

WICKENBURG, ARIZONA  
EMERGENCY OPERATIONS PLAN  
LETTER OF PROMULGATION


In the event of a natural or man-made disaster within the Town of Wickenburg, Town government must be prepared to implement plans and procedures to protect lives and property.

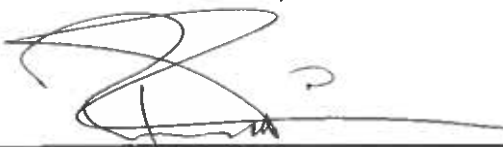
The purpose of this plan is to provide direction and guidance to Town governmental departments and supporting agencies. It constitutes a directive to Town departments to prepare for and execute assigned emergency tasks to ensure maximum survivability of the population and to minimize property damage in the event of a disaster. It is applicable to all elements of the Town government and the private sector engaged in, or acting in support of emergency operations.

This plan is published in support of the Maricopa County Emergency Operations Plan and State of Arizona Emergency Response and Recovery Plan and is in accordance with Arizona Revised Statutes, Title 26, Chapter 2. This updated plan supersedes all previously published copies of the Wickenburg Emergency Operations Plan.

This plan is effective for planning purposes and for execution when the Mayor makes an emergency declaration or when placed in effect by the Town Manager or other authorized official.

A copy of this plan has been filed in the Office of the Town Clerk of the Town of Wickenburg, under the provisions of Arizona Revised Statutes, Section 26-307B.

12-19-22  
\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
Town Clerk

  
\_\_\_\_\_  
Mayor

WICKENBURG, ARIZONA  
EMERGENCY OPERATIONS PLAN  
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WICKENBURG, ARIZONA  
EMERGENCY OPERATIONS PLAN  
RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	ITEM OF CHANGE	POSTED BY:

WICKENBURG, ARIZONA  
EMERGENCY OPERATIONS PLAN  
GLOSSARY

**Agency:** A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**Anticipated Emergency:** Conditions, which because of their nature may require mobilization of emergency forces if conditions increase in severity.

**Area Command (Unified Area Command):** An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

**Assignments:** Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the Incident Action Plan (IAP).

**Assistant:** Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**Assisting Agency:** An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

**Available Resources:** Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.



**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In:** The process through which resources first report to an incident. Check-in Locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**Chief:** The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

**Cities Readiness Initiative (CRI):** A program, funded by the Centers for Disease Control and Prevention, to enhance the ability of cities to rapidly dispense lifesaving drugs to the entire population. The primary goal of CRI is to minimize loss of lives during a catastrophic public health event by dispensing drugs to 100% of the Town's population within a 48-hour timeframe.

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory or delegated authority.

**Command Group:** That portion of the Emergency Services Staff organization charged with the strategy of directing and/or controlling resources by virtue of explicit legal, agency or delegated authority. The six major functional areas of the Command Group include Command, Operations, Planning, Logistics, Administration/Finance and Safety. The Command Group is supported directly by the Command Staff who include the Public Information Officer and the Emergency Manager. The Command Group receives policy direction from the Executive Group.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Community Emergency Notification System (CENS):** CENS is a system that allows for a large portion of the community to be contacted during times of crisis. The CENS system can be activated through the Wickenburg Police Communications Center, or through the Phoenix Fire Regional Dispatch Center (Alarm Room).

**Cooperating Agency:** An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordinate:** To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Dispatch:** The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Disaster Recovery Center (DRC):** When established in coordination with State and local jurisdictions, a DRC is a satellite component of the JFO and provides a central facility where individuals affected by a disaster can obtain information on disaster recovery assistance programs from various Federal, State, local, tribal, private-sector, and voluntary organizations.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Emergency:** Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency:** A situation arising with or without warning, causing or threatening death, injury or disruption to normal life for numbers of people in excess of those which can be dealt with by the public services operating under normal conditions, and which requires special mobilization and organization of those forces.

**Emergency Alert System (EAS):** A communications system that enables the President, federal, state and local officials to rapidly disseminate emergency information over commercial AM and FM radio bands as well as National Weather Service weather radios. This information is intended to reduce loss of life and property and to promote rapid recovery in the event of a natural disaster, a man-made disaster or an attack on the nation.

**Emergency Management:** Mitigation, preparedness, response and recovery activities designed to minimize the effects on the population from an attack or peacetime disaster, to deal with the immediate emergency conditions which would be created, and to carry out emergency repairs to essential facilities that have been destroyed or damaged.

