of a FAD outbreak response under direction of the ODAFF;  
Activating the local EOC if required;  
Maintaining contact with the ICP to coordinate requests for local support;  
Keeping affected jurisdictions informed and providing advice in support of response measures;  
Providing liaisons to affected jurisdictions;  
Preparing situation reports for OEM;  
Coordinating local activities with the state agencies in accordance with this plan;  
Coordinating disaster-related public information;  
Coordinating government and private resources including equipment and personnel;  
Coordinating geographical information technology.

##### **County Health**

When dealing with zoonotic diseases the Oklahoma Department of Health, with assistance from local public health, is responsible for ensuring the health of residents involved in a FAD incident.

Local public health personnel's primary responsibilities may include:

Providing guidance for microbial threats that might affect human health;  
Ensuring personal protection measures are appropriate;  
Monitoring of exposed persons;  
Providing assistance with human health issues involving destruction of carcasses.

##### **C. Law Enforcement.**



County Sheriffs may be requested to implement adequate quarantine, movement control, and other support measures in the exposed zone. Security measures will be required throughout the duration of the emergency.

Law enforcement agents may be needed to aid in:

Assisting with perimeter and site security/access and implementation of traffic control for access and movement in the quarantine area and other incident response facilities and locations (ICP, Staging Areas, carcass disposal sites);

Visual inspections of animal transports;

Supporting eradication activities.

#### D. Fire Departments.

Local fire resources may be needed to aid in:

Providing water for disinfection stations;

Providing water for foaming operations in poultry depopulation situations.

Other HASMAT associated response activities.

#### E. Public Works

Local public works departments may provide support for movement control operations by positioning appropriate signage and barriers. Disease eradication measures will require use of heavy equipment. Many environmental issues will be addressed such as the potential for water contamination and location of critical service infrastructures.

#### **Public works personnel may be needed for:**

Providing guidance, equipment and signage for re-routing of traffic in and around the affected area;

Providing equipment and staff to conduct decontamination operations;

Assisting with traffic control needs;

Transporting carcasses, and/or debris;

Providing information on potential sources of outside resources (i.e. contractors, equipment, sources, and so on);

Providing emergency communication.

#### F. Public Information Officer

The County Emergency Managers PIO shall coordinate with the ODAFF PIO and be included in the incident JIC (if established) in a FAD outbreak. It is important that the general public receives a unified message detailing the coordinated measures underway to protect human health, control and eradicate the disease, and safeguard the local and state economy.

#### G. Geographic Information Systems Coordinator

Mapping and tracking limited access areas as well as decontamination and disposal zones will be required. Mapping animal locations and locations of exposed zones and quarantine areas, as well as the surveillance zone, will be a collaborative effort between local and state governments. Although not all

counties have advanced mapping capabilities, those that have them will use them to help expedite response and recovery operations.

#### **County USDA/FSA**

County USDA/FSA may be responsible for:

- Assessing the impacts of the FAD on local agricultural producers and agribusiness;
- Providing leadership and coordination for all USDA emergency programs at the county level;
- Administering local compensation programs to affected producers as authorized by the U.S. Secretary of Agriculture;
- Assisting in the valuation of livestock and poultry and delivery of indemnity payments to producers who have animals depopulated to control the outbreak;
- Assisting in determining locations of premises with susceptible livestock or poultry species and informing producers of control activities.

#### **County USDA/Natural Resources Conservation Service (NRCS)**

County USDA/NRCS May be responsible for:

- Assisting in disposal site selection and coordination with state geologist;
- Providing guidance and response support for conservation structures at or near the disposal site(s);
- Assisting in the production of GIS data layers and map production.

#### **M. County Solid Waste Officer**

County Solid Waste personnel may be needed to:

- Assist in determining carcass disposal methods and options,
- Assist in identifying carcass disposal sites;
- Assist in determining potential water contamination issues;
- Assist in the location of critical service infrastructure.

#### **Oklahoma Cooperative Extension Services (OCES)**

Extension Services may be responsible for:

- Assisting in public education;
- Providing aid to producer in terms of mental health care as well as physical needs during quarantine;
- Serving as a liaison between producers and incident command.
- Conduit to local resources and public education

#### **O. Others**

Local Agri-Business

Location of equipment resources

Local Veterinarians

May be called upon to assist with animal handling, assessment, treatment, immunization, euthanasia, disposal and cleaning and disinfection as well as serving on local SART team

May be called upon to assist in disease information collection, dissemination and prevention.  
Local Clergy

May be called upon to provide counseling services for anyone mentally or emotionally affected by the outbreak

## V. DIRECTION AND CONTROL

Oklahoma counties have an extensive and varied animal industry and as such may be highly vulnerable to an outbreak of a foreign animal disease. Several serious FAD outbreaks have occurred in other states and countries resulting in devastating economic consequences. Control and eradication of these diseases consumes enormous amounts of resources and results in trade and national income loss. While it is impossible to determine the likelihood of such an incident, the devastating potential impact dictates preparedness in preventing and minimizing the effects of a FAD incident.

### 1. PUBLIC SECTOR

Private organizations such as producers, producer organizations, auction markets, slaughtering establishments, and renderers have a significant interest in a response plan of this type because their livelihood may depend upon the outcome. These enterprises will be notified by ODAFF or designees when an animal disease emergency exists. They will be encouraged to actively participate in an emergency response. Their resources and expertise will be indispensable in disease control and eradication efforts.

Many activities involved in responding and recovering from a FAD outbreak will be contracted with private enterprise. Contracted activities may include animal appraisal, euthanasia, disposal and cleaning and disinfection.

A crucial role for professional organizations and businesses will involve communication. It is expected that organizations within the agriculture community will actively seek a role in gathering information from State and Federal authorities, disseminating that information to their members, providing information from members to policy-makers as requested, and providing joint government /industry statements to the media. Professional organizations should have communication rosters and mechanisms in place to accomplish this role. ODAFF will notify other organizations as appropriate. Local stakeholders will play a key role in a FAD response

#### A. Trade Associations

Trade Associations may be called upon to:

Provide product expertise;

Communicate to producers, industry, members of national organizations and the public;

Coordinate messages and media contact;

Facilitate government and producer contact;  
Primary contact for growers and producers;  
Maintain contact lists for notification.

## **B. Voluntary Agencies**

Voluntary Agencies, such as the Salvation Army and American Red Cross may be called upon to:  
Provide temporary accommodations and emergency feeding operations;  
Provide counseling services for anyone mentally or emotionally affected by the outbreak.

## **2. TRIBAL**

The Tribal Chief Executive Officer is generally responsible for the safety and welfare of the members of a tribe. As such this representative should be authorized to work with the state in the emergency planning process to define the critical roles and responsibilities of the tribe.

The Tribal Chief Executive Officer may be responsible for:

Declaring tribal emergencies which can result in the implementation of a tribal response plan or mutual aid agreements;

Coordinating tribal resources, relative to all potential types of response or incidents to prepare for, respond to and recover from incidents in an all-hazards context;

Having powers to suspend tribal laws and ordinances to assist in a response;

Providing leadership and communication with the tribal nation, businesses and other entities to help them cope with the incident response and recovery;

Negotiating mutual aid agreements to enhance resources sharing;

Requesting federal assistance through the state governor or directly from the federal government when tribal resources have been overwhelmed.

## **VIII. RECOVERY**

ODAFF is responsible for the removal of quarantine restrictions and allowing restocking and the resumption of normal business on the affected premise(s). This will occur only after a thorough inspection has deemed the area safe to inhabit. After all depopulation and subsequent cleaning and disinfection of the premises and related equipment, etc., the premises will remain empty for a period of days deemed appropriate by the State Veterinarian in consultation with USDA APHIS based on current scientific information. . Following this fallow period, a sentinel animal (a healthy animal that would be susceptible to the disease) may be placed on the premises for a period of time deemed appropriate by the State Veterinarian in consultation with USDA APHIS. If the sentinel animal does not contract the disease after being exposed to all previously infected areas for that time, the owner may be allowed to repopulate the premises.

## ATTACHMENT

<b>CARCASS DISPOSAL OPTIONS</b>
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### RENDERING

### LANDFILLS

See landfill list enclosed.

### BURIAL

The general carcass burial disposal guidelines follow:

- a.) Burial of dead livestock requires the construction of a pit.
- b.) Do not locate the burial pit closer than one foot (1') vertically above the flood plain, or within two feet (2') of the water table or bedrock.
- c.) Do not locate the burial pit within three hundred feet (300') of wells, waters of the state, neighboring residences, public areas, or property lines.
- d.) After placing the carcass in the trench, cover the carcass with a minimum of two and a half feet (2 ½') of topsoil. Inspect burial sites routinely to ensure that wild animals are not digging and dragging the carcass away.
- e.) Also, refer to the Criminal Code of the Oklahoma Statutes (enclosed).

### INCINERATION

Open-air incineration of carcasses is not allowed, unless the animal died of any contagious or infectious disease. Self-contained, closed incinerators and air curtain incinerators are allowed.

### 5) COMPOSTING

Please note that licensed Concentrated Animal Feeding Operations and Registered Poultry Feeding Operations must receive permission from the Oklahoma Department of Agriculture, Food, and Forestry (ODAFF), Agricultural Environmental Management Services (AEMS) Division (405/522-4659) prior to composting or burial (only exception is if AWMP allows for composting).

## EMERGENCY SUPPORT FUNCTION #12 ENERGY

Primary Agencies: McAlester/Pittsburg County Emergency Management  
Supporting Agencies: All City/County Departments

### 1 Purpose and Scope

The purpose of ESF 12 is to provide guidance for emergency coordination with providers of electric power, water resources, telecommunications, sanitation, natural gas, and petroleum resources to meet the essential needs of Pittsburg County during a major emergency or disaster. Addressing the coordination of energy systems and utilities assessments for damage, supply, demand, and requirements to restore such systems; Assisting Pittsburg County departments and agencies in obtaining fuel for transportation, communications, emergency operations, and other critical functions; and Helping energy suppliers and utilities obtain equipment, specialized labor, and transportation to repair or restore energy systems.

### 2 Policies and Agreements

It is the policy of Pittsburg County that all utilities, whether publicly or privately owned, be prepared to respond to needs caused by an emergency or disaster. McAlester/Pittsburg County Emergency Management may establish liaison with such utility providers to coordinate disaster and emergency needs and services.

### 3 Situation and Assumptions

A severe natural disaster or other significant event can sever energy and utility lifelines; hinder supplies in impacted areas or in areas with supply links to impacted areas; and affect firefighting, transportation, communication, and other lifelines needed for public health and safety. There may be widespread and/or prolonged electric power failure. With no electric power, communications, transportation, health care, business, education, and infrastructure will be greatly impeded. There may be extensive pipeline failure in water, wastewater, and gas utilities. It may take hours, days, weeks, or even months to make repairs. Natural gas lines may break and may erupt in fire. Water pressure may be low, hampering firefighting and impairing sewer system function.

### 4 Roles and Responsibilities

The roles and responsibilities for each department supporting emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

#### Emergency Management

Maintain liaison with local utilities, including the ability to contact them 24 hours-a-day. Coordinate assistance to support local utility and energy providers, as requested.

## Waste and Waste Management, Municipal Utilities, Private Purveyors

- a. Maintain and control water, sewer, and solid waste systems within their jurisdictions.
- b. Perform damage assessment on systems and identify problems or shortfalls in water supply. Report findings to the Emergency Operations Center (EOC).
- c. Regulate water and utility usage in times of shortages, as appropriate, ensuring that priority use is set to meet immediate and essential emergency needs.
- d. Within available means, protect existing water supplies and restore damaged systems.
- e. Identify potential areas for mitigation strategy.
- f. Prepare appropriate disaster assistance forms for submission to appropriate state and federal agencies.

## 5 Concept of Operations

It is expected that public and private utility providers, such as those providing power, water, natural gas, petroleum, sanitation, or communications services, will develop internal organizational procedures to guide operations after a major event. These procedures should facilitate the basic assessment of what happened, what can be done about it, and what is needed. If appropriate, this information should be provided to the Pittsburg County EOC as soon as possible. Contact with utility providers may be established by the EOC to coordinate resources, establish priorities, assess and document damages, and provide information to the public. The EOC may initiate information programs to keep the public informed of utility status and any restrictions.

Utility providers will be invited to send a liaison to the County EOC to facilitate coordination between agencies. Requests for assistance are primarily made by utility providers through existing mutual aid agreements with other providers. The EOC may assist with coordinating outside resources, upon request. Emergency Management may advise public utilities operating in Pittsburg County of any emergency restrictions or operating policies established by County government. Emergency Management may also coordinate with the State OEM.

EMERGENCY SUPPORT FUNCTION #13  
PUBLIC SAFETY & SECURITY

Primary Agencies McAlester/Pittsburg County Law Enforcement  
Supporting Agencies: All City/County Departments

I. PURPOSE.

This annex identifies law enforcement responsibilities, coordination requirements, and management procedures for the protection of life and property during emergencies to include crisis relocation operations.

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

II. CONCEPT OF OPERATIONS.

General.

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

III. TASK ORGANIZATION AND RESPONSIBILITIES.

Task Assignments and Responsibilities.

1. County Sheriff's Dept.
  - a. Coordinate all law enforcement in the county.
  - b. Disseminate warnings throughout the county.
  - c. Coordinate relocation traffic control.
  - d. Coordinate mutual aid agreements.
  - e. Support emergency public safety activities.
  - f. Provide for the security, protection, and relocation of inmates in the County Jail.



2. City/Town Police Departments.

- a. Maintain law and order.
- b. Monitor communications for warnings.
- c. Initiate warning system in the city/town.
- d. Assist Sheriff by disseminating warnings to other communities.
- e. Provide mobile units for warning & evacuation.
- f. Provide security for key facilities to include; financial institutions, markets and one-stop facilities, pharmacies, hospitals (animal hospitals included), liquor stores and taverns, gun and hardware stores.
- g. Provide traffic control during shelter operations or other emergencies.
- h. Provide crowd control as required.
- i. Provide police officers to larger shelters for law enforcement and communications.
- j. Mark expedient emergency shelters.
- k. Provide warning to affected areas when localized flood conditions exists.
- l. Establish mutual aid agreements with cities and towns that are able to assist.
- m. Provide for the security, protection, and relocation of jail inmates.

IV. DIRECTION AND CONTROL.

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

V. ADMINISTRATION AND LOGISTICS.

A. Passes.

1. Experience has proven that there are instances where special passes are needed in a disaster area to control access to those with legitimate reasons for being in the area. Only under extraordinary circumstances will passes be required after a disaster. The decision to require passes will rest with the Policy Group and direction for use of passes will be given through the EOC. Police personnel will issue passes, or direct those seeking admittance to the Police Department to obtain them. Common sense

and discretion must be used in issuing/not issuing passes as over enforcement can severely hamper relief efforts as much as under enforcement.

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

B. Communications.

Law Enforcement communications network information is contained in ESF 2. The Sheriff will operate a base station in the EOC communication center during an emergency.

C. Resources.

A listing of available law enforcement resources are listed in the resource list.

D. Key Facilities.

A list of facilities which may require police protection or increased security, dependent upon the situation, should be maintained by the Sheriff's Office.



EMERGENCY SUPPORT FUNCTION #14  
LONG TERM COMMUNITY RECOVERY

Primary Agencies: McAlester/Pittsburg County Emergency Management  
Supporting Agencies: All City/County Departments

I. PURPOSE.

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

II. CONCEPT OF OPERATIONS.

General.

Disaster intelligence is a tool for action and involves the complete cycle in which information about an event is collected, processed, evaluated, and disseminated to those who need it. This is a key process in caring for the short and long-term disaster needs of the people in the community. Damage assessment, which is an element of disaster intelligence, is an appraisal or determination of the actual effects on human, economic and natural resources resulting from an emergency or disaster. Delayed assessments may cause hardship as well as erode confidence in the ability of the community to react in time of emergency. Although a rapid preliminary assessment is desirable and should be reported to the State EOC as soon as possible, a more accurate assessment should be compiled as soon as weather and other local conditions permit. Trained observers should be used to assess actual damage.

III. TASK ORGANIZATIONS AND RESPONSIBILITIES.

A. General.

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

B. Task Assignment and Responsibility.

1. The Policy Group.

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

2. The Emergency Management Director responsibilities.

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

b. Using information received from the Damage Assessment Officer, advise the Policy Group on resource shortfalls, and coordinate with volunteer groups, surrounding jurisdictions, and the State EOC to obtain additional resources needed by the community.

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

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

3. The County Damage Assessment Officer.

a. It is recommended that the Damage Assessment Officer be located in the EOC and be responsible to the Emergency Management Director for the operation of damage assessment teams and for receiving and compiling all damage reports.

b. Activate the teams to assess damage to public and private property; assign teams to the areas which are to be surveyed; and, coordinate the surveys with other groups.

c. Compile all damage assessment team reports and reports from other sources, such as the American Red Cross. Provide this information to the Emergency Management Director, (See Appendix 1).

d. Assist the Emergency Management Director in establishing the recommended sequence of repairs and priorities for restoration of facilities by the appropriate service organizations.

4. Damage Assessment Teams.

The Damage Assessment teams, each of which should consist of a minimum of three individuals, a team leader/recorder, an observer and a driver, are responsible for particular portions (quarters) of the city or county.

b. Response activities when a disaster occurs are as follows:

(1) Damage Assessment Teams report to EOC for assignment instructions.

(2) Damage Assessment Teams record damage information, plot locations on maps, and take pictures if the situation permits. NOTE: Team members must not interfere with First Responder personnel.

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

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

5. The American Red Cross (ARC).

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

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

IV. ADMINISTRATION AND LOGISTICS.

A. Reports and Records.

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

2. See Appendix 1 for Damage Report Forms.

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

Individual Relief Assistance

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

C. Public Relief Assistance

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



EMERGENCY SUPPORT FUNCTION #15  
EXTERNAL AFFAIRS

Primary Agencies: McAlester/Pittsburg County Emergency Management  
Supporting Agencies: All City/County Departments

I. PURPOSE.

This annex provides procedures for the effective collection, control, and dissemination of emergency public information. Long-term public educational efforts related to hazard awareness are also outlined in this annex.

II. CONCEPT OF OPERATIONS.

General.

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

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

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

III. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Policy Group.

Appoint a public information officer or delegate the authority to appoint a PIO.

B. Public Information Officer (PIO).

1. Maintain public information operating procedures manual.

2. Direct all emergency public information efforts.

3. Designate a public information section within the EOC as the single official point of contact for the media during an emergency.



4. Provide news releases, which have been cleared for release by the proper authorities, for the media.
5. Check all print media for accuracy of reports.
6. Investigate rumors.
7. Check TV and radio broadcast for accuracy of reports.
8. Maintain a recent record of events.

#### IV. DIRECTION AND CONTROL.

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

#### V. PLAN DEVELOPMENT AND MAINTENANCE.

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

#### VI. AUTHORITIES AND REFERENCES.

##### References.

1. Christensen, Larry. Review of Mass Media Campaigns. Boulder, Colorado; Natural Research and Applications Information Center, University of Colorado.
2. Davenport, Sally S. and Penny Waterstone. Hazard Awareness Guidebook. Austin, Texas; Texas Coastal and Marine Council.
3. FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.
4. Regulska, Joanna. Public Awareness Programs for Natural Hazards, Boulder, Colorado, Natural Hazards Research and Applications Information Center, University of Colorado

##### Publications, Pamphlets, Leaflets

REFERENCE: FEMA 20 - PUBLICATIONS CATALOG, for others.

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

FEMA CPG 2-18 State and Local Earthquake Hazards reduction; Implementation of FEMA Funding and Support.

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

Leaflet (L) 111 - Safety Tips for Earthquakes.

## APPENDICES

APPENDIX 1 - News Media Organizations

APPENDIX 2 - Media Access

APPENDIX 1  
NEWS MEDIA ORGANIZATIONS

**KEY EAS RADIO Broadcast Stations:**

Pittsburg County Operational Area

McAlester Radio 918-423-1460, 918-426-1050, 918-426-1053

KNED AM 1150

KTMC AM 1400

FM 105.1

KMCO FM 101.3

**KEY EAS TELEVISION Broadcast Stations:**

McAlester Operational Area

800-550-1459

**CABLE TV:**

Vyve Communications 855-349-8983

**CITY/TOWN PROVIDED BY**

County is covered by satellite TV.

**IS A SYSTEM FOR LOCAL TV OVERRIDE AVAILABLE?**

No

**NEWSPAPERS:**

Name:

Address:

Phone:

McAlester News Capital

500 S 2<sup>nd</sup>, McAlester

918-423-1700

**Television Stations**

Channel 2- Tulsa

918-748-1538

KTUL Ch 8 Tulsa

918-445-9382

KOTV Ch 6 Tulsa

918-732-6000

## APPENDIX 2 MEDIA ACCESS

### I. PURPOSE.

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

### II. CONCEPT OF OPERATIONS.

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

1. Nature of disaster.
2. Location of disaster.
3. Time of disaster.
4. Number of casualties.
- \*5. Identification, age, sex, address of casualties.
- \*6. Nature and severity of injuries.
- \*7. Condition of casualties and where treated.

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

8. Agencies involved in response.
9. Scope of agency involvement.

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

### III. COLLECTION AND DISSEMINATION OF INFORMATION.

The types of information outlined in II.A above shall be collected and disseminated as soon as possible by the appropriate personnel as follows:

A. Incident Commander, or his designated representative, will provide a timely evaluation of the disaster to the Emergency Management Director, to be followed, as appropriate, by additional details as they are available.

B. Public Information Officer will be responsible for collection of information from the Incident Command Post, hospitals, and other sources and agencies. He/she is also responsible for the dissemination of information directly to the news media, for preparation of news releases, and, where appropriate, for making announcements directly to the public via radio and/or television hookups. Under no circumstances should the names of casualties be released before notification of next of kin by appropriate officials.

#### IV. ACCESS FOR NEWS MEDIA REPRESENTATIVES.

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

A. Emergency Management Director, will allow such access as consistent with safety and efficient operation.

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

## Incident Annex # 1 Severe Weather

### PURPOSE

To provide instructions and standard processes for warning, response, and recovery from the effects of a severe storm. This annex addresses pre-storm warning and preparations, response during and immediately after a storm, and general recovery actions. This annex will not address continuing public preparedness education. Pittsburg County strongly encourages business, personal, and family emergency preparedness actions. During and after a storm caused emergency, Pittsburg County emergency response resources will be primarily devoted to immediate life safety actions and the recovery of public infrastructure including roads, streets, and public facilities/utilities. The county's ability to assist in the recovery or preservation of private property or residences is limited to life safety and preventing further damage to public infrastructure. Business and private property owners need to plan ahead of an emergency for such items as sandbags, private property flood protection barriers, emergency power generation, tree trimming and removal, snow removal, and specific hazard insurance (including flood and wind damage coverage and coverage for the contents of residences/businesses).

### PLANNING ASSUMPTIONS

Pittsburg County is most susceptible to severe wind, heavy rain or snow, and ice. The most probable damage is downed trees, blocked roads and driveways, power outages, and localized flooding. Secondary problems will be extended power outages, inability to pump potable water or pump motor fuels, flooding of septic systems, water damage, and resulting mold/mildew health hazards. The most severe consequences result from an extended loss of electrical power. The resulting inability to pump water, operate fuel pumps, operate sewage lift stations and water treatment facilities, and heat residences will immediately and seriously impact business, the elderly, and the very young. Heavy wet snow loads will bring down trees and utility lines, can collapse roofs and other structures, and contribute to ponding or inland flooding.

### CONCEPT OF OPERATIONS

Severe Storm response operations will be carried out in three phases:

- Pre-storm warning and preparation phase
- Storm response operations
- Storm recovery operations

Each phase consists of governmental (public) tasks and tasks for private citizens and businesses. Increased warning time and on-going public preparedness education can reduce the impact of a storm if the public is reasonably prepared.

#### 1. Pre-storm Warning and Preparation Phase

The pre-storm warning phase begins when the storm or other weather event is identified and forecasted to impact Pittsburg County. This phase ends when the storm arrives over the county or the danger has passed. Once the storm and its track is identified other factors need to be addressed such as: storm's arrival. Wind direction and speed. Amount of precipitation forecasted and type (rain, sleet, hail, snow) and recent precipitation totals affecting ground saturation and run-off levels. Forecasted temperatures (probability of freezing). Special circumstances: (extreme cold, potential or

existing flood conditions. The Pre-Storm Phase also includes those actions taken by local government, and other jurisdictions to ensure facilities, equipment, and supplies are checked and ready, response materials are available and prestaged if appropriate.

#### Storm Response Phase

The Storm Response Phase begins when severe weather arrives in Love County and continues until all immediate life safety and public infrastructure issues have been responded to and cleared. This phase may include opening of the County EOC, initial reporting of damage and utility outages, and shelter operations. A formal emergency/disaster declaration may be required then or at a later date.

#### Storm Recovery Phase

The Recovery Phase begins when all new threats to life and property have stopped. Recovery operations will include surveys reports, initial damage reporting for EMD reporting, continued debris removal, utility restoral, and shelter closing. The decision to formally declare an emergency or disaster may be part of this phase.

SUPPORT ANNEXES  
WARNING

I. PURPOSE.

This Annex establishes an effective alert and warning system within **Pittsburg** County capable of disseminating adequate and timely warning to the county officials and public in the event of threatened disaster.

II. SITUATION AND ASSUMPTIONS.

See Section II Basic Plan.

III. CONCEPT OF OPERATION.

General.

Pittsburg County will receive alerts or warnings from the Pittsburg County EOC (primary) or the McAlester/Pittsburg County 911 Center (secondary) dispatcher upon proper notification through the National Attack Warning System (NAWAS).

A. Natural Hazards.

Normally, warning of the threat of severe weather such as tornadoes, severe thunderstorms, flash flooding etc. will be provided by the National Weather Service. They are disseminated by NAWAS, radio, TV, and Weather Service teletype.

B. Weather Warning Procedures.

Upon receipt of notification of approaching severe weather (i.e., tornadoes, thunderstorms, floods, etc.) from the National Weather Service, storm watch personnel, other communities in the county or any other official source, the sheriff/police dispatcher will immediately notify the EM Director. If communications with the EM Director, or those designated as having warning responsibility in Appendix 3, cannot be established, police or fire personnel are authorized to sound the warning devices.

C. Technological Incidents/Hazards.

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

D. National Security.

1. Attack on this nation is a possibility at any time and could be in any form; nuclear, biochemical, or conventional devices. It is likely that an attack would be preceded by a period of international tension that would provide ample time to inform the public. However, should a surprise attack be launched, warning time may be as little as fifteen minutes. The possibility of an accidental missile



launch also exists in which case warning time could approximate that of a surprise attack. NAWAS is the primary attack warning system used to provide initial warning down to the county level of government.

2. Upon receiving an alert/warning at the Pittsburg County Warning Point from the Oklahoma Highway Patrol NAWAS, or alternate Warning Point in Tulsa, the Pittsburg County Sheriff will immediately notify the EM Director. See Appendix 3 for each warning device activation procedures and Appendix 4 for the warning device locations.

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

E. NAWAS and Attack Warning Signals.

1. Severe Weather or Other Peacetime Emergency.

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

2. Attack Warning.

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

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. Task Assignments.

1. Policy Group(s).

a. Responsible for establishment and maintenance of a workable warning system throughout the county, cities and towns.

b. Make decisions on actions to be taken based on the seriousness of the warning received. Delegate this authority to the EM Director when such warnings require immediate decisions to protect life.

2. EM Director.

a. Coordinate warning information with the Policy Group, when time permits, and implement their decision on further dissemination of the warning.

b. Activate the EOC, with concurrence of the Policy Group, and call those persons designated to staff it.

c. Utilize the EAS and Cable TV circuit warning override to broadcast warnings to the public.

d. Educate the public on the meaning of warning signals.

3. County Sheriff.

After receiving the alert/warning (attack, weather, etc.), notify each community in Pittsburg County as shown in Appendix 1, this Annex.

4. Police Departments.

a. Provide mobile units to warn people in areas not covered by fixed warning devices using vehicle warning devices and bullhorns.

5. Fire Departments:

a. Where the Fire Dept. is designated as the warning device control point for the community, duty personnel are responsible for operating the warning devices.

b. Duty personnel will activate the warning devices when:

(1) An attack warning is received.

(2) When directed to do so by the EM Director or deputy EM Director.

(3) A serious hazard exists in the community and immediate warning is needed to protect life or property.

6. Pittsburg County Media Organizations.

a. The media are responsible for disseminating warning information from authorized sources, concerning potential emergency situations or actual disasters, to the public as rapidly as possible.

b. Activation of the Emergency Alert System (EAS) is the responsibility of the broadcast station having this EAS capability during periods of world tension.

c. The media will be requested to print/deliver and/or broadcast Emergency Management warnings and information, designed to provide necessary lifesaving guidance to the public during emergencies or disasters.

V. DIRECTION AND CONTROL.

A. General.

Warning systems may be activated from any level of government by agencies having responsibility to notify the public of imminent danger. At the local level these warnings are channeled through the EM Director, **if time permits**, in order to fix responsibility and ensure control of the warning process.

B. Warning Systems and Use.

1. National Warning System (NAWAS).

a. NAWAS is a protected, full time voice communication system interconnecting the National Warning Center and numerous warning points in each state. Oklahoma has one primary state warning point, two alternate state warning points and 30 secondary warning points. The primary point is at Oklahoma Highway Patrol headquarters in Oklahoma City. Alternates are located in the Oklahoma Department of Emergency Management EOC and the National Guard EOC. The 30 secondary points are located in OHP district headquarters, sheriff/police departments, fire departments and local EOCs throughout the state.

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

c. Warning within the county is the responsibility of county officials. The Oklahoma Highway Patrol Troop responsible for the area including Pittsburg County will notify the primary warning point in Pittsburg County which is the EOC, or the secondary warning point, the 911 Dispatch, by radio or telephone, of attack or accidental launch warning, and of any dangerous or severe weather that may be approaching Pittsburg County.

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

2. National Weather Service (NWS).

Current weather information and watch/warnings are normally received over the NWS teletype circuit. However, NWS will issue weather warnings over the NAWAS line when time is of the essence. NWS will also broadcast weather and attack warning information over their weather broadcast radio network. The VHF weather radio transmitter stations at McAlester, OK (162.475 MHz), and OK City (162.400 MHz) may be monitored with special radios that only receive the continuous weather transmissions.

3. Emergency Alert System (EAS).

a. EAS provides emergency information to the public during time of high world tension and/or actual attack upon this country. These are protected stations that provide emergency radio and TV broadcasts on a volunteer basis. The system may be activated at the federal, state or local level.

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

4. Skywarn (Storm Spotters).

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

5. Warning devices.

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

6. Newspaper Media.

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

VI. ADMINISTRATION AND LOGISTICS.

Warning System Testing and Maintenance.

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

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

VII. PLAN DEVELOPMENT AND MAINTENANCE.

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

WARNING DEVICE DECISION SOP  
For Pittsburg County, OK

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

- A. Activating the warning devices will be done through the authority of the local Emergency Management Director, or his next in the chain of command.
- B. The chain of command is as follows: **(NOTE: Each Emergency Management Director that controls warning devices needs to enter applicable information here.)**

EM Director

Chief of Police, McAlester

- C. If an incident occurs when the EOC is not manned or radio and telephone contact cannot be established in a relatively short period of time with one of the persons on the above list, then the police dispatcher has the authority to activate the storm warning devices.
- D. All information received from the public, OHP, police, commercial radio stations, amateur radio, C.B. radio, weather instruments, or any other source should be passed on to Emergency Management Headquarters and verified before any action is taken. However, the tornado warning will be sounded at the earliest possible time when reports of imminent danger are received from any reliable source.

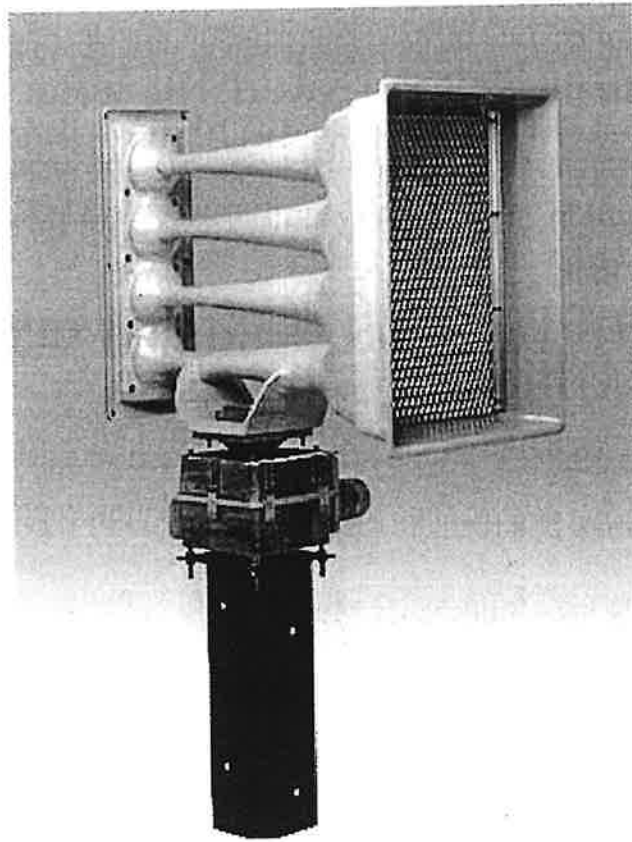
II. ATTACK.

When an alert or warning message is received by the County dispatcher indicating an attack is about to occur, an immediate decision is required to initiate protective measures. The dispatcher must **IMMEDIATELY** sound the attack warning devices. Then the dispatcher should call the Emergency Management Director. However, if the Emergency Management Director is not available, the first person contacted in the following list will make the decision as to what further action (activate the EOC, etc.) to take:

\_\_\_\_\_  
Deputy EM Director

Chief of Police, McAlester

*Pittsburg County*  
**OUTDOOR WARNING SYSTEM GUIDELINES**



*Pittsburg County*  
**EMERGENCY MANAGEMENT**  
**918-423-5655**

## Outdoor Warning System

The outdoor warning system includes sirens that are used to alert residents who are outdoors when a warning is given.

Standardized signals, for outdoor warning devices, have been established by the Federal Emergency Management Agency (FEMA). These standardized signals are used to alert the public and indicate survival actions to be taken in an emergency.

### Attention or Alert Warning Signal

An Attention or Alert Warning signal is a three (3) to five (5) minute steady signal from the sirens. This signal will be used by local government officials to alert the public of a **TORNADO WARNING OR EXCESSIVE WINDS OF MORE THAN 70 MPH FROM AN APPROVED WEATHER STATION OR BY A RECOGNIZED SPOTTER WITH ANEMOMETER.** The Attention or Alert signal shall indicate to all persons to **Turn On Your Radio or Television and listen for essential emergency information.**

## **EMERGENCY ACTIVATION OF OUTDOOR WARNING SYSTEMS FOR SEVERE WEATHER.**

During a severe weather event the sirens will be activated in the event of the following:

1. A confirmed sighting of a tornado, or funnel cloud aloft reported by a trained weather spotter.
  - Pittsburg County uses Emergency Management volunteers, Fire, and law enforcement personnel for storm spotting.
  - A confirmed sighting is defined as a sighting that is observed by Emergency Management Volunteers, Fire and law enforcement personnel.
2. The receipt of a tornado warning, issued by the National Weather Service, indicating that the community is in the direct path of an oncoming tornado.
3. Winds that are 70mph or higher from an approved weather station or by a recognized storm spotter with anemometer.

## **ACTIVATION PROCEDURE**

When a weather event meets the above criteria, the Emergency Operation Center will activate the outdoor warning siren system for the area affected.

- The McAlester Police Department can activate the siren system for the City of McAlester and should be used as backup activation point.
- Many of the sirens that are in outlying communities in Pittsburg County also have the ability to sound their sirens and should be used as a backup.

## **ALL CLEAR PROCEDURES**

In keeping with the policy of the National Weather Service, the issuance of an “all clear” statement Should Not Be Issued By Local Government.

**PITTSBURG COUNTY EMERGENCY MANAGEMENT WILL NOT ISSUE AN ALL CLEAR SIGNAL FROM THE OUTDOOR WARNING SYSTEM.**

**SIREN TESTING WILL BE DONE MONTHLY: ON THE FIRST WEDNESDAY OF THE MONTH, WEATHER/STAFFING (ie:disasters, emergencies, staff being out of office) PERMITTING. (Testing will be done between 10AM and 2PM)**

**\*If weather or staffing prevents testing on this date, it will be rescheduled for the following Wednesday from 10AM to 2PM**

1.