**Emergency Manager:** The Emergency Manager is the overall manager of the Emergency Operations Center. Duties include: supervising the EOC staff, coordinating EOC activities, maintaining the EOC, managing the EOC Support Group, developing and maintaining plans and programs to respond to major emergencies and disasters, conducting training and exercises and acting as the Emergency Services Director in their absence.

**Emergency Operations Centers (EOCs):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, Town, tribal), or some combination thereof.

**Emergency Operating Forces:** Departments of local government that have the capability to respond to emergencies 24 hours a day. They include law enforcement, fire/rescue, and public works.

**Emergency Operations Plan (EOP):** The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Preparedness:** Activities/information designed to minimize the effects on the population utilizing an 'all hazard' approach, to prepare for and deal with the immediate emergency conditions which would be created. Efforts could include relocating or carry out emergency repairs to facilities that have been destroyed or damaged.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Procurement:** The need for the immediate purchase of materials, services or construction that cannot be met through normal procurement methods, the lack of which seriously threatens public health or safety, the preservation of property or the functioning of government.

**Emergency Response Organization:** The functional organization of municipal employees and volunteers with the common theme of protecting life and property. This organization consists of individuals; both elected and appointed, and include the Emergency Manager, Emergency Services Staff and Emergency Support Services.

**Emergency Services Group:** The Emergency Services Group is that portion of the Emergency Services Staff organization assigned to assist in carrying out the tactical functions of the Operations, Planning, Logistics, Administration/Finance and Safety Sections. The Emergency Services Group is comprised of designated department heads and representatives and receives its direction from the Command Group. See Appendix 1 to Basic Plan.

**Emergency Services Staff:** The Emergency Services Staff is comprised of the Executive Group, the Command Group and the Emergency Services Group. The Emergency Services Staff consists of the Mayor, Town Manager, Chief of Police, Fire Chief, Public Works Director, Emergency Manager and other Town staff members as directed by the Mayor. The Emergency Services Staff is charged with gathering information, making decisions, directing and coordinating response and recovery efforts, establishing priorities and managing resources. See Appendix 1 to Basic Plan.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Event:** A planned, non-emergency activity, ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Extremely Hazardous Substance:** Any of over 400 hazardous substances on a list compiled by the Environmental Protection Agency under Section 302 of Public Law 99-499 (SARA, Title III).

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. The term function is also used when describing the activity involved, e.g. the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**Flood Retarding Structure (FRS):** A dam or similar structure constructed on a river, creek, stream or wash that is normally dry and flows only after significant rainfall. The purpose of the FRS is to detain heavy flows and then release them downstream at a considerably reduced rate to protect downstream structures from flooding.

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Hazardous Materials:** Substances or materials, which because of their chemical, physical, or biological nature pose a potential risk to life, health, or property if they are released. Explosive substances, flammable or combustible substances, poison, and radioactive materials are all classified as hazardous materials.

**Incident:** An occurrence or event, natural or human-caused that requires an emergency response to protect life or property.

**Incident Action Plan:** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System (ICS):** A nationally recognized system of managing small to large-scale events through the systematic development of a complete, functional organization. The system uses common terminology; is modular in nature; and has a unified command structure, manageable span of control, consolidated action Planning, comprehensive resource management and integrated communications.

**Incident Commander (IC):** The individual who is responsible for management of the tactical field operations of all involved departments and supporting agencies/organizations at or near the scene of an emergency. The Incident Commander functions from the Command Post and reports directly to the EOC staff.

**Incident Command System (ICS):** A nationally recognized system of managing small to large-scale events through the systematic development of a complete, functional organization. The system uses common terminology; is modular in nature; and has a unified command structure, manageable span of control, consolidated action plans, comprehensive resource management and integrated communications.

**Incident Management System:** The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident. The incident management system is designed for emergency managers to direct and control emergencies ranging in size and complexity from limited to large-scale disasters. The system is flexible and expandable to allow for coordination among various agencies, jurisdictions and levels of government and yet it affixes overall responsibility, maintains effective span of control and addresses the functional areas of command, operations, plans, logistics, administration/finance and safety which are common to every incident.

**Incident Management Team (IMT):** The IC and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for selecting appropriate strategies and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Incident of National Significance:** Based on criteria established in HSPD-5 (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of Federal, State, local, tribal, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.