## Siren Contact Info

### Not controlled by Emergency Management

<b>#9 Area</b>	<b>Danny Choat</b>	<b>918-617-0653</b>
<b>Canadian</b>	<b>Vess Neil</b>	<b>918-617-2006</b>
	<b>James Mefford</b>	<b>918-916-9249</b>
<b>Crowder</b>	<b>Gary Brooks</b>	<b>918-421-0800</b>
	<b>Tom Bell</b>	<b>918-424-2339</b>
<b>Canadian Shores</b>	<b>Donald Cathey, Jr</b>	<b>918-424-0457</b>
	<b>Justin King</b>	<b>918-424-1924</b>
<b>Sam's Point</b>	<b>Jeremy Staley</b>	<b>405-606-9931</b>
<b>Hartshorne</b>	<b>Gerry Barone</b>	<b>918-470-7864</b>
<b>Haileyville</b>	<b>Kevin Mick</b>	<b>918-429-8575</b>
<b>Quinton</b>	<b>Mike West</b>	<b>918-839-5146</b>
	<b>Quinton PD</b>	<b>918-469-3777</b>
<b>Kiowa</b>	<b>Patrick Johnson</b>	<b>918-470-9390</b>
<b>Krebs</b>	<b>Larry Partain</b>	<b>918-470-9001</b>
	<b>Leo Baughman</b>	<b>918-429-3158</b>

## MUTUAL AID COMPACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

J. Any jurisdiction rendering aid in another jurisdiction pursuant to the Oklahoma Intrastate Mutual Aid Compact shall be reimbursed by the jurisdiction receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding jurisdiction may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving jurisdiction without charge or cost; and provided

further, that any two or more jurisdictions may enter into supplementary agreements establishing a different allocation of costs among those jurisdictions. Compensation expenses shall not be reimbursable under this section.

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

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

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

## Request for Mutual Aid

From the Jurisdiction of:		Date:		Time:	hrs
To the Jurisdiction of:					

### Part I TO BE COMPLETED BY THE REQUESTING JURISDICTION

Contact Person:	Telephone:	Fax:	Email:
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Mission Assignment:

Resources Needed:

Date Needed:	Time needed:	hrs
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Approximate Date/Time Resources To Be Demobilized:	Date:	hrs
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Staging Area to report to upon arrival:	Location:	Address:
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### Part II TO BE COMPLETED BY THE ASSISTING JURISDICTION

Type of Assistance Available:

Single Resource/Task Force/Team Point of Contact:	Name:	phone	E-mail:
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Date & Time Resources Available From:	Date	hrs	To:	Date	hrs
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### BREAKOUT OF COSTS AS REQUIRED INCLUDING TRAVEL

Air Travel:	Auto Rental/Gas/Mileage:	Personal Vehicle:	Governmental Vehicle Costs:
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Meals/tips:	Lodging:
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Equipment costs:	Commodity costs:
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Other costs: Description	Cost \$
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Total Daily Costs:	
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Total # of Personnel:	# of gas consuming equipment:	# of non-gas consuming equipment:
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Total Personnel costs:

### Part III SIGNATURES FROM REQUESTING AND ASSISTING JURISDICTIONS

Requesting Jurisdiction	Date:	Time:	hrs
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Print - Authorized Representative:	Sign -Authorized Representative:
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Title:	Agency:
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Assisting Jurisdiction	Date:	Time:	hrs
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Print - Authorized Official's Name:	Authorized Official's Signature:
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Title:	Agency:
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## TITLE 63 LOCAL EMERGENCY MANAGEMENT STATE STATUE

§63-683.11. Political subdivisions - Emergency management programs - Emergency management directors - Declaration of local emergency.

A. All incorporated jurisdictions of this state are required to develop an emergency management program in accordance with the Oklahoma Emergency Management Act of 2003. County jurisdictions are required to have a qualified emergency management director as outlined in this section. Incorporated municipalities are required to either have an emergency management director or create an agreement with the county for emergency management services. Each local organization for emergency management shall have a director who shall be appointed by the executive officer or governing body of the political subdivision, who shall report directly to the chief executive officer or chief operating officer and who shall have direct responsibility for the organization, administration, and operation of such local organization for emergency management, subject to the direction and control of such executive officer or governing body. Each local organization for emergency management shall perform emergency management functions within the territorial limits of the political subdivisions within which it is organized, and, in addition, shall conduct such functions outside of such territorial limits as may be required pursuant to this act. Each local emergency management organization shall develop, maintain and revise, as necessary, an emergency operations plan for the jurisdiction. Each plan shall address the emergency management system functions of preparedness, response, recovery and mitigation. Such plan shall be based upon a hazard and risk assessment for the jurisdiction and shall include provisions for evacuation of all or a portion of the jurisdiction based upon such risk in the event any disaster, as defined in Section 683.3 of this title, necessitates the evacuation of its citizens. Every political subdivision shall ensure that there is widespread dissemination of the plan and information to citizens as to how and when such plan is activated and how citizens are to participate in evacuating their communities in the event of a disaster. The plan shall be reviewed annually. Such plan shall be coordinated with the state.

B. Emergency Management Directors (EMD) shall meet the qualifications promulgated by the Oklahoma Department of Emergency Management (OEM). The minimum qualifications include:

1. U.S. citizenship;
2. High school diploma or equivalent;
3. Valid Oklahoma driver license;
4. Social security number;
5. Has not been convicted of a felony in Oklahoma; and
6. Within one (1) year of appointment, the EMD must complete basic emergency management training provided by the OEM.

C. Prior to employment, the employing agency shall obtain a name-based background search by the Oklahoma State Bureau of Investigation to determine if the EMD has been convicted of a felony.

D. Each Emergency Management Director shall be responsible for all aspects of emergency management in their jurisdiction including: conducting a hazard analysis detailing risks and vulnerabilities, annually updating the existing all-hazard Emergency Operations Plan (EOP), conducting and arranging for necessary training of all relevant personnel, conducting annual exercises to evaluate the plan, managing resources, determining shortfalls in equipment, personnel and training, revising the EOP as necessary, establishing and maintaining an office of emergency management, communications, warnings, conducting or supervising damage assessment and other pre-and post-disaster-related duties.



E. Local fire departments, law enforcement and other first response agencies shall notify the Emergency Management Director of all significant events occurring in the jurisdiction. Emergency Management Directors shall promptly report significant events to the Oklahoma Department of Emergency Management.

F. In carrying out the provisions of this act, each political subdivision, in which any disaster as defined in Section 683.3 of this title occurs, shall have the authority to declare a local emergency and the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of the extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law, excepting mandatory constitutional requirements, pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, and the appropriation and expenditure of public funds.

Added by Laws 1967, c. 33, § 11, emerg. eff. Feb. 14, 1967. Amended by Laws 2003, c. 329, § 10, emerg. eff. May 29, 2003; Laws 2006, c. 214, § 1, eff. Nov. 1, 2006.

§63-683.12. Mutual aid arrangements for reciprocal emergency management.

A. The Director of each local organization for emergency management may, in collaboration with other public and private agencies within this state, develop or cause to be developed mutual aid arrangements for reciprocal emergency management aid and assistance in case of disaster too great to be dealt with unassisted. Such arrangements shall be consistent with the state emergency management plan and program, and in time of emergency it shall be the duty of each local organization for emergency management to render assistance in accordance with the provisions of such mutual aid arrangements.

B. The Director of each local organization for emergency management may, subject to the approval of the Governor, enter into mutual aid arrangements with emergency management agencies or organizations in other border states for reciprocal emergency management aid and assistance in case of disaster too great to be dealt with unassisted.

Added by Laws 1967, c. 33, § 12, emerg. eff. Feb. 14, 1967. Amended by Laws 2003, c. 329, § 11, emerg. eff. May 29, 2003.

§63-683.13. Emergency management activities declared as governmental functions - Workers' benefit rights preserved.

A. All functions hereunder and all other activities relating to emergency management are hereby declared to be governmental functions. The provisions of this section shall not affect the right of any person to receive benefits to which the person would otherwise be entitled under this act, or under the workers' compensation law, or under any pension law, nor the right of any such person to receive any benefits or compensation under any Act of Congress. Any municipal fireman or policeman engaged in any emergency management activities, while complying with or attempting to comply with this act or any rule or regulation pursuant thereto, shall be considered as serving in his or her regular line of duty and shall be entitled to all benefits of any applicable pension fund.

B. Any requirement for a license to practice any professional, mechanical, or other skill shall not apply to any authorized emergency management worker from any state rendering mutual aid and who holds a comparable license in that state, who shall practice such professional, mechanical, or other skill during an emergency declared under the provisions of this act, when such professional, mechanical or other skill is exercised in accordance with the provisions of this act.

C. As used in this section, the term "emergency management worker" shall include any full or part-time paid, volunteer, or auxiliary employee of this state, or other states, territories, possession or the District of Columbia, of the federal government, or any neighboring country, or of any political subdivision thereof, or of any agency or organization, performing emergency management services under state supervision, and who has been properly trained in the performance of emergency management functions, at any place in this state subject to the order or control of, or pursuant to a request of, the state government or any political subdivision thereof.

D. Any emergency management worker, as defined in this section, performing emergency management services at any place in this state pursuant to agreements, compacts, or arrangements for mutual aid and assistance, to which the state or a political subdivision thereof is a party, shall possess the same powers, duties, immunities, and privileges the person would ordinarily possess if performing the same duties in the state, province, or political subdivision thereof in which normally employed or rendering services.

Added by Laws 1967, c. 33, § 13, emerg. eff. Feb. 14, 1967. Amended by Laws 2003, c. 329, § 12, emerg. eff. May 29, 2003.



## Incident Annex # 2 Flood

### Concept of Operations

Mitigation is the Counties first flood defense. The Engineering Division within Public Works Department is the lead agency in regulating the National Flood Insurance Program (NFIP) guidelines to include regulating home improvements and new construction to property owners within the flood plain and special flood hazard zones.

### Weather

The National Weather Service (Tulsa Office) will issue Flood Warnings, Watches, and Statements and has authority to broadcast Emergency Alert System (EAS) messages across area radio and television stations upon request by the Emergency Management Director. The EOC will monitor Weather information via internet, cable TV, and The National Weather Service (Tulsa Office).

### Public Information

Dissemination of information will occur through social media, print and broadcast media and cell phone text messaging. Types of Public Information may include: 1. Advance Notice/Warning- For slow developing situations, warning should be given as soon as it clear that evacuation may be required and should address preparedness actions. 2. Evacuation Warning- Immediate notification should be made to affected areas using all means available. 3. Emergency Public Information- During times of elevated awareness (due to forecasted event or season), the Public Information Officer will ensure essential information be disseminated to the media on a timely basis.

### Evacuation

Voluntary evacuation may be recommended for repetitive flood and low-lying areas and will be consensually agreed by the Fire-EMS, Police and Emergency Management Director.

### Shelter

Sudden/unexpected flooding may result in the need to establish an emergency shelter at an established location. The Red Cross may decide that, if the number of evacuees is small, they will shelter at an identified hotel, motel, or other pre-arranged temporary housing.

### Transportation

The majority of emergency transportation will be through personal means. Some individuals may not have sufficient transportation to evacuate and will rely on public transportation. Emergency transportation will be supplemented through Schools, Law Enforcement and transits services.

### Traffic Control

Traffic Control and evacuation points will be coordinated by the Law Enforcement. When possible, two-way traffic will be maintained to allow access of emergency vehicles. All detours, when time permits, will be blocked with law enforcement or traffic control devices provided by Public Works. Law Enforcement will coordinate with wrecker services to remove disabled and abandoned vehicles from evacuation routes.

Definitions:

100 Year Flood Event: This type of event is expected to be equaled or exceeded once on the average during any 100 year period (1% chance of being equaled or exceeded during any year).

**Flash Flood:** A flood which is caused by heavy or excessive rainfall in a short period of time, generally less than 6 hours. Dam, ice or debris jam failures may also cause flash flood conditions.

**Flash Flood Watch:** Issued by the National Weather Service. Conditions are such that flooding may occur but the occurrence is neither certain or imminent.

**Flash Flood Warning:** Issued by the National Weather Service. Conditions are such that flooding is in progress, imminent, or extremely likely.

Incident Annex # 3  
Drought

Counties, through their emergency management organizations, are typically the first line of organized emergency response, including securement of emergency water supplies for cities, water districts and individual users. When water supplies are insufficient to meet human and livestock needs, the affected parties may request assistance from the local emergency management organization. Local governments, in accordance with emergency operations plans and emergency powers granted by Oklahoma Statute 63 (disaster relief programs to political subdivisions), should then initiate and conduct emergency water supply operations to the full extent of their capabilities. Where local resources are insufficient to cope with the situation, additional emergency water supply assistance may be obtained from the state, in accordance with this plan. If both state and local resources are inadequate to cope with the emergency, the Governor will request additional assistance from the federal government. The Governor, under the emergency powers granted by O.S. 63, will direct and control distribution of water supplies under drought emergency conditions. The Director of the Oklahoma Department of Emergency Management is responsible for coordination of the emergency water supply operations of state departments and agencies, and for coordination of emergency water supply assistance from federal or private sources not otherwise addressed in local emergency plans. Local governments requiring emergency water supply assistance from state or major private resources may direct their requests to the ODEM. Under provisions of this plan, departments and agencies of state government having the capability of providing emergency water supply assistance will provide that assistance when directed by the Governor or his authorized representative(s). Due to the limited availability of state water transportation and distribution equipment, requests for State assistance may also be referred to private industry or volunteer groups. The following state agencies possess water transportation capabilities and are assigned responsibility for transportation capabilities and are assigned responsibility for transportation of emergency water supplies:

- a. Department of Agriculture;
- b. Department of Wildlife Conservation;
- c. Department of Agriculture/Forestry Division (non-potable; secondary role);
- d. Department of Transportation;
- e. Military Department; and
- f. Corporation Commission (liaison for commercial truck transport and railroad tank car availability).

Emergency water storage is the responsibility of the requesting local government or political subdivision; maximum use should be made of existing storage facilities. Again, information regarding the availability of commercial water storage resources may be obtained from the ODEM. Treatment of emergency water supplies to ensure suitability for human consumption is the responsibility of the requesting local government or political subdivisions. The Environmental Health Division of the Health Department is responsible for certification of bottled water quality for human consumption. Treatment of emergency water supplies to ensure suitability for livestock use is the responsibility of the requesting livestock producer. The Department of Agriculture provides assistance in certifying that emergency water supplies are suitable for livestock use.

Local governments or political subdivisions requesting emergency water supplies for human use designate suitable arrival/distribution points where the requested water may be delivered and provide security for water transportation equipment/water supply. The local water resources department is responsible for designation of "water points" where emergency water supplies may be obtained for further distribution to requesting local governments or political subdivisions.

Livestock producers should submit requests for emergency water supplies for livestock use to the appropriate county emergency board and county emergency management organization. Those organizations should then initiate an area-wide request for livestock water resources; designate suitable delivery and distribution points where the requested water supply may be delivered; and coordinate security for water transportation equipment and/or supply. Equitable distribution of available livestock water supplies from delivery points to individual producers is the responsibility of the county USDA emergency board with assistance from the county emergency management organization. The local water resources department is responsible for designation of water points where emergency supplies for livestock use may be obtained. In addition to obtaining emergency water supplies, the county emergency management organization may also respond to a wide range of drought-related emergencies, such as:

- a. receiving requests from cities, districts and individual water users for assistance in obtaining, transporting or distributing emergency water supplies;
- b. providing emergency water services through use of county equipment or resources; and
- c. obtaining equipment, supplies or services when not available from the county through private individuals, commercial or industrial firms, or volunteer emergency organizations; the state (through the Oklahoma Department of Emergency Management); or the federal government (through the Oklahoma Department of Emergency Management).

Counties, through their emergency management organization, should assess ongoing drought conditions throughout the country. This assessment, which should focus on the water supply situation, may be accomplished through contact with water users, district representatives of state agencies and county USDA emergency boards. An analysis of the future impact of drought upon water supplies and systems should be provided to the Oklahoma Department of Environmental Quality, Water Resources Board, Corps of Engineers, Department of Emergency Management or other relevant state and federal organizations. This drought impact analysis should be updated frequently and provided to the ODEM and Drought Management Team to enable them to better coordinate the application of available emergency resources to emergency situations as they arise.

Efforts to obtain a county drought emergency declaration -- which provides the basis for state executive branch requests to the Federal Emergency Management Agency, U.S. Secretary of Agriculture and other government agencies (such as the Corps of Engineers and Military Department, etc.) -- are initiated by the county commissioners who request, by letter, that the Governor declare a "drought emergency" in their county "due to severe and continuing drought" conditions. This letter should also ask the Governor for some specific action, such as a Secretary of Agriculture emergency request or support for voluntary conservation measures.

Vital to this effort is a complete and accurate characterization of the county's drought situation. As a result, the County Commissioners should gather as much supporting data as possible from a variety of sources, including county USDA Emergency Boards (through the Farm Service Agency, Agricultural Extension Service, Natural Resources Conservation Service and Rural Development), local emergency managers, municipal governments, irrigation district managers, water districts, local chambers of commerce and area business leaders. State agency sources include the Department of Emergency Management, Department of Environmental Quality, Water Resources Board, Department of Commerce, Department of Agriculture and Climatological Survey. Copies of county drought emergency declaration requests should be forwarded to the Drought Management Team and Department of Agriculture for recommendations and action.

## Incident Annex # 4 Wildfire

### 1 History

The frequency, intensity and distribution of major fires varies considerably over Oklahoma . The fire regime in the area is more episodic rather than cyclical. Large fires in the past have been associated with drought years and south wind conditions in late summer and fall. The low relative humidity combined with a combustion source during these drought east wind conditions can produce large fires. Today, numerous small fires are fought each year with the highest potential for a larger fire during drought years and low humidity high wind episodes. Many of the fires today occur within the vegetation types that are composed of logging slash, young reproduction stands and brush/grass fuels. The intermingling of residences and other land uses among these managed forest fuel types has increased the potential of human caused ignition sources.

### 2 Vulnerable Areas

All areas of the County where residences and other improvement exist which are intermingled with natural cover/wildland vegetation.  
Populated areas within the interface adjoining natural cover/wildland fuels.

### 3 Vulnerable Populations

The increasing population growth and the encroachment of residential development into areas once considered primary pasture lands has steadily increased. There exist many dead-end roads that provide egress hazards that could place small populations without a way to escape a rapidly moving fires or a fire that starts close to or alongside the dead-end roadway. The potential fire exposure of those living in rural areas is significant with high fire danger conditions prevailing. It is estimated that a large proportion of residents in the county live in unincorporated areas subject to a potential interface fire. Areas adjacent to and even within city limits have exposures that could potentially impact a significant portion of the population.

### 4 Risks

#### 4.1 Probability

Statistics indicate that human caused fires occur with higher frequency within the interface region. While lightning fires do occur, they are very low in frequency and generally occur with moisture. The highest probability for a larger interface fire will be under drought conditions and high winds associated with a human caused ignition start. Due to the low frequency of large fires in Pittsburg County, local jurisdictions must be well prepared and practiced for this low frequency – high risk type of fire situation. Numerous fire starts will continue to present low – moderate risk to isolated residences and improvements. These are the typical situations under average fire seasons.

#### 4.2 Severity

The potential for a relatively large fire within the interface is a factor of weather, topography and fuel conditions. A fire, started during the dry season associated with strong winds has the potential to



threaten public safety and cause significant property damage. Road closures and evacuations could range from limited to broader in scope. Sheltering and feeding assistance may be necessary and some may require long term assistance. It could also endanger the lives of those caught by surprise or refuse to evacuate when first warned. Smoke impacts to local communities could be significant causing discomfort for those with respiratory conditions to impairing overall visibility.

Oklahoma Emergency Management would tap both local and statewide resources for stabilization of the incident. The Pittsburg County Emergency Operations Center (EOC) would be activated in support and coordination of the public safety operations fulfilling its specific roles and responsibilities within the County.

## 5 Conclusion

The risk of a natural cover/wildfire threatening residences within the county is increasing with the increasing development and use of pasture lands. Though the frequency of large fires is not high in this area, the potential exists under the right conditions and location to realize public safety threats and to result in significant property damage/loss. Fires within the wildland-urban interface are complex and require an effective inter-agency effort to minimize threats to life, property and natural resources. Existing preparation plans must be reviewed, updated and practiced to ensure a complete and coordinated approach to this hazard.

**Pittsburg County**  
**Wildland Task Force**  
**Guidelines**

**Eligibility: Firefighter must have the minimum training requirements and a letter of recommendation from his/her fire chief.**

**All must have a background check done.**

**Emergency Management Volunteers must also submit to a pre-employment Drug/alcohol test and comply with all parts of the Pittsburg County Employees Policy and Procedures.**

**Task Force members will be covered by his/her home fire department insurance. If member is an Emergency Management volunteer, he/she will fall under the Pittsburg County Emergency Management workers comp insurance.**

**Vehicles: Insurance and damage will be the responsibility of the fire department to which vehicle belongs.**

**In addition to the minimum training requirements, the following guidelines shall apply:**

**If at any time, a firefighter exhibits unprofessional or unsafe behavior, he/she will not be allowed to participate in further operations of the Pittsburg County Wildland Task Force.**

**If the firefighter moves to a new fire department, a new letter of recommendation must be supplied for the firefighter to remain eligible.**

**If the firefighter leaves his/her fire department and does not become a member of another department, he/she cannot be a participant in the Pittsburg County Wildland Task Force.**

**POINTS OF DEPARTURE WILL BE AS FOLLOWS:**

**South: Kiowa Fire Department**

**Central: EXPO**

**North: Canadian beside the EZ Mart and the old EZ Mart parking lot.**

**Pittsburg County**  
**Wildland Task Force**  
**Training Requirements**

Pittsburg County Fire Departments join in forming the Pittsburg County Wildland Task Force. Therefore, we do hereby establish the following as **minimum** training requirements as follows:

1. Wildland Skills and Fundamentals or G-130 (Forestry Training)
2. Firefighter I, Volunteer Firefighter Practices, or Structural Firefighting
3. ICS-100
4. ICS-200
5. ICS-700
6. ICS-800
7. ICS-300 & 400 (If in a command position)
8. Current First Aid and CPR
9. Emergency Vehicle Driver Training
10. Water Supply
11. Backfiring Operations
12. Tanker Safety

\*Training Records must be accompanied by a letter of recommendation from their department chief.

## Incident Annex # 5 Transportation Accidents

### 1 Purpose

This guideline provides information and procedures to allow for the safe and efficient resolution of incidents that occur on all Pittsburg County roads, highways and streets. All personnel should recognize the high risk they are exposed to while operating in or near moving traffic.

### 2 Incident Management

All incidents occurring within Pittsburg County will be managed using NIMS. Command responsibility will be organized using Unified Command principles.

#### 2.1 Agency Responsibilities

##### 2.1.1 ODOT

Responsible for traffic control, cleanup, overall traffic management, incident safety and incident management.

##### 2.1.2 Law Enforcement Agencies

Responsible for incident investigation, traffic control, incident safety and incident management.

##### 2.1.3 Fire Agencies

Responsible for fire suppression, medical, HazMat, incident safety and incident management.

##### 2.1.4 EMS

Responsible for patients, incident safety and overall traffic management.

### 3 Terminology

**Median:** Refuge area dividing opposing lanes typically used for providing safe left turns.

**Downstream:** Direction that traffic is moving as it travels away from the incident.

**Upstream:** Direction that traffic is moving as it travels towards the incident scene.

**Advanced Warning:** Notification procedures that advise approaching motorists to a transition from normal driving status to that required by the temporary emergency traffic control measures. It is the area where drivers are first warned and then expected to make a traffic change.

**Block:** Positioning apparatus to create a physical barrier between upstream traffic and work area.

**Buffer Space:** Distance or space between personnel and vehicles in the protected work area and nearby moving traffic. Typically, a Buffer Space is created that includes on lane beyond those affected directly by the incident and is the area between the Block and Work Area/Safety Shadow.

Transition Area: Roadway lanes within which approaching motorists change their speed and position to comply with the emergency traffic control measures.

Work Area/Safety Shadow: Area shielded from traffic by the Block from apparatus and emergency vehicles.

#### 4 Incident Categories and Response

As defined in the Manual on Uniform Traffic Control Devices incidents occurring can be classified in three categories. These categories are time specific and do not necessarily indicate the type of incident nor its severity. Incident Categories allow for notification of appropriate agencies to deal with incident issues, particularly traffic and detour management. In addition, categorization provides an indication of the amount of time that critical resources are going to be committed to a given incident.

These categories are:

Minor: Incidents with an expected duration of thirty (30) minutes or less.

Intermediate: Incidents with an expected duration of thirty (30) minutes to two (2) hours.

Major: Incidents with an expected duration exceeding two (2) hours.

Determination of Incident Categories will be made by the Initial IC when the situation is obvious, particularly for Intermediate events. In some cases, Law Enforcement/Fire Unified Command may need to make the determination jointly.

#### 5 Command Considerations

When appropriate, ensure that Unified Command is in place with Fire/Law Enforcement/ODOT.

Need for additional resource. Call for help early. Additional Fire/Law Enforcement may be needed depending on incident complexity, time of day, location, etc.

Ensure that an adequate Work Area/Safety Shadow is in place.

Be prepared to reduce the Work Area/Safety Shadow once the incident de-escalates. While Traffic Management is not a primary consideration, resumption of normal traffic flow at the safest, earliest time is in everyone's best interest.

Assign a Safety Officer.

Ensure that Medics are staged/parked within the Work Area/Safety Shadow.

## 6 Incident Scene Safety

### General Safety Guidelines

Never trust approaching traffic. When working at the scene look for escape routes in the event immediate, evasive action needs to be taken to avoid being hit. Avoid turning your back on traffic. Wear proper Personal Protective Equipment (PPE). All personnel will wear PPE as prescribed by agency policy. At a minimum, Turnout Coat, Wildland Coat or an ANSI approved Class III Traffic Vest will be worn. Any personnel engaged in Traffic Flagging will wear an ANSI approved Class III Traffic Vest. Establish adequate advance warning and transition zones upstream to reduce speed of approaching traffic. Use traffic cones and/or flares where appropriate for sustained traffic control and direction. Use distances in the following table to establish minimum distance from blocking apparatus to furthest cone/flare:

25 MPH or less	50	150'
35 MPH	70	210'
45 MPH	90	270'
55 MPH	110	330'
65 MPH	130	390'
75 MPH	150	450'

Make every effort to stay in the Work Area/Safety Shadow at all times. Face oncoming traffic when placing or retrieving cones/flares. Begin the cone/flare pattern at the apparatus providing the primary Block. When finished placing cones/flares use the shoulder to return to the Work Area/Safety Shadow. Recognize that blind corners and elevation changes will expose personnel to very dangerous situations. Personnel need to remain alert for drivers who ignore emergency warnings and approach at dangerous speeds. Moving traffic is ALWAYS a threat to responder safety.

### Establishment of Work Area/Safety Shadow

Establish an initial Block with the first arriving apparatus to protect the scene, victims and personnel as much as possible. When possible use larger apparatus to build the Work Area/Safety Shadow. Block at least one additional lane than is already being obstructed. For example, if the incident is on the shoulder block the shoulder and one lane to provide and begin building an appropriate Work Area/Safety Shadow. Ensure a Work Area/Safety Shadow that encompasses the entire incident area, including areas of interest to Law Enforcement for purposes of investigation. All apparatus will either contribute to building the Work Area/Safety Shadow or be within the Work Area/Safety Shadow. Do not park apparatus on opposite sides of roadway which creates a corridor for traffic to pass through. Medics/Law Enforcement may need to provide the initial Block, however larger apparatus, as they arrive, need to provide the final Block. Medics will be placed inside the Work Area/Safety Shadow. When Blocking turn wheels in a direction away from the incident. This will keep the vehicle from entering the Work Area/Safety Shadow in the event it is struck from behind. When possible, turn off all sources of vision impairment to approaching motorists. If the Work Area/Safety Shadow is not needed, park apparatus completely out of the traffic lanes and allow enough room for personnel to exit apparatus and retrieve equipment without being exposed to moving traffic.



Incident Annex # 6  
Terrorism

I. PURPOSE.

This annex provides basic guidance for dealing with the mitigation of, preparedness for, response to, and recovery from any act of terrorism within the State of Oklahoma and specifically within the county.

II. SITUATION AND ASSUMPTIONS.

A. Situation.

1. The county has many potential terrorist targets. An attack on any of these targets has the potential for disrupting the community, causing major damage, and creating mass casualty situations.
2. Potential acts of terrorism which could occur in or around the county include but are not limited to political or industrial kidnapping, destruction of power and water plants, injecting communication viruses, air contamination, dam failure, fixed Hazardous Material (HAZMAT) facility destruction, highway HAZMAT incident, rural or urban fires and radiological incidents.

B. Assumptions.

1. As long as individuals or groups are dissatisfied with the activities of governments or religious organizations, they may commit terrorist acts to gain attention for their cause(s). These acts will target the innocent and will most often have a devastating effect on the community.
2. It is possible to prevent terrorists from being successful by promoting public awareness, training key personnel, and minimizing the effects of terrorist acts by recognizing the potential; then, taking necessary actions to safeguard the community.

III. CONCEPT OF OPERATIONS.

A. General.

In order to protect the communities from acts of terrorism, the County Emergency Manager, in conjunction with the County and City/Town Policy Groups must conduct a vulnerability analysis of all facilities, public and private. After identifying possible targets and their relationship to the community's day to day activities; it will then be possible to take measures to protect them.

B. Training.

1. Public awareness and training are key in the prevention of terrorism. Americans are creatures of habit and as such are easy targets for acts of terrorism. Anti-terrorism symposiums are necessary to alert the public that the threat is real. Minor adjustments to individual habits and lifestyles can play a major role in the prevention of terrorist acts.



2. Revision of departmental Standard Operating Procedures (SOPs) to incorporate anti-terrorism activities into mitigation, preparedness, response, and recovery operations.

3. Assist the private sector in preparing and conducting anti-terrorism training seminars for their employees, installations, and daily activities.

C. Exercises.

Policy groups and private sector leaders, with the assistance of the emergency managers, should conduct exercises as often as is deemed necessary to insure the following:

1. Existing SOPs are valid and workable and weaknesses have been identified and corrected.

2. Everyone understands their role and can accomplish what is expected of them.

3. All necessary safeguards are in place and all supporting activities have been properly identified and coordinated.

4. Everyone understands there is a potential for terrorist activity and they are prepared to cope with it.

IV. TASK ORGANIZATION AND RESPONSIBILITIES.

A. General.

Local Law Enforcement and Fire Service organizations have the lead responsibility for terrorism preparedness, response, and recovery activities. The Oklahoma State Bureau of Investigation (OSBI) is the primary state coordinating agency. Crime prevention and enforcement, and search and rescue operations are an extension of normal duties in terrorist situations.

B. Task Assignments and Responsibilities.

1. Emergency Management Director is responsible for:

a. Conducting and coordinating the assessment of the terrorism threat within the county and its cities/towns which includes identification of key assets (see attached list of facilities/assets and points of contact in Appendix 2).

b. Developing overall anti-terrorism awareness and prevention program and coordinating program implementation with local Policy Groups.

c. Coordinating and developing anti-terrorism awareness training programs with all agencies and departments with identified responsibilities.

d. Identify special considerations which apply to biological, chemical, radiological, and other areas that have unique activities.

e. Initiating scheduling and contracting training symposium facilities and facilitator per instructions of the Policy Groups.

f. Coordinating with local school administrators to ensure plans and procedures are in place to protect staff, faculty, students and visitors are prepared for and protected during natural and man-made emergencies and disasters (see attached school procedures in Appendix 3).

2. County Sheriff/Local Police are responsible for:

a. Coordinating and assisting the Emergency Management Director in conducting the overall terrorism threat assessment with the county and identify key assets from a crime prevention standpoint.

b. Making recommendations concerning access to facilities, security within site locations, and evacuation procedures.

c. Assisting in the development of the security and crime prevention portions of the training program.

d. Coordinating with other agencies/departments concerning response activities and responsibilities in the event of an attack.

3. Fire Department is responsible for:

a. Coordinating and assisting the Emergency Management Director in conducting the threat assessment with the county and identify key assets from an arson/fire suppression prevention standpoint.

b. Making recommendations concerning the evacuation plans, evacuation of facilities, safety and firefighting equipment positioning.

c. Assisting in the development of the fire prevention, warning procedures, and search and rescue portions of the training program.

d. Coordinating with other agencies/departments concerning response activities and responsibilities in the event of an attack.

e. Assisting the Emergency Manager in the development and conduct of public and private sector safety and on site first aid training.

4. City/County Maintenance/Public Works Department is responsible for:

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

b. Turning off electric and gas service if needed.

- c. Debris clearance.
  - d. Providing engineering advice.
  - e. Maintaining roads and bridges.
  - f. Assisting with damage assessment of public property.
  - g. Assisting in radiological and biochemical decontamination operations.
5. County Health Department will:
- a. Coordinate emergency hospital services with area hospitals and nursing facilities.
  - b. Provide victim identification and evacuation of the dead and injured.
  - c. Arrange for temporary mortuary services.
  - d. Investigate sanitation conditions and establishing safe standards for emergency shelter or disaster relief operations.
  - e. Inspect food and water supplies.
  - f. Coordinate medical support and epidemic control.
6. DHS County Office, when committed, is responsible for:
- a. Providing provisions/funds for emergency aid.
  - b. Coordination with the Red Cross and other related agencies.
7. National Guard, when committed, is responsible for assisting in:
- a. Radiological protection.
  - b. Law enforcement and traffic control.
  - c. Search and rescue operations.
  - d. Providing military engineer support and assistance in debris clearance.
  - e. Providing logistical support with supply, transportation, maintenance, and food service support.
  - f. Providing communication support.

8. State and Federal Support is responsible for:
  - a. Public welfare assistance.
  - b. Resources.
  - c. Law enforcement.
  - d. Health and medical.
  - e. Debris clearance.
  - f. Public information and education.
9. American Red Cross, when committed, is responsible for:
  - a. Providing reception, care, food, lodging and welfare assistance throughout the county.
  - b. Coordinating all personnel relief activities for any type disaster.
  - c. Operating shelters for disaster relief.
  - d. Providing damage assessment of private property.
  - e. Providing First Aid Support and blood supply to disaster relief medical operations.
  - f. Providing counseling service.
10. Salvation Army is responsible for:
  - a. Supporting shelter/congregate care operations.
  - b. Providing field canteens.
  - c. Providing counseling service.
  - d. See Section IV, Basic Plan.
11. Ministerial Alliance/Church Volunteer Groups are responsible for:
  - a. Assisting with lodging, feeding and welfare operations in support of disaster relief or relocation.
  - b. Assisting with reconstruction efforts.
  - c. Providing volunteer manpower.
  - d. Providing counseling service.

12. Medical Service Providers are responsible for:

- a. Emergency medical care for disaster victims.
- b. Health care.
- c. Crisis counseling.

V. DIRECTION AND CONTROL.

A. In the event of a terrorist attack, the Emergency Management Director will report to and activate the EOC, notify the Policy Group, and call in the Coordinating Group, and Operating Staff. The Emergency Management Director will notify the State EOC Duty Officer of the incident.

B. The Sheriff, or his representative, will report to the EOC. Law enforcement personnel will report to the incident location and immediately perform required law enforcement tasks in accordance with applicable standard operating procedures.

C. The Fire Chief, or his representative, will report to the EOC. The Fire Chief, or his representative, will establish an Incident Command Post and begin Search and Rescue, and Fire Suppression operations.

D. The County Maintenance Foreman/Public Works Director will report to the EOC and initiate action to have any gas lines or electrical power shut down as reported by the Incident Commander.

E. The County Health Director, or his representative will report to the EOC and alert medical care facilities.

VI. ADMINISTRATION AND LOGISTICS.

A. Emergency Authority.

See Section VII, Basic Plan

B. Passes.

In the event of a terrorist attack within the county, the pass system described in Annex I will be employed for operational, safety and security reasons.

C. Reports and Records.

Operational records and reports will be compiled as deemed necessary by the Policy Group and their safeguard shall be the responsibility of the Emergency Manager.

VII. PLAN DEVELOPMENT AND MAINTENANCE.

- A. The contents of this annex must be known and understood by those people responsible for its implementation. The City/County EM Director is responsible for briefing staff members and city/county officials concerning their role in emergency management and the contents of this annex.
- B. The Policy Group will ensure an annual review of this annex is conducted by all officials involved in its execution. The EM Director will coordinate this review and distribute changes to the annex.

CRITICAL FACILITIES/ASSETS

May be Sensitive Information –

United States Offices

Schools

Post Office McAlester  
Indianola  
Kiowa  
Krebs  
Pittsburg  
Quinton  
Savanna  
Stuart  
McAAP  
Soil Conversation Office

Canadian  
Crowder  
Frink Chambers  
Haileyville  
Hartshorne  
Haywood  
Indianola  
Kiowa  
Krebs  
McAlester  
Pittsburg  
Quinton  
Savanna  
Tannehill  
EOSC- McAlester Campus  
Day Cares

City of McAlester

Pittsburg County

City Hall Complex  
City Barn  
McAlester Public Works Authority

Courthouse & Annex  
Sheriff's Dept.  
County Barns  
OSU Extension Office  
McAlester Regional Health Center  
Nursing Homes

State of Oklahoma

Others

Lake Eufaula  
DOT  
Interstate & other Highways  
Department of Human Services  
Pittsburg County Health Department

Grocery Stores  
Railroad  
Utilities  
Cell Phones

## Incident Annex # 7 Earthquakes

### 1. Purpose

To provide for the coordinated and safe response to earthquake incidents within Pittsburg County. To provide procedures for the timely and efficient response by County (city) personnel to earthquakes, to include associated landslides, fires, explosions, hazardous materials incidents and flooding (due to dam failure(s)).

### 2. Situation and Assumptions

All government facilities, including public schools, libraries, reservoirs and recreation facilities are subject to damage from even moderate earthquake. Aftershocks will cause additional damages and hinder response capabilities and operations.

#### 2.2. Assumptions

In addition to structural damage to bridges, buildings, utilities and communications systems, an earthquake of 6.0 to 8.0 on the Richter scale may be expected to result in emergencies such as fires, explosions and hazardous materials incidents. Disruption of vital services such as water, sewer, power, gas and transportation. Damage to, and disruption of, emergency response capabilities (facilities, resources and systems). Loss of businesses and industries, reducing the County's economic base. Civil unrest and political emergencies. Depending on when the earthquake occurs, a large number of County employees may be unable to make it to work or to the EOC. Field units may need to self-initiate responses and work independently until centralized command, control and communications can be reestablished.

### 3. Emergency Response

Emergency Response actions are those taken immediately after an earthquake to save lives, alleviate suffering and prevent further damage. The Emergency Response phase of a major earthquake can be expected to last at least 72 hours during which emergency services in Pittsburg County will be overwhelmed by demand. One of the most difficult aspects of Emergency Response after an earthquake will be identifying the specific types and locations of incidents that were caused by the earthquake and prioritizing available resources to respond to them. Sources of information on incident locations and the overall extent of damages may be received through various means including: Calls to 911, Reports over the Public Safety Radio Systems, Calls to other call-taking points in the County and cities, i.e., Commissioners' office, a City Manager's office, Road Department, EOC, Amateur Radio (Hams), News reports

Concurrent with emergency response activities is the need to gather information to provide an overall situation analysis and, secondarily, to gather information on damage sustained during the earthquake .



#### 4. Situation Assessment

The ability to obtain an initial situation analysis will depend on resources available and the viability of communications. Initial information gathered will focus on identification of situations requiring an emergency response and the condition of critical facilities, including roadways, bridges and utilities. As field responders assess their response areas for emergency situations, they will also, to the extent possible, gather information on the overall situation and relay it to their appropriate commanders or control centers. This report should attempt to provide a general description of the area according to: the nature of damage the severity of damage the extent of damage and estimated number of people affected. Countywide damage assessment must be provided to the County EOC as soon as possible.

#### 5. Direction and Control

It is essential for emergency response personnel to take immediate action to gather damage assessment information. This information is needed to determine the severity and extent of injuries and damages. This data is much of the information that decision makers need to implement and prioritize response actions for the following:

- US&R activities
- Access control and re-entry to the impacted area
- Debris clearance
- Restoration of utilities and lifeline repairs
- The inspection, condemnation and/or demolition of buildings and other structures

#### 6. Access Control and Re-Entry

Relevant considerations include (but are not limited to) the following: Control of access to the area until it is made safe (only those directly involved in emergency response operations should be allowed to enter). Establish a protocol for determining the appropriate time to allow evacuees and the general public to re-enter the area that was severely impacted.

#### 7. Debris Clearance

The identification, removal, and disposal of rubble, landslides, wreckage, and other material which blocks or hampers the performance of emergency response functions should be a high priority and may include: Repair or temporary reinforcement of roads and bridges. Demolition and other actions to clear obstructed roads and Construction of emergency detours and access roads.

#### 8. Inspection, Condemnation and Demolition

Inspection of buildings and other structures to determine whether it is safe to inhabit or use them and may include the following activities: Inspection of buildings and structures which are critical to emergency services operations and mass care activities (designate those that may be occupied as well as those that are unsafe - by use of signs). Inspection of other buildings and structures that may threaten public safety and also marking them with signs. Inspection of dams and levees. Arrangement for the demolition of condemned structures.

#### 9. Emergency Public Information

The flow of accurate and timely emergency notifications, updates, warnings, and instructional messages is critical to protection of lives and property in the wake of a catastrophic earthquake. Examples of this information would include: Survival tips for people on what to do during and immediately after an earthquake. Warnings and advice on the continuing threat of fire, unsafe areas to avoid, building collapses, aftershocks, and other hazards.

#### 10. Evacuation

Immediately following an earthquake, people may need to be evacuated from structures that have been damaged and are likely to receive more damage when hit by one or more aftershocks. Managers/Administrators of custodial facilities, i.e., hospitals, jails, mental health facilities, nursing homes and retirement homes should have plans established for moving their residents.

#### 11. Emergency Service Agency Actions

A severe earthquake can create the need for long periods of repair and restoration and may necessitate the commitment of personnel, equipment, materials and supplies for long periods after the earthquake itself.



Incident Annex # 8  
Public Health Incidents

## **I. PURPOSE**

The purpose of this Communication Plan is to provide guidance, establish responsibility, and ensure coordinated operations between local government officials and the Oklahoma State Department of Health (OSDH) during times when there are emergencies, disasters or threats to the State of Oklahoma. Maximum benefits from this plan can be obtained through careful planning and identification of those organizations, agencies, and individuals concerned. This plan enables agencies and organizations in local and regional emergency programs to communicate during a crisis.

## **II. SCOPE**

This plan addresses the responsibilities and procedures of the OSDH, County Health Departments and other partners as they utilize their emergency communication systems during local, regional or statewide emergencies or disasters. Communication exercises will be used by local organizations in support of local government and responding organizations as detailed in local emergency operations plans and/or mutual aid agreements.

## **III. INTRODUCTION**

The Pittsburg County MIPS Communication Plan was created in accordance with the Federal Communications Commission Rules and Regulations, 47CFR 97.407. As part of a statewide exercise program, this Communication Plan provides emergency communication procedures to support the mass prophylaxis sites in accordance with Centers for Disease Control (CDC) grant guidelines.

The communication mission of Pittsburg County MIPS is to establish and maintain the organizational infrastructure necessary to provide redundant communications in support of the OSDH Situation Room, as well as tactical communications sites throughout the State of Oklahoma.

The OSDH strives to enhance the reliability, quality and professionalism of crisis communications through the establishment of training, performance standards, policies, procedures, and supervision of County Health Departments. Crisis communications will be coordinated through the OSDH Emergency Operation Center (Situation Room) and the Public Information Office using a Joint Information System (JIS) model. The Joint Information Center (JIC) will be the primary source of information for the local Public Information Centers (PIC).

## IV. DETAILS AND EQUIPMENT

- A. Public Information Center for this exercise will be:
1. Pittsburg County Health Department (PCHD) MIPS SITE
- B. Communications equipment to be used at each PIC unless otherwise noted:
1. Satellite Phones
  2. Digital Cell Phones
  3. HAM Systems (Independent Operators)
  4. Hard Telephone Lines (Multiple inbound/outbound)
  5. IT communication devices (E-mail and Blackberry Wireless Devices)
  6. 911 Communications and Emergency Management Radio Frequencies
- C. Operational Frequencies for the redundant communication equipment that will be used during this exercise are:
1. **Satellite Phone**
    - a. Tactical Net – Pittsburg Co. Site Command(Talk Group 4)
    - b. Command Net - OSDH (Monitors all 4 talk groups)
    - c. Support Net - State EOC 1-800-829-8372
    - d. MERC – McAlester Region 5
  2. **Cell Phone Coverage**
    - a. Pittsburg County-UC: 515-422-1877
    - b. Pittsburg County EOC: 918-423-5655
    - c. OSDH: (405) 850-2311 or (405) 406-3567
    - d. State EOC: (800) 800-2481 or Duty Officer

### 3. HAM Operators\*

- a. Pittsburg County UC
- b. Pittsburg County EOC
- c. OSDH
- d. MERC

\*NOTE: Eligible HAM Operators shall possess an FCC Amateur Radio Station License and be certified to meet minimum state training and equipment standards, thus qualifying them to serve during exercises, drills and when activated as operators.

### 4. Hard Telephone Lines

- |                          |                                  |
|--------------------------|----------------------------------|
| e. Pittsburg County UC:  | 918-423-1267 or 515-422-1877     |
| f. Pittsburg County EOC: | 918-423-5655                     |
| g. OSDH:                 | (405) 271-0980 or (405) 232-4767 |
| h. State EOC:            | (405) 521-2481                   |
| i. MERC:                 | (918) 426-7344                   |

### 5. E-Mail System

- |                         |  |
|-------------------------|--|
| a. Pittsburg County UC  | <a href="mailto:julim@health.ok.gov">julim@health.ok.gov</a>                       |
| b. Pittsburg County EOC | <a href="mailto:mcalester.pittscoem1@gmail.com">mcalester.pittscoem1@gmail.com</a> |
|                         | <a href="mailto:mcalester.pittscoem2@gmail.com">mcalester.pittscoem2@gmail.com</a> |
|                         | <a href="mailto:mcalester.pittscoem3@gmail.com">mcalester.pittscoem3@gmail.com</a> |
| c. OSDH                 | <a href="mailto:sitrm@health.gov">sitrm@health.gov</a>                             |
| d. State EOC            | <a href="mailto:reports@oem.ok.gov">reports@oem.ok.gov</a>                         |

### 6. Radio System

- a. Pittsburg County Repeater
- b. Pittsburg County Emergency Management Frequency

## V. CONCEPT OF OPERATIONS

- A. When a statewide or local emergency has occurred or is imminent, local governments may request assistance from the County Health Department. The County Health Administrators have the authority to provide immediate aid in response to the emergency.
- B. Local emergency management officials will contact the State Office of Emergency Management in an emergency situation when inadequate local resources are available. The State OEM can communicate with the OSDH to provide support for the affected local jurisdictions. For the purpose of this exercise, only the following operations are expected:
1. Back-up emergency direction and control communications between local government Emergency Operations Centers (EOC) and state agencies.
  2. Back-up direction and control communications for local government and responding private resources within affected local jurisdictions.
  3. Warning communications between state, local and tribal government agencies.
  4. Back-up emergency communications between the OSDH and its respective local or regional area EOCs.
  5. Back-up emergency communication between local or regional area EOC and field units where communications are limited or non-existent.
  6. Communications between local EOCs, respective designated Incident Command Posts, and incident facilities such as staging areas and base camps. No base camps have been established during this exercise.

- C. This plan recognizes that the State EOC communications assets will be responsible for communication support requirements to the business community, other non-government agencies, and the general public.
- D. This plan recognizes that the OSDH will be responsible to communicate with the hospitals and/or MERCs.
- E. The Situation Room Communications Staff will handle all incoming message traffic through an MS Access database that tracks and monitors all messages during the exercise.
- F. All paper message traffic will be color-coded, and a sequential numbering system will be in place for tracking all messages.
  - 1. Priority = Red
  - 2. Urgent = Blue
  - 3. Routine = No color

## **V. JOINT INFORMATION SYSTEM**

Because information is critical to incident management, it is imperative to establish public information systems and protocols for communicating timely and accurate information to the public during emergency situations.

The OSDH Public Information Office (PIO) establishes and will operate within the parameters established for the Joint Information System (JIS). The JIS provides an organized, integrated, and coordinated mechanism for providing information to the public during an emergency. The JIS includes plans, protocols, and structures used to provide information. It encompasses all public information related to the incident.

Key elements of a JIS include interagency coordination and integration, developing and delivering coordinated messages, and support from decision makers. The PIO, using the JIS, ensures that decision makers and the public are fully informed throughout a domestic incident response.



To avoid confusion, the term JIC will be used to reference only the JIC (Joint Information Center) that is formed at the OSDH during a statewide event. The other Public Information Centers (PIC) will be referred to by location.

## **Pittsburg County Pandemic Influenza Plan**

### **I. Introduction**

Influenza viruses have the ability to cause sudden, widespread illness in all age groups on a global scale. With influenza being highly transmissible, prone to rapid genetic changes, and harbored in animal reservoirs, it poses an unpredictable pandemic threat. A pandemic occurs when an influenza virus undergoes a shift in one or both of its surface proteins to create a new or “novel” virus to which the general population does not have any immunity. The initial appearance of a novel virus that is easily spread in humans is the first step toward a pandemic. The current trivalent (three virus) vaccine would have no effect on the novel influenza strain and a specific monovalent (single virus) vaccine could take up to six months to be developed and reproduced.

The Pittsburg County Health Department developed this strategy to prepare for and reduce the effects of an influenza pandemic in Pittsburg County.

#### **A. Purpose**

The purpose of the Pittsburg County Pandemic Influenza Plan is to provide the framework for identifying and responding to an influenza pandemic. This plan is scalable and flexible, but must necessarily prepare for the “worst case” scenario. This plan is designed to assist in the development of continuity of operations plans throughout the county enabling the citizens of this county to continue to receive necessary services in the event of a pandemic. The plan defines preparedness and response activities that will enhance the effectiveness of response measures during a pandemic. This plan is intended to be used in conjunction with and follows the guidance and direction of the *Oklahoma Pandemic Influenza Management Plan*. This plan is an addendum to the Pittsburg County Emergency Operations Plan, Annex H: Health and Medical. All response measures will be conducted in accordance with the National Response Plan (NRP), State of Oklahoma Emergency Operations Plan, *Oklahoma Pandemic Influenza Management Plan*, National Incident Management System (NIMS) doctrine, and all applicable response plans.

## **B. Scope**

This plan identifies the roles, responsibilities, and activities of the Pittsburg County Health Department and its partners. It also addresses policy issues and provides leadership during a response to a pandemic influenza. It addresses specific responsibilities of key response partners and assists community leaders in preparing and responding by highlighting coordination between multiple agencies during a pandemic. It is expected that healthcare facilities and professionals, essential service providers, local government officials, school systems, and business leaders develop and incorporate plans and procedures to address influenza preparedness and response into their emergency response plans. State and local entities should have credible pandemic preparedness plans in place to address and outline strategies to assist response efforts of a pandemic. This plan is a continuously evolving document. The Pittsburg County Health Department will review and revise this plan as needed, but at least annually.

## **II. Planning Assumptions**

The following assumptions were made when discussing and developing this plan:

- Pandemics (especially influenza) are expected, but unpredictable and arrive with very little warning. However, it is highly unlikely that a novel strain of influenza would appear in Pittsburg County first.
- Outbreaks will occur simultaneously throughout the Nation and the world. The Pittsburg County partners, both public and private, must strive to develop coordinated plan to sustain essential functions for at least 72 hours without relying on outside resources...
- Effects of influenza on the individual communities will be relatively prolonged (several waves of weeks to months at a time) as compared to other types of disasters.
- Numbers of ill people requiring outpatient medical care and hospitalization will overwhelm the local healthcare systems.
- Risks of exposure and illness in healthcare workers and other first responders will be higher than the general population, therefore, creating more strain on the already overwhelmed healthcare system.
- Disruptions of national and community infrastructures including commerce, utilities, and public safety as the spread of infection will be worldwide.
- Shortages (from mild to severe) of personnel in sectors that provide critical public safety services will result from widespread illness in the community.
- Strategies for stopping the spread of disease (once a pandemic strain has been identified) include personal protection, isolation, antiviral medications, and vaccination. Vaccines may not be available for several months after the pandemic strain is identified.
- Numbers of persons affected will be significant because pandemic influenza will be highly infectious and could result in high levels of morbidity and mortality. People may be asymptomatic while infectious.
- Updates to this plan will include Mortuary Services and Mass Fatality Management (at a minimum) in the future.

### III. Concept of Operations

The broad depth, scope and duration of a pandemic will require close coordination of partners at all levels of government (federal, state, regional, county, local and tribal).

The Oklahoma State Department of Health (OSDH) fulfills the following roles/responsibilities:

- The OSDH is responsible for the development, annual review, and implementation of the *Oklahoma Pandemic Influenza Management Plan* by an internal workgroup with established timelines.
- The OSDH Laboratory is integral in surveillance activities by providing viral isolation, antigen detection, and strain identification of influenza viruses.
- The Commissioner of Health and State Health Officer has the primary authority for direction and supervision of the implementation of the plan components.
- The OSDH Terrorism Preparedness and Response Service along with OSDH Community Health Services will collaborate with partners and stakeholders to develop, gain approval of, and distribute a guidance of local and state responsibilities.
- The OSDH Terrorism Preparedness and Response Service along with Community Health Services will ensure that the plan includes a grid of operational responsibilities of state, local, tribal and regional jurisdictions.

Pittsburg County strives to fulfill its responsibilities by developing this Pittsburg County Pandemic Influenza Plan that addresses the nine essential components of the county response to an influenza pandemic and plans for two additional essential components (guidance expected in 2007).

Command, Control, and Management

Surveillance and Laboratory Diagnosis

Delivery of Vaccine

Acquisition and Delivery of Antiviral Medications

Health Systems and Emergency Response

Community Disease Control and Prevention

Infection Control

Clinical Guidelines

Risk Communication

*Mortuary Services and Mass Fatality Management (TBD 2007) Workforce  
Development (TBD 2007)*

#### A. Command, Control, and Management

The Pittsburg County Health Department will be the lead agency in coordinating the local public health and medical system response to a pandemic in Pittsburg County. The Pittsburg County Health Department will coordinate response efforts with the OSDH and local/county emergency response organizations. Due to the scope and widespread impact of an influenza pandemic, it is anticipated that there will be a scarcity of resources throughout the state and nation. In order to effectively manage the public health and medical system response effort, it is required that all resource requests be coordinated under the provisions of the existing county and State Emergency Operations Plan (EOP) using a NIMS compliant structure. It is essential that a well-defined communication system be established to coordinate resource requests at the community, county, and state level. Local public health officials will coordinate resource requests with the OSDH Situation Room and the Pittsburg County Emergency Manager to ensure effective resource allocation, and to allow for timely requests for Federal assistance.

#### 1. Local Response

The Pittsburg County response will be in accordance with this plan and the *Oklahoma Pandemic Influenza Management Plan*. Municipalities in Pittsburg County may enact their own plans, and must work with the Pittsburg County Health Department and the appropriate (city and or/county) emergency management agencies to coordinate resources and implement policies needed to provide for the safety of their citizens and continuity of operations for key facilities and critical infrastructure. (See Tab 4)

## **2. Human Resources**

Primary assets consisting of people, communications, and physical infrastructure support all organizations. It is critical that organizations anticipate the impact a pandemic will have on the agencies/organizations ability to continue essential functions. Agencies, businesses and organizations need to ensure reasonable measures are in place to protect the health of personnel during a pandemic. Suggested implementation plans for continuation of essential functions include:

- Limit social contacts to individuals and families by remaining in their households. This should reduce transmission rates within communities and provide protection to households where infection has yet to occur.
- Implement staggered work shift policies for all businesses (government and private) to the extent possible. This allows fewer individuals to be in the workplace at the same time; thereby reducing opportunities for exposure to pandemic influenza.
- Implement policies that allow telecommuting. Agency heads should explore available authorities to implement a work from home plan allowing work to be accomplished without exposure to employee or others in the office that may be ill and/or asymptomatic. Computer systems should be evaluated ahead of time to ensure data and information is secure and protected to the extent required for each business.
- Conduct business by e-mail or telephone as opposed to face-to-face meetings.

## **3. Employee Health**

Provision of essential services during a pandemic, both in the government and private sectors, is contingent upon the presence of a healthy workforce. Promoting good employee health, both at home and at work, are essential to the protection of an adequate workforce. Some suggestions include:

- Implement hygiene plans to include mandatory hand washing and frequent cleaning of common areas of the establishment.
- Promote and encourage social distancing by decreasing or canceling unnecessary events or restricting site access.
- Perform temperature checks of employees as they report for duty daily and maintain logs of the data.
- Promote the use of tissues to cover mouths when sneezing or coughing occurs and proper disposal of tissues.
- Use the most appropriate, available masks and gloves for persons who have frequent contact with the public.

#### **4. Community/ Business**

Business and community leaders look to the Pittsburg County Health Department for assistance in pandemic flu planning to ensure essential services and governmental functions are sustainable during a pandemic.

- Local partners (business and government) will develop pandemic influenza plans in collaboration with the Pittsburg County Health Department and local Chambers of Commerce to facilitate continuity of services for the citizens of Pittsburg County.

- Military Installations and Military Treatment Facilities (if applicable) should determine and develop a work plan for civilian personnel.
- Law enforcement officials (County Sheriff's office as well as local law enforcement) should develop plans to protect the force and a continuity of operations plan to ensure necessary public safety is maintained.
- Public Works department should develop plans to maintain essential functions and operations of utilities.
- Emergency Medical Service (EMS) agencies, physician offices and other healthcare organizations (Indian Health Service facilities, Federally Qualified Health Centers, nursing homes, hospice providers, home health agencies, etc.) are encouraged to develop plans for continued operations and protection of employees.
- School Boards of each school system are encouraged to develop a plan addressing closure of schools, cancellation of public events/programs, and other necessary elements.
- Daycare centers are encouraged to develop a plan addressing closure and cancellation of events.
- Institutes of Higher Education should work with the Board of Regents to develop plans addressing cancellation of classes and events.
- Pittsburg County Health Department should encourage business to review and distribute pandemic influenza information as widely as possible.



Individual, Family, and Community Response to Pandemic Flu\*

Table 1

Response	Individuals and Families	At School	At Work	Faith-Based, Community and Social Gatherings
Be Prepared	Review Individuals and Families Planning Checklists <a href="http://www.pandemicflu.gov">www.pandemicflu.gov</a>	Review School Planning Checklists <a href="http://www.pandemicflu.gov">www.pandemicflu.gov</a>	Review Business Planning Checklist <a href="http://www.pandemicflu.gov">www.pandemicflu.gov</a>	Review Faith-Based and Community Organizations Preparedness Checklists <a href="http://www.pandemicflu.gov">www.pandemicflu.gov</a>
Be Aware	Identify trusted sources for information; stay informed about availability/use of antiviral medications/	Review school pandemic plan; follow pandemic communication to students, faculty, and families	Review business pandemic plan; follow pandemic communication to employees and families	Stay abreast of community public health guidance on availability of large public gatherings and travel
Don't Pass it On	If you are ill...stay home; practice hand hygiene/ cough etiquette; model behavior for your children; consider voluntary home quarantine if	If you are ill...stay home; practice hand hygiene/ cough etiquette; ensure sufficient infection control supplies	If you are ill...stay home; practice hand hygiene/ cough etiquette; ensure sufficient infection control supplies	If you are ill...stay home; practice hand hygiene/ cough etiquette; modify rites and religious practices that might be facilitate influenza spread
Keep your Distance	Avoid crowded social environments; limit non-essential travel	Prepare for possible school closures; plan home learning activities and exercises; consider childcare needs	Modify face-to-face contact; flexible worksite (telework); flexible work hours (stagger shifts);	Cancel or modify activities, services, or rituals; follow community health social distancing recommendations
Help Your Community	Volunteer with local groups to prepare and assist with emergency response; get involved with your	Contribute to the local health department's operational plan for surge capacity of healthcare (if schools designated as contingency	Identify assets and services your business could contribute to the community response to a	Provide social support services and help spread useful information, provide comfort, and encourage calm

\*Adapted from National Strategy for Pandemic Influenza Implementation.

## 5. County Health Department

The Pittsburg County Health Department will:

- a. Develop a Pandemic Preparedness Coordinating Committee representing relevant stakeholders within Pittsburg County. This committee will be representative of those persons accountable for decision-making within their agency. It is strongly encouraged to build upon existing motivated committees within the community. Examples of agencies and committees to be considered for this committee may include but not limited to the following: City/County Government, Tribal Government, Military Installations, School Systems, Healthcare Facilities, Local Emergency Planning Committees (LEPC), Turning Point Initiative partners, local business community, public works, representatives from Higher Education, American Red Cross, Salvation Army, any other volunteer agencies and faith-based organizations. Committee will meet periodically, annually at a minimum, to revise and review plan.
- b. Prioritize public health services at the Pittsburg County Health Department. These services are prioritized to most effectively address the health and safety of the public. The highest priority is to direct efforts towards the emergency response. Efforts should also be directed towards other essential services, which include the control of high-risk communicable diseases, WIC food vouchers, the prevention of pregnancies, and the prevention of high-risk newborn metabolic disorders. See Tab 1 for a guideline of priorities for the continuation of essential services in a pandemic influenza response effort. Note that these are general guidelines and that some priorities may change given the circumstances, staff availability, and the evolution of the event.
- c. Conduct necessary planning and exercises in coordination with the Training, Exercise and Evaluation Program Manager at the OSHD. Exercises must be approved in advance of event.
- d. Assist in the education of governmental officials and other response partners about an influenza pandemic.
- e. Coordinate planning for and implementation of disease containment strategies and authorities.

- f. Support the healthcare system's planning and response efforts to include augmentation of medical surge capacity during mass casualty and mass fatality incidents.

## B. Surveillance and Laboratory Diagnostics

The OSDH Acute Disease Service (ADS) is responsible for conducting routine surveillance for influenza.

1. The Pittsburg County Health Department communicable disease nurse will work with ADS to investigate initial case(s) of suspected novel influenza. Communicable Disease Nurses will also assist in contact tracing and active or passive monitoring of contacts to determine if contacts develop symptoms during the observation period.
2. The Pittsburg County Health Department will work with the ADS and Public Health Laboratory in conducting outbreak investigations of influenza. Outbreak investigation activities may include working with local healthcare facilities in collecting patient visit and laboratory testing information as well as working with school nurses, tribal health, or occupational health nurses in collecting absentee information from affected institutions (schools, childcare centers, nursing homes, large businesses, etc.). The Pittsburg County public health nurses will collaborate with healthcare providers in collecting specimens during a respiratory disease outbreak investigation for virus identification, typing and sub-typing.
3. Healthcare facilities will use EMSys<sup>®</sup> to track bed status daily, or more frequently if necessary or indicated, and report to Medical Emergency Response Center (MERC) on a daily basis. The Pittsburg County Health Department will also monitor information submitted on EMSys<sup>®</sup> on a daily basis for situational awareness.
4. Coordinate Influenza-like illness surveillance with military institutions, especially among personnel returning from areas where a novel influenza virus has been identified.
5. Request hospital(s) to inform OSDH of the number of deaths due to pneumonia and influenza.
6. Consider monitoring community impact of absenteeism at major employers.

7. Other surveillance and laboratory functions will be conducted at the state level in accordance with the *Oklahoma Pandemic Influenza Management Plan*.

### C. Delivery of Vaccine

Vaccine serves as the most effective preventive method against influenza outbreaks, include pandemics. However, the dissemination of an effective influenza vaccine faces many challenges due mostly to the strain of the virus.

- There will be a significant period of time from the spread of the pandemic and the time it will take to develop an effective vaccine.
- A moderate or severe shortage will likely exist, with the time it will take to develop the vaccine. It is possible that there will not be any vaccine available at all.
- Vaccine will be distributed to populations as per the priority group recommendations. (See Tab 2: Table 1)
- Vaccine delivery will be accordance with county Mass Immunization and Prophylaxis Strategy (MIPS) plan as well as the *Oklahoma Pandemic Influenza Management Plan*. MIPS plans will be reviewed and updated on an annual basis.

### D. Acquisition and Delivery of Antiviral Medications

Antiviral medications such as Oseltamivir (Tamiflu®) and Zanamivir (Relenza®) may be useful in controlling and preventing influenza prior to the availability of vaccine. However, the supply of these antiviral medications is limited. Therefore, recommendations are that the antiviral medications be used for treatment measures rather than as a method of prophylaxis. (See Tab 2: Table 2)

Pandemic influenza will have a severe impact on critical infrastructure, and protection of essential personnel must be reflected in priority groups targeted for these antiviral medications and vaccines. The identification of potential target groups will be made in accordance with the *Oklahoma Pandemic Influenza Management Plan* and under the guidance of the Health and Human Services Pandemic Influenza Plan.

The Pittsburg County Health Department will:

1. Meet and work with appropriate healthcare facility partners and city/county stakeholders to develop an antiviral allocation and distribution plan.
2. Survey agencies (county, state, federal) and businesses that provide critical infrastructure and enumerate the number of employees whose duties are critical to maintaining essential services such as food and water, safety, utility, law enforcement, etc. (Refer to Appendix X: Recommendation for Identifying Essential Personnel in the *Oklahoma Pandemic Influenza Management Plan 2007*).
3. Survey agencies (county, state, & federal) and businesses that provide critical infrastructure and enumerate the number of employees whose duties are critical to maintaining essential services such as food and water safety, utility services, law enforcement, etc. (Refer to Appendix X: Recommendations for Identifying Essential Personnel in the *Oklahoma Pandemic Influenza Management Plan 2007*).
4. Distribute guidelines for medical providers regarding the use of antiviral medications.
5. Activate a NIMS-compliant Incident Command Structure under the established MIPS plan.
6. Facilitate appropriate use of antiviral medications by healthcare professionals.
7. Monitor adverse reactions to antiviral medications.
8. Work with OSDH on acquisition of antiviral medications.
9. Refer to the *Oklahoma Pandemic Influenza Management Plan* for more detailed information.

#### E. Health Systems and Emergency Response

Because pandemic influenza is expected to drain the resources of both the public health and medical systems, it is critical that Pittsburg County partners enhance existing collaboration to ensure continuity of essential services.

## 1. Coordinated Response Efforts

The Pittsburg County Health Department, in collaboration with regional public health and medical system partners (Metropolitan Medical Response System, Regional Medical Response System, Regional Medical Planning Group, Medical Emergency Response Center (MERC), and Oklahoma Medical Reserve Corps) will:

- Educate healthcare providers about a pandemic influenza and help involve them in planning the community's response.
- Provide technical assistance to hospitals and healthcare facilities to develop organizational plans for responding to an influenza pandemic, addressing staffing issues, medical surge capacity, triage, and infection control within their facilities.
- Work with healthcare providers to develop plans for expanding staffing, through the use of the Medical Reserve Corps.
- Utilize EMSsystem® to issue alerts and gather information to include:
  - Emergency Department Status
  - Number of available Hospital Beds
    - Medical/Surgical
    - ICU/CCU
    - Pediatric
    - Burn
    - Psychiatric
  - Critical Equipment/Supply Inventory Levels
- Mobilize any available volunteer health professionals, through utilization of the Medical Reserve Corps, to supplement public health and medical system staffing in the community.

An influenza pandemic is expected to significantly increase the demand for medical services, and it is anticipated to result in medical surge that will overwhelm the healthcare system. Additionally, increased absences and illness of the healthcare workers may

necessitate implementation of alternate strategies to manage the demand on the health system.

Effective use of local medical resources will be essential in order to adequately manage the medical surge. Hospitals, EMS agencies, physician offices, clinics, and other healthcare facilities will not be able to operate “as usual” due to this increased demand for service and shortages of staff. It may be necessary to implement strategies designed to suspend non-essential services, use staff in non-traditional ways, forecast increasing demand on services, and build capacity for required equipment and supplies. It is possible that the hospital(s) may not be able to provide anything but austere care and the ill persons will need to be cared for in the home or in alternative care sites.

Community, public health, and medical services providers must work together to plan for and coordinate the local health and medical system response. Local communities should consider developing a health system coalition to discuss, prepare, and plan for the challenges the community will face during an influenza pandemic.

## **2. Surge Management**

Surge management strategies are designed to manage patient flow by coordinating the use of all available resources within the community with the intent to not overwhelm the local medical infrastructure.

During a pandemic, all efforts must be employed to sustain the functionality of the healthcare system, while maintaining an acceptable level of medical care. Hospitals will need to:

- Take steps to increase bed capacity.
- Use volunteer health professionals, as appropriate and available to address critical staffing shortfalls.
- Implement pandemic-specific triage, treatment and patient management procedures.

- Consider alternative mechanisms to treat patients with non-urgent healthcare needs.

### 3. Staffing Considerations

Staffing will be a major challenge for the healthcare system during a pandemic for the following reasons:

- Many healthcare workers will likely become ill.
- Some healthcare workers will choose to stay home and care for sick family members, or care for children/dependents whose normal daycare provider is unavailable.
- Volunteer resources may be in short supply since there are very few healthcare workers who are not currently employed, and use of retired healthcare professionals may be limited during a pandemic.

To address these challenges, the local community should:

- Work with local healthcare professional training programs (i.e. medicine, nursing, allied health, pharmacy, etc.) regarding the use of students in pandemic response efforts.
- Work with county medical society to develop plans for implementation of “house calls” for home bound patients.
- Work with the hospital(s) to develop “just in time” training materials necessary to cross train staff, healthcare personnel that do not normally work in the hospital clinical setting, retired licensed providers returning to the workforce, and volunteers.
- Work with the Medical Reserve Corps to determine current number of volunteers residing in the community, and develop local plans for activation and deployment.



#### **4. Alternative Care Sites**

Pittsburg County (through collaboration with local partners) must identify potential alternative care sites prior to a pandemic. During a pandemic, alternative care sites may be activated to better manage the medical surge affecting hospitals, clinics, and physician offices. These sites would provide supportive care for non-acute patients, and could serve as triage facilities to relieve the burden on hospital emergency departments. The benefits of alternative care sites include:

- Assist individuals who are unable to care for themselves at home.
- Offer transitional care for patients who are stable and transferred from an acute care hospital but are unable to care for themselves at home.
- Offer support to the medical system as deemed necessary.

#### **5. Supplies and Equipment**

Due to the anticipated medical surge, availability of supplies will be limited. Healthcare facilities should:

- Consider increasing stock levels of supplies and equipment needed for pandemic response.
- Determine triggers for ordering additional supplies and equipment.
- Develop strategies for acquiring additional supplies and equipment.
- Develop a process to request additional supplies and equipment through the MERC or OSDH Situation Room if there is not a functional MERC in region.

#### **6. Continuation of Essential Medical Services**

Plans to ensure continuation of essential medical services in healthcare facilities must be developed. Examples of essential services include, but are not limited to:

- Trauma
- Acute medical conditions (such as acute coronary syndrome, stroke, internal bleeding, respiratory failure, etc.)
- Obstetrics and neonatal
- Continuation of treatment for chronic medical conditions, such as hemodialysis and infusion centers for chemotherapy.

Healthcare facilities should develop plans for how essential services will continue to be staffed and supplied. In addition, healthcare facilities should distribute educational materials encouraging in-home care of affected family members.

## **7. Public Health Services**

During a pandemic, the Pittsburg County Health Department may suspend normal health department operations to provide assistance for alternative care sites and healthcare facilities. The Pittsburg County Health Administrator will assess the need to reprioritize department functions and will coordinate mobilization efforts to meet emerging needs of the pandemic within the community. The Pittsburg County Health Department will:

- Identify which health department services can be delayed or suspended during a pandemic.
- Determine the need to suspend routine operations in order to reassign staff to critical duties.
- Set up MIPS sites as needed in accordance with plans already in place. MIPS sites will be needed only if adequate supplies are available.

## **F. Community Disease Control and Prevention**

Guided by the latest evaluation of surveillance, laboratory, epidemiologic, and clinical data, the OSDH will identify, recommend and work with Pittsburg County Health Department to implement appropriate measures at each phase of the pandemic to minimize disease transmission and minimize impact on individuals.

### **1. Containment**

The goal of containment strategies is to limit transmission of a novel influenza virus as much as possible. The ability of containment strategies (isolation, voluntary quarantine, and social distancing) to significantly slow the spread of pandemic influenza may be limited by the short incubation period for influenza, the mode of transmission, the large proportion of asymptomatic infections, and the non-specific nature of clinical illness from influenza infection.

OSDH and the Pittsburg County Health Department will conduct contact tracing and management of contacts on a case-by-case basis. Decisions will be based on the likelihood that the suspected case is infected with a novel influenza strain, the likelihood that the virus is or may become transmitted from person-to-person, and the feasibility of contact tracing.

OSDH and the Pittsburg County Health Department will evaluate and manage ill travelers from affected regions and will provide information to travelers about the symptoms and risk factors associated with the novel influenza virus, instructions for self-monitoring, instructions for isolation should symptoms develop, and mechanism for notifying public health officials in the event of illness.

### **2. Social Distancing**

In the event of a pandemic influenza outbreak, County and City officials may need to implement a number of actions to reduce the potential for transmission of the virus. The Pittsburg County Health Administrator will assess the risk to public health based on the

current knowledge of the virus and the impact of an influenza pandemic on the population and the anticipated benefits of available containment measures. The Pittsburg County Health Administrator will make recommendations to key government officials and school system superintendents about actions that should be taken to control the spread of the disease. The situation will be reviewed daily and recommendations to public officials about containment measures will be made.