**Initial Action:** The actions taken by those responders first to arrive at an incident site.

**Initial Response:** Resources initially committed to an incident.

**Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**Joint Information Center (JIC):** A facility organized to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Joint Field Office (JFO):** A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the Joint Operations Center, the FEMA Disaster Field Office, and the Joint Information Center within a single Federal facility.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Town, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Lessons Learned Information Sharing (LLIS.GOV):** LLIS is a national network of lessons learned and best practices for emergency response providers and homeland security officials. Focusing on information sharing, the system seeks to improve preparedness nationwide by allowing local, state, and federal homeland security and response professionals to tap into a wealth of front-line expertise on the most effective planning, training, equipping, and operational practices for preventing, preparing for, responding to, and recovering from acts of terrorism.

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Limited Emergency:** An event which requires response of emergency forces over and above normal working functions, but which is manageable within local capability.

**Local Emergency:** The existence of conditions of disaster or of extreme peril to the safety of persons or property within the territorial limits of the Town of Wickenburg , which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of the Town and which requires the combined efforts of other political entities.

**Local Government:** A county, municipality, Town, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The section responsible for providing facilities, services, and material support for the incident.

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objective:** A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during or after an incident.

**Mobilization:** The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multi-agency Coordination Entity:** A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multi-agency Coordination Systems:** Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**Multi-jurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual-Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National Disaster Medical System:** A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.



**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, and Local governments to work effectively together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. It provides for interoperability and compatibility among Federal, State, and Local capabilities, and includes a core set of concepts, principles, terminology, and technologies covering the Incident Command System; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Framework:** The NRF presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. The NRF establishes a comprehensive, national, all-hazards approach to domestic incident response.

**Nongovernmental Organization:** An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Planning Meeting:** A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section:** Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations:** The groups and forums that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Principal Federal Officer (PFO):** The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

**Private Sector:** Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

**Public Information Officer:** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Radioactive Material:** Material which emits radiation (subatomic particles or pure energy) in the process of stabilization.

**Reception Area:** This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

**Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan:** A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Resource Management:** Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

**Resources Unit:** Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

**Response:** The efforts to minimize the risks created in an emergency by protecting the people, the environment, and property, and the efforts to return the scene to normal pre-emergency conditions.

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Section:** The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

**Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Staging Area:** Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**Standard Operating Guidelines (SOG):** Standard Operating Guidelines is a term used to imply a certain level of discretion in dealing with an emergency. Since emergency situations are unpredictable and flexibility is essential, SOGs reduce a need to identify exceptions.

**Standard Operating Procedure (SOP):** Generally, a checklist or set of instructions, having the force of a directive, which lends itself to a definite or standardized procedure without loss of effectiveness.

**State of Emergency:** The duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons or property in the state which are or are likely to be beyond the control of the services, personnel, equipment, or facilities of any single county, Town or town, and which requires the combined efforts of the state and the political subdivision.

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel.

**Strategy:** The general direction selected to accomplish incident objectives set by the Incident Commander.

**Task Force:** Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**Terrorism:** The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. (FBI definition)

**Terrorism Liaison Officer (TLO) Program:** The TLO program is an informative, trust developing program designed to create a network of law enforcement officers, fire department personnel, and private and public sector personnel with the common goal of collecting and sharing pertinent valuable information for front line personnel. The design is to connect law enforcement with fire agencies, the public and private sector through created secure lines of communications.

**Threat:** An indication of possible violence, harm, or danger.

**Type:** A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

**Threshold Planning Quantity:** The minimum amount of an extremely hazardous substance that must be reported under the provisions of Section 302 of Public Law 99-499 (SARA, Title III).

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

**Unified Command (UC):** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

**Unit:** The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**Volunteer:** A volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed.

**Weapons of Mass Destruction (WMD):** Weapons of Mass Destruction are characterized in five major areas, which include chemical, biological, radiological, nuclear weapons and explosives (CBRNE). WMD is defined as any weapon or device that is intended, or has the capability, to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of – (A) toxic or poisonous chemicals or their precursors; (B) a disease organism; (C) radiation or radioactivity, (D) nuclear device or weapon or (E) an explosive device.

## **Weather - Related Definitions Issued by the National Weather Service:**

**DOWNBURST:** A thunderstorm down rush of air with an affected outflow area. This down force rush of air can generate tornado-force winds, which can adversely affect aircraft performance and cause property damage.