Social distancing strategies are non-medical measures intended to reduce the spread of disease from person-to-person by discouraging or preventing people from coming in close contact with each other. These strategies could include:

- Closing public and private schools, colleges and universities.
- Suspending non-essential business and government functions, at least temporarily.
- Implementing emergency staffing plans for the public and private sector by considering increased telecommuting and flex scheduling.
- Closing public gathering places such as stadiums, theaters, churches, community centers, and other facilities.
- Utilizing alternate care facilities to minimize the number of individuals reporting to emergency departments.

Implementation of social distancing may create social disruption and significant, long-term economic impacts. It is unknown how the public will respond to these measures. However, these measures will be necessary for containment of the disease.

Specific social distancing strategies that City/County leaders (upon guidance issued by the Commissioner of Health or other State Agency department heads) may implement are:

- Directing government agencies and private sector to implement emergency staffing plans to maintain critical business functions.

- Suspending public events where large numbers of people congregate, including sporting events, concerts, and parades.
- Closing churches, theaters, community centers, and other places where large groups gather.
- Closing public and private schools, colleges and universities.

Pittsburg County Health Department will work with large business during pre-pandemic planning to develop methods for implementing adult social distancing measures while maintaining business continuity.

Pittsburg County Health Department will work toward meeting with local school officials (superintendents, principals and school nurses) during pre-pandemic planning to encourage development of methods for continuing essential nutrition programs (free/reduced breakfast and lunch programs) and education if child social distancing measures are implemented.

OSDH and Pittsburg County Health Department will implement community-based activity restrictions on an as-needed basis. Social distancing may include measures such as: closing schools, canceling large public gatherings, curtailing public transportation and other community activity restrictions maybe recommended. OSDH and Pittsburg County Health Department will consider and make recommendations for their use on a case-by-case basis using current epidemiologic, laboratory and clinical data.

## G. Infection Control

Infection control strategies have been developed by the United States Department of Health and Human Services (HHS). The information contained is broad and applicable to all jurisdictions. The discussion includes transmission methods, personal protection equipment (PPE), infectious patient management, hygiene, waste disposal, environmental cleaning and disinfections, and

issues specific to healthcare settings. Refer to the *Oklahoma Pandemic Influenza Management Plan* for specific infection control measures.

The Pittsburg County Health Department will advise local businesses, schools, and critical infrastructure about infection control, prevention measures and operating with partial staffing through the establishment of working groups. The Pittsburg County Health Department will also educate the public about influenza pandemics and steps that can be taken to reduce exposure and infection during a pandemic. Educational materials will be distributed that will discuss infection control practices, including respiratory etiquette (“Cover Your Cough”), hand washing, when to stay home, and when to use a mask and the appropriate use of a mask.

The following personal measures are encouraged to promote infection control:

### **1. Public Preparation**

The most important thing anyone can do in preparation for pandemic influenza is to learn about and practice effective infection control. The transmission of the influenza virus is spread from person-to-person through coughs and sneezes. This can happen when droplets from the cough or sneeze of an infected person travel through the air and reach the mouth or nose of people nearby. Influenza can be spread when a person touched droplets, nose drainage or saliva from an infected person, or solid object, and then touches one’s own (or someone else’s) nose or mouth before washing their hands.

### **2. Recognizing Symptoms and When to Stay Home**

Symptoms of influenza include fever (usually high), headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches, nausea, vomiting, and diarrhea also can occur, and are more common among children than adults. It is important to stay home when experiencing any symptoms of influenza. School and childcare personnel should observe closely, all infants and children for symptoms of illness. Notify the parent if a child develops a fever, chills, cough, sore throat, headache, or muscle aches. Send the child home, if possible, and advise the parent to contact the child’s doctor. An ill child should be separated from the general population of the school or childcare facility.

### **3. Hand washing**

Use soap and water to wash hands when they are visibly soiled, or an alcohol-based hand rub when soap and water is not available. Wash hands as soon as possible after sneezing or coughing. Wash hands to the extent possible between contacts with infants and children, such as before meals or feedings, after wiping a child's nose or mouth, after touching objects such as tissues or surfaces soiled with saliva or nose drainage, after diaper changes, and after assisting a child with using the toilet. Wash the hands of infants and toddlers when the hands become soiled. Teach children to wash hands when their hands have become soiled. Teach children to wash hands for 10-20 seconds.

### **4. Practice good respiratory hygiene and cough etiquette**

Anyone with signs or symptoms of a respiratory infection should:

- Cover the nose and mouth when coughing or sneezing.
- Use tissues once to contain respiratory secretions and immediately dispose of them in the nearest receptacle after use.
- Use of handkerchiefs is not recommended.
- Wash hands after having any contact with respiratory secretions and contaminated objects/materials.
- Avoid contact with individuals at risk until respiratory symptoms have resolved.
- Avoid contact with secretions of people who have respiratory illness.

## H. Clinical Guidelines

This section serves as a guide for healthcare providers, with the understanding that the management of influenza is based primarily on sound clinical judgment regarding the individual patient as well as an assessment of locally available resources, such as rapid diagnostics, antiviral drugs, and hospital beds. Early antiviral therapy shortens the duration of illness due to seasonal influenza and would be expected to have similar effects on illness due to novel or pandemic influenza viruses.

Refer to the *Oklahoma Pandemic Influenza Management Plan* for specific details. The *Oklahoma Pandemic Influenza Management Plan* adopted the HHS Pandemic Influenza Supplement on Clinical Guidelines.

## I. Risk Communication

Dissemination and sharing of timely and accurate information with the general public will be one of the most important facets of the response to a pandemic. Advising the public of actions they can take to minimize their risk of exposure, or actions to take if they have been exposed, will reduce the spread of the pandemic and may also serve to reduce the anxiety and unnecessary demands on health services.

The Pittsburg County Health Department will encourage the development of and participate in Joint Information Systems (JIS). There should be a minimum of one trained Public Information Officer (PIO) (ideally there should be three persons trained) within the health department available to be a part of the JIS and potentially a Joint Information Center (JIC). The goals of the JIS are to provide accurate, consistent, and timely information to the public.

The Pittsburg County Health Department will:

- Provide education to the public, including local business owners and school systems about influenza pandemics and steps that can be taken to reduce exposure and infection during a pandemic.



- Educate public officials and first responders about influenza pandemics and steps that being taken to plan for outbreaks.
  
- Provide appropriate updates on the pandemic and coordinate with the OSDH Office of Communications regarding messaging.
  
- Provide information to the public about steps that should be taken to protect against infection, alternate care options, the status of the spread in the community, and containment strategies being implemented.
  
- Establish a call center to answer citizens' questions and provide education about the pandemic. Use of local 211 systems is encouraged, where available.

Tab 1: Continuation of Services Priority Grid

Local County Health Department Service	1 (Function cannot be delayed)	2 (Function can be delayed but should be resumed as soon as possible)	3 (Function can be delayed until normal business operations resume)
<b><i>Disease and Prevention Services</i></b>			
Pandemic Influenza Response	X		
Other Communicable Disease Containment	X		
TB Active Case Tx. and investigation and PT	X		
Immunization		X	
Adult Health/Take Charge!			X
HIV/STD Contact Investigation/Tx	X		
Routine HIV/STD Clinic		X	
<b><i>Family Health Services</i></b>			
WIC Voucher Pickup	X		
WIC Certification-Non-Breastfeeding Newborn	X		
WIC Certification-Pregnant		X	
WIC Certification-1-5 years of Age			X
WIC Recertifications*		X	
Family Planning Supply Pickup /Early Start/EC	X		
Family Planning Initial Exam**		X	
Family Planning Annual**			X

Maternity Services		X	
Children First		X	
Child Health/Well Baby		X	
Dental Education			X
Lead Screening			X
Newborn Hearing			X
Routine Newborn Metabolic Screening***			X
General Child Guidance			X
SoonerStart (EI)		X	
<b><i>Protective Health Services</i></b>			
Routine Food Protection		X	
<b><i>Community Health Services</i></b>			
Health Promotion/Education			X
Turning Point			X

\*Voucher issuance should continue until such time that the WIC clinic operations can reasonably resume.

\*\*Family planning initial appointments may be delayed and contraception initiated under Early Start and then continued until clinics can reasonably resume. Family planning annual appointments should be delayed and additional contraception issued until such time the clinic schedule can resume. A PHN Standing Order will need to be in place to continue contraception, other than condoms, beyond the initial Early Start protocol and annual exam timeframe.

\*\*\*Unless notified by OSDH that immediate follow-up on abnormal metabolic screening is needed.

Tab 2: Priority Group Recommendations

Table 1: Vaccine Priority Group Recommendations

Tier	Sub tier	Population	Rationale
1	A	Vaccine and antiviral manufacturers and other essential to manufacturing and critical support	Need to assure maximum production of vaccine and antiviral drugs
		Medical workers and public health workers who are involved with direct patient contact, other support services essential for direct patient care, and vaccinators (OK 117,000)	Healthcare workers are required for quality medical care (studies show outcome is associated with staff-to-patient ratios). There is little surge capacity among healthcare sector personnel to meet increased demand
		Immediate family members of those involved in direct patient care or supply and distribution of vaccine	A sick family member may increase workforce absenteeism thereby creating disruption in the provision of vaccines or care
1	B	Persons $\geq$ 65 yrs. with 1 or more influenza high-risk conditions, not including essential hypertension (OK 455,000)	Those groups are at high risk of hospitalization and death. Excludes elderly in nursing home and those who are immunocompromised and would not likely be protected by vaccinations.
		Persons 6 mo. to 65 yrs. with 2 or more influenza high-risk conditions, not including essential hypertension (OK 89,700).	
		Persons 6 mo. or older with history of hospitalization for pneumonia or influenza or other influenza high-risk conditions in the post year (OK 95,000).	

1	C	Pregnant women (OK 39,000)	In past pandemics and annual influenza, pregnant women have been at high risk; vaccination will also protect the infant who cannot receive the vaccination
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1	C	Household contacts of severely immunocompromised person who would not be vaccinated due to the likely poor response to vaccine (OK 25,000).	Vaccination of household contacts of immunocompromised and young infants will decrease risk of exposure and infection among those who cannot be directly protected by vaccination.
		Household contacts of children $\leq$ 6 mo. old (OK 65,000)	
1	D	Public Health emergency response workers critical to pandemic response (OK 3,500)	Critical to implement pandemic response such as providing vaccinations and managing/monitoring response activities.
		Key government leaders.	Preserve decision-making capacity critical for managing and implementing a response.
2	A	Healthy persons 65 yrs. and older (OK 230,000).	Groups that are also at increased risk, but not as high risk as population Tier 1 B
		Persons 6 mo. to 65 yrs. with 1 high-risk condition (OK 465,000).	
		Persons 6-23 mo. old, healthy (OK 728,000).	

2	B	Other public health emergency responders	Includes critical infrastructure groups that have impact on maintaining health (e.g. public safety, transportation of medical supplies and food); implementing a pandemic response; and on maintaining societal functions
		Public safety workers, including police, fire, 911 dispatchers, and corrections facility staff	
		Utility workers essential for maintenance of power, water and sewage system functioning	
		Transportation workers transporting fuel, water, food, medical supplies; as well as public ground transportation	
		Telecommunication/IT for essential network operations and maintenance	
3	A	Other key government health decision-makers.	Other important societal groups for a pandemic response but of lower priority
4	A	Healthy persons 2-64 yrs not included in above categories.	All persons not included in other groups based on objective to vaccinate all those who want protection.

Table 2: Antiviral Drug Priority Group Recommendations\*

Group	Est. Oklahoma population	Strategy**	Rationale
1. Patients admitted to hospital. ***	130,000	T	Consistent with medical practice and ethics to treat those with serious illness and who are most likely to die.
2. Healthcare workers with direct patient contact and emergency medical service providers.	119,600	T	Healthcare workers are required for quality medical care. There is little surge capacity among healthcare sector personnel to meet increased demand.
3. Highest risk outpatient immunocompromised persons and pregnant women.	32,500	T	Groups at greatest risk of hospitalization and death; immunocompromised cannot be protected by vaccine.
4. Pandemic health responders (public health, vaccinators, vaccine and antiviral manufacturers), public safety (police, fire, corrections), and government decision makers.	429,000	T	Groups are critical for an effective public health response to a pandemic.
5. Increased risk outpatients; young children 12-23 mo. old, persons ≥ 65 yrs. old, and persons with underlying medical conditions.	1.1 million	T	Groups are at high risk for hospitalization and death.
6. Outbreak response in nursing homes and other residential settings.	N/A	PEP	Treatment of patients and prophylaxis of contacts is effective in stopping outbreaks; vaccination priorities do not include nursing home residents.

7. Healthcare workers in emergency departments, ICU's, dialysis centers, and emergency medical service providers.	156,000	P	These groups are most critical to an effective healthcare response and have limited surge capacity. Prophylaxis will be best to prevent absenteeism.
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8. Pandemic societal responders (e.g. critical infrastructure groups as defined in the vaccine priorities) and healthcare workers without direct patient contact.	132,600	T	Infrastructure groups that have impact on maintaining health, implementing a pandemic response, and maintaining societal functions.
9. Other outpatients.	2.3 million	T	Include others who develop influenza and do not fall within the above groups.
10. Highest risk outpatients.	325,000	P	Prevents illness in the highest risk groups for hospitalization and death.
11. Other healthcare workers with direct patient contact.	104,000	P	Prevention would best reduce absenteeism and preserve optimal functions.

\* The committee focused its deliberations on the domestic U.S. civilian population. NVAC recognizes that the Department of Defense (DOD) needs should be highly prioritized. A separate DOD antiviral stockpile has been established to meet those needs. Other groups also were not explicitly considered in deliberations on prioritization. These include American citizens living overseas, non-citizens in the U.S., and other groups providing national security services such as the Border patrol and U.S. Customs Service.

\*\*Strategy: Treatment (T) requires a total of ten (10) capsules and is defined as one (1) course. Post-exposure prophylaxis (PEP) also requires a single course. Prophylaxis (P) is assumed to require forty (40) capsules (4 courses through more may be needed if community outbreaks last for a longer period).

\*\*\*There is no data on the effectiveness of treatment at hospitalization. If stockpiled antiviral drug supplies are very limited, the priority of this group could be reconsidered based on the epidemiology of the pandemic and any additional data on effectiveness in this population.



(This document was adapted from the HHS Pandemic Influenza Plan and estimated population modified for Oklahoma.)

Tab 3: Containment Measures

CONTAINMENT MEASURES

Containment Measures for Individuals\*

*I. Patient Isolation*

Isolation is the separation of infected persons from other persons for the period of communicability to prevent transmission. A patient with a suspected or confirmed case of pandemic influenza should be separated from persons who are well, using infection control measures. Strict isolation is confinement of the individual to a room with a separate bed, and direct contact only with person(s) providing care to the infected individual. Ideally, persons who meet the criteria for novel influenza and do not require hospitalization should be isolated in their homes. If home isolation is not feasible, alternative facilities may be needed for isolation of influenza patients.

**II. Management of Contacts**

Contact tracing, contact monitoring and quarantine of close contacts may be effective during the earliest stages of a pandemic. Because the usefulness and feasibility of these measures will be limited once the pandemic has started to spread, community-based measures that reduce disease transmission by increasing social distance are needed.

**Community-based Containment Measures**

*I. Quarantine of Groups of Exposed Persons*

Quarantine is the limitation of freedom of movement by persons or animals that have been exposed to a communicable disease for a period of time equal to the longest usual incubation period of the disease in order to prevent contact with those individuals not exposed. The purpose of quarantine is to reduce influenza transmission by separating exposed persons from others, monitoring exposed persons for symptoms, providing medical care and infection control precautions as soon as symptoms are detected. Groups that might be quarantined include:

- Family members who have been exposed to influenza.
- Groups of individuals at public gatherings where an exposure has been identified.
- Persons on an airplane, cruise ship or enclosed conveyance.
- School students, teachers and school personnel who have been exposed.
- Healthcare providers who are treating influenza cases.

Workplace quarantine allows exposed employees to work, but employees must observe activity restrictions while off duty. Monitoring for signs and symptoms before reporting to work and the use of Personal Protective Equipment while at work are required. This strategy is applicable for persons who provide essential services while minimizing the adverse impact of essential services provision.

## *II. Focused Measures to Increase Social Distance*

It may be necessary to cancel events, close buildings or restrict access to certain sites or buildings in order limit exposure to influenza cases. Depending on the situation, examples of cancellations or building closures might include:

- Cancellation of public events (concerts, sports events, movies, plays, school events).
- Closure of recreational facilities (community swimming pools, youth clubs, gymnasiums, fitness centers).

## *III. Community-wide Infection Control Measures*

Community-wide infection control measures may decrease the overall magnitude of the outbreak. Persons with signs and symptoms of a respiratory infection, regardless of presumed cause, will be encouraged to:

- Cover the nose/mouth when coughing or sneezing.
- Use tissues to contain respiratory secretions.
- Dispose of tissues in the nearest waste receptacle.
- Perform hand-washing hygiene after contact with respiratory secretions and contaminated objects.

Persons at high risk for complications of influenza will be advised to avoid public gatherings. Disposable surgical-type masks will be used to take care of ill patients to prevent potentially infectious material from reaching the mucous membranes of the healthcare worker's nose or

mouth. Mask use may be most important for persons who are at high risk for complications of influenza, those who are unable to avoid contact with infected individuals and for those traveling to seek medical care. The general public should avoid close contact with ill individuals.

#### *IV. Implementation of "Snow Days"*

Implementation of "snow days" involves the community in a positive way, is acceptable to most people and is relatively easy to implement. Implementation involves:

- Asking non-essential personnel to stay home.
- Recommend the public acquire and store provisions.

#### **V. Closure of Office Building, Shopping Malls, Schools and Public Transportation**

Closure of buildings, schools and public transportation could have a significant impact on the community and workforce. School closings may be effective in decreasing the spread of influenza and may significantly decrease morbidity and mortality among children. These voluntary measures can effectively reduce transmission without explicitly restricting activities.

#### *VI. Widespread of Community Quarantine*

Community-wide quarantine is the most stringent and restrictive containment measure. It involves asking everyone to stay home and restricts travel into or out of an area, except by authorized persons such as public healthcare workers. The quarantine may be applicable to all members of a group of people or community to prevent the further spread of the influenza.

#### **VII. Scaling Back Community Containment Measures**

The decision to scale back or discontinue community containment measures will be based on:

- Consistent decrease in the number of confirmed cases.
- Reduction in the number of probable and known cases.
- Verifying effective protective countermeasures are in place.

\*Adapted from the U.S. Department of Health and Human Services (HHS) Pandemic Influenza Plan, U.S. Department of Health and Human Services, November 2005.

World Health Organization Pandemic Phases

Level of Influenza Activity	Response	Rationale
<p><b>Phases 1-2</b> No novel influenza strains of public health concern in global circulation in humans.</p>	<p>Preparedness planning.</p>	<p>Use recommended response actions for interpandemic influenza prevention and control.</p>
<p><b>B. Phases 3-4</b> Limited novel influenza virus transmission abroad; all local cases (e.g., in Oklahoma or the United States) are either imported or have clear epidemiologic links to other cases.</p>	<p>Consider quarantine of close contacts.</p>	<p>Although individual containment measures may have limited impact in preventing the transmission of pandemic influenza (given the likely characteristics of a novel influenza virus), they may have great effectiveness with a less efficiently transmitted virus and may slow disease spread and buy time for vaccine development.</p>
<p><b>C. Phase 5</b> Limited novel influenza virus transmission in the area (e.g., within Oklahoma or the United States) with either a small number of cases without clear epidemiologic links to other cases or with increased occurrence of influenza among their close contacts.</p>	<p>Quarantine of close contacts.</p>	<p>Same as above.</p>
<p><b>Phase 6</b> Sustained novel influenza virus transmission in Oklahoma, with a large number of cases without clear epidemiologic links to other cases. Disease control measures aimed at individuals and groups appear effective.</p>	<p>Focused measures to increase social distance; consider community-based measures.</p>	<p>Selective use of group quarantine (focused measures) early in a pandemic when the scope of the outbreak is focal and limited; may slow the geographic spread and buy time for vaccine development.</p>

<p><b>D. Phase 6</b> Sustained novel influenza activity in Oklahoma, with a large number of cases in persons without an identifiable epidemiologic link at the time of initial evaluation; individual control measures are believed to be ineffective.</p>	<p>Community-level measures to increase social distance; consider coordinated community and business closures, and community wide quarantine.</p>	<p>When disease transmission is occurring in communities around the United State, individual quarantine is much less likely to have an impact and likely would not be feasible to implement. Rather, community measures and emphasizing what individuals can do to reduce their risk of infection may be more effective disease control tools.</p>
<p><b>E. Phase 6</b> Decreases in the number of new cases, unlinked (or “unexpected”) cases, and generations of transmission.</p>	<p>Consider quarantine of contacts.</p>	
<p><b>Post Pandemic Period</b> Transmission of pandemic influenza has been controlled or eliminated, no new cases.</p>	<p>Active monitoring in high risk populations; continue for 2-3 incubation periods after control or elimination of transmission.</p>	

\*Adapted from: HHS Pandemic Influenza Plan; U.S. Department of Health and Human Services, November 2005.

Tab 4: Continuity of Operations Plan

Continuity of Operations (COOP) is a plan that details how essential functions of agencies will be handled during any emergency or disaster situation that may disrupt normal operations. In a pandemic influenza outbreak, agencies will see a dramatic reduction in the number of staff that will report to work. Pittsburg County Health Department will work in conjunction with the OSDH to develop a COOP Plan that ensures the following objectives:

- Ensure the continuous performance of Pittsburg County Health Department essential functions during a Pandemic.

- Ensure continuous delivery of essential services to Pittsburg County residents (See Tab 1: Continuation of Services Priority Grid)
- Establish Delegations of Authority
- Establish Orders of Succession
- Identify a trained Public Information Officer (PIO) to provide information to the public as necessary.
- Notify all public health staff during a pandemic influenza outbreak, they are considered essential personnel for Pittsburg County Health Department.

Currently, OSDH is in the process of COOP Plan development. TPRS along with Community Health Services will assist with COOP Plan development for Pittsburg County Health Department.



### Tab 5: Workforce Psychosocial Support

The response to an influenza pandemic will pose substantial physical, personal, social and emotional challenges to healthcare providers, public health officials and other emergency responders and essential service workers. The emotional challenges include responding to:

- Illness and death among colleagues and family members;
- Fear of contagion and/or of transmitting disease to others;
- Shock, numbness, confusion or disbelief;
- Extreme sadness, grief, anger, guilt, exhaustion or frustration;
- Sense of ineffectiveness and powerlessness;
- Difficulty maintaining self-care activities (e.g. getting sufficient rest);
- Prolonged separation from family;
- Concern about children and other family members;
- Constant stress and pressure to continue performing;
- Domestic pressures caused by school closures, disruption in day care or family illness;
- Stress of working with sick or agitated persons and their families and/or with communities under quarantine restrictions; and
- Concern about receiving vaccines and/or antiviral drugs before other persons.

During an influenza pandemic the occupational stresses experienced by healthcare providers and other responders are likely to differ from those faced by relief workers in the aftermath of a natural disaster. Medical and public health responders and their families will be at personal risk for as long as the pandemic continues in their community. Therefore, the state of Oklahoma and Pittsburg County will need to undergo special planning to develop a network of local psychosocial supports to ensure adequate services are in place for public health responders and other occupational work groups involved during the pandemic period during both interpandemic phases and pandemic alert periods.

Pittsburg County will address the psychosocial needs among the following first responder groups:

- Healthcare workers who provide medical care to ill persons;

- Emergency field workers and other public health personnel who help control the spread of infection;
- First-responder and non-governmental organizations whose employees assist affected groups (e.g., persons in quarantine or isolation);
- Essential service workers whose activities maintain normal functions in the community and minimize social disruption; and
- Family members of all of these groups stated above.

The Pittsburg County Health Department will work with the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) and local mental health partners in the county to include but not limited to:

1. Licensed Mental Health Professionals
  - a. Psychiatrists,
  - b. Psychologists,
  - c. Licensed Professional Counselors,
  - d. Licensed Marital and Family Therapists,
  - e. Licensed Social Workers, and
  - f. Licensed Behavioral Practitioners.
  
2. Other Professionals
  - a. Social Workers,
  - b. Primary-Care Clinicians,
  - c. Emergency Department Staff,
  - d. Medical/Surgical Staff,
  - e. Safety and Security Personnel,
  - f. Behavioral Health Staff,
  - g. Practicum Students,
  - h. School Counselors,
  - i. Faith Leaders,
  - j. Community Leaders, and
  - k. Staff of Cultural and Faith Based Organizations.

The OSDH in collaboration with the ODMHSAS and Pittsburg County will ensure that Pittsburg County Health administrators, managers and supervisors are familiar with and actively encourage the use of tools and techniques for supporting staff and their families during times of crisis. The ODMHSAS will provide Critical Incident Stress Debriefing before and after a pandemic influenza event.

## Tab 6: Volunteer Management

Recent disasters have greatly increased the national attention given to public health emergency preparedness. These events underscored the need for an emergency “surge” or supplemental health care workforce that can be mobilized to respond immediately to a mass casualty event.

The experiences of New York City hospitals in the aftermath of the World Trade Center destruction were instructive about the issues confronting the use of health care professional volunteers in an emergency or mass casualty event. According to reports, hospital administrators involved in responding to the World Trade Center tragedy reported that they were unable to use medical volunteers when they were unable to verify the volunteer’s basic identity, licensing, credentials and employment. In effect, this precious, needed health workforce surge capacity could not be used.

Congress recognized the need to make optimum use of volunteer health personnel in an emergency and authorized the development of the Medical Reserve Corps and the Emergency System for Advance Registration of Health Professions Volunteers (ESAR-VHP) programs. Health Resources and Services Administration (HRSA) was delegated the responsibility for carrying out the legislation authorizing both of these programs and is assisting each State (and Territory) in establishing a standardized, volunteer registration system. These state-based systems include readily available, verifiable, up-to-date information regarding the volunteer’s identity, licensing, credentialing, accreditation, and privileging in hospitals or other medical facilities.

Oklahoma has consolidated the MRC and ESAR-VHP programs into the Oklahoma Medical Reserve Corps (OKMRC). The OKMRC provides a state level infrastructure designed to provide the ability for local OKMRC volunteer coordinators to quickly identify and better utilize health professional volunteers in emergencies and disasters. In addition, the OKMRC will, ultimately, enable the

sharing of these pre-registered and credentialed health care professionals across state lines and even nationally.

The primary role of the OKMRC is to coordinate the skills of practicing and retired physicians, nurses and other health professionals as well as other citizens interested in health issues, who are eager to volunteer to address their community's ongoing public health needs and to help their community during large-scale emergency situations. The OKMRC is coordinated by local and state public health officials under Emergency Support Function #8 (or Annex H) during times of emergency. During an influenza pandemic it will be critical for local health officials to have a sufficient pool of credentialed volunteers who are able to be rapidly activated to assist with public health and medical system activities. As a result, local health department must identify a local volunteer coordinator who will work with the OKMRC State Administrator toward the development of a county chapter to function as part of the OKMRC.

The Pittsburg County MRC volunteer coordinator is Bob Stewart.

#### Tab 7: Alternative Care Site Planning

The following Alternative Care Sites (ACS) have been identified in Pittsburg County to provide healthcare outside the hospital setting.

**City:** McAlester

1. McAlester High School Gymnasium

301 E Adams 74501

(918) 423-3224

2. Kiamichi Technology Center

302 Kiamichi Dr. McAlester, Ok 74501

(918) 426-0940

The following community partners have been identified as ACS primary support:

**City: McAlester**

**Personnel**

**1. McAlester Regional Hospital**

1 Clark Bass Blvd. 74501

(918) 426-1800

**2. Pittsburg County MRC**

(918) 470-9387 or (918) 426-7371

**Supplies and Equipment**

**1. Region 5 MERC**

(918) 423-1267 or (918) 424-5566

**2. Pittsburg County EOC**

(918) 424-9110 or (918) 423-5655

**Support Services**

**1. Pittsburg County EOC**

(918) 424-9110 or (918) 423-5655

**2. McAlester Police Department**

1st & Washington 74501

(918) 423-1212 or 911

Tab 8: Vulnerable Populations

Pandemic influenza may adversely impact persons who have special needs or live in institutions such as, assisted-living facilities, group homes, and jails. Additional planning efforts by these institutions will be necessary. The characteristics of the influenza outbreak may also require additional preparedness and response actions for certain segments of the population. These issues will be considered as the epidemiology of the pandemic is clarified.

The following vulnerable populations have been identified: residential care facilities, incarcerated, medically fragile/ home bound, and socioeconomic disadvantaged. The following Pittsburg County Health Department and partners will help identify special populations.

Agency Name and Address	Function(s) of Agency	Contact Person(s)	Telephone Number
Colonial Lodge Care Center 614 W Harrison McAlester, Ok 74501	Long Term Care Facility		918-423-6011
Latimer Nursing Home 103 SW 9 <sup>th</sup> St. McAlester, Ok 74501	Long Term Care Facility		918-465-2255
Mitchell Manor Convalescent Home 315 W Electric Ave McAlester, Ok 74501	Long Term Care facility		918-423-4661
Heritage Hills 411 N West St McAlester, Ok 74501	Long Term Care and Rehabilitation Facility		918-423-2920

Walnut Grove Living Center 1001 S George Nigh Expwy McAlester, Ok 74501	Long Term Care Facility		918-423-7373
Department of Human Services 1900 S Main St. McAlester, Ok 74501	Health and Human Services		918-421-6100
Pittsburg Baptist Assoc. 1330 E Monroe McAlester, Ok 74501	Faith based Organizations		918-423-2713
Main Street Drug 225 W Main St McAlester, Ok 74501	Health Care Equipment and Supply		918-465-9300
McAlester Regional Home Medical Equipment 1101 N Strong Blvd McAlester, Ok 74501	Health Care Equipment and Supply		918-426-4529
McAlester Regional Health Center Home Health Care 1 Clark Bass Blvd McAlester, Ok 74501	Home Health Care		918-421-8018
Mays Home Care 1551 S Main St McAlester, Ok 74501	Home Health Care		918-429-0502
Healthback Home Health 721 S George Nigh Expwy McAlester, Ok 74501	Home Health Care		918-423-2034

Tab 9: Planning for Sheltering of Companion Animals

Pets are a great comfort to people and many pet owners are reluctant to leave their home if they cannot be assured that their pet will receive care. The impact of this on emergency planning was well illustrated during the Hurricane Katrina disaster response. Subsequent federal legislation contained within the Post-Katrina Emergency Management Reform Act of 2006 and the Pets Evacuation and Transportation Standards Act of 2006 has now mandated that federal, state, tribal, and local authorities include planning for animals in their Mass Evacuation Incident Plans. Because this is a relatively new federal directive, state guidance is not yet developed. Presently, Red Cross shelters "DO NOT" allow animals in the shelter facility with the exception of service animals that are trained to assist disabled persons.

With particular reference to pandemic influenza preparedness and response planning, accommodation of pet sheltering and care may be needed to ensure workforce support and to assist individuals who must be placed in an alternate care site. Persons may need to enter an alternate care site because they are ill, or because their primary caretaker is ill and unable to care for their special needs. To begin planning for accommodating pet transportation, sheltering, and care, the Pittsburg County will:

- Collaborate with local veterinarians, municipal animal shelters, and volunteer animal welfare organizations to identify animal shelter locations that may be available during a natural disaster or pandemic.
- Consider criteria for what types of animals (dogs, cats, pet birds) will be permissible in the main animal sheltering locations, and what alternate resources may be needed to handle other types of "companion animals" such as snakes, monkeys, or other exotic pets.
- Begin exploring community resources for animal transportation, tracking, embarkation, care, feeding, and veterinary medical care. These internet sites may provide guidance: [www.avma.org/disaster/default.asp](http://www.avma.org/disaster/default.asp) or [http://www.hsus.org/hsus field/hsus disaster center/](http://www.hsus.org/hsus_field/hsus_disaster_center/)



# Pandemic Response

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## **1.0 Purpose**

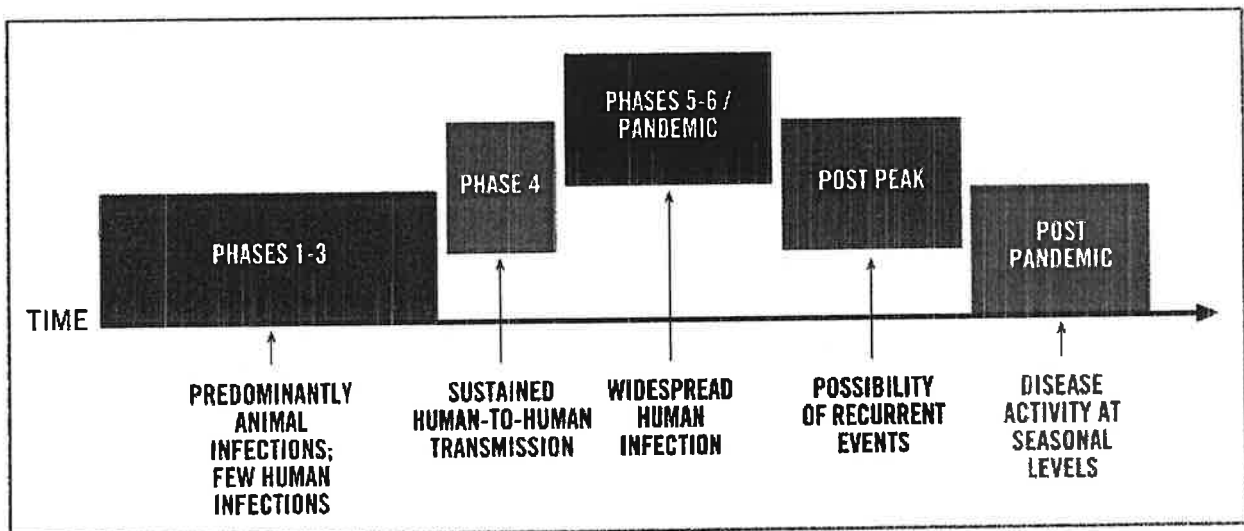
The purpose of the PITTSBURG County Pandemic Response Annex is to provide the framework for identifying and responding to a communicable disease pandemic. This annex is scalable and flexible, but must necessarily prepare for the “worst case” scenario. This annex is designed to assist in the development of continuity of operations annex throughout the county enabling the citizens of this county to continue to receive necessary services in the event of a pandemic. The annex defines preparedness and response activities that will enhance the effectiveness of response measures during a pandemic. This annex is intended to be used in conjunction with and follows the guidance and direction of the Oklahoma Pandemic Response Management Plan 2017. This annex is an addendum to the PITTSBURG County Emergency Operations Plan, ESF 8/Annex H: Health and Medical.

## **2.0 Scope**

This annex describes procedures needed to respond to a communicable disease pandemic event/incident to Oklahoma citizens living in the PITTSBURG County. Communicable diseases have the ability to cause sudden, widespread illness in all age groups on a global scale. Communicable disease may be highly transmissible, prone to rapid genetic changes, and harbored in animal reservoirs. For example, a pandemic occurs when an influenza virus undergoes a shift in one or both of its surface proteins to create a new or "novel" virus to which the general population does not have any immunity. The current vaccine may have no effect and a specific monovalent (single virus) vaccine could take up to six months to be developed and reproduced.

### **2.1 Phases of a Pandemic**

The World Health Organization (WHO) has developed a global influenza preparedness plan that includes a classification system for guiding planning and response activities for an influenza pandemic. This classification system is comprised of a continuum of four phases. The Director-General of WHO formally declares the current global pandemic phase and adjusts the phase level to correspond with pandemic conditions around the world. For each phase, the global influenza preparedness plan identifies response measures WHO will take, and recommends actions that countries around the world should implement.



This annex addresses specific responsibilities of key response partners and assists community leaders in preparing and responding by highlighting coordination between

multiple agencies during a pandemic. It is expected that healthcare facilities and professionals, essential service providers, local government officials, school systems, and business leaders develop and incorporate plans and procedures to address Communicable Disease preparedness and response into their emergency response plans. State and local entities should have credible pandemic preparedness plans in place to address and outline strategies to assist response efforts of a pandemic.