**EXCESSIVE HEAT WATCH:** Issued when conditions are likely to result in a life-threatening heat emergency within the next 24 to 48 hours.

**EXCESSIVE HEAT WARNING:** Issued when heat conditions are forecast to be life threatening. The warning is based on temperature, humidity, sky coverage and duration of the conditions.

**SEVERE WEATHER STATEMENT:** A brief release used to provide specific information on observed severe weather and to convey imminent danger, to cancel all or part of a short-term WARNING, or to extend a WATCH for an hour or two.

**SHORT TERM FORECAST:** Commonly referred to as a NOWcast product, it is used to convey information regarding weather or hydrologic events that are expected to occur within the next few hours. NOWcasts eliminate the need for short-term applications of SPECIAL WEATHER STATEMENTS and most SEVERE WEATHER STATEMENTS.

**SPECIAL WEATHER STATEMENT:** Only used to describe long-fused weather and hydrologic events, including an appropriate meteorological reasoning, and to clear counties from a WATCH.

**URBAN AND SMALL STREAM FLOOD ADVISORY:** Notification that expected rainfall will cause ponding and/or significant but not life-threatening runoff conditions in low-lying, poorly drained areas such as roadways, washes, and/or small streams.

**WATCH:** Severe weather or flash flood WATCH means that conditions are such that a storm or flood of significant magnitude is likely to occur but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead-time so persons within the area alerted can take precautionary steps.

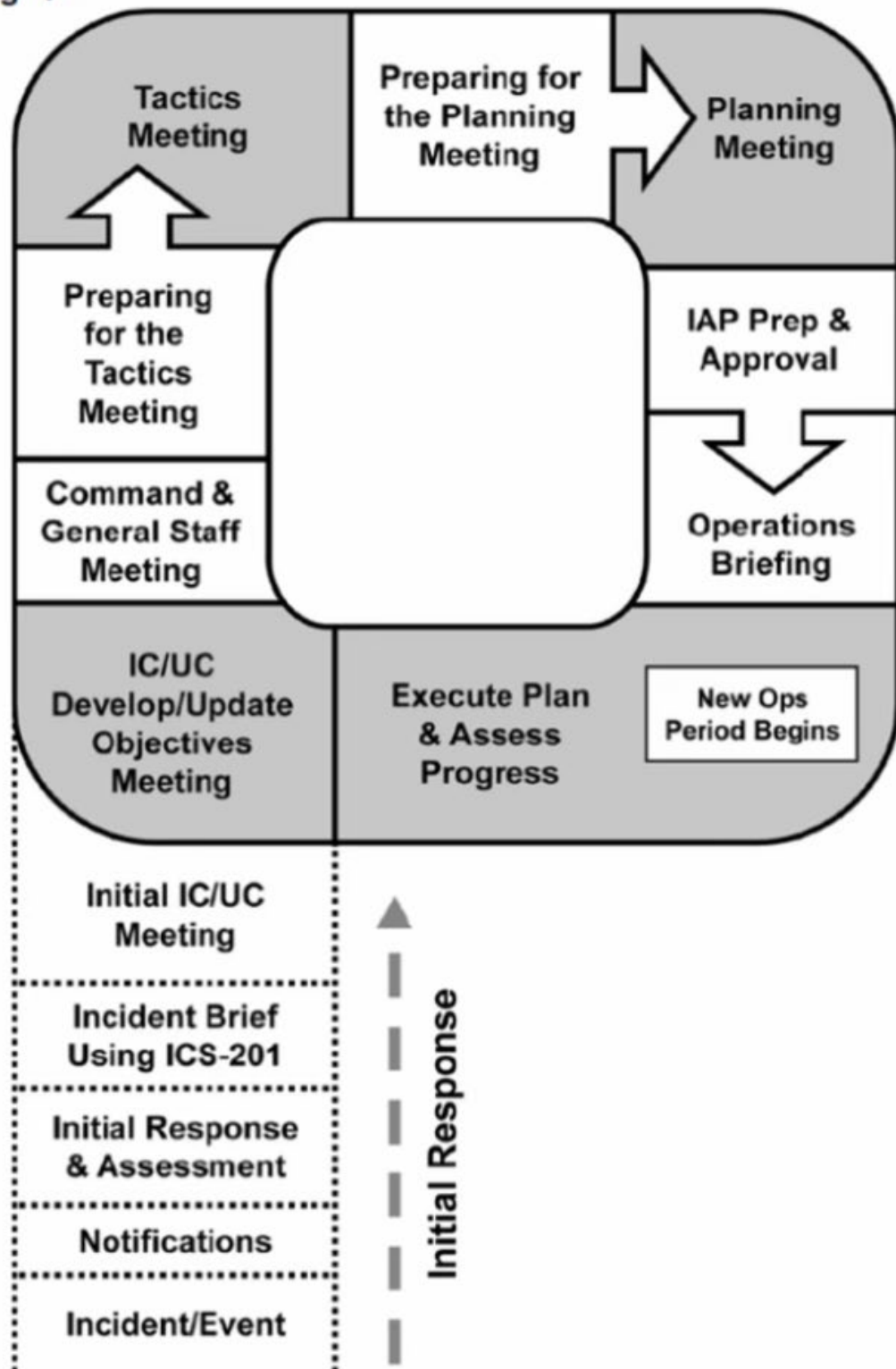
**WARNING:** Announcement that threatening conditions (thunderstorm, high winds, tornado, flooding, dam or levee failure) are occurring or are imminent, and are expected to have a harmful effect and pose a threat to life and/or property to those in the area alerted. Persons within the area must take immediate steps to protect themselves.