### **3.0 Situation**

Seasonal influenza epidemics recur yearly due to subtypes of influenza that circulate worldwide. According to the Centers for Disease Control (CDC), these epidemics are responsible for an average of 3,000 to 49,000 deaths annually in the United States. Seasonal influenza primarily impacts those in the community with weaker immune responses (the very young, old and chronically ill) since most people develop some degree of immunity to the viruses through annual illness or vaccine. This immune response helps protect from the serious consequences of influenza. Influenza pandemics, however, are distinct from seasonal influenza epidemics and represent one of the greatest potential threats to the public's health. Pandemic influenza refers to a worldwide epidemic due to a new, dramatically different strain of influenza virus. A pandemic virus strain can spread rapidly from person to person and, if severe, can cause high levels of disease and death around the world. Pandemic severity, based on mortality rates, is classified by the federal government according to a Pandemic Severity Index, ranging from mild to severe. In addition, a pandemic virus may have a low to moderate overall case fatality rate yet have higher case-fatality rates in certain subgroups in the population. These considerations should inform pandemic response measures in real-time to the extent possible.

Pandemic viruses develop in two main ways. First, wild birds are the reservoir for all influenza viruses. Most avian influenza viruses do not infect or cause significant disease in humans. However, new pandemic influenza viruses can arise when avian influenza viruses acquire the ability to infect and cause disease in humans, and then spread rapidly from person to person. Second, all influenza viruses experience frequent, slight changes to their genetic structure over time. This necessitates a change in annual vaccines to protect against seasonal influenza. Occasionally, however, influenza viruses undergo a major change in genetic composition through the combination of an avian and human virus.

The creation of a novel virus means that most, if not all, people in the world will have never been exposed to the new strain and have no immunity to the disease. It also

means that new vaccines must be developed and therefore are not likely to be available for months, during which time many people could become infected and seriously ill.

During the last century, four influenza pandemics occurred that spread worldwide within a year. The influenza pandemic of 1918 was especially virulent, killing a large number of young, otherwise healthy adults. It is now known that this pandemic was caused by an avian influenza virus that suddenly developed the ability to infect humans and to easily spread from person to person. The pandemic caused more than 500,000 deaths in the United States and more than 40 million deaths around the world. Subsequent pandemics in 1957-58 and 1968-69 caused far fewer fatalities in the U.S., 70,000 and 34,000 deaths respectively, but caused significant morbidity and mortality around the world. These two pandemics were caused by an influenza virus that arose from genetic reassortment between human and avian viruses.

According to the CDC, there were approximately 12,470 H1N1 deaths in the United States between 2009- 2010. However, the pandemic will likely fall into the lowest pandemic severity category. The Department of Health and Human Services estimates that in the U.S. alone, an influenza pandemic could infect up to 200 million people and cause between 200,000 and 2 million deaths (2005). The worldwide public health and scientific community is increasingly concerned about the potential for a pandemic to arise from the widespread and growing avian influenza A (H5N1) outbreak across several continents.

Table 1: Estimated number of Episodes of Illness, Healthcare Utilization, and Deaths Associated with Moderate and Severe Pandemic Influenza Scenarios for the US Population and Oklahoma

Characteristic	Moderate (1958/68-like)		Severe (1918-like)	
	United States	Oklahoma	United States	Oklahoma
<b>Illness</b>	90 million	1,092,000	90 million	1,092,000
<b>Outpatient Care</b>	45 million	546,000	45 million	546,000
<b>Hospitalization</b>	865,000	10,495	9,900,000	120,120
<b>ICU Care</b>	128,750	1,558	1,485,000	18,018
<b>Mechanical Ventilation</b>	64,875	787	742,500	9,009
<b>Deaths</b>	209,000	2,536	1,903,000	23,090

Estimates are based on extrapolation from past pandemics in the US, and do not include the potential impacts of interventions not available during the 20th Century pandemics.

The calculations used to determine the figures in Table One are based on the following assumptions:

- The State of Oklahoma accounts for 1.2% of the total US population.
- Susceptibility to the pandemic influenza subtype will be universal.
- The clinical disease attack rate will be 30% in the overall population. Illness rates will be highest among school-aged children (about 40%) and decline with age. Among working adults, an average of 20% will become ill during a community outbreak.
- Of those who become ill with influenza, 50% will seek outpatient medical care.

There are several characteristics of an influenza pandemic that differentiate it from other public health emergencies. First, it has the potential to suddenly cause illness in a very large number of people, who could easily overwhelm the healthcare system throughout the nation. A pandemic outbreak could also jeopardize essential community services by causing high levels of absenteeism in critical positions in every workforce. It is likely that vaccines against the new virus will not be available for six to eight months following the emergence of the virus. Basic services, such as healthcare, law enforcement, fire, emergency response, communications, transportation, and utilities, could be disrupted during a pandemic. Finally, the pandemic, unlike many other emergency events, could last for several weeks, if not months.

#### **4.0 Assumptions**

The following assumptions were made when discussing and developing this Annex:

- Pandemics (especially influenza) are expected, but unpredictable and arrive with very little warning. However, it is highly unlikely that a novel strain of influenza would appear in PITTSBURG County first.
- Outbreaks will occur simultaneously throughout the Nation and the world. The PITTSBURG County partners, both public and private, must strive to develop coordinated plan to sustain essential functions for at least 96 hours without relying on outside resources.



- Effects of influenza on the individual communities may be relatively prolonged (several waves of weeks to months at a time) as compared to other types of disasters.
- Numbers of ill people requiring outpatient medical care and hospitalization may overwhelm the local healthcare systems.
- Risks of exposure and illness in healthcare workers and other first responders may be higher than the general population, therefore, creating more strain on the already overwhelmed healthcare system.
- Disruptions of national and community infrastructures including commerce, utilities, and public safety as the spread of infection may be worldwide.
- Shortages (from mild to severe) of personnel in sectors that provide critical public safety services will result from widespread illness in the community.
- Strategies for stopping the spread of disease (once a pandemic strain has been identified) include personal protection, isolation, antiviral medications, and vaccination.
- Numbers of persons affected may be significant because communicable diseases may be highly infectious and could result in high levels of morbidity and mortality. People may be asymptomatic while infectious.

## **5.0 Authorities**

Various state and local public officials have overlapping authorities with regard to protecting public health and safety. The Governor, the State Board of Health, the Commissioner of Health, the County Health Department Regional Director, the local Board of Health, and the executive heads of counties and cities each can implement authorities within the scope of their jurisdiction aimed at protecting public health, including increasing social distancing by closing public or private facilities. During a pandemic, the presence of overlapping authorities will necessitate close communication and coordination between elected leaders and the County Health Department Regional Director to ensure decisions and response actions are clear and consistent.

A list of Authorities have been incorporated into the **PITTSBURG County All Hazards Response and Recovery Plan – Base Plan**.

## **6.0 Concept of Operations**

## **6.1 Overview**

The broad depth, scope and duration of a pandemic will require close coordination of partners at all levels of government (federal, state, regional, county, local and tribal).

PITTSBURG County strives to fulfill its responsibilities by developing this PITTSBURG County Pandemic Response Annex that addresses the ten essential components of the county response to an influenza pandemic.

- Command, Control, and Management
- Surveillance and Laboratory Diagnosis
- Delivery of Vaccine
- Acquisition and Delivery of Antiviral Medications
- Health Systems and Emergency Response
- Community Disease Control and Prevention
- Infection Control
- Clinical Guidelines
- Risk Communication
- Workforce Development

## **6.2 Responsibilities**

### **6.2.1 PITTSBURG County Health Department**

- Develop a coordinating group representing relevant stakeholders within PITTSBURG County. This group will be representative of those persons accountable for decision-making within their agency. It is strongly encouraged to build upon existing motivated committees within the community. This group is comprised of the Public Health Emergency Preparedness (PHEP) eleven (11) sectors, business, community leadership, cultural and faith-based groups and organizations, education and childcare settings, emergency management, healthcare, housing and sheltering, media, mental/behavioral health, social services, and senior services.
- Prioritize public health services at the PITTSBURG County Health Department, in coordination with Continuity of Operations (COOP) Annex. These services are prioritized to most effectively address the health and safety of the public. The highest priority is to direct efforts towards the emergency response.

- Assist in the education of governmental officials and other response partners about an influenza pandemic.
- Coordinate planning for and implementation of disease containment strategies and authorities.
- Support the healthcare system's planning and response efforts to include augmentation of medical surge capacity during mass casualty and mass fatality incidents.

### **6.3 Direction and Control**

The ENTER COUTY NAME County Health Department will be the lead agency in coordinating the local public health and medical system response to a pandemic in PITTSBURG County. Due to the scope and widespread impact of an influenza pandemic, it is anticipated that there will be a scarcity of resources throughout the state and nation. It is essential that a well-defined communication system be established to coordinate resource requests at the community, county, and state level. (See Annex S2.1, Local AHRRP)

#### *6.3.1 Local Response*

The PITTSBURG County response will be in accordance with this Annex and the Oklahoma Pandemic Response Management Plan 2014. Municipalities in PITTSBURG County may enact their own plans, and must work with the PITTSBURG County Health Department and the appropriate (city and or/county) emergency management agencies to coordinate resources and implement policies needed to provide for the safety of their citizens and continuity of operations for key facilities and critical infrastructure.

#### *6.3.2 Human Resources*

Primary assets consisting of people, communications, and physical infrastructure support all organizations. It is critical that organizations anticipate the impact a pandemic will have on the agencies/organizations ability to continue essential functions. Agencies, businesses and organizations need to ensure reasonable measures are in place to protect the health of personnel during a pandemic. Suggested implementation plans for continuation of essential functions include:

- Limit social contacts to individuals and families by remaining in their households. This should reduce transmission rates within communities and provide protection to households where infection has yet to occur.
- Implement staggered work shift policies for all businesses (government and private) to the extent possible. This allows fewer individuals to be in the workplace at the same time; thereby reducing opportunities for exposure to Pandemic Response.
- Implement policies that allow telecommuting. Agency heads should explore available authorities to implement a work from home plan allowing work to be accomplished without exposure to employee or others in the office that may be ill and/or asymptomatic. Computer systems should be evaluated ahead of time to ensure data and information is secure and protected to the extent required for each business.
- Conduct business by e-mail or telephone as opposed to face-to-face meetings.

### *6.3.3 Employee Health*

Provision of essential services during a pandemic, both in the government and private sectors, is contingent upon the presence of a healthy workforce. Promoting good employee health, both at home and at work, are essential to the protection of an adequate workforce. Some suggestions include:

- Implement hygiene plans to include mandatory hand washing and frequent cleaning of common areas of the establishment.
- Promote and encourage social distancing by decreasing or canceling unnecessary events or restricting site access.
- Perform temperature checks of employees as they report for duty daily and maintain logs of the data.
- Promote the use of tissues to cover mouths when sneezing or coughing occurs and proper disposal of tissues.
- Use the most appropriate, available masks and gloves for persons who have frequent contact with the public.

### *6.3.4 Community/Business*

Business and community leaders look to the PITTSBURG County Health Department for assistance in pandemic flu planning to ensure essential services and governmental functions are sustainable during a pandemic.

- Local partners (business and government) will develop Pandemic Response plans in collaboration with the ENTER COUTY NAME County Health Department and local Chambers of Commerce to facilitate continuity of services for the citizens of PITTSBURG County.
- Military Installations and Military Treatment Facilities (if applicable) should determine and develop a work plan for civilian personnel.
- Law enforcement officials (County Sheriff's office as well as local law enforcement) should develop plans to protect the force and a continuity of operations plan to ensure necessary public safety is maintained.
- Public Works department should develop plans to maintain essential functions and operations of utilities.
- Emergency Medical Service (EMS) agencies, physician offices and other healthcare organizations (Indian Health Service facilities, Federally Qualified Health Centers, nursing homes, hospice providers, home health agencies, etc.) are encouraged to develop plans for continued operations and protection of employees.
- School Boards of each school system are encouraged to develop a plan addressing closure of schools, cancellation of public events/programs, and other necessary elements.
- Daycare centers are encouraged to develop a plan addressing closure and cancellation of events.
- Institutes of Higher Education should work with the Board of Regents to develop plans addressing cancellation of classes and events.
- PITTSBURG County Health Department should encourage business to review and distribute Pandemic Response information as widely as possible.

#### **6.4 Communications**

The PITTSBURG County Health Department will encourage the development of and participate in Joint Information Systems (JIS). There should be a minimum of one trained Public Information Officer (PIO) (ideally there should be three persons trained) within the PITTSBURG County Health Department available to be a part of the JIS and potentially a Joint Information Center (JIC). The goals of the JIS are to provide accurate, consistent, and timely information to the public. (See Base Plan – Public Information, Local AHRRP)

## **6.5 Mitigation**

Mitigation activities are taken in advance of an influenza pandemic to prevent or temper its impact. PITTSBURG County Health Department's pre-event mitigation activities include:

1. Planning, exercising, evaluating and revising the Pandemic Response Plan.
2. Training and equipping Health Department staff to assure competencies and capacities needed to respond to a pandemic outbreak.
3. Through the Regional healthcare Coalition, building strategic partnerships and facilitating capacity building with local healthcare organizations and providers.
4. Partnering with tribes, local, state and federal response agencies and their staff.
5. Partnering with private industry including pharmacy chains, independent and ethnic pharmacies, commercial vaccinators, large employers and critical infrastructure providers.
6. Educating response partners, the media and public about the consequences of influenza pandemics and recommended preparedness measures.
7. Provide preparedness training and technical assistance to local agencies, Community Based Organizations and large informal networks serving vulnerable populations.
8. Informing and updating local elected officials about the potential impacts of an influenza pandemic on essential services and infrastructure in PITTSBURG County.
9. Stockpiling necessary medications and equipment that will be needed to respond to an influenza pandemic.

Interventions* by Setting	Pandemic Severity Index		
	1	2 & 3	4 & 5
<b>Home</b>			
<b>Voluntary isolation</b> of ill at home (adults and children), combine with use of antiviral treatment as available and indicated	Recommended	Recommended	Recommended
<b>Voluntary quarantine</b> of household members in homes with ill persons (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient	Generally NOT Recommended	Consider	Recommended
<b>School</b>			
<b>Child Social Distancing</b> - dismissal of students from schools and school-based activities, and closure of child care programs  - reduce out-of-school social contacts and community mixing	Generally NOT Recommended	Consider ≤ 4 Weeks	Recommended ≤ 12 Weeks
		Consider ≤ 4 Weeks	Recommended ≤ 12 Weeks
<b>Workplace/Community</b>			
<b>Adult Social Distancing</b> - decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings)  - increase distance between persons (e.g., reduce density in public transit, workplace)  - modify, postpone, or cancel selected public gatherings to promote social distance (e.g., stadium events, theater performances)  - modify work place schedules and practices (e.g., telework staggered shifts)	Generally NOT Recommended	Consider	Recommended

**“Generally NOT Recommended”** = Unless there is a compelling rationale for specific populations or jurisdictions, measures are generally not recommended for entire populations as the consequences may outweigh the benefits.

**“Consider”** = Important to consider these alternatives as part of a prudent planning strategy, considering characteristics of the pandemic, such as age-specific illness rate, geographic distribution and the magnitude of adverse consequences. These factors may vary globally, nationally and locally.

**“Recommended”** = Generally recommended as an important component of the planning strategy.

\*All these interventions should be used in combination with other infection control measures, including hand hygiene, cough etiquette and personal protective equipment such as facemasks when indicated. Additional information on infection control measures is available at <http://www.pandemicflu.gov/>.

## **6.6 Surveillance**

The OSDH Acute Disease Service (ADS) is responsible for conducting routine surveillance for influenza.

- The PITTSBURG County Health Department communicable disease nurse will work with ADS to investigate initial case(s) of suspected novel influenza. Communicable Disease Nurses will also assist in contact tracing and active or passive monitoring of contacts to determine if contacts develop symptoms during the observation period.
- The PITTSBURG County Health Department will work with the ADS and Public Health Laboratory in conducting outbreak investigations of influenza. Outbreak investigation activities may include working with local healthcare facilities in collecting patient visit and laboratory testing information as well as working with school nurses, tribal health, or occupational health nurses in collecting absenteeism information from affected institutions (schools, childcare centers, nursing homes, large businesses, etc.). The PITTSBURG County public health nurses will collaborate with healthcare providers in collecting specimens during a respiratory disease outbreak investigation for virus identification, typing and sub-typing.
- Rapid reporting of final Public Health Lab (PHL) results to providers, agencies, and organizations will occur.
- Healthcare facilities will daily use EMResource® to track bed status, or more frequently if necessary or indicated, and report to Medical Emergency Response Center (MERC) on a daily basis. The PITTSBURG County Health Department will also monitor information submitted on EMResource® on a daily basis for situational awareness.
- Coordinate Influenza-like illness surveillance with military institutions, especially among personnel returning from areas where a novel influenza virus has been identified.
- Request hospital(s) to inform OSDH of the number of deaths due to pneumonia, influenza, and communicable disease.



- Consider monitoring community impact of absenteeism at major employers.
- Statewide courier service to make approximately 1500 stops, not on regularly scheduled routes, to pick-up specimens for disease testing and to deliver Viral Transport Media (VTM).
- Other surveillance and laboratory functions will be conducted at the state level in accordance with the Oklahoma Pandemic Response Management Plan 2017.

## **6.7 Public Education**

Infection control strategies have been developed by the United States Department of Health and Human Services (HHS). The information contained is broad and applicable to all jurisdictions. The discussion includes transmission methods, personal protection equipment (PPE), infectious patient management, hygiene, waste disposal, environmental cleaning and disinfections, and issues specific to healthcare settings. Refer to the Oklahoma Pandemic Response Management Plan 2017 for specific infection control measures.

The PITTSBURG County Health Department will advise local businesses, schools, and critical infrastructure about infection control, prevention measures and operating with partial staffing through the establishment of working groups. The PITTSBURG County Health Department will also educate the public about influenza pandemics and steps that can be taken to reduce exposure and infection during a pandemic. Educational materials will be distributed that will discuss infection control practices, including respiratory etiquette (“Cover Your Cough”), hand-washing, when to stay home, and when to use a mask and the appropriate use of a mask.

### *6.7.1 Public Preparation*

The most important thing anyone can do in preparation for Pandemic Response is to learn about and practice effective infection control. The transmission of the influenza virus is spread from person-to-person through coughs and sneezes. This can happen when droplets from the cough or sneeze of an infected person travel through the air and reach the mouth or nose of people nearby. Influenza can be spread when a person touched droplets, nose drainage or saliva from an infected person, or solid object, and then touches one’s own (or someone else’s) nose or mouth before washing their hands.

### *6.7.2 Recognizing Symptoms and When to Stay Home*

Symptoms of influenza include fever (usually high), headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches, nausea, vomiting, and diarrhea also can occur, and are more common among children than adults. It is important to stay home when experiencing any symptoms of influenza. School and childcare personnel should observe closely, all infants and children for symptoms of illness. Notify the parent if a child develops a fever, chills, cough, sore throat, headache, or muscle aches. Send the child home, if possible, and advise the parent to contact the child's doctor. An ill child should be separated from the general population of the school or childcare facility.

### *6.7.3 Hand Washing*

Use soap and water to wash hands when they are visibly soiled, or an alcohol-based hand rub when soap and water is not available. Wash hands as soon as possible after sneezing or coughing. Wash hands to the extent possible between contacts with infants and children, such as before meals or feedings, after wiping a child's nose or mouth, after touching objects such as tissues or surfaces soiled with saliva or nose drainage, after diaper changes, and after assisting a child with using the toilet. Wash the hands of infants and toddlers when the hands become soiled. Teach children to wash hands when their hands have become soiled. Teach children to wash hands for 10-20 seconds.

### *6.7.4 Practice Good Respiratory Hygiene and Cough Etiquette*

Anyone with signs or symptoms of a respiratory infection should:

- Cover the nose and mouth when coughing or sneezing.
- Use tissues once to contain respiratory secretions and immediately dispose of them in the nearest receptacle after use.
  
- Avoid use of handkerchiefs.
  
- Wash hands after having any contact with respiratory secretions and contaminated objects/materials.
  
- Avoid contact with individuals at risk until respiratory symptoms have resolved.
  
- Avoid contact with secretions of people who have respiratory illness.

## **6.8 Vaccines and Antiviral Medications**

### *6.8.1 Delivery of Vaccine*

Vaccine serves as the most effective preventive method against influenza outbreaks, including pandemics. However, the dissemination of an effective influenza vaccine faces many challenges due mostly to the strain of the virus.

- There will be a significant period of time from the spread of the pandemic and the time it will take to develop an effective vaccine.
- A moderate or severe shortage will likely exist, with the time it will take to develop the vaccine. It is possible that there will not be any vaccine available at all.
- Vaccine will be distributed to populations as per the priority group recommendations. (See Appendix A: Vaccine Priority Group Recommendations)
- Vaccine delivery will be accordance with County Medical Countermeasures (MCM) Distribution and Dispensing Annex as well as the Oklahoma Pandemic Response Management Plan 2017.

### *6.8.2 Acquisition and Delivery of Antiviral Medications*

Antiviral medications may be useful in controlling and preventing pandemics prior to the availability of vaccine. However, the supply of these antiviral medications is limited. Therefore, recommendations are that the antiviral medications be used for treatment measures rather than as a method of prophylaxis. (See Appendix A: Vaccine Priority Group Recommendations)

Pandemic Response will have a severe impact on critical infrastructure, and protection of essential personnel must be reflected in priority groups targeted for these antiviral medications and vaccines. The identification of potential target groups will be made in accordance with the Oklahoma Pandemic Response Management Plan 2017.

The PITTSBURG County Health Department will:

1. Meet and work with appropriate healthcare facility partners and city/county stakeholders to develop an antiviral allocation and distribution plan.
2. Survey agencies (county, state, & federal) and businesses that provide critical infrastructure and enumerate the number of employees whose duties are critical to maintaining essential services such as food and water safety, utility services, law enforcement, etc. (Refer to C: Recommendations for Identifying Essential Personnel in the Oklahoma Pandemic Response Management Plan 2017).
3. Distribute guidelines for medical providers regarding the use of antiviral medications.
4. Facilitate appropriate use of antiviral medications by healthcare professionals.
5. Monitor adverse reactions to antiviral medications.
6. Work with OSDH on acquisition of antiviral medications.
7. Refer to the Oklahoma Pandemic Response Management Plan 2017 for more detailed information.

## **6.9 Health Systems and Emergency Response**

Because a pandemic response is expected to drain the resources of both the public health and medical systems, it is critical that PITTSBURG County partners enhance existing collaboration to ensure continuity of essential services.

### *6.9.1 Coordinated Response Efforts*

The PITTSBURG County Health Department, in collaboration with regional public health and medical system partners (Metropolitan Medical Response System (MMRS), Regional Medical Response System (RMRS), Health Care Coalition (HCC), Medical Emergency Response Center (MERC), and Oklahoma Medical Reserve Corps (OKMRC) will:

- Educate healthcare providers about a Pandemic Response and help involve them in planning the community's response.

- Provide technical assistance to hospitals and healthcare facilities to develop organizational plans for responding to an influenza pandemic, addressing staffing issues, medical surge capacity, triage, and infection control within their facilities.
- Work with healthcare providers to develop plans for expanding staffing, through the use of the Medical Reserve Corp (MRC).
- Mobilize any available volunteer health professionals, through utilization of the MRC, to supplement public health and medical system staffing in the community.

A pandemic is expected to significantly increase the demand for medical services, and it is anticipated to result in medical surge that will overwhelm the healthcare system. Additionally, increased absences and illness of the healthcare workers may necessitate implementation of alternate strategies to manage the demand on the health system.

Effective use of local medical resources will be essential in order to adequately manage the medical surge. Hospitals, EMS agencies, physician offices, clinics, and other healthcare facilities may not be able to operate “as usual” due to this increased demand for service and shortages of staff. It may be necessary to implement strategies designed to suspend non-essential services, use staff in non-traditional ways, forecast increasing demand on services, and build capacity for required equipment and supplies. It is possible that the hospital(s) may not be able to provide anything but austere care and the ill persons will need to be cared for in the home or in alternative care sites.

Community, public health, and medical services providers must work together to plan for and coordinate the local health and medical system response. Local communities should consider developing a health system coalition should continue to discuss, prepare, and plan for the challenges the community will face during an influenza pandemic.

### *6.9.2 Surge Management*

Surge management strategies are designed to manage patient flow by coordinating the use of all available resources within the community with the intent to not overwhelm the local medical infrastructure.

During a pandemic, all efforts must be employed to sustain the functionality of the healthcare system, while maintaining an acceptable level of medical care. Hospitals will need to:

- Take steps to increase bed capacity.
- Use volunteer health professionals, as appropriate and available to address critical staffing shortfalls.
- Implement pandemic-specific triage, treatment and patient management procedures.
- Consider alternative mechanisms to treat patients with non-urgent healthcare needs.

### *6.9.3 Staffing Considerations*

Staffing may be a major challenge for the healthcare system during a pandemic for the following reasons:

- Many healthcare workers may likely become ill.
- Some healthcare workers may choose to stay home and care for sick family members, or care for children/dependents whose normal daycare provider is unavailable.
- Volunteer resources may be in short supply since there are very few healthcare workers who are not currently employed, and use of retired healthcare professionals may be limited during a pandemic.

To address these challenges, the local community should:

- Work with local healthcare professional training programs (i.e. medicine, nursing, allied health, pharmacy, etc.) regarding the use of students in pandemic response efforts.
- Include language in all new health department job announcements; the position requires possible response to a public health emergency...

- Work with county medical society to develop plans for implementation of “house calls” for home bound patients.
- Work with the hospital(s) to develop “just in time” training materials necessary to cross train staff, healthcare personnel that do not normally work in the hospital clinical setting, retired licensed providers returning to the workforce, and volunteers.
- Work with the MRC to determine current number of volunteers residing in the community, and develop local plans for activation and deployment.

#### *6.9.4 Alternative Care Sites*

PITTSBURG County (through collaboration with local partners) must identify potential alternative care sites prior to a pandemic. During a pandemic, alternative care sites may be activated to better manage the medical surge affecting hospitals, clinics, and physician offices. These sites would provide supportive care for non-acute patients, and could serve as triage facilities to relieve the burden on hospital emergency departments. The benefits of alternative care sites include:

- Assist individuals who are unable to care for themselves at home.
- Offer transitional care for patients who are stable and transferred from an acute care hospital but are unable to care for themselves at home.
- Offer support to the medical system as deemed necessary.

See **Annex S1.3 Alternate Care Site Plan**.

#### *6.9.5 Supplies and Equipment*

Due to the anticipated medical surge, availability of supplies will be limited. Healthcare facilities should:

- Consider increasing stock levels of supplies and equipment needed for pandemic response.

- Determine triggers for ordering additional supplies and equipment.
- Develop strategies for acquiring additional supplies and equipment.
- Develop a process to request additional supplies and equipment through the Regional Medical Response System (RMRS).

### **6.10 Isolation and Quarantine**

The goal of isolation and quarantine strategies is to limit transmission of a novel disease as much as possible. The ability of isolation and quarantine strategies to significantly slow the spread of Pandemics may be limited by the short incubation period for influenza, the mode of transmission, the large proportion of asymptomatic infections, and the non-specific nature of clinical illness from influenza infection.

OSDH and the PITTSBURG County Health Department will conduct contact tracing and management of contacts on a case-by-case basis. Decisions will be based on the likelihood that the suspected case is infected with a novel influenza strain, the likelihood that the virus is or may become transmitted from person-to-person, and the feasibility of contact tracing.

OSDH and the PITTSBURG County Health Department will evaluate and manage ill travelers from affected regions and will provide information to travelers about the symptoms and risk factors associated with the novel influenza virus, instructions for self-monitoring, instructions for isolation should symptoms develop, and mechanism for notifying public health officials in the event of illness.

### **6.11 Social Distancing Strategies**

In the event of a Pandemic Response outbreak, county and city officials may need to implement a number of actions to reduce the potential for transmission of disease. The PITTSBURG County Health Regional Director will assess the risk to public health based on the current knowledge of the virus and the impact of an influenza pandemic on the population and the anticipated benefits of available containment measures. The PITTSBURG County Health Regional Director will make recommendations to key government officials and school system superintendents about actions that should be taken to control the spread of the disease. The situation will be reviewed daily and recommendations to public officials about containment measures will be made.



Social distancing strategies are non-medical measures intended to reduce the spread of disease from person-to-person by discouraging or preventing people from coming in close contact with each other. These strategies could include:

- Closing public and private schools, colleges, and universities.
- Suspending non-essential business and government functions, at least temporarily.
- Implementing emergency staffing plans for the public and private sector by considering increased telecommuting and flex scheduling.
- Closing public gathering places such as stadiums, theaters, churches, community centers, and other facilities.
- Utilizing alternate care facilities to minimize the number of individuals reporting to emergency departments.

Implementation of social distancing may create social disruption and significant, long-term economic impacts. It is unknown how the public will respond to these measures. However, these measures will be necessary for containment of the disease.

Specific social distancing strategies that city/county leaders (upon guidance issued by the Commissioner of Health or other state agency department heads) may implement are:

- Directing government agencies and private sector to implement emergency staffing plans to maintain critical business functions.
- Suspending public events where large numbers of people congregate, including sporting events, concerts, and parades.
- Closing churches, theaters, community centers, and other places where large groups gather.
- Closing public and private schools, colleges, and universities.

PITTSBURG County Health Department will work with large business during pre-pandemic planning to develop methods for implementing adult social distancing measures while maintaining business continuity.

PITTSBURG County Health Department will work toward meeting with local school officials (superintendents, principals and school nurses) during pre-pandemic planning to encourage development of methods for continuing essential nutrition programs (free/reduced breakfast and lunch programs) and education if child social distancing measures are implemented.

OSDH and PITTSBURG County Health Department will implement community-based activity restrictions on an as-needed basis. Social distancing may include measures such as: closing schools, canceling large public gatherings, curtailing public transportation and other community activity restrictions maybe recommended. OSDH and PITTSBURG County Health Department will consider and make recommendations for their use on a case-by-case basis using current epidemiologic, laboratory and clinical data.

## **7.0 Maintenance of Essential Services (Continuity of Operations)**

Plans to ensure continuation of essential medical services in healthcare facilities must be developed. Examples of essential services include, but are not limited to:

- Trauma
- Acute medical conditions (such as acute coronary syndrome, stroke, internal bleeding, respiratory failure, etc.)
- Obstetrics and neonatal
- Continuation of treatment for chronic medical conditions, such as hemodialysis and infusion centers for chemotherapy.

Healthcare facilities should develop plans for how essential services will continue to be staffed and supplied. In addition, healthcare facilities should distribute educational materials encouraging in-home care of affected family members.

## **7.1 Public Health Continuation of Essential Services**

During a pandemic, the PITTSBURG County Health Department may suspend normal health department operations to provide assistance for alternative care sites and healthcare facilities. The PITTSBURG County Health Regional Director will assess the need to reprioritize department functions and will coordinate mobilization efforts to meet emerging needs of the pandemic within the community. The PITTSBURG County Health Department will:

- Identify which health department services can be delayed or suspended during a pandemic.
- Determine the need to suspend routine operations in order to reassign staff to critical duties.
- Set up MCM Distribution and Dispensing sites as needed in accordance with plans already in place. MCM Distribution and Dispensing sites will be needed only if adequate supplies are available.

See **Annex S1.1 Continuity of Operations Plan** for a list of Mission Essential Functions.

## **8.0 Recovery**

- A. The Transition phase of an influenza pandemic will begin when it is determined that adequate supplies, resources, and response system capacity exists to manage ongoing activities without continued assistance from pandemic response systems.
- B. In consultation with the Multi-agency Coordinating Group and local elected leaders, the County Health Department Regional Director will recommend specific actions to be taken to return the healthcare system and government functions to pre-event status.
- C. PITTSBURG County Health Department will assess the impact of the pandemic on the community's health as measured by morbidity and mortality and report findings to all response partners.
- D. PITTSBURG County Health Department staff will support partners in County government and the healthcare and business communities in assessing the economic impact of the pandemic. This may include supporting eligible

organizations with information and technical assistance related to reimbursement.

- E. PITTSBURG County Health Department will conduct an after-action evaluation of the pandemic response. The evaluation will include recommendations for amendments to the Pandemic Response Plan.

## **9.0 Plan Development and Maintenance**

The Pandemic Response Annex of the PITTSBURG County Health Department All-Hazards Response and Recovery Plan (AHRRP) will be maintained in accordance with the Review Process established in the AHRRP Base Plan.

## **Appendix A: Vaccine Priority Group Recommendations**

This Appendix is only meant to serve as preparedness and planning guide. In the event of pandemic vaccine distribution, the vaccine priority group tiers and sub-tiers are subject to change based on the epidemiology of the pandemic illness and allocated vaccine type with associated Food and Drug Administration (FDA)-approved label for use. (See OSDH Pandemic Response Plan)

### Targeted groups in the General Population

Tier	Group	Population Definition	Rationale
1	Pregnant Women	Women at any stage of pregnancy.	Pregnant women are at high risk of severe complications or death from pandemic influenza due to immunological, circulatory, and respiratory changes that occur during pregnancy; vaccinating the pregnant woman also may protect newborn infants due to passive transfer of maternal antibodies.
1	Infants and toddlers, 6-35 months old	Infants and toddlers in the specified age group.	Persons in this age group are at high risk of severe complications or death from pandemic influenza; vaccination may require a lower dose than used to protect older children and adults; antiviral medications are not approved for use in children < 1 year old; public values prioritize children highest among groups defined by age and disease status.
2	Household contacts of infants under 6 months old	Household contacts of infants under 6 months old.	Infants under 6 months old cannot be directly protected by vaccination and influenza antiviral drugs are not approved for this age group; therefore, protecting young infants by vaccinating household contacts is the best option; public values prioritize children highest among groups defined by age and disease status.

Tier	Group	Population Definition	Rationale
2	Children 3 – 18 years old with a high-risk medical condition	Children in the specified age group with a chronic medical condition that increases their risk of severe influenza disease, including heart and lung diseases, metabolic disease, renal disease, and neuromuscular diseases that may compromise respiratory function, as defined by CDC Advisory Committee on Immunization Practices (ACIP) recommendations for seasonal influenza vaccination	Children with these conditions are at increased risk of severe complications or death from influenza disease; public values prioritize children highest among groups defined by age and disease status.
3	Children 3 – 18 years old without a high-risk medical condition	Children in the specified age group not included in above	Public value prioritize children highest among groups defined by age and disease status; vaccinating children may reduce transmission of pandemic influenza to household contacts and in communities; if children are protected by vaccine, schools can re-open mitigating secondary adverse consequences of closing schools.
4	High-risk persons 19-64 years old	Adults in the specified age group with a chronic medical condition that increases their risk of severe influenza disease, including heart and lung diseases, metabolic disease, renal disease, and neuromuscular diseases that may compromise respiratory function, as defined by ACIP recommendations for seasonal influenza vaccination.	
4	Persons over 65 years old	Elderly adults in the specified age group	Persons in this group are at high-risk of severe

Tier	Group	Population Definition	Rationale
			complications or death from pandemic influenza.
5	Healthy adults, 19-64 years old	Adults in the specified age group not included above.	Persons in this group lack age, health condition, and occupational rationales for priority pandemic vaccination.

#### Targeted groups in Healthcare and Community Support Services

Tier	Group	Population Definition	Rationale
1	Public Health personnel	Public health responders at federal, state, and local levels	Essential to implementing the pandemic response, including the vaccination program and other pharmaceutical and non-pharmaceutical response measures; also provide care for poor and underserved populations; personnel have a high risk exposure to persons with pandemic illness.
1	Inpatient health care providers	Includes two-thirds of personnel at acute care hospitals who would be identified by their institution as critical to provision of inpatient health care services; primarily will include persons providing care with direct patient exposure but also will include	Maintaining quality inpatient health care is critical to reducing mortality from pandemic influenza and from other illnesses that will occur concurrently with the pandemic; inpatient health care burden will be markedly increased during a pandemic; studies show health outcomes are associated with staff-

		persons essential to maintaining hospital infrastructure.	to-patient ratio; personnel have high risk of exposure, including to infectious aerosols; infected health care personnel may transmit infection to vulnerable persons hospitalized for non-influenza illnesses.
1	Outpatient and home health care providers	Includes two-thirds of personnel identified by their organization at outpatient facilities, including but not limited to physician's offices, dialysis centers, urgent care centers, and blood donation facilities; and skilled home health care personnel.	Maintaining outpatient and home health care is critical to reducing pandemic mortality and morbidity and reducing the burden on inpatient services; outpatient health care burden will be markedly increased during a pandemic; personnel have high risk of exposure, possibly including to infectious aerosols; infected health care personnel may transmit infection to vulnerable person receiving care for non-influenza illness.
<b>Tier</b>	<b>Group</b>	<b>Population Definition</b>	<b>Rationale</b>
1	Health care personnel in long-term care facilities (LTCFs)	Includes two-thirds of personnel at LTCFs identified by their organization as critical to the provision of care	Essential to provide care to more than 3 million persons in LTCFs who are particularly vulnerable to influenza illness and death; risk of pandemic outbreaks in LTCFs may best be reduced by vaccinating staff and limiting exposure of residents to infection; if outbreaks occur, personnel have high risk of exposure, possibly including to infectious aerosols.
2	Community support service personnel (emergency management)	Personnel from community organizations including the Red Cross who will provide essential support and have direct contact with persons	Community level support will be critical for persons who are ill and isolated in their homes or are complying with recommendations for voluntary household quarantine



	and community and faith-based support organizations	and families affected during community pandemic outbreaks, and emergency management personnel who coordinate pandemic response and support activities.	during community pandemic outbreaks, for elderly persons who live alone and may be afraid of going out during a pandemic, for persons who are homeless, and for other vulnerable populations; support may include providing food and medications, as well as other social and mental health services; personnel will be at high risk of exposure to ill persons and, if infected could transmit illness to a high-risk population.
2	Pharmacists	Includes pharmacists dispensing drugs at retail locations (note that pharmacists in hospitals or outpatient centers may be targeted as part of those groups).	Essential to dispense medications for pandemic influenza and other illnesses; may have increased exposure risk to persons with pandemic infection.
2	Mortuary service personnel	Includes funeral directors	Increased burden likely during a pandemic; may have increased occupational exposure to ill family members of deceased persons.
<b>Tier</b>	<b>Group</b>	<b>Population Definition</b>	<b>Rationale</b>
3	Other important health care personnel	Includes groups that provide important health care services but are at less occupational risk, such as laboratory personnel	Personnel provide important health care services but are not in as close contact with ill persons and at less risk of occupational infection.

### Targeted groups in Critical Infrastructure

Tier	Group	Population Definition	Rationale
1	Emergency services personnel – EMS, fire, law enforcement, and corrections	Includes groups supporting emergency response and public safety. EMS personnel include those who are fire department-based, hospital-based or private; fire fighters include professionals and volunteers; law enforcement includes local police, sheriff's officers, and state troopers; and correction officers include those at prisons and jails.	Provide critical public safety and emergency response services; contribute to pandemic response activities by maintaining public order and contributing to medical care services; increased occupational risk for emergency medical services due to exposure to persons with pandemic illness.
1	Manufacturers of pandemic vaccine and antiviral drugs	Includes critical personnel required for ongoing production of pandemic medical countermeasures to support a pandemic response.	Reducing pandemic health impacts requires production of pandemic vaccine and antiviral drugs.
2	Communications/IT, electricity, nuclear, oil and gas and water sector personnel and financial clearing and settlement personnel.	Personnel who are critical to support essential services provided by the defined sectors.	Those sectors provide products and services that generally cannot be stored, are required for community health and safety, and are essential to the functioning of other critical infrastructure sectors.
2	Critical government personnel-	Federal, state, local and tribal government employees	Government personnel are critical for implementing and

	operational and regulatory functions	and contractors who perform critical regulatory or operational functions required for essential operations of other CI sectors.	monitoring components of the pandemic response, and performing regulatory or operational functions essential to critical infrastructures that protect public health and safety and preserve security.
<b>Tier</b>	<b>Group</b>	<b>Population Definition</b>	<b>Rationale</b>
3	Banking and Finance, Chemical, Food, and Agriculture, Pharmaceutical, Postal and Shipping and Transportation sector personnel.	Personnel who are critical to support essential services provided by the defined sectors.	These sectors provide essential products and services; however compared with Tier 2 sectors, products can more likely be stored, facilities and personnel are more fungible and better able to maintain essential functions with high absenteeism, and other strategies can be implemented to protect workers.
3	Other critical government personnel	Federal, state, local and tribal government employees and contractors who perform important government functions included in agency continuity of operations plans.	Continuity of key government functions is important to support communities and critical infrastructures.



## **Appendix B: Antiviral Drug Priority Group Recommendations**

(This document was adopted from the HHS Pandemic Influenza Plan and estimated population modified for Oklahoma.) (See OSDH Pandemic Response Plan)

- The committee focused its deliberations on the domestic U.S. civilian population. National Vaccine Advisory Committee (NVAC) recognizes that Department of Defense (DOD) needs should be highly prioritized. A separate DOD antiviral stockpile has been established to meet those needs. Other groups also were not explicitly considered in deliberations on prioritization. These include American citizens living overseas, non-citizens in the U.S. and other groups providing national security services such as the Border Patrol and U.S. Customs Service.
- Strategy: Treatment (T) requires a total of ten (10) capsules and is defined as one (1) course. Post-exposure prophylaxis (PEP) also requires a single course. Prophylaxis (P) is assumed to require forty (40) capsules (four courses, though more may be needed if community outbreaks last for a longer period).
- There is no data on the effectiveness of treatment at hospitalization. If stockpiled antiviral drug supplies are very limited, the priority of this group could be reconsidered based on the epidemiology of the pandemic and any additional data on effectiveness in this population.

<b>Group</b>	<b>Estimated population in Oklahoma</b>	<b>Strategy</b>	<b>Rationale</b>
1. Patients admitted to hospital.	130,000	T	Consistent with medical practice and ethics to treat those with serious illness, and who are most likely to die without treatment.

Group	Estimated population in Oklahoma	Strategy	Rationale
2. Healthcare workers with direct patient contact and emergency medical service providers.	119,600	P/T	Workers are required for quality medical care. There is little surge capacity among healthcare sector personnel to meet increased demand.
3. Highest risk outpatient, immuno-compromised persons and pregnant women.	32,500	T	Groups at greatest risk of hospitalization and death; immuno-compromised cannot be protected by vaccine.
4. Pandemic health responders (public health, vaccinators, vaccine and antiviral manufacturers), public safety (police, fire, corrections) and government decision-makers.	42,900	P/T	Groups are critical for an effective public health response to a pandemic.
5. Increased risk outpatients- young children 12-23 months old, persons $\geq$ 65 yrs old and persons with underlying medical conditions.	220,000 (assuming 20% attack rate)	T	Groups are at high risk for hospitalization and death.
6. Outbreak response in nursing homes and other residential settings.	NA	PEP	Treatment of patients and prophylaxis of contacts is effective in stopping outbreaks; vaccination priorities do not include nursing home residents.

Group	Estimated population in Oklahoma	Strategy	Rationale
7. Healthcare workers in emergency departments, intensive care units, dialysis centers and emergency medical service providers.	15,600	P	These groups are most critical to an effective healthcare response and have limited surge capacity. Prophylaxis will best prevent absenteeism.
8. Pandemic societal responders (e.g., critical infrastructure groups as defined in the vaccine priorities) and healthcare workers without direct patient contact.	132,600	T	Infrastructure groups that have impact on maintaining health, implementing a pandemic response and maintaining societal functions.
9. Other outpatients.	447,500 (assuming 20% attack rate)	T	Include others who develop influenza and do not fall within the above groups.
10. Highest risk outpatients.	32,500	P	Prevents illness in the highest risk groups for hospitalization and death.
11. Other healthcare workers with direct patient contact.	104,000	P	Prevention would best reduce absenteeism and preserve optimal functions.





## **Appendix C: Antiviral Medications for Planning and Response**

There are currently four approved medications in the United States that have antiviral activity against influenza A viruses. They fall into two drug classes, namely adamantane derivatives (rimantadine and amantadine) and neuraminidase inhibitors (oseltamivir and zanamivir). Pandemic influenza planning focuses on the use of neuraminidase inhibitors because resistance to amantadine and rimantadine can quickly develop when they are used for treatment of influenza thereby limiting their usefulness for large scale distribution. Because the neuraminidase inhibitors have different binding sites for the enzyme, cross-resistance between zanamivir- and oseltamivir-resistant viruses is variable. Currently the federal stockpile contains a mix of 80% oseltamivir and 20% zanamivir.

During the 2009 H1N1 pandemic, studies conducted in partnership with the Centers for Disease Control and Prevention (CDC) found an increased risk of hospitalizations or other severe outcomes for at-risk persons who had delayed initiation of antiviral treatment. Therefore, the following guidance was published in November 2010:

- Antiviral treatment is recommended as soon as possible for patients with confirmed or suspected influenza who have severe, complicated, or progressive illness, or who are hospitalized.
  
- Antiviral treatment is recommended as soon as possible for outpatients with confirmed or suspected influenza who are at higher risk for influenza

complications; clinical judgment should be an important component of outpatient treatment decisions.

- Oseltamivir should be used to provide treatment or chemoprophylaxis for infants aged less than 1 year old when indicated.
- Antiviral treatment can be considered for any previously healthy non-risk symptomatic outpatient with confirmed or suspected influenza who is not in the recommended groups, based upon clinical judgment, if treatment can be initiated within 48 hours of illness onset.

### **Neuraminidase inhibitors**

The neuraminidase inhibitors, zanamivir and oseltamivir, are chemically related members of a class of antiviral drugs for influenza that have activity against both influenza A and B viruses. When treatment is initiated within 48 hours of illness onset, both drugs are effective in decreasing shedding and reducing the duration of symptoms of influenza by approximately one day compared to placebo. Zanamivir is an orally inhaled powdered drug that is approved for treatment of influenza in persons aged seven (7) years and older. Oseltamivir is an orally administered capsule or oral suspension that is approved for treatment of influenza in persons older than two (2) weeks. For both drugs, the recommended duration of treatment is five days. Oseltamivir is also approved for chemoprophylaxis of influenza in persons aged 1 year and older; zanamivir is licensed for chemoprophylaxis of influenza among children aged > 5 years. Controlled studies have demonstrated the efficacy of both drugs for prevention of symptoms of illness resulting from influenza infection in adults and adolescents compared to placebo. Little is published regarding the efficacy and effectiveness of neuraminidase inhibitors to prevent complications of influenza. One study of healthy and high-risk adolescents and adults treated with oseltamivir compared to placebo showed a reduction in influenza-related lower respiratory tract complications combined with antibiotic therapy.

Oseltamivir use has been associated with nausea and vomiting during controlled treatment studies compared to placebo. Nausea, diarrhea, dizziness, headache and cough have been reported during zanamivir treatment, but the frequencies of adverse events were similar to inhaled powdered placebo drug. Few serious central nervous system adverse effects have been reported for the neuraminidase inhibitor drugs. Zanamivir is not generally recommended for use in persons with underlying respiratory disease because of the risk of precipitating bronchospasm.

### **Options for the recommended use of antiviral drugs during an influenza pandemic**

### *Treatment only*

This recommended use of antiviral drugs will be directed toward early treatment (ideally within 24-48 hours of illness onset) of suspected or confirmed influenza cases. This strategy may also address the relative roles of all four antiviral agents (e.g., use of only one class of antiviral drugs versus a combination of drugs for treatment of illness resulting from infection with a pandemic influenza A strain with resistance to one or more types of antivirals). Issues to be considered include specifying which patients should be treated (e.g., high-risk populations, core infrastructure, etc.), the definition of suspected and confirmed cases, when treatment should be initiated, duration of treatment and guidelines for patient evaluation. Interim guidance on antiviral recommendations for patients with novel influenza A (H7N9) virus infection can be accessed on the CDC website at <http://www.cdc.gov/flu/avianflu/h7n9-healthprofessionals.htm>.

When administered within 2 days of illness onset to otherwise healthy adults, antiviral drugs can reduce the duration of uncomplicated influenza illness. Treatment with antiviral agents may be effective in preventing serious influenza-related complications (e.g., bacterial or viral pneumonia or exacerbation of chronic diseases).

To reduce the emergence of antiviral drug-resistant viruses, treatment of persons who have influenza-like illness should be discontinued as soon as clinically warranted, generally after 3 to 5 days of treatment or within 24 to 48 hours after the disappearance of signs and symptoms, depending on the agent used. Although dosage schedules are provided for amantadine and rimantadine, influenza viruses frequently develop resistance to the adamantane antiviral medications and will be unlikely to have a major role in treatment and prophylaxis during a pandemic.

**AMANTADINE:** For treatment of influenza A in adults and children. Start within 24 to 48 hours after symptom onset and continue for 48 hours after disappearance of symptoms (usually 5 to 7 days).

1. 1 TO 9 YEARS: 5 mg/kg/day (up to 150 mg) orally in 2 divided doses.
2. 10 TO 12 YEARS: 100 mg orally twice a day (children over 10 years who weigh less than 40 kilograms: 5 mg/kg/day).
3. 13 TO 64 YEARS: 100 mg orally twice a day.
4. OVER 64 YEARS: Up to 100 mg orally once daily.

**RIMANTADINE:** For treatment of influenza A in adults and adolescents. Start within 24 to 48 hours after symptom onset and continue for 48 hours after disappearance of symptoms (usually 5 to 7 days).

1. 13 TO 64 YEARS: 100 mg orally twice a day.
2. OVER 64 YEARS: 50 to 100 mg orally twice a day.

ZANAMIVIR (Relenza®): For treatment of influenza A or B in adults and children 7 years and older.

1. 7 YEARS AND OLDER: Two inhalations (one 5 mg. blister per inhalation for total dose of 10 mg.) twice a day for 5 days via a hand-held, breath-activated plastic inhaler device.

OSELTAMIVIR (Tamiflu®): For treatment of influenza in adults and children.

1. ADULTS & ADOLESCENTS 13 YEARS AND OLDER: 75 mg capsule orally twice a day for 5 days.
2. CHILDREN 1 YEAR AND OLDER:  
If younger than 1 yr. old; 3mg/kg/dose twice daily for 5 days;  
If > 1 yr. old and weight of 15 kg or less: 30 mg orally twice a day for 5 days;  
16-23 kg: 45 mg orally twice a day for 5 days;  
24-40 kg; 60 mg orally twice daily for 5 days;  
Over 40 kg: 75 mg orally twice a day for 5 days.

### *Pregnant Women*

Pregnant women are known to be at higher risk for complications from infection with seasonal influenza viruses, and severe disease among pregnant women was reported during past pandemics. Pregnancy should not be considered a contraindication to oseltamivir or zanamivir use. Because of its systemic activity, oseltamivir is preferred for treatment of pregnant women. Pregnant women are recommended to receive the same antiviral dosing as non-pregnant persons.

### *Prophylaxis Only*

Antiviral drugs can be used for chemoprophylaxis to prevent symptoms of illness resulting from infection with a pandemic influenza A strain. This strategy directs antiviral usage toward chemoprophylaxis of specific groups (e.g., persons at high-risk for complications from influenza and other groups such as healthcare workers). This strategy also addresses chemoprophylaxis of person who is targeted to receive vaccination against the pandemic strain during the period between vaccination and the development of immunity. Recommendations for priority groups for antiviral

chemoprophylaxis may be modified based upon the evolving epidemiology of the pandemic. Clinical care should be focused upon management of complications of influenza such as antibiotic treatment of patients with secondary bacterial pneumonia. Primary constraints on the use of antivirals for prophylaxis will be:

- a. Limited supplies,
- b. Increasing risk of side effects with prolonged use, and
- c. Potential emergence of drug-resistant variants of the pandemic strain.

### **Targeted Groups**

Factors such as cost, compliance and potential side effects should be considered when determining the period of prophylaxis. For maximal effectiveness, the drug must be taken each day for the duration of influenza activity in the community; however, to be most cost effective, antiviral prophylaxis may be emphasized only during the period of peak influenza activity in a community.

### **Interim Use between Vaccination And Immunity**

The development of antibodies in adults after vaccination usually takes two (2) weeks, during which time chemoprophylaxis should be considered. Children who receive influenza vaccine for the first time can require up to six (6) weeks of prophylaxis (i.e., for two (2) weeks after the second dose of vaccine has been received). Chemoprophylaxis does not interfere with the antibody response to the vaccine.

### **Immunodeficiency**

Chemoprophylaxis may be indicated for high-risk persons who are expected to have an inadequate antibody response to influenza vaccine, including persons with Human Immunodeficiency Virus (HIV) infection, especially those with advanced disease. No data are available concerning possible interactions with other drugs used in the management of patients with HIV infection. Such patients must be monitored closely if chemoprophylaxis is used.

### **Pregnancy**

Because of the unknown effects of influenza antiviral drugs on pregnant women and their fetuses, these agents should be prophylactically used during pregnancy only if the potential benefit justifies the potential risk to the embryo or fetus (Centers for Disease

Control and Prevention, 2003). Zanamivir may be preferable because of its limited systemic absorption.

**POST-EXPOSURE PROPHYLAXIS:** Providing antiviral medications for ten days following potential exposure may be considered as a strategy to control small, well-defined disease clusters, such as outbreaks in nursing homes or other institutions and to delay or reduce transmission within the community or region.

### **Recommendations**

To be effective as chemoprophylaxis, antiviral medication must be taken each day for the duration of influenza A activity in the community (generally 6 to 12 weeks). If a pandemic virus is susceptible to M2 ion channel inhibitors, amantadine and rimantadine should be reserved for prophylaxis, although drug resistance may emerge quickly. Rimantadine is preferred over Amantadine, because it is associated with a lower incidence of serious side effects.

#### AMANTADINE:

1. 1 TO 9 YEARS: 5 mg/kg/day (up to 150 mg) orally in two (2) divided doses (NOTE: 5 mg/kg/day of amantadine syrup = 1 teaspoon/22 lb).
2. 10 TO 12 YEARS: 100 mg orally twice daily (children over 10 years who weigh less than 40 kg: 5 mg/kg/day).
3. 13 TO 64 YEARS: 100 mg orally twice daily.
4. OVER 64 YEARS: 100 mg orally once daily.

Available Forms: Symmetrel syrup; Symadine® capsules; Amantadine-HCl syrup, capsules

#### RIMANTADINE:

1. 1 TO 9 YEARS: 5 mg/kg/day (up to 150 mg) orally in two (2) divided doses (NOTE: 5 mg per kg of rimantadine syrup = 1 teaspoon/22 pounds).
2. 10 TO 12 YEARS: 100 mg orally twice daily (children over 10 yr who weigh less than 40 kg: 5 mg per day)
3. 13 TO 64 YEARS: 100 mg twice daily
4. OVER 64 YEARS: 50 to 100 mg orally twice daily (NOTE: Elderly nursing home residents should be administered only 100 mg per day; a reduction in dose to 100 mg per day should be considered for all persons >65 years of age if they experience possible side effects when taking 200 mg per day)

Available Forms: Flumadine® tablets, syrup

#### OSELTAMIVIR:

1. ADULTS & ADOLESCENTS 13 YEARS AND OLDER: 75 mg orally, once daily
2. CHILDREN 1 to 13 YEARS:  
15 kg or less: 30 mg orally a day;  
  
16 to 23 kg: 45 mg orally once a day;  
  
24 – 40 kg: 60 mg orally once per day;  
  
Over 40 kg: 75 mg orally once per day.

Available Forms: Tamiflu® capsules, oral suspension

3. CHILDREN UNDER 1 YEAR OF AGE:  
<3 months: Not recommended  
  
3-11 months: 3 mg/kg body weight once daily

#### ZANAMIVIR:

1. ADULTS & CHILDREN 5 YEARS AND OLDER: Two inhalations (one 5 mg blister per inhalation for total dose of 10 mg) once daily.  
Manufactured by Glaxo-SmithKline as Relenza® (inhaled powder)

Package label information for the four currently approved antiviral medications in the United States can be found on the FDA website ([www.fda.gov/cder/drug/antivirals/influenza/default.htm](http://www.fda.gov/cder/drug/antivirals/influenza/default.htm)).

#### **Treatment and targeted chemoprophylaxis**

Under this option, the recommended use of antiviral drugs would be for both treatment of ill patients and chemoprophylaxis against illness resulting from infection with the pandemic strain. Given the expected demand and need for antiviral drugs in this strategy, rationing or specific targeting of priority groups for chemoprophylaxis should be addressed. Chemoprophylaxis would not be recommended for widespread use and would only be recommended for specific categories of individuals (e.g., laboratory workers with direct contact with pandemic virus strains in a containment facility, healthcare workers in direct contact with confirmed cases and for outbreak control in closed populations). This strategy would also address the relative roles of all four antiviral agents (e.g., which drugs should be used for treatment and which should be

used for chemoprophylaxis). This strategy should address the issues listed above under options A and B.

### **Targeted vaccination, targeted chemoprophylaxis, treatment**

This strategy would recommend use of antiviral drugs for the highest priority groups for influenza vaccination until a vaccine-induced immune response is expected (e.g., duration until fourteen days post-vaccination). Unvaccinated high-risk persons and others could receive chemoprophylaxis against the pandemic strain for an unknown period - to be specified. Confirmed and suspected influenza cases would receive treatment within 48 hours of illness onset. Given the expected demand and need for antiviral drugs in this strategy, rationing or specific targeting of priority groups for chemoprophylaxis would need to be employed.

## **Appendix D: Containment Measures**

### **Containment Measures for Individuals**

#### *Patient Isolation*

Isolation is the separation of infected persons from other persons for the period of communicability to prevent transmission. A patient with a suspected or confirmed communicable disease/emerging infectious disease (EID) should be separated from



persons who are well, using infection control measures. Strict isolation is confinement of the individual to a room with a separate bed, and direct contact only with person(s) providing care to the infected individual. Persons who meet the criteria for suspected infectious disease and do not require hospitalization may be isolated in their homes. If home isolation is not feasible, alternative facilities may be needed for isolation of patients.

### *Management of Contacts*

Contact tracing, contact monitoring and quarantine of close contacts may be effective during the earliest stages of an emerging infectious disease. Because the usefulness and feasibility of these measures will be limited once a pandemic has started to spread, community-based measures that reduce disease transmission by increasing social distance are needed.

## **Community-based Containment Measures**

### *Quarantine of Groups of Exposed Persons*

Quarantine is the limitation of freedom of movement by persons or animals that have been exposed to a communicable disease for a period of time equal to the longest usual incubation period of the disease in order to prevent contact with those individuals not exposed. The purpose of quarantine is to reduce transmission by separating exposed persons from others, monitoring exposed persons for symptoms, providing medical care and infection control precautions as soon as symptoms are detected. Groups that might be quarantined include:

- Family members who have been exposed.
- Groups of individuals at public gatherings where an exposure has been identified.
- Persons on an airplane, cruise ship or enclosed conveyance.
- School students, teachers and school personnel who have been exposed.
- Healthcare providers who are treating known cases.

Workplace quarantine allows exposed employees to work, but employees must observe activity restrictions while off duty. Monitoring for signs and symptoms before reporting to work and the use of personal protective equipment (PPE) while at work are required. This strategy is applicable for persons who provide essential services while minimizing the adverse impact of essential services provision.

### *Focused Measures to Increase Social Distance*

It may be necessary to cancel events, close buildings or restrict access to certain sites or buildings in order limit exposure. Depending on the situation, examples of cancellations or building closures might include:

- Cancellation of public events (concerts, sports events, movies, plays, school events).
- Closure of recreational facilities (community swimming pools, youth clubs, gymnasiums, fitness centers).

### *Community-wide Infection Control Measures*

Community-wide infection control measures may decrease the overall magnitude of the outbreak. Persons with signs and symptoms of a respiratory infection, regardless of presumed cause, will be encouraged to:

- Cover the nose/mouth when coughing or sneezing.
- Use tissues to contain respiratory secretions.
- Dispose of tissues in the nearest waste receptacle.
- Perform hand-washing hygiene after contact with respiratory secretions and contaminated objects.

Persons with signs and symptoms of a non-respiratory infection, regardless of presumed cause, will be encouraged to:

- Encouraged to use proper personal protective measures.
- Perform hand-washing hygiene after contact with bodily fluids.

Persons at high risk for complications of communicable disease may be advised to avoid public gatherings. Disposable masks may be used to take care of ill patients to prevent potentially infectious material from reaching the mucous membranes of the healthcare worker's nose or mouth. Mask use may be most important for persons who are at high risk for complications of communicable disease, those who are unable to avoid contact with infected individuals and for those traveling to seek medical care. The general public should avoid close contact with ill individuals.

### *Implementation of "Snow Days"*

Implementation of "snow days" involves the community in a positive way, is acceptable to most people and is relatively easy to implement. Implementation involves:

- Asking non-essential personnel to stay home.

- Recommend the public acquire and store provisions.

#### *Closure of Office Building, Shopping Malls, Schools, and Public Transportation*

Closure of buildings, schools and public transportation could have a significant impact on the community and workforce. School closings may be effective in decreasing the spread of communicable disease and may significantly decrease morbidity and mortality among children. These voluntary measures can effectively reduce transmission without explicitly restricting activities.

#### *Widespread Utilization of Community Quarantine*

Community-wide quarantine is the most stringent and restrictive containment measure. It involves asking everyone to stay home and restricts travel into or out of an area, except by authorized persons such as public healthcare workers. The quarantine may be applicable to all members of a group of people or community to prevent the further spread of communicable disease.

#### *Scaling Back Community Containment Measures*

The decision to scale back or discontinue community containment measures will be based on:

- Consistent decrease in the number of confirmed cases.
- Reduction in the number of probable and known cases.
- Verifying effective protective countermeasures are in place.

\*Adapted from the U.S. Department of Health and Human Services (HHS) Pandemic Influenza Plan, U.S. Department of Health and Human Services, November 2005

#### **Possible Community Containment Measures**

(Based on level of novel influenza activity and risk of human transmission) See OSDH Pandemic Response Plan

<b>Level of Influenza Activity</b>	<b>Response</b>	<b>Rationale</b>
Federal Governmental Response Stage 0: New domestic animal outbreak in at-risk country.  <i>World Health Organization Pandemic Phases 1-2</i>	Preparedness planning	Use recommended response actions for inter-pandemic influenza prevention and control.
Federal Governmental Response Stages 1-2: Suspected/confirmed human outbreaks overseas.  <i>World Health Organization Pandemic Phases 3-5</i>	Evaluate and manage ill travelers from affected regions	Response to suspected or confirmed cases in Oklahoma among travelers to affected regions will reduce the risk of transmission to contacts.
	Isolation of persons with suspected novel influenza virus	Separation or restriction of movement or activities of an ill person with infectious disease will prevent transmission to others.
	Consider quarantine of close contacts	Although individual containment measures may have limited impact in preventing the transmission of pandemic influenza (given the likely characteristics of a novel influenza virus), they may have great effectiveness with a less efficiently transmitted virus and may slow disease spread and buy time for vaccine development.
Federal Governmental Response Stages 3-5: Human cases in North	Isolation of persons with suspected novel influenza virus	Same as above.

Level of Influenza Activity	Response	Rationale
<p>America spread through the United States.</p> <p><i>World Health Organization Pandemic Phases 6</i></p>	<p>Consider quarantine of close contacts</p>	<p>Same as above.</p>
	<p>Managing small clusters of human infection with novel influenza virus</p>	<p>Targeted antiviral prophylaxis and early detection of new cases may slow disease spread.</p>
	<p>Focused measures to increase social distance; consider community-based measures</p>	<p>Applicable in groups or settings where transmission is believed to have occurred, where the linkages between cases are unclear at the time of evaluation and where restrictions placed only on persons confirmed of exposure are considered insufficient to prevent further transmission. Applied broadly, may reduce the requirement for urgent evaluation of large numbers of persons without explicit activity restriction (quarantine).</p>
	<p>Community-level measures to increase social distance; consider coordinated community and business closures and community-wide quarantine</p>	<p>When disease transmission is occurring in communities around the United States, individual quarantine is much less likely to have an impact and likely would not be feasible to implement. Rather, community measures and emphasizing what individuals can do to reduce their risk of infection may be more effective disease control tools.</p>

Level of Influenza Activity	Response	Rationale
	Activity restrictions for persons with fever	Patient isolation and contact tracing and quarantine will likely cease, as these measures may no longer be feasible or useful. Persons with fever and respiratory symptoms and their contacts will be asked to stay at home and restrict their activities. The duration of the activity restrictions for persons with fever will be based on the infectious period associated with the specific novel influenza virus in question.
Federal Governmental Response Stages 6: Recovery and preparation for subsequent waves	Active monitoring in high-risk populations; continue for 2-3 incubation periods after control or elimination of transmission	

Incident Annex # 10  
Drone Operations

**Pittsburg County  
Unmanned Aircraft  
Systems  
Standard Operating  
Guidelines**



# UNMANNED AIRCRAFT SYSTEMS POLICY AND OPERATIONS MANUAL

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## PREFACE

The following procedures are intended to promote the safe and efficient operation of the department's unmanned aircraft system(s). **SAFETY, above all else, is the primary concern in each and every operation, regardless of the nature of the mission.**

## MISSION STATEMENT

The Pittsburg County Unmanned Aircraft Systems Unit shall support other agencies by providing a safe and efficient aerial observation perspective on law enforcement and other public safety incidents. Missions will be accomplished efficiently and safely while respecting the law and the privacy of the citizens we serve.

**01.00.00 ADMINISTRATIVE MATTERS**

**01.01.01** The policies and procedures contained in this manual are issued by authority of Pittsburg County. As such it is an official document of the agency.

**01.01.02** This manual is not intended to be all-inclusive, but as a supplement to other department guidelines, Federal Aviation Regulations, aircraft manufacturers' approved flight manuals, etc....

**01.01.03** This manual has been written to address unmanned aircraft operations as they existed when the manual was drafted. Equipment, personnel, environment (internal and external), etc., change over time. The management of change (MOC) involves a systematic approach to monitoring organizational change and is a critical part of the risk management process. Given this fact, it is essential that this manual be periodically updated as necessary. The entire manual will be reviewed annually to assure compliance. Any changes to the manual will be communicated expeditiously to all affected personnel.

**01.01.04** A copy of this manual (electronic or paper) will be issued to every member having unmanned aircraft responsibilities. In addition, a copy of the manual will be present during all UAS operations.

## **01.02.00 ORGANIZATION**

**01.02.01** The Unmanned Aircraft Operations Unit shall be comprised of those personnel assigned by Pittsburg County Emergency Management and may include pilots, visual observers, and others deemed necessary.

**01.02.02** Pittsburg County Emergency Management and the Pittsburg County Emergency Management volunteers collaborate to support the Unmanned Aircraft Systems Unit.

**01.02.03** Unmanned aircraft operations are under the command of Pittsburg County Emergency Management and supervision of flight operations are hereby delegated to the UAS Chief Pilot. The UAS Chief Pilot may delegate such responsibility to UAS pilots. Control and supervision of the law enforcement aspect of all UAS missions is retained by the law enforcement agency having jurisdiction.

Pittsburg County Emergency Management may delegate such responsibility to other law enforcement personnel.

**01.02.04** Personnel assignments can be on a full-time, part-time, or volunteer basis.

### **01.03.00 PERSONNEL**

**01.03.01 Commanding Officer** - The Pittsburg County Emergency Management Director serves as the commanding officer of unmanned aircraft operations and is responsible for overall management and supervision of the operation, which includes budget preparation and control, personnel selection, etc.

1. Given the technical nature of aviation, the Pittsburg County Emergency Management Director may, at his/her discretion, assign responsibility for unmanned aircraft operations to any member who has the knowledge, skills and abilities to safely and effectively manage the operation.

### **01.03.02 Supervisor/Chief Pilot**

1. The Pittsburg County Emergency Management Director shall assign a subordinate to serve as the supervisor of UAS operations.
2. At the discretion of the Director, one pilot may be designated as the chief pilot who shall be subordinate to the supervisor of UAS.

### **01.03.03 Pilots**

1. To be considered for selection as a pilot, applicants must be in good standing with Pittsburg County and meet any other requirements imposed by the Pittsburg County Personnel Handbook and/or Emergency Management Director.
2. A pilot's primary duty is the safe and effective operation of the agency's UAS in accordance with the manufacturers' approved flight manual, FAA regulations and certificate of authorization conditions, and Pittsburg County Policies and Procedures. Pilots must remain

- knowledgeable of pertinent FAA regulations; aircraft manufacturer's flight manual; and Pittsburg County policies and procedures.
3. In order to fly a mission (other than flights required for initial training or currency) pilots must have completed three (3) currency events within the previous 90 days. Currency events include landings, takeoffs, and simulator flights.
  4. Pilots may be temporarily or permanently removed from flight status at any time by Pittsburg County Emergency Management Director, for reasons including performance, proficiency, etc.... Should this become necessary, the pilot shall be notified in writing.

#### **01.03.04 Visual Observers VO**

1. The visual observer is responsible for assisting the pilot in scanning the airspace surrounding UAS operations and interpreting downlink data received from the UAS.

## **02.00.00 SAFETY**

**02.01.01** Pittsburg County is committed to a safe and healthy workplace, including:

1. The ongoing pursuit of an accident free workplace, including no harm to people, no damage to equipment, the environment and property.
2. A culture of open reporting of all safety hazards in which management will not initiate disciplinary action against any personnel who, in good faith, disclose a hazard or safety occurrence due to unintentional or intentional conduct.
3. Support for safety training and awareness programs.
4. Conducting regular audits of safety policies, procedures and practices.
5. Monitoring the unmanned aviation community to ensure best safety practices are incorporated into the organization.

**02.01.02** It is the duty of every agency member to contribute to the goal of continued safe operations. This contribution may come in many forms and includes always operating in the safest manner practicable and never ***taking unnecessary risks***. Any safety hazard, whether procedural, operational, or maintenance related should be identified as soon as possible. Any suggestions in the interest of safety should be made to Pittsburg County Emergency Management without reservation.

**02.01.03** If any member observes, or has knowledge of, an unsafe or dangerous act committed by another member, the Pittsburg County Emergency Management Director is to be notified immediately so that corrective action may be taken.

#### **02.02.00 CHIEF PILOT**

**02.02.01** The Chief Pilot is responsible for the following:

1. Ensuring all flight operations personnel understand applicable regulatory requirements, standards and organizational safety policies and procedures.
2. Observe and control safety systems by monitoring and supervision of pilots and visual observers.
3. Measure pilot and visual observer performance and compliance with organizational goals, objectives and regulatory requirements.
4. Review standards and the practices of agency personnel as they impact flight safety.

#### **02.03.00 SAFETY OFFICER**

**02.03.01** One UAS Unit member may be designated as the safety officer. This assignment will be in addition to other duties.

**02.03.02** The Chief Pilot will assure that the safety officer receives the necessary training to properly perform the duties of this role.

**02.03.03** Duties of the safety officer may include:

1. Copy and circulate pertinent safety information.
2. Assist the chief pilot in debriefing training sessions with an emphasis on safety concerns/issues.
3. It is emphasized again that safety is the responsibility of ALL members, not just the safety officer.

#### **02.04.00 SAFETY TRAINING**

**02.04.01** All new members shall receive training in the following prior to serving in an operational capacity:

1. Agency commitment to safety.
2. Agency policy/SOP.
3. The member's role in safety.
4. Process for reporting hazards and occurrences.
5. Applicable emergency procedures.

**02.04.02** All safety training shall be documented.

#### **02.05.00 SAFETY STAND DOWN**

**02.05.01** A safety "stand down" will be conducted annually. During a stand down, all members with unmanned aviation responsibilities assemble to review the agency safety program. It is also an opportunity to solicit changes to this manual, identify potential hazards, update emergency notification forms, conduct safety training, etc. The length of the meeting is dependent on the needs of the agency.

**02.05.02** During the stand down meeting, normal operations are suspended to assure that all members are focused on the safety of the program.



## **02.06.00 MEDICAL**

1. Each member shall report to work rested and emotionally prepared for the tasks at hand.
2. Physical illness, exhaustion, emotional problems, etc., can seriously impair judgment, memory and alertness. The safest rule is not to act as a flight crew member when suffering from any of the above. Unit members are expected to ground themselves when these problems could reasonably be expected to affect their ability to perform flight duties.
3. A self-assessment of physical condition shall be made by all flight crew members during preflight activities.
4. No member shall act as an air crew member within twelve hours after consumption of any alcoholic beverage, while under the influence of alcohol, or while having an alcohol concentration of 0.04 or greater in a blood or breath specimen (FAR 91.17).

## **03.00.00 TRAINING**

### **03.01.01 OBJECTIVE**

1. The key to continued safe operations is by maintaining a professional level of aviation competency. The first step in this process is establishing minimum qualifications for selecting aircrew. The second step involves training.

### **03.02.00 BUDGET**

1. The Pittsburg County Emergency Management Director will meet with the UAS Unit Chief Pilot annually to ascertain training needs for the upcoming fiscal year. When applicable and subject to funding, appropriate budget documents will be prepared and submitted requesting the necessary funds to support training.
2. Every effort will be made, using resources that are available, to provide meaningful training to new and existing members.

### **03.03.00 INSTRUCTOR PILOTS**

1. All UAS Unit Pilots are hereby designated as instructors for both ground and flight operations.

### **03.04.00 TRAINING PLANS**

1. The Chief Pilot will formulate a training plan for each unit training session.
2. Training objectives will vary depending on whether the member is new to unmanned aviation or an experienced member. For new members, the focus will be familiarization with the equipment and operational procedures. Existing members will focus on recurrent training. Objectives should challenge the member to increase their competency in the knowledge and skills necessary to perform safe UAS operations.

### **03.05.00 INITIAL TRAINING**

1. Initial factory representative training will be conducted to provide new pilots with skills sufficient to operate specific unmanned aircraft systems.
2. All visual observers must complete the initial training currently being conducted by authorized representatives
3. Any new member who fails to successfully complete initial training may be subject to removal from the unit.