**FLASH FLOOD WARNING:** Notification that expected rainfall will cause life-threatening runoff conditions in low-lying, poorly drained areas such as roadways, washes, and/or small streams.

## ACRONYMS

**ADEM** Arizona Division of Emergency Management  
**ADEQ** Arizona Department of Environmental Quality  
**ADHS** Arizona Department of Health Services  
**ALOHA** Area Locations of Hazardous Atmospheres  
**ALS** Advanced Life Support  
**ARS** Arizona Revised Statutes  
**AZSERC** Arizona State Emergency Response Commission  
**AzVOAD** Arizona Volunteer Organizations Active in Disaster  
**BOS** Board of Supervisors  
**CAMEO** Computer-Aided Management of Emergency Operations  
**CBRNE** Chemical, Biological, Radiological, Nuclear, or Explosive  
**CDC** Centers for Disease Control and Prevention  
**CENS** Community Emergency Notification System  
**CERCLA** Comprehensive Environmental Response, Compensation  
**EMAC** Emergency Management Assistance Compact  
**EOC** Emergency Operations Center  
**EOP** Emergency Operations Plan  
**FOG** Field Operations Guide  
**GIS** Geographic Information System  
**HAZMAT** Hazardous Material  
**HSPD-5** Homeland Security Presidential Directive-5  
**IAP** Incident Action Plan  
**IC** Incident Commander  
**ICP** Incident Command Post  
**ICS** Incident Command System  
**IC** Incident Command  
**IMT** Incident Management Team  
**JFO** Joint Field Operations  
**JIS** Joint Information System  
**JIC** Joint Information Center  
**LAC** Local assistance center  
**LEPC** Local Emergency Planning Committee  
**LNO** Liaison Officer  
**NDMS** National Disaster Medical System  
**NGO** Nongovernmental Organization  
**NIMS** National Incident Management System  
**NRC** National Response Center  
**NRF** National Response Framework  
**NRP** National Response Plan  
**PIO** Public Information Officer  
**PVO** Private Voluntary Organizations  
**R&D** Research and Development  
**RESTAT** Resources Status  
**ROSS** Resource Ordering and Status System  
**SITREP** Situation Report  
**SO** Safety Officer  
**SOP** Standard Operating Procedure  
**UC** Unified Command  
**US&R** Urban Search and Rescue

## The Planning "P"





WICKENBURG, ARIZONA  
EMERGENCY OPERATIONS PLAN  
**BASIC PLAN**

**Purpose**

The purpose of this plan is to provide effective emergency operations within the Town of Wickenburg using the existing governmental organization and resources to the maximum extent possible. The Town of Wickenburg is responsible to its residents for providing for their health, welfare, and safety in the event of a natural disaster, man-made incident, or national emergency, including the threat or occurrence of enemy attack.

The plan consists of a Basic Plan and three Annexes.

**Basic Plan**

The Basic Plan provides an overview of the Town of Wickenburg's emergency management structure. The Basic Plan also contains appendices that provide relevant information. The annexes consist of an Emergency Support Function Annex, Support Annex and Incident Specific Annex.