### **03.06.00 RECURRENT TRAINING**

1. Recurrent training for all pilots and visual observers will be conducted no less than three times each calendar year. The UAS Unit Chief Pilot is responsible for organizing these training sessions. Training will emphasize safety, respect for the law and citizens, privacy, crew resource management, previous deployment reviews, and the efficient completion of public safety missions.
2. All pilots must complete at least three (3) currency events each 90 days utilizing the make and model of UAS to be deployed. Currency events include landings, takeoffs, and

simulator events. Pilots who experience a lapse in currency must perform their currency events under the supervision of a UAS instructor pilot. Lapsed currency flights may not be in support of an actual public safety mission. Flights necessary to demonstrate pilot currency will be recorded in the pilot's UAS logbook.

3. Recurrent training is not limited to actual pilot skills but includes knowledge of all pertinent unmanned aircraft system matters.
4. Failure to demonstrate proficiency may result in removal from the Unmanned Aircraft Systems Unit.

### **03.07.00 USE OF PITTSBURG COUNTY UNMANNED AIRCRAFT SYSTEMS FOR TRAINING**

1. Pittsburg County unmanned aircraft systems may be used to meet training objectives.

## **04.00.00 GENERAL OPERATING PROCEDURES**

### **04.01.00 CALL OUT PROCEDURES**

1. Pittsburg County Emergency Management, and other agencies' personnel, requesting UAS Unit support for planned events should submit the request to the Pittsburg County Emergency Management Director at least 10 working days in advance of the event.

2. Requests for immediate support of unplanned events shall be made to the Pittsburg County Emergency Management Director via telephone, radio, or in-person. The decision to respond on-call UAS personnel will be made by the on-duty pilot after consultation with the UAS Unit Chief Pilot or his designee.

3. Once a request for UAS response has been approved by the on-duty pilot, Pittsburg County Emergency Management personnel will notify the on-call UAS pilot via the paging system or telephone. Pittsburg County Emergency Management will then dispatch any on-duty operator to the incident. If there is no operator on-duty, the dispatcher will advise the on-call pilot. The on-call pilot will assume responsibility for locating an available operator.

4. Upon being directed to respond to an incident, the UAS pilot will pick-up the UAS Unit and respond to the identified staging area. Unless operating an emergency response equipped vehicle, UAS pilots shall obey all traffic laws while responding to the UAS staging area.

5. Whenever possible, only the pilot-in-command (PIC) will occupy the flight operations area. All other personnel will observe from a distance that discourages conversational communication with the PIC and VO. Such an arrangement is MANDATORY. Staff other than the PIC and VO may view downlinked imagery via a remote viewing terminal (RVT) located away from the flight operations area.

#### **04.02.00 MISSION PRIORITIES**

1. Several requests for air support may be received simultaneously. Given the limited number of unmanned aircraft and personnel available, it is necessary to prioritize calls for service.
2. In general terms, calls are prioritized as follows but not limited to (listed in order of importance):
  - In-progress calls involving a threat to the safety of any person
    - Search and rescue of innocent victims
    - Searches for fleeing criminal suspects
    - Surveillance of criminal suspects
    - Traffic control operations
    - Requests to support other government agencies
    - Photo flights

#### **04.03.00 FLIGHTS OUTSIDE PITTSBURG COUNTY**

1. Planned flights leaving the jurisdictional boundaries of Pittsburg County require the specific approval of Pittsburg County Emergency Management Director or his designee.

#### **04.04.00 MINIMUM FLIGHT CREW REQUIREMENTS**

1. Due to the nature of the law enforcement mission and the clear distinction between air crew responsibilities, the minimum crew on ALL law enforcement missions will be a pilot and a visual observer. **Under no circumstances will a pilot attempt to complete a law enforcement mission without the assistance of a VO.**

#### **04.05.00 FLIGHT CREW RESPONSIBILITIES**

##### **04.05.01 PILOT-IN-COMMAND**

- The pilot-in-command (PIC) is directly responsible for and is the final authority over the operation of the unmanned aircraft.
- PICs have absolute authority to reject a flight based on weather, aircraft limitations, physical condition, etc. No member of any law enforcement agency, regardless of rank, can order a PIC to make a flight when, in the opinion of the PIC, it cannot be done safely.
- PICs are responsible for compliance with this manual, all policies and procedures, Federal Aviation Regulations, and Certificate of Authorization conditions.
- PICs shall handle radio communications with air traffic control and other aircraft if applicable.
- PICs shall be responsive to the requests of the visual observer in order to accomplish the mission.
- The PIC is the custodian of evidence. In this capacity, the VO is responsible for the safeguarding and proper processing of any evidence including, but not limited to, digital imagery to include still and video images.

##### **04.05.02 VISUAL OBSERVER (VO)**

- The VO is responsible for the law enforcement aspect of the mission.

- The VO will assist the pilot in maintaining visual awareness of the airspace and advise the pilot of any imminent hazards including other aircraft, terrain, and adverse weather conditions.
- The VO shall handle radio communications between ground units and dispatcher.
- The VO shall remain alert for suspicious persons or activities on the ground and coordinate response by ground units.
- The VO will avoid unnecessary communications with the pilot during takeoff and landing.

#### **04.05.03 CREW COORDINATION**

- The PIC and VO will work together to form the crew which will ultimately accomplish mission objectives.
- In the interest of safety, both the PIC and VO must be comfortable with any decision made while working as a crew. This begins when deciding whether to accept a mission and continues throughout the mission. If there is genuine concern on the part of either the PIC, or VO, the mission should not be accepted or should be terminated.
- Concern on the part of either crew member should be immediately expressed to the other member. Effective communication is the key. Many times, reservations about something can be put to rest with a simple explanation.
- PICs and VOs have the right, as well as the responsibility, to question the other crew member whenever there is ambiguity, or they are uncomfortable with certain procedures, weather, etc.
- THE CREW CONCEPT AND OPEN COMMUNICATION WILL HELP ACHIEVE SAFE OPERATIONS.

#### **04.06.00 FLIGHT TIME LIMITATIONS AND REST REQUIREMENTS**

**04.06.01** During any 24 consecutive hours, the total flight time of any PIC may not exceed 10 hours, which shall include any other unmanned or manned aircraft flying by that pilot. A pilot's flight time may exceed the flight time limits if the assigned flight time occurs during a regularly assigned duty period of no more than 14 hours and:

1. If this duty period is immediately preceded by and followed by a required rest period of at least 10 consecutive hours of rest.
2. If flight time is assigned during this period that total flight time when added to any other unmanned flying by the pilot may not exceed 10 hours.

3. If the combined duty and rest periods equal 24 hours.

**04.06.02** Each flight assignment under 04.06.01 must provide for at least 10 consecutive hours of rest during the 24-hour period that precedes the planned end of the agency flight.

**04.06.03** When a PIC has exceeded the daily unmanned flight time limitations in this section, because of circumstances beyond the control of the agency or PIC, the PIC must have a rest period before being assigned or accepting an assignment for flight time, of at least:

1. Twelve (12) consecutive hours of rest if the flight time limitation is exceeded by more than 30 minutes

#### **04.07.00 PERSONAL PROTECTIVE EQUIPMENT**

##### **04.07.01 Other**

1. Service weapons may be worn/carried by UAS pilots and VOs authorized to carry such weapons.
2. Personnel within close proximity to rotor wing UAS launches and recoveries will wear protective eyewear.

#### **04.08.00 PREFLIGHT ACTIONS**

**04.08.01** Thorough preflight planning and inspections are critical to safe operations.

##### **04.08.02 Physical Assessment**

1. Preflight begins with the aircrew making a self-assessment of their physical condition.
2. If unable to perform flight duties, the crewmember will decline such activity.

#### **04.08.03 INSPECTIONS**

1. At the beginning of each tour of duty, the pilot shall conduct a thorough preflight inspection of the UAS in accordance with the instructions contained in the unmanned aircraft flight checklist.
2. All mission equipment will be tested prior to the flight by the VO or pilot.
3. It is widely recognized that the use of checklists is a major factor in reducing aviation accidents. Checklists are provided and shall be utilized.
4. If during the course of the preflight any mechanical discrepancy is found, refer to 06.00.00 MAINTENANCE.

#### **04.08.04 WEATHER**

1. Prior to initiating a flight, the pilot shall obtain a full weather briefing. The pilot will ensure that he/she gathers enough information to make themselves familiar with the weather situation existing throughout the area of operation.
2. Subsequent to the original weather briefing, pilots will obtain, as necessary, sufficient weather information to ensure that the original briefing remains valid. The frequency of these additional weather checks will be determined by the severity of existing or forecast weather.
3. Weather minimums for UAS Operations are contained within Pittsburg County policies and procedures and section 04.08.04 of this manual. In cases of conflict between Pittsburg County policies and procedures weather minimums and minimums listed in this manual, Pittsburg County minimums will be utilized.
4. Weather minimums include, are not limited to: sustained winds above 30 mph, temperatures under -110 degrees or exceeding 110 degrees Fahrenheit.
5. Ultimate responsibility for flight eligibility will remain with the Pittsburg County Emergency Management Director and Pilot in Command.

#### **04.08.05 DOCUMENTATION**

1. All flights will be dispatched per Pittsburg County flight dispatch procedures. All flights will be noted in the aircraft logbook and documented through the Pittsburg County dispatch system.

#### **04.08.06 PRE-FLIGHT PLANNING**



1. The pilot shall familiarize themselves with all available information concerning the flight.
2. Pilots shall insure that all required FAA notifications have been made prior to conducting any flight.

#### **04.09.00 GROUND HANDLING**

1. The pilot is responsible for operation of UAS in the air and on the ground. Pilots will ensure that no unauthorized items are attached to the aircraft prior to movement. During movement, adequate clearance will be maintained.
2. Upon storing of the unmanned aircraft, the Pilot will ensure that all items are returned to their proper place in accordance with the system inventory checklist stored in the system case.

#### **04.10.00 POST FLIGHT RESPONSIBILITIES**

1. A thorough inspection will be conducted of the UAS immediately after the completion of the mission to ascertain if any damage was sustained during operation.
2. If necessary, the aircraft will be serviced so that it is immediately available for the next flight.
3. Necessary entries will be made into the aircraft flight log and appropriate reports will be completed.

#### **04.10.01 DATA COLLECTION MINIMIZATION**

In order to safeguard the privacy of the citizens we serve, collection of data to include, but not limited to, digital photographs, digital video, infrared images, and sound recordings will be limited to the extent absolutely necessary to accomplish the current mission.

#### **04.10.02 DATA STORAGE**

Only data that meets legitimate research objectives, or has evidentiary value, will be retained after the mission has been concluded. Said data will be safeguarded so as to protect the privacy of citizens who may be depicted in the data. All other data will be destroyed through electronic deletion. Digital logs of aircraft mission profiles are exempt from this requirement. The VO is responsible for safeguarding and deleting data as required.

#### **04.11.00 ACTIVITY REPORTING PROCEDURES**

1. Flight activities will be documented in the aircraft logbook and within the Pittsburg County dispatch system.

#### **04.12.00 CONSTITUTIONAL ASPECTS OF AERIAL SEARCHES**

1. Aerial searches to inspect, or gather evidence on activity on the ground may, under some circumstances, intrude upon a person's reasonable expectation of privacy and therefore come under the protection of the Fourth Amendment to the U.S. Constitution.
2. The Supreme Court has cautioned against assuming that compliance with FAA regulations will automatically satisfy Fourth Amendment requirements. Instead, the courts will determine whether the law enforcement aircraft is in the public airways at an altitude at which members of the public regularly travel. Other considerations include; the type of property (open fields versus curtilage); frequency of other aircraft flights over the area; steps taken to conceal property and activity from aerial observation and location of the observer (altitude).
3. As a result of pertinent U.S. Supreme Court decisions, aerial searches of areas that can be reasonably interpreted to give rise to a reasonable expectation of privacy will be conducted no lower than 400' AGL. This section is not intended to prohibit aerial searches of areas that do not give rise to a reasonable expectation of privacy or searches pursuant to a search warrant to be conducted at altitudes below 400' AGL. Additionally, in rare circumstances, extreme exigent circumstances would also justify searches of "reasonable expectation of privacy" areas at an altitude below 400' AGL.
4. Use of thermal imagers is passive and non-intrusive. In most circumstances, use of this device is not considered a search and does not require a search warrant. However, a 2001 U.S. Supreme Court decision (U.S. v. Kyllo), held that using sense-

enhancing technology to obtain any information regarding the interior of a home that could not otherwise have been obtained without physical intrusion into a Constitutionally protected area, constitutes a search. Thus, police may not use thermal imagers to scan a private residence for heat characteristics (a tactic used to identify indoor marijuana grow operations) without first obtaining a search warrant. It does not prohibit their use on structures, or other areas that would not give rise to a "reasonable expectation of privacy".

5. It is ESSENTIAL to note that case law in the area of UAS searches has not yet matured to the point that clear guidelines have evolved. In all cases of UAS deployment, reasonableness and respect for the privacy of individuals shall guide the actions of the UAS VO and pilot.

#### **04.13.00 EMERGENCY RESPONSE PLAN**

**04.13.01** During UAS operations, emergency situations may develop at any time. The primary concern in such incidents is the prevention of injury to persons on the ground and/or other users of the National Airspace System. Secondary concerns include protection of property, flora and fauna on the ground.

**04.13.02** Following a UAS accident involving personal injury and/or significant property damage, the aircrew (if able) shall do the following:

1. Immediately notify dispatch and request assistance. Provide as much information as possible about the extent of the injuries, or damage.
2. Render first aid to the injured.
3. Request notification of the supervisor/Chief Pilot and Pittsburg County Emergency Management Director, who will respond to the scene and coordinate accident investigation efforts.
4. Request the FAA and NTSB be notified.
5. Survey the damage to the aircraft and/or other property.
6. Prior to the arrival of the FAA and NTSB, ensure the aircraft and its contents are moved only to the extent necessary to remove persons injured, protect the public from injury and/or protect the wreckage from further damage.
7. Provide any additional assistance or information requested by the FAA and NTSB.
8. Submit a detailed, written report to the Pittsburg County Emergency Management Director

**04.13.03** For ground emergencies, personnel shall:

1. Evaluate the need for response by fire or EMS.
2. Provide first aid, contain the incident, etc.
3. Notify the supervisor/Chief Pilot and Pittsburg County Emergency Management Director.

**04.13.04** Pre-Planning for Emergencies

1. Prior to any UAS operations, the pilot and/or VO will identify the nearest emergency medical facility and brief all involved personnel on an emergency transportation plan.

**04.14.00 OFFICIAL USE ONLY**

**04.14.01** Personal use of Pittsburg County UAS is prohibited.

**04.14.02 GENERAL** – Unmanned Aircraft will be operated in accordance with this manual, Pittsburg County Policies and Procedures, UAS Manufacturers manual and recommendations, and Federal Aviation Regulations.

**04.14.03 FLIGHT LIMITATIONS**

**04.14.04 Weather**

1. Flight into instrument meteorological conditions, thunderstorms, or other severe weather is prohibited.
2. No aircraft operations will be conducted under VFR when the flight visibility is less than 3 statute miles.
3. No aircraft operations will be conducted above 400' AGL
4. Weather minimums are not applicable to indoor operations.

#### **04.14.05 MAXIMUM AND MINIMUM ALTITUDES**

1. The maximum altitude for operations is specified in the airframe/mission specific COA. In most cases, this is 400' AGL.
2. The minimum altitude is one at which operations can be conducted without undue risk to persons or property on the surface.

#### **04.14.06 MISCELLANEOUS**

- 
1. Should the PIC or VO develop fatigue or a sudden illness, the flight shall be terminated as soon as practical.

### **05.00.00 GROUND SAFETY**

1. The pilot and VO must be constantly aware of dangers to ground personnel from moving propeller or rotor blades.
2. The pilot will not under any circumstances leave any unauthorized person in charge of the unmanned aircraft controls while the UAS is in operation. If it is necessary for the pilot to leave the unmanned aircraft, the UAS will be shut down and the controls deactivated.
3. Only mission essential personnel will be in proximity to UAS launch and recovery activities.
4. When operating over populated areas, the pilot will ensure that a "defined incident perimeter" exists which limits the potential of persons being present beneath the UAS flight path.

### **06.00.00 MAINTENANCE**

## 06.01.00 GENERAL

1. Properly maintained UAS are essential to safe operations. Compliance with manufacturer's scheduled maintenance, preflight inspections and immediate repair of mechanical problems ensure the availability and safety of Pittsburg County unmanned aircraft.

## 06.02.00 DEFINITIONS

1. **Aircraft Flight Log** – Flight record book kept in the UAS storage case
2. **Preventive Maintenance** – Simple, or minor adjustments or the replacement of small standard parts not involving complex assembly operations.
3. **Scheduled Maintenance** – Periodic maintenance on aircraft at known intervals.
4. **Unscheduled Maintenance** – Repairs to aircraft in response to mechanical deficiencies.

## 06.03.00 RESPONSIBILITIES

### 06.03.01 Maintenance Officer

1. One member will be designated as the maintenance officer who will coordinate maintenance for agency unmanned aircraft. This assignment will be in addition to other duties.
2. If possible, maintenance will be scheduled when it will have the least impact on operations.
3. The maintenance officer shall maintain the aircraft maintenance records.
4. The maintenance officer supervisor/Chief Pilot and Pittsburg County Emergency Management Director shall prepare the annual budget request for maintenance related needs. To do so, it will be necessary to accurately project which life-limited parts, or calendar-life components will need to be replaced, which systems require certification, required inspections, etc.

### **06.03.02 Pilot-in-command**

1. Conduct a thorough preflight inspection of the aircraft in accordance with the aircraft checklist. The Pittsburg County Emergency Management Director shall be notified if problems are noted.
2. The Aircraft Flight Log shall be reviewed prior to flight and the appropriate data entered at the conclusion of each flight.
3. Pilots are generally not authorized to order repair work, parts, etc., from the commercial maintenance provider without prior approval. When exigent circumstances exist, pilots are authorized to order those repairs necessary to assure the aircraft is operational and safe. Such repairs shall be reported to the supervisor/Chief Pilot as soon as practical.
4. In accordance with the Federal Aviation Regulations (refer to FAR Part 43.3), pilots can perform preventive maintenance. All such work must be entered into the maintenance records.
5. The pilot is the final authority on whether an aircraft is airworthy.

### **06.04.00 DISCREPANCY REPORTING SYSTEM**

1. For minor problems not requiring grounding, note the problem in the Aircraft Flight Log, notify the maintenance officer.
2. For major problems requiring grounding, note the problem in the Aircraft Flight Log, notify the maintenance officer and affix a placard to the system case indicating that the aircraft is not airworthy. Notify the Pittsburg County Emergency Management Director immediately.

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**ANNEX 11  
SWIFTWATER SOG**

Pittsburg County

Swift Water Rescue

Standard Operating Guideline (SOG)

**Purpose**

The purpose of this guideline is to establish a uniform approach to training and responding to swift water rescue/recover operations. Swift water rescue is a highly technical specialty that involves special training and equipment. This document will provide safety precautions to exercise while training and operating at swift water incidents.

**Scene Definitions**

1. Swift water is defined as water moving at a rate greater than one knot (1.15 mph). Rescue attempts of victims in swift water may be conducted from the shore or may involve rescuers entering the water if conditions warrant this.
2. Swift water rescue is considered a technical rescue incident; this is defined as a complex rescue incident that requires specially trained personnel and special equipment to complete the mission.

**Command/Authority**

While fire departments/firemen will respond and assist with swift water operations, Command Authority will go to those specifically trained in Swift Water Operations. The first arriving member of the Swift Water Team will assume Command of the scene.

**General Guidelines**

1. All dispatches shall be through McAlester/Pittsburg County 911 Center (Central)
2. 2 EMS ambulances are to be dispatched if possible (ALS & BLS) with all swift water callouts.
3. All responding units will drive with due regard to public safety.
4. No one, at any time, will self-dispatch to any incident.

**Operations**

Swift water rescue operations shall comply with NFPA 1670 Water Search and Rescue Standards. Swift water rescue training shall comply with NFPA 1006 Surface Water Rescue.

## Tactical Considerations

### Phase I- Arrival On-Scene

- A) The first arriving officer should establish command after arriving on the scene.
- B) Command should gather any witnesses and begin an assessment of the scene to establish an incident action plan and determine if immediate action needs to be taken.
- C) Locate the victim, possible scenarios are:
  1. The victim is not in immediate danger of drowning, but special skills will be required to remove the victim from the water.
  2. The victim is struggling to keep from going under water or has already submerged, but there is still a rescue/resuscitation hope.
  3. The victim reportedly has been carried downstream and intensive search efforts are required to locate victim/s for rescue.
  4. The operation is a body recovery. If a body recovery is confirmed, slowing all incoming units to a non-emergency response is suggested.
- D) Command should have enough information to decide if a rescue is feasible with the resources on scene or if additional resources are needed. Risk vs. benefit should be considered before any rescue attempts are made.
- E) If additional resources have been recalled, a staging area needs to be considered, as well as a staging officer. All incoming swift water rescue personnel shall have an accountability tag that verifies that their certification in swift water rescue, and to identify that these members are authorized to be on scene.

### Phase II Pre-Rescue Operations

- A) Make the general area safe. Upstream & Downstream safeties should be in place before operations begin. Command should begin to make the general area safe. All bystanders should be removed from the area. Command shall identify and establish a hot, warm, and cold zone for the incident using the following criteria:
  - HOT ZONE:** Water plus 10 ft. from the water's edge
  - WARM ZONE:** From 10 ft. from water's edge to 100 ft. from water's edge
  - COLD ZONE:** 100 ft. from water's edge

In swift water rescue incidents, Safety personnel should spot floating debris and notify Command or Rescue Group.

**\*\*\* AT NO TIME WILL FIRE GEAR BE ALLOWED IN THE WARM OR HOT ZONE**

- B) If victim is located a safety team should be located downstream if possible and equipped with throw bags in case the patient or rescuers are swept away.
- C) Make the WARM ZONE. Command should secure the immediate rescue area and assign accountability for all personnel working within the rescue area. All personnel working in the warm zone shall have personal protective equipment (PPE), including personal floatation device (PFD) and water rescue helmet.
- D) Rehab should be considered if an extended scene is expected. Especially if environmental factors may endanger rescuers.

### **Phase III- Rescue Operations**

- A) The order of water rescue from low risk to high risk will be:
  - **TALK** the victim into self-rescue. If possible, the victim can be talked into swimming to shore or assisting the rescuers with his/her own rescue. If a victim is stranded in the middle of a flash flood, this will not be prudent.
  - **REACH**- If possible, the rescuer should extend his/her hand or another object such as a pike pole to remove the victim from the water,
  - **THROW**- If the victim is too far out in the water to reach, rescuers should attempt to throw the victim a throw bag or some piece of flotation (i.e. PFD, rescue ring). Downstream personnel should be in position during the actual rescue operation. If the victim is able to grab, the rescuer can pendulum belay or haul the victim to the nearest bank. Care should be taken to assure the victim will be belayed to a safe downstream position.

*\*First responders that have had operational level water rescue training should be able to conduct the above rescues. If the victim cannot be reached by any of these methods, Command should consider stopping the operation until a Water Rescue Team arrives. If the operation becomes a high risk one, Command will want the equipment and experience of the Water Rescue Team. After the Water Rescue Team arrives, Command should discuss with them the action plan. Command should consider re-assigning the Rescue Group to an officer from the Water Rescue Team. If mutual aid is needed, this should be considered and requested by Command.*

- **ROW**- If it is determined that a boat-based operation shall be run, Command should assign a company on the opposite bank to assist Rescue Group in establishing an anchor for a rope system. The company on the opposite bank will be made aware of the action plan. Rescue Group will be responsible to assure that the rope system used for the boat is built safely and proper. Rescue should consider personal protective equipment (PPE) for the victim(s).
- **GO**- If it is not possible to ROW (boat-based operation) to the victim, Rescue should consider putting a rescuer in the water to reach the

victim. This is a very high-risk operation. Only rescuers with the proper training and equipment should be allowed to enter the water. Before the rescuer actually enters the water, they shall discuss the action plan, including specific tasks and objectives, hazards and alternate plans. The rescuer shall never be attached to a life line without the benefit of a quick release mechanism. Members shall not do a breath-hold surface dive in an attempt to locate a victim beneath the surface of the water.

#### **Phase IV- Termination**

Command should begin termination as soon as possible after the victim has been removed from the water. This shall include securing all the equipment used for the rescue and personnel accountability. This may also include witnesses, photos, victim's personal effects or equipment used in the rescue. Personnel should not participate in a towing or vehicle removal operation from the water.

A) Prepare for termination:

- Personnel accountability
- Equipment accountability. If there has been a fatality, Rescue Group may consider leaving equipment in place for investigative purposes.
- Re-stock vehicles
- Consider debriefing
- Secure the scene; return to service

B) Additional Considerations:

- HEAT. Consider rotation of crews.
- COLD. Consider the effects of hypothermia on victim and rescuers.
- RAIN/SNOW. Consider the effects of rain or snow on the hazard profile.
- TIME OF DAY. Consider the need for sufficient lighting if operations may possibly extend into the night.
- Consider the effect on family and friends; keep the family informed.
- Consider the news media; assign a PIO.

#### **Required Equipment**

For personnel operating inside the HOT zone, the minimum PPE provided should include the following:

- 1) Personal Flotation Device (PFD)
- 2) Thermal Protection
- 3) Helmet appropriate for water rescue
- 4) Cutting device
- 5) Whistle
- 6) Contamination Equipment (as needed)

7) Radios established communication

\*Equipment will be kept at the Pittsburg County EOC and checked out for operational periods with some exceptions.

**AT NO TIME WILL FIRE GEAR BE ALLOWED IN THE WARM OR HOT ZONE**

**COMMAND/ACCOUNTABILITY HELMET COLORS:**

White: Command

Blue: Victim

Yellow: Swimmers

Blue: Support

**Required Training**

- 1) ICS 100
- 2) ICS 200
- 3) ICS 700
- 4) ICS 800
- 5) CPR/First Aid
- 6) Swift Water Rescue
- 7) Ropes Rescue- Low angle operations

Additionally, for BOAT CAPTAINS:

- 8) Boat Captain Certification

Each person on the Pittsburg County Swift Water Rescue Team must attend 75% of the meetings and trainings held and will be subject to a yearly review.

**County Vehicles**

An operator list will be established of who can drive county owned vehicles.

Members of this team are also subject to Pittsburg County's Drug Policies.

We, the undersigned, do hereby adopt this Standard Operating Guideline for the Pittsburg County Swift Water Rescue Team as a part of the Pittsburg County Emergency Operations Plan.

Dated this 21st day of February, 2017.

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Kevin Smith, Chairman  
Pittsburg County Board of County Commissioners

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Gene Rogers  
Pittsburg County Commissioner

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Ross Selman  
Pittsburg County Commissioner

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District Attorney's Office

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Kevin Enloe, Director  
Pittsburg County Emergency Management

Attest:

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Hope Trammell  
Pittsburg County Clerk

Annex 12

# Suspicious White Powder

## Screening and Sampling Protocols

10/21/09



### Multi-Agency Protocol

For trained First Responders (including HazMat)

Oklahoma State Department of Health  
Oklahoma Department of Emergency Management  
Oklahoma Office of Homeland Security  
Federal Bureau of Investigation

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Threat Assessment for A Suspicious White Powder



# OVERVIEW

This document is intended as a **tool for trained first responders** and is **NOT intended for use by untrained individual**. It is designed to delineate responsibilities for handling suspicious powders from initial discovery through identification and response. **This document and the protocols detailed herein should be used AFTER a threat has been deemed credible by initial responders.** These are sequential steps, and include: Credibility Assessment and Isolation, Sample Collection, Packaging and Transport, Laboratory Testing, and Reporting.

## **Credibility Assessment and Isolation**

A valid credibility assessment is **THE** pivotal step in this process. A valid credibility assessment has the potential to save countless resources that are consumed when non-credible samples are tested. The credibility assessment begins with phone triage and then, if warranted, proceeds to an assessment by local law enforcement. If deemed credible, the Federal Bureau of Investigation (FBI), and Oklahoma State Department of Health-Public Health Laboratory (OSDH PHL) and Emergency Preparedness and Response Service (EPRS) are consulted. At that point, the final decision will be made on testing.

Only after consulting with these entities should the recommendation for testing be made. It is strongly recommended that appropriate isolation procedures be considered a top priority when dealing with any unknown agent. Isolation of the sample and credibility assessment should be concurrent activities. Please consult "Threat and Credibility Assessment for a Suspicious Powder: Multi-Agency Protocol" for details and required steps to perform a credibility assessment.

## **Sample Collection**

Sample collection may be coordinated through the FBI, with the assistance of Local or State officials, depending on available resources. Sample collection should **ONLY** be collected by trained individuals and will involve FBI and/or Hazardous Materials (HAZMAT) personnel according to the "Sample Collection Guidelines" section of this document. The 63rd Weapons of Mass Destruction Civil Support Team (63rd WMD CST) is another possible resource.

## **Transport for Testing**

Samples should be transported **ONLY** after approval from the OSDH PHL and/or the FBI. Transport may be accomplished by officials pursuant to appropriate protocol, or approved contract couriers dispatched through the OSDH PHL.

## **Laboratory Testing**

In accordance with Laboratory Response Network (LRN) protocols established by the Centers for Disease Control and Prevention (CDC), the OSDH PHL will conduct laboratory testing.

## **Reporting**

Test results will be reported in accordance with OSDH policy.

# SAMPLE COLLECTION GUIDELINES

These guidelines are intended for use by trained first responders and are NOT intended for use by untrained individuals. These protocols should be performed ONLY after Initial Responders have deemed a suspicious package, letter or parcel to be a credible threat. (Please reference *Threat & Credibility Assessment Handbook*.)

## Screening/Recon

After determining the presence of a credible threat, the ON SCENE Incident Commander, will designate the appropriately trained groups to conduct sampling. Preliminary screening of both the immediate environment and the sample itself should be conducted for chemical, biological, radiological and explosive agents before beginning the sampling. Teams conducting screening/reconnaissance and/or sampling must be properly attired in Personal Protective Equipment (PPE). It is the duty of the team leader or the FBI to recommend appropriate level of PPE to be worn by the sampling team. The team leader or the FBI will advise the sampling team concerning the required sampling.

## Sample Collection Guidelines

- 1) Samples should ONLY be collected after determining that a threat is present and ONLY after appropriate screening (of the environment and sample) is conducted by qualified personnel (HAZMAT or other trained individuals).
- 2) Suspicious substances should be screened for explosives, radiation, and chemicals prior to sample collection.
- 3) Properly trained individuals will wear appropriate PPE as specified by Occupational Safety and Health Administration (OSHA) 1910.120 and as dictated by the findings of the from screening.
- 4) A strategic plan for sampling must be developed based on reconnaissance information (photos, maps, and technician descriptions). The plan should include a staging area for tools, pre-labeling all materials possible, avoiding cross contamination, decontamination sample bags, and proper disposal of all waste.
- 5) Trained two-man teams, (a clean man and a dirty man), will perform sampling. The **Clean-Man** preps sampling tools for dirty man and avoids touching the suspicious substance. The **Dirty-Man** is responsible for the actual collection of the suspicious substance.
- 6) If unopened, the package or container **should not be opened** and should be packaged and submitted to the lab intact after appropriate screening.
- 7) Packaging and transporting protocols should be followed.
- 8) **Prior approval for submitting bulk samples to OSDH-PHL must be granted.**

# Sampling Methods Definitions

## SAMPLING

**Screening/Recon Team** - Two-man (minimum) team responsible for determining hot zone and screening for chemicals, biologicals, and radioactivity in sampling environment. Responsible for surveying area by taking pictures, drawing maps, screening suspicious substances, identifying number of samples to be taken and advising on sampling equipment to accompany sampling team.

**Sampling Team** – Two-man (minimum) team responsible for collection of samples to be analyzed by an LRN member laboratory (OSDH Public Health Laboratory). Each team will have at least 1 Clean Man and 1 Dirty Man.

**Surface Samples Swab Method** - The swab method is used for sample collection on most surfaces, but is ideal for **SMALL**, non-porous surfaces that do not have a large accumulation of dust and dirt such as keyboards, hard-to-reach areas within machinery, mail sorters, ventilation grilles, etc.

**Surface Samples Wipe Method** - The wipe method is used for sample collection on **LARGE** (>100cm<sup>2</sup>), non-porous surfaces such as tabletops, counters, desks, file cabinets, windowsills, floors, mailboxes, non-carpeted floors, etc.

**Surface Samples HEPA Vacuum Cleaner Method** - This method is used for sampling large porous or non-porous dusty or dirty surface areas such as carpeting, upper surface of ceiling tiles and ventilation systems.

**Triple Bagging** - Placing a sample into a sterile tube, jar or bag, then placing sterile container into a non-sterile bag and then placing non-sterile bag into another non-sterile bag.

**Bulk Samples** - Samples collected to detect and characterize the presence of biological contamination on building and environmental materials such as sections of carpet, office equipment, supplies, mail, clothing, heating, ventilation and air conditioning (HVAC) filters etc., when swabbing, wiping or vacuuming are not options.

## TEAMS

**Clean Man** - Responsible for sampling tools during collection. Will prep all equipment, will cap and bag all containers. Clean Man never has direct contact with sample, primary container or contaminated equipment.

**Dirty Man** - Responsible for collection of white powder sample. Dirty Man collects sample per attached protocols and place sample inside primary container. Dirty Man is considered contaminated.

## ZONES

**Cold Zone** - Clean zone and staging area for sample collection prepping (selection of tools, strategy, pre-labeling, etc.)

**Warm Zone** - Decontamination zone

**Hot Zone** - Area defined by Screening/Recon team to contain contamination (Dirty zone).

# Bulk Sampling Method

**CALL PHL (405-406-3511 or 405-271-7457) TO GET APPROVAL TO SUBMIT BULK SAMPLE. SAMPLE SIZE SHOULD NEVER EXCEED W24"xD16"xH10" WITHOUT PRIOR OSDH PHL APPROVAL.**

## **Down Range Equipment and Materials needed (per sampling site):**

- 1) Plastic Sheet
- 2) Collection tools (i.e. sterile scissors, tweezers)
- 3) 1 primary container per sampling site- \*Pre-labeled sterile, self-sealing bag, if bag is not large enough use non-sterile
- 4) 1 secondary container per sampling site- \*Pre-labeled non-sterile, self-sealing bag
- 5) Evidence tape strips for each sampling site
- 6) Soapy water or 10% bleach solution
- 7) Biohazard bag for discarding contaminated materials
- 8) Camera in plastic bag (optional)

**\*Pre-labeling of primary & secondary containers is done prior to going down range and should include:**

- 1) Date
- 2) Time of collection
- 3) Sample ID#
- 4) Collector's initials
- 5) Location (can be part of sample ID#)

# Bulk Sampling Procedure:

**\*\*Clean Man is wearing 2 pairs of sterile, non-powdered latex, nitrile or vinyl examination gloves and carrying sampling tools. Dirty Man is wearing 1 base pair and 1 additional pair for each sampling site within sample area\*\***

- 1) Proceed to sampling area and *Clean Man* organizes sampling tools on plastic sheeting.
  - 2) *Clean Man* opens sterile sampling tool package (i.e. forceps) for *Dirty Man* to remove tool and provides *Dirty Man* with a pre-labeled sterile, primary container.
  - 3) *Dirty Man* collects and places bulk sample in pre-labeled sterile, primary container and seals bag.
  - 4) *Dirty Man* places primary container in pre-labeled, unused, non-sterile bag (secondary container) held by *Clean Man*.
  - 5) *Clean Man* evidence tapes then decontaminates outside of secondary container just prior to leaving the contaminated (dirty, hot zone) area.
- To collect another sample, change gloves to prevent cross-contamination and repeat steps 1-5.*
- 6) *Clean Man* takes pictures as needed for evidence (if not already performed by recon team).
  - 7) Place contaminated materials to be discarded in a biohazard bag and proceed with secondary container to the designated decontamination area.
  - 8) After exiting decontamination area, *Clean Man* places the cleaned, sealed secondary container in a large, red biohazard bag for transport to PHL. Biohazard bag should be placed in a hard-shell container during transport.

**Document sampling on OSDH BT collection form & Chain of Custody form**

# Non-Porous Surface Swab Sampling Method

## Down Range Equipment and Materials Needs:

- 1) Plastic sheet
- 2) 2 sterile swabs + 1 spare, per sampling site
- 3) Sterile wetting solution to moisten swab
- 4) 2 \*pre-labeled sterile, specimen containers (primary container), per sampling site
- 5) 2 strips of parafilm, per sampling site
- 6) Pre-labeled non-sterile, self-sealing bag (secondary container)
- 7) 1 strip of evidence tape per sampling site
- 8) Soapy water or 10% bleach solution
- 9) Biohazard bag for discarding contaminated materials
- 10) Camera in plastic bag (optional)

**\*Pre-labeling of primary & secondary containers is done prior to going down range and should include:**

- 1) Date
- 2) Time of collection
- 3) Sample ID#
- 4) Collector's initials
- 5) Location (can be part of sample ID#)

# Non-Porous Surface Swab Sampling Procedure

**\*\*Clean Man is wearing 2 pairs of sterile, non-powdered latex, nitrile or vinyl examination gloves and carrying sampling tools. Dirty Man is wearing 1 base pair and 1 additional pair of sterile gloves for each sampling site within sample area\*\***

- 1) Proceed to sampling area and *Clean Man* organizes sampling tools on plastic sheeting.
  - 2) *Dirty Man* handles and opens pre-labeled primary container (tube).
  - 3) Remove a sterile swab from its package. *Clean Man* open, *Dirty Man* remove.
  - 4) *Clean Man* moistens the swab, held by *Dirty Man*, with sterile saline.
  - 5) Sampling technique:
    - a. *Dirty Man* swabs surface using a series of vertical, horizontal, and diagonal strokes while gently rolling the swab.
    - b. *Dirty Man* places the sampled swab in the pre-labeled, tube (primary container).
    - c. *Dirty Man* caps the tube.
    - d. *Dirty Man* seals cap with parafilm in a clockwise direction.
  - 6) *Dirty Man* places tube in a pre-labeled, non-sterile, self-sealing bag (secondary container) held by *Clean Man*.
  - 7) Repeat steps 1-6 for second swab of this sample site.
  - 8) *Clean Man* evidence tapes secondary containers.
  - 9) *Clean man* decontaminates the outside of the secondary sealed bags prior to leaving the contaminated area.
- For second sampling site, repeat steps 1-9. Change gloves to prevent cross-contamination.*
- 10) *Clean Man* takes pictures as needed for evidence (if not already performed by recon team).
  - 11) *Dirty Man* places contaminated materials to be discarded in a biohazard bag and proceeds to the designated decontamination area.
  - 12) After exiting decontamination area, cleaned sealed bag is placed into a large, red biohazard bag for transport to the PHL. Biohazard bag should be placed in a hard-shell during transport.

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# Non-Porous Surface *Wipe* Sampling Method

## Down Range Equipment and Materials Needs:

- 1) Plastic sheet
  - 2) 2 sterile Dacron (not cotton or calcium alginate) wipes (sponges) + 1 spare, per sampling site
  - 3) 1 Sterile tweezers per sampling site
  - 4) Sterile wetting solution to moisten wipe
  - 5) 2 pre-labeled sterile small baggies (primary container), per sampling site
  - 6) 1 pre-labeled non-sterile large self-sealing bag (secondary container), per sampling site
  - 7) 1 strip of evidence tape per sampling site
  - 8) Soapy water or 10% bleach solution
  - 9) 1 Biohazard bag for discarding contaminated materials
  - 10) Camera in plastic bag (optional)
- \*Pre-labeling of primary & secondary containers is done prior to going down range and should include:**
- 6) Date
  - 7) Time of collection
  - 8) Sample ID#
  - 9) Collector's initials
  - 10) Location (can be part of sample ID#)



# Non-Porous Surface *Wipe* Sampling Procedure

**\*\*Clean Man is wearing 2 pairs of sterile, non-powdered latex, nitrile or vinyl examination gloves and carrying sampling tools. Dirty Man is wearing 1 base pair and 1 additional pair for each sampling site within sample area.\*\***

- 1) Proceed to sampling area; *Clean Man* organizes sampling tools on plastic sheeting.
  - 2) *Clean Man* opens tweezers packet; *Dirty Man* removes tweezers.
  - 3) *Clean Man* opens wipe (sponge) package; *Dirty Man* removes wipe.
  - 4) *Clean Man* moistens the wipe, held by *Dirty Man*, with sterile saline.
  - 5) Sampling technique: *Dirty Man* wipes approximately a 1' square area of the surface using enough vertical S-strokes to cover sample area; fold the exposed side of the pad and make horizontal S-strokes over the same area.
  - 6) *Dirty Man* handles and opens the primary container.
    - a. *Dirty Man* places the sampled wipe in the sterile, pre-labeled, baggie (primary container) using tweezers.
    - b. *Dirty Man* rolls top of baggie times and then folds in ties.
  - 7) *Dirty Man* places sterile baggie containing wipe sample in a pre-labeled, non-sterile, self-sealing bag (secondary container) held by *Clean Man*.
  - 8) Repeat steps 1-7 for second swab.
  - 9) *Clean Man* evidence tapes pre-labeled secondary container.
  - 10) *Clean man* decontaminates the outside of the secondary sealed bag prior to leaving the contaminated area.
- For second sampling site, repeat steps 1-10. Change gloves to prevent cross-contamination.*
- 11) *Clean Man* takes pictures as needed for evidence.
  - 12) *Dirty Man* places contaminated materials to be discarded in a biohazard bag and proceeds to the designated decontamination area.
  - 13) After exiting decontamination area, *Clean Man* places cleaned sealed bag into a large, red biohazard bag for transport to the PHL. Biohazard bag should be placed in a hard-shell container during transport.

**Document sampling on OSDH BT collection form & Chain of Custody form**

# HEPA Vacuum Sampling Method

## Down Range Equipment and Materials Needed:

- 1) Plastic Sheet
- 2) HEPA vacuum with 1 non-beveled and 1 beveled collection inlet nozzle per sampling site
- 3) 1 sterile dust filter sock per sampling site
- 4) Scissors from sterile suture kit or other
- 5) 1 primary container per sampling site- \*Pre-labeled sterile, self-sealing bag, if bag is not large enough use non-sterile
- 6) 1 secondary container per sampling site- \*Pre-labeled non-sterile, self-sealing bag
- 7) Evidence tape strips for each sampling site
- 8) Soapy water or 10% bleach solution
- 9) Biohazard bag for discarding contaminated materials
- 10) Camera in plastic bag (optional)

**\*Pre-labeling of primary & secondary containers is done prior to going down range and should include:**

- 1) Date
- 2) Time of collection
- 3) Sample ID#
- 4) Collector's initials
- 5) Location (may be part of sample ID#)

# HEPA Vacuum Sampling Procedure

**\*\*Clean Man is wearing 2 pairs of sterile, non-powdered latex, nitrile or vinyl examination gloves and carrying sampling tools. Dirty Man is wearing 1 base pair and 1 additional pair for each sampling site within sample area.\*\***

- 1) Proceed to sampling area and *Clean Man* organizes sampling tools on plastic sheeting.
- 2) *Clean Man* assembles vacuum and gives to *Dirty Man*.
- 3) *Dirty Man* cuts opens sterile dust collection sock container held by *Clean Man*. *Dirty Man* removes sock and *Clean Man* provides *Dirty Man* with cardboard inlet nozzles.
- 4) *Dirty Man* expands filter sock to where it is opened and will accept vacuum debris. *Dirty Man* now inserts the smaller, white, closed end of filter sock into the larger of the two cardboard nozzles. Next, the upper blue portion of filter sock is pulled down covering outside of cardboard nozzle and the smaller cardboard nozzle (non-beveled end) is inserted into filter sock and larger cardboard nozzle until there is a snug fit.
- 5) *Dirty Man* now inserts open end of larger cardboard tube onto vacuum hose. Ensure there is a snug fit. Turn on vacuum and make 1 pass of the entire sampling area at a slow rate.
- 6) **DO NOT take apart sampling tubes.** *Dirty Man* turns off vacuum and removes cardboard nozzle from the vacuum hose. Deposit assembled sampling tube (whole) into a pre-labeled sterile, self-sealing bag (primary container).
- 7) *Dirty Man* places sealed pre-labeled, sterile bag and contents into pre-labeled, non-sterile bag (secondary container) held by *Clean Man*.
- 8) *Clean Man* evidence tapes, then decontaminates outside of secondary container just prior to leaving the contaminated (dirty, hot zone) area.  
*To collect another sample, change gloves to prevent cross-contamination and repeat steps 1-8.*
- 9) *Clean Man* takes pictures as needed for evidence.
- 10) *Dirty Man* place contaminated materials to be discarded into a biohazard bag and proceeds to the designated decontamination area.
- 11) After exiting decontamination area, *Clean Man* places cleaned sealed bag into a large, red biohazard bag for transport to the PHL. Biohazard bag should be placed in a hard-shell container during transport.

**Document sampling on OSDH BT collection form & Chain of Custody form**

# Liquid (Non-Chemical) Sampling Method

## Equipment and Materials

- 1) Plastic sheet for staging area
- 2) 2 sterile transfer pipettes + 1 spare, per sampling site
- 3) 2 sterile swabs + 1 spare, per sampling site
- 4) 2 \*pre-labeled, sterile tubes (primary container), per sampling site
- 5) 2 strips of parafilm, per sampling site
- 6) 1 pre-labeled non-sterile, self-sealing bag (secondary container) per sampling site.
- 7) 1 strip of evidence tape per sampling site
- 8) Soapy water or 10% bleach solution
- 9) Biohazard bag for discarding contaminated materials
- 10) Camera in plastic bag

**\*Pre-labeling of primary & secondary containers is done prior to going down range and should include:**

- 1) Date
- 2) Time of collection
- 3) Sample ID#
- 4) Collector's initials
- 5) Location (can be part of sample ID#)

# Liquid (Non-Chemical) Sampling Procedure

**\*\*Clean Man is wearing 2 pairs of sterile, non-powdered latex, nitrile or vinyl examination gloves and carrying sampling tools. Dirty Man is wearing 1 base pair and 1 additional pair for each sampling site within sample area.\*\***

- 1) Proceed to sampling area and *Clean Man* organizes sampling tools on plastic sheeting.
  - 2) *Dirty Man* handles and opens the pre-labeled primary container (tube).
  - 3) *Clean Man* opens transfer pipette package; *Dirty Man* removes pipette.
  - 4) *Sampling technique*:
    - a. *Dirty Man* pinches bulb of pipette and holds while making contact with fluid. Release pinch and draw fluid into pipette (if fluid is too thick to draw into pipette, use swab procedure).
    - b. *Dirty Man* releases fluid from pipette into tube.
    - c. *Dirty Man* caps the tube
    - d. *Dirty Man* seals cap with parafilm in a clockwise direction.
  - 5) *Dirty Man* places tube in a pre-labeled, non-sterile, self-sealing bag (secondary container) held by *Clean Man*.
  - 6) Repeat steps 1-5 for second pipette.
  - 7) *Clean Man* evidence tapes seal of secondary container.
  - 8) *Clean man* decontaminates the outside of the secondary sealed bag prior to leaving the contaminated area.
- For second sampling site, repeat steps 1-8. Change gloves to prevent cross-contamination.*
- 9) *Clean Man* takes pictures as needed for evidence.
  - 10) *Dirty Man* places contaminated materials to be discarded in a biohazard bag and proceeds to the designated decontamination area.
  - 11) After exiting decontamination area, *Clean Man* places cleaned sealed bag into a large, red biohazard bag for transport to the PHL. Biohazard bag should be placed in a hard-shell during transport.

**Document sampling on OSDH BT collection form & Chain of Custody form**

# **Packaging, Transporting, and Reporting**

## **Packaging Samples**

Once sample is collected, place sample (conical tube or bulk) in a sterile self-sealing bag and seal. Clean outside of the sealed bag with soapy water and place in another unused self-sealing bag. Refer to **Sample Collection Guidelines** for details on sample collection and packaging.

## **Transporting Samples**

The Sampling Team begins the *Chain of Custody* (Attachment B) procedures by signing the *OSDH BT Collection Form* (Attachment C). The *Chain of Custody* Form will be used each time different individuals (Hazmat, OSDH personnel, etc.) are in possession (packaging, transporting, and testing) of the sample. The FBI will coordinate transportation with local/state officials or Hazmat. Samples should be transported at ambient temperature inside a sturdy container (i.e. Igloo type ice chest).

## **Reporting Samples**

Once results are available, the OSDH PHL will contact the individuals (i.e. FBI) listed on the Chain of Custody form that was responsible for bringing the sample to the OSDH PHL (unless otherwise instructed). The PHL will provide an estimated time frame for preliminary and confirmatory test results.

***DO NOT TAKE SAMPLES/EVIDENCE INSIDE  
THE OSDH BUILDING!***

***DELIVER SAMPLE/EVIDENCE TO OSDH SECURITY AT THE  
LOADING DOCK ON THE EAST SIDE OF THE BUILDING.***

# Potentially Exposed Individuals

Protection of life and health is the goal of all responders. Individuals reporting a suspicious powder will have concerns about their health and safety. **If a potentially exposed individual has immediate or life-threatening symptoms, please call 911.** It is important to note that a biological agent such as anthrax will not cause immediate symptoms in those exposed. However, exposure to a chemical or chemical agent may demonstrate immediate effects (itching or tingling of the skin/extremities, watery eyes, vomiting, convulsions, difficulty breathing, etc.). Isolation and containment of the suspect material and those potentially exposed are priorities when dealing with any unknown agent. Individuals will certainly have a heightened concern if a credible threat is found and samples are taken. It is important that potentially exposed individuals are tracked before being allowed to leave the area where exposure occurred. Please obtain complete contact information for each potentially exposed individual on the *Possible Biological Agent Exposure Contact Worksheet* (found on page 19 of this document).

For most exposures, decontamination with chemicals or bleach is NOT required or recommended. Antibiotic therapy to prevent illness in potentially exposed individuals should be delayed pending the results of laboratory testing.

Information for those potentially exposed:

- 1) If a potentially exposed individual has immediate or life-threatening symptoms, call 911.
- 2) Anyone who handled the item should wash their hands with soap and water.
- 3) If suspect material spilled onto office equipment or other inanimate objects, gently move away from the material.
- 4) If suspect material spilled onto clothing, remove contaminated clothing, place in a plastic bag and seal. Shower with soap and water as soon as possible. There is no need to use bleach or harsh disinfectants.
- 5) Names and contact information for all who handled the letter/package or were in the room or area when the letter/package was recognized or opened will be given to both local enforcement officials and Public Health authorities for further investigations.
- 6) If the exposed individual is experiencing symptoms and the suspicious powder is thought to be a chemical agent, or if there are questions regarding the need for medications to prevent illness, consult the Oklahoma Poison Control Center or call 911 if the symptoms are immediate. (See *Contact Numbers on page 16, for 24/7 contact information.*)

Appendix A:

# CONTACT NUMBERS

Federal Bureau of Investigation (WMD)	405.290.7770
Oklahoma Office of Homeland Security Mike Ray	405.425.7296
Local (City/County) Emergency Manger: _____	
Oklahoma State Department of Health Public Health Laboratory	405.271.7457 or 405.406.3511
Oklahoma State Department of Health Emergency Preparedness and Response Service	405.271.0900
Oklahoma State Department of Health Communication Disease Division Epidemiologist-On-Call	405.271.4060
Oklahoma Poison Control Center	1.877.271.6998



















*McAlester/Pittsburg County  
Emergency Management*

705 EOC Drive  
McAlester, Oklahoma 74501  
Office: (918) 423-5655

September 18, 2023

To Pittsburg County Board of County Commissioners,

The Emergency Operation Plan has been reviewed and revised for the current year, 2023.

Attached you will find the updated pages numbered 47 – 60. Please replace the corresponding pages from the copy of the EOP you currently have. If you need a complete digital copy of the 2023 EOP, please feel free to request from Erin Brogdon at 918-423-5655 or [ebrogdon@pittsburgcountvem.org](mailto:ebrogdon@pittsburgcountvem.org). Please do not hesitate to reach out with any questions or concerns.

Regards,

Kevin Enloe  
Director





"AMENDED"

RESOLUTION  
24-066

To Declare Surplus and Sell by Sealed Bid

The Board of County Commissioners, Pittsburg County, met in regular session on Monday, September 25, 2023.

WHEREAS, Highway District #3 wishes to declare the following item surplus to be sold by sealed bid:

INVENTORY#	DESCRIPTION	SERIAL/VIN#
D3-331.1A	2012 CHEVROLET IMPALA	2G1WD5E33C1237369

WHEREAS, the above-mentioned item is no longer needed.

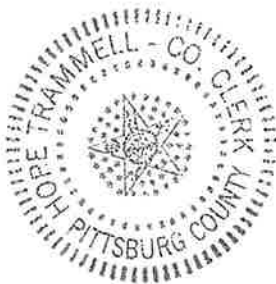
WHEREAS, Pittsburg County District #3 wishes to sell this item by sealed bid, interested bidders may view the vehicle listed above at the Pittsburg County District #3 shop, 1906 N. 15<sup>th</sup> Street, McAlester, Oklahoma or online at [pittsburg.okcounties.org](http://pittsburg.okcounties.org) under the bids section.

WHEREAS, sealed bids will be accepted through October 20, 2023. All bids received after October 20, 2023 will not be opened. Bids will be opened on Monday, October 23, 2023 during a regular meeting of the Board of County Commissioners, Pittsburg County in the County Commissioners Conference Room, Pittsburg County Courthouse, 115 E. Carl Albert Pkwy, Room 100, McAlester, Oklahoma 74501.

THEREFORE, BE IT RESOLVED, the Board of County Commissioners, Pittsburg County, do hereby declare the above-mentioned item surplus to be sold by sealed bid.

BOARD OF COUNTY COMMISSIONERS  
PITTSBURG COUNTY, OKLAHOMA

ATTEST:



CHAIRMAN

VICE-CHAIRMAN

MEMBER

COUNTY CLERK



RESOLUTION  
24-078

The Board of County Commissioners, Pittsburg County, met in regular session on Monday, September 25, 2023.

WHEREAS, Pittsburg County District 1, issued the following purchase order:

2589, issued on September 14, 2023 to Airgas. in the amount of \$318.22 for oxygen supplies.

WHEREAS, the above-mentioned Purchase Order was never used, is no longer needed and should be canceled.

THEREFORE, BE IT RESOLVED, the Board of County Commissioners, Pittsburg County, do hereby cancel Purchase Order 2589 for FY 2023-2024

BOARD OF COUNTY COMMISSIONERS  
PITTSBURG COUNTY, OKLAHOMA

ATTEST:


CHAIRMAN



VICE-CHAIRMAN



MEMBER



COUNTY CLERK





RESOLUTION  
24-079

The Board of County Commissioners, Pittsburg County, met in regular session on Monday, September 25, 2023.

WHEREAS, the Board of County Commissioners Office requests that the following items be transferred to the Southeast Expo Center:

INVENTORY#	DESCRIPTION	VIN/SERIAL#
D-104.12	HERITAGE 2 DRAWER LATERAL	N/A
D-104.13	HERITAGE 2 DRAWER LATERAL	N/A
D-213.3	CANON COPIER	QHM07252
D-218.29	HP LASERJET PRINTER	MXBCN5G0MB

WHEREAS, the above-mentioned items are no longer needed in the Board of County Commissioners Office and our office requests they be transferred to the Southeast Expo Center where they are needed.

THEREFORE, BE IT RESOLVED, the Board of County Commissioners, Pittsburg County, do hereby transfer the above-mentioned items to the Southeast Expo Center.


BOARD OF COUNTY COMMISSIONERS  
PITTSBURG COUNTY, OKLAHOMA

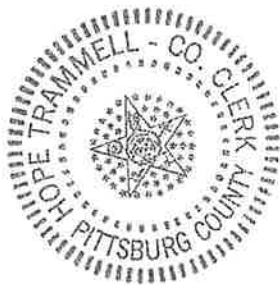
ATTEST:

CHAIRMAN 

VICE-CHAIRMAN 

MEMBER 

COUNTY CLERK 





**FIXED ASSET RECORD - PROPERTY AND EQUIPMENT**

**(Vehicles, Furniture, Equipment, Machinery, Radios, Electronics, etc.)**

County **Pittsburg**  
Department **GENERAL GOVT**  
Inventory Officer

Identification Number **D-104.12**  
Account **BOND MONEY**

**Record of Acquisition**

Item **File Cabinet** Estimated Useful Life  
Trade Name **Heritage** Year **2012**  
Description **2 Drawer Lateral In Cherry**

Serial Number  
Model Number **OFHTLF2D5**

Vendor (or donor) **OCI MANUFACTURING**

Vendor Address **3402 MARTIN LUTHER KING BLVD OKLAHOMA CITY, OK 73111**

Date Acquired **06/15/2010**  
Cost **455.08**

Estimated Fair Market Value (if donated)

Purchase Order Number  
Warrant Number  
Location of Asset **Commissioners - Assistants**  
Federal Grant Funds used

Remarks  
Federal Grant Number

**Lease-Purchase Assets or Leased (rented) Assets**

Vendor  
Payment Contract with  
Date of contract  
Purchase Price  
Date of Final Payment

Lease- Purchase (title will transfer to the County upon final payment).  
 Leased/Rented

*(For tracking purposes only - full warranty leases and rented equipment are not to be included in total value of County owned fixed assets).*

**Asset Disposition**

Date Declared Surplus  
Disposition (check one)  Sold  Traded  Junked  Other: Transferred  
Date Sold or Traded **09/21/2023** Date of Disposition **09/25/2023** Disposition Resolution Number **24-079**  
Receipt Number  
Sold or Traded to: **EXPO CENTER** Vendor Address  
Amount

Method of disposal  
(if declared junk)





**FIXED ASSET RECORD - PROPERTY AND EQUIPMENT**

**(Vehicles, Furniture, Equipment, Machinery, Radios, Electronics, etc.)**

County **Pittsburg**  
Department **GENERAL GOVT**  
Inventory Officer

Identification Number **D-104.13**  
Account **BOND MONEY**

**Record of Acquisition**

Item **File Cabinet** Estimated Useful Life  
Trade Name **Heritage** Year **2012**  
Description **2 Drawer Lateral In Cherry**

Serial Number  
Model Number **OFHTLF2D5**

Vendor (or donor) **OCI MANUFACTURING**

Vendor Address **3402 MARTIN LUTHER KING BLVD OKLAHOMA CITY, OK 73111**

Date Acquired **06/15/2010**  
Cost **455.08**

Estimated Fair Market Value (if donated)

Purchase Order Number  
Warrant Number  
Location of Asset **Commissioners - Assistants**  
Federal Grant Funds used

Remarks  
Federal Grant Number

**Lease-Purchase Assets or Leased (rented) Assets**

Vendor  
Payment Contract with  
Date of contract  
Purchase Price  
Date of Final Payment

Lease- Purchase (title will transfer to the County upon final payment).  
 Leased/Rented

*(For tracking purposes only - full warranty leases and rented equipment are not to be included in total value of County owned fixed assets).*

**Asset Disposition**

Date Declared Surplus  
Disposition (check one)  Traded  Junked  Other: Transferred  
Date Sold or Traded **09/21/2023** Date of Disposition **09/25/2023** Disposition Resolution Number **24-079**  
Receipt Number  
Sold or Traded to: **EXPO CENTER** Vendor Address

Amount

Method of disposal  
(if declared junk)



**FIXED ASSET RECORD - PROPERTY AND EQUIPMENT**

**(Vehicles, Furniture, Equipment, Machinery, Radios, Electronics, Etc.)**

County **Pittsburg**  
Department **GENERAL GOVT**  
Inventory Officer

Identification Number **D-213.3**  
Account

**Record of Acquisition**

Item **COPIER** Estimated Useful Life  
Trade Name **CANON** Year **2014**  
Description

Serial Number **QHIM07252**  
Model Number **IMR-4235**

Vendor (or donor) **CANON FINANCIAL SERVICES** Vendor Address **14904 COLLECTIONS CENTER DRIVE CHICAGO, IL 60693**

Date Acquired **03/01/2014**  
Cost **0.00** Estimated Fair Market Value (if donated)

Purchase Order Number  
Warrant Number  
Location of Asset **EXPO CENTER** Remarks  
Federal Grant Funds used Federal Grant Number

**Lease-Purchase Assets or Leased (rented) Assets**

Vendor  
Payment Contract with  
Date of contract **03/01/2014**  Lease- Purchase (title will transfer to the County upon final payment).  
Purchase Price **6,288.00**  Leased/Rented (For tracking purposes only - full warranty leases, and rented equipment are not to be include in total value of County owned fixed assets).  
Date of Final Payment

**Asset Disposition**

Date Declared Surplus Surplus Resolution #  
Disposition (check one)  Traded  Junked  Other: Transferred  
Date Sold or Traded **09/21/2023** Date of Disposition **09/25/2023** Disposition Resolution Number **24-079**  
Receipt Number Amount  
Sold or Traded to: **EXPO CENTER** Vendor Address

Method of disposal  
(if declared junk)



**FIXED ASSET RECORD - PROPERTY AND EQUIPMENT**

**(Vehicles, Furniture, Equipment, Machinery, Radios, Electronics, Etc.)**

County **Pittsburg**  
Department **GENERAL GOVT**  
Inventory Officer

Identification Number **D-218.29**  
Account **D-3**

**Record of Acquisition**

Item **PRINTER**  
Trade Name **HP LASERJET PRO**  
Description

Estimated Useful Life  
Year

Serial Number **MXBCN5G0MB**  
Model Number **M479FDW**

Vendor (or donor) **STAPLES CREDIT PLAN**

Vendor Address **PO BOX 9001036 LOUISVILLE, KY 40290**

Date Acquired **06/01/2020**  
Cost **599.99**

Estimated Fair Market Value (if donated)

Purchase Order Number **9972**

Warrant Number

Location of Asset **SANDRA OFFICE**

Remarks

Federal Grant Funds used

Federal Grant Number

**Lease-Purchase Assets or Leased (rented) Assets**

Vendor

Payment Contract with

Date of contract

Purchase Price

Date of Final Payment

Lease- Purchase (title will transfer to the County upon final payment).  
 Leased/Rented (For tracking purposes only - full warranty leases and rented equipment are not to be include in total value of County owned fixed assets).

**Asset Disposition**

Date Declared Surplus

Disposition (check one)  Sold

Date Sold or Traded **09/21/2023**

Receipt Number

Sold or Traded to: **EXPO CENTER**

Vendor Address

Surplus Resolution #

Traded  Junked  Other: Transferred

Date of Disposition **09/25/2023**

Disposition Resolution Number **24-079**  
Amount

Method of disposal  
(if declared junk)



RESOLUTION  
24-080

The Board of County Commissioners, Pittsburg County, met in regular session on Monday, September 25, 2023.

WHEREAS, Pittsburg County District 3, issued the following purchase order:

2316, issued on September 7, 2023 to WAV 11 in the amount of 400.00 for Camera repair.

WHEREAS, the above-mentioned Purchase Order was a duplicate and should be canceled.

THEREFORE, BE IT RESOLVED, the Board of County Commissioners, Pittsburg County, do hereby cancel Purchase Order 2316 for FY 2023-2024

BOARD OF COUNTY COMMISSIONERS  
PITTSBURG COUNTY, OKLAHOMA

ATTEST:

CHAIRMAN



VICE-CHAIRMAN



MEMBER



COUNTY CLERK







RESOLUTION  
24-081

The Board of County Commissioners, Pittsburg County, met in regular session on Monday, September 25, 2023.

WHEREAS, Pittsburg County District 3, issued the following purchase orders:

7311, issued on February 13, 2023 to Fleet Pride in the amount of \$319.50 for Filters

2582, issued on September 13, 2022 to Weldon Parts Inc. in the amount of \$161.63 for Emergency Lights

6828, issued on January 30, 2023 to P & K Equipment in the amount of \$2515.80 for Hydraulic Repair

8817, issued on March 30, 2023 to Kiamichi Automotive in the amount of \$156.99 for a Battery

8818, issued on March 30, 2023 to Kiamichi Automotive in the amount of \$65.97 for U Joints

11541, issued on June 21, 2023 to Weldon Parts Inc., in the amount of \$127.68 for Chains

WHEREAS, the above-mentioned Purchase Orders was never used, no longer needed and should be canceled.

THEREFORE, BE IT RESOLVED, the Board of County Commissioners, Pittsburg County, do hereby cancel Purchase Orders 7311, 2582, 6828, 8817, 8818, 11268, 11541 for FY 2022-2023

BOARD OF COUNTY COMMISSIONERS  
PITTSBURG COUNTY, OKLAHOMA

ATTEST:

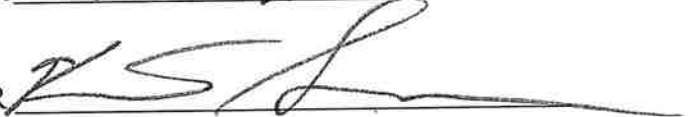
CHAIRMAN




VICE-CHAIRMAN



MEMBER



COUNTY CLERK





RESOLUTION

NO. 24-082

The Board of County Commissioners, Pittsburg County, Met in regular session Monday, September 25<sup>TH</sup>, 2023.

**WHEREAS**, the Jail wishes to cancel the following Purchase Order


**11542** to JE Systems Inc dated June 21<sup>ST</sup>, 2023 in the amount of \$3,075.00 for Test and Inspect Fire Alarm System.

**WHEREAS**, the purchase order was not used, therefore it is no longer needed.

**THEREFORE BE IT RESOLVED**, Pittsburg County Commissioners do hereby cancel Purchase Order 11542 for FY 2022-2023.

  
CHAIRMAN

  
MEMBER

  
MEMBER



ATTEST:

  
COUNTY CLERK



RESOLUTION

NO. 24-083

The Board of County Commissioners, Pittsburg County, Met in regular session Monday, September 25<sup>TH</sup>, 2023.

**WHEREAS**, the Jail wishes to cancel the following Purchase Orders

745 to Balco Uniform Co. Inc. dated July 25<sup>TH</sup>, 2023 in the amount of \$597.00 for Uniform Patches.

1626 to Amazon Capital Services Inc. dated August 17<sup>TH</sup>, 2023 in the amount of \$32.98 for Wench Rope Kit.

1769 to Blue Shield Tactical System LLC dated August 23<sup>RD</sup>, 2023 in the amount of \$625.00 for Drone Training.

**WHEREAS**, the purchase orders were not used, therefore they are no longer needed.

**THEREFORE BE IT RESOLVED**, Pittsburg County Commissioners do hereby cancel Purchase Orders 745, 1626 and 1769 for FY 2023-2024.

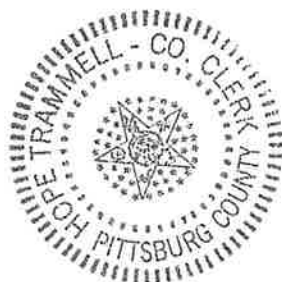
  
CHAIRMAN

  
MEMBER

  
MEMBER

ATTEST:

  
COUNTY CLERK





RESOLUTION

NO. 24-084

The Board of County Commissioners, Pittsburg County, Met in regular session Monday, September 25<sup>TH</sup>, 2023.

**WHEREAS**, the **BLANCO FIRE DEPARTMENT** wishes to cancel the following Purchase Order

**10774** to Comdata dated May 30<sup>TH</sup>, 2023 in the amount of \$1,000.00 for Fuel.

**WHEREAS**, the purchase order was not used, therefore it is no longer needed.

**THEREFORE BE IT RESOLVED**, Pittsburg County Commissioners do hereby cancel Purchase Order 10774 for FY 2022-2023.

  
CHAIRMAN

  
MEMBER

  
MEMBER



ATTEST:

  
COUNTY CLERK





RESOLUTION

NO. 24-085

The Board of County Commissioners, Pittsburg County, Met in regular session Monday, September 25<sup>TH</sup>, 2023.

**WHEREAS**, the **TANNEHILL FIRE DEPARTMENT** wishes to cancel the following Purchase Orders

**6799** to Comdata dated January 30<sup>TH</sup>, 2023 in the amount of \$1,000.00 for Fuel.

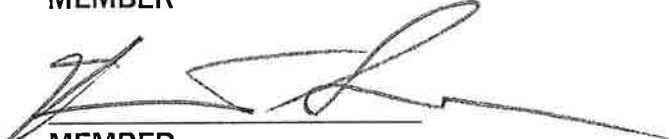
**8909** to Kiamichi Automotive Warehouse dated April 3<sup>RD</sup>, 2023 in the amount of \$500.00 for Auto Parts Etc.

**WHEREAS**, the purchase orders were not used, therefore they are no longer needed.

**THEREFORE BE IT RESOLVED**, Pittsburg County Commissioners do hereby cancel Purchase Orders 6799 and 8909 for FY 2022-2023.

  
CHAIRMAN

  
MEMBER

  
MEMBER



- ATTEST:

  
COUNTY CLERK



RESOLUTION

NO. 24-086

The Board of County Commissioners, Pittsburg County, Met in regular session Monday, September 25<sup>TH</sup>, 2023.

**WHEREAS, GENERAL** wishes to cancel the following Purchase Order

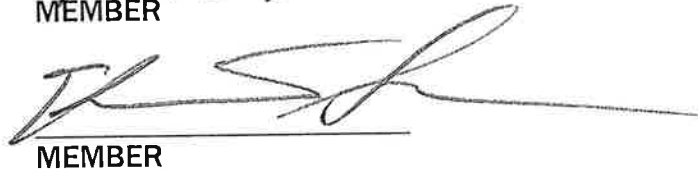
**11511** to JE Systems Inc dated June 20<sup>TH</sup>, 2023 in the amount of \$2,105.00 for Fire Alarm Tests and Inspections.

**WHEREAS,** the purchase order was not used, therefore it is no longer needed.

**THEREFORE BE IT RESOLVED,** Pittsburg County Commissioners do hereby cancel Purchase Order 11511 for FY 2022-2023.

  
CHAIRMAN

  
MEMBER

  
MEMBER



ATTEST:

  
COUNTY CLERK



Pittsburg County Election Board  
Tonya Barnes, Secretary

Assistant Secretary  
Christy Holt

Clerk

109 E. Carl Albert Parkway, RM 101  
McAlester, OK 74501  
Office: 918-423-3877 Fax: 918-423-7088

RESOLUTION 24-087

BOARD OF COUNTY COMMISSIONERS

GENTLEMEN

WE HAVE IN OUR OFFICE ITEMS WE WISH TO REMOVE FROM OUR INVENTORY.  
WE REQUEST THE ITEMS BELOW TO BE TRANSFERRED TO THE EXPO CENTER.

THIS LETTER IS A REQUEST THAT THE BOARD OF COUNTY COMMISSIONERS  
APPROVE THE REMOVAL OF THE ITEMS LISTED BELOW.

SL - 100-2 COAT RACK  
SL - 106-6 BOOKSHELF  
SL - 106-7 BOOKSHELF  
SL - 100-4 PAPER ORGANIZER

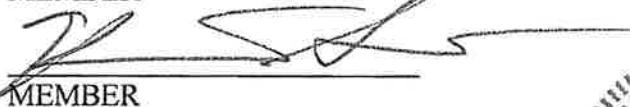
THANK YOU

TONYA BARNES, SECRETARY  
PITTSBURG COUNTY ELECTION BOARD

THEREFORE, THE BOARD OF COUNTY COMMISSIONERS DOES HEREBY DECLARE  
THE ABOVE LISTED ITEMS TO BE DEALT WITH AS REQUESTED.

  
CHAIRMAN

  
MEMBER

  
MEMBER

ATTEST:   
COUNTY CLERK





ADDENDUM  
TO  
BID NO. 5, CONSTRUCTION OF OFFICE SPACE,  
RESTROOM, PARTS ROOM, DATA AND HVAC THROUGHOUT  
NEW CANADIAN SHOP BUILDING

ADD MINI-SPLITS  
HEAT/AIR TO OFFICE AREA  
HEAT ONLY TO SHOP AREA

TOUCH UP INSULATION THAT IS DAMAGED WHEN INSTALLING NEW DOORS

SHOP LIGHT FIXTURES SHALL BE 4 BULB LED FIXTURES

ADD 2 FROST-FREE FAUCETS TO WEST SIDE OF BUILDING. ONE ON THE NORTH END  
AND ONE OF THE SOUTH END

PARTS ROOM HEIGHT SHALL BE 11 FOOT AT BUILDING SLOPING TO 10 FOOT

2 EXTERIOR LIGHTS SHALL BE INSTALLED AT THE CORNERS OF THE NORTH AND  
SOUTH ENDS OF THE WEST SIDE OF BUILDING

ADD 200 AMP SERVICE FOR THE BUILDING

Approved this 25<sup>th</sup> day of September, 2023

BOARD OF COUNTY COMMISSIONERS  
PITTSBURG COUNTY, OKLAHOMA

ATTEST:

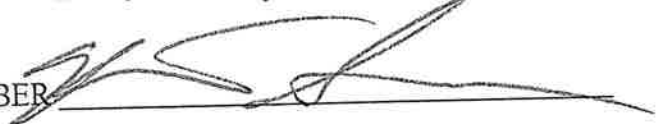
CHAIRMAN



VICE-CHAIRMAN



MEMBER



COUNTY CLERK