**Annex A - Emergency Support Functions**

The **ESF Annexes** identify the ESF coordinator and the primary and support agencies for each ESF. ESFs with multiple primary agencies should designate an ESF coordinator to coordinate pre-incident planning. An ESF Annex describes expected mission execution for each emergency phase and identifies tasks assigned to members of the ESF, including nongovernmental partners.

**Annex B - Support Annex**

The **Support Annexes** describe the framework through which a jurisdiction's departments and agencies, the private sector, not-for-profit and voluntary organizations, and other NGOs coordinate and execute the common emergency management strategies. The actions described in the Support Annexes apply to nearly every type of emergency. Each Support Annex identifies a coordinating agency and cooperating agencies. In some instances, two departments or agencies share coordinating agency responsibilities.

**Annex C - Incident Specific Annex**

**Incident Specific Annex** contains variables associated in response to specific incidents. Each appendix describes the mission, situation, CONOPS, and responsibilities for particular hazards or incident types.

## **Scope**

This plan seeks to mitigate the effects of a hazard, prepare for measures that will preserve life and minimize damage, respond during emergencies and provide necessary assistance, and to establish a recovery system that will return the community to its normal state.

## **Situation Overview**

The Town of Wickenburg has a current population of 7,474 as of 2020 and is situated in the northwest section of Maricopa County and Southwest Yavapai County. Wickenburg is exposed to many hazards, all of which have the potential for creating casualties, causing damage, and disrupting the community. Possible natural hazards include floods, fires, earthquakes and severe storms. There is also the threat of a war-related incident such as a nuclear, biochemical, or conventional attack. Other disaster situations could develop from a hazardous materials accident, conflagration, major transportation accident, terrorism, or civil disorder.

## **Hazard Analysis Summary**

The Town of Wickenburg is vulnerable to the adverse effects of natural, man-made or technological disasters and enemy attack, which may result in loss of life, property damage and social disruption. The Town of Wickenburg participates in a multi-jurisdictional hazard mitigation planning process with Maricopa County. This mitigation plan guides the Town, County and other participating jurisdictions toward greater disaster resistance in full harmony with the character and needs of the community and region.

## **Capability Assessment**

A catastrophic event will immediately overwhelm the resources of the Town of Wickenburg and immediate assistance will be required from the County, State and Federal governments. The Town of Wickenburg and all jurisdictions contained within the boundary of Maricopa County participated in a self-assessment to establish baseline data and identify gaps related to organization, planning, personnel, equipment, training and exercises.

## **Mitigation Overview**

The Town of Wickenburg is committed to reduce or eliminate the risk to people and property from natural hazards. A summary of mitigation actions and projects, and their implementation strategy can be found in the Maricopa County Multi-jurisdictional Hazard Mitigation Plan.

## **Planning Assumptions**

The Town of Wickenburg may be subjected to a variety of natural, man-made or technological disasters in the future and has the primary responsibility for emergency actions within the Town. The Town of Wickenburg will commit all available resources to save lives, minimize injury to persons and minimize damage to property and the environment.

In the event of a major disaster, it is likely that outside assistance would not be immediately available. Until additional assistance arrives, the Town will initially carry out disaster response and short-term recovery operations on an independent basis.

Disasters may occur at any time with little or no warning. In some instances, increased readiness measures and warning may allow actions to be taken in advance.

During events of National Significance, the Town of Wickenburg will function and coordinate operational assistance activities with the Joint Field Office in accordance with Homeland Security Presidential Directive 8 (HSPD 8) and coordinate public information through an established Joint Information Center (JIC).

Local government officials recognize their responsibilities for the safety and well-being of the public and will assume their responsibilities in the implementation of this Emergency Operations Plan. Proper implementation of this plan will reduce or prevent disaster related losses. It must be understood that, due to the nature of some disasters, the Town of Wickenburg may not be physically capable of handling all requests for assistance for everyone immediately. Residents of the Town need to be self-sufficient for the first 72 hours of any disaster.

### **Concept of Operations**

The Emergency Services Staff is responsible for coordination of the Town emergency response, and will be activated and report to the EOC to provide direction and control under the guidelines listed below:

Emergency situations vary markedly in speed of onset and in their potential for escalation to disaster proportions. The extent to which the EOC is activated and when it assumes command of emergency operations depends upon the type of emergency situation, its potential for escalation, its geographic extent, and other. The objective is to activate the Emergency Operations Plan (and EOC) at an appropriate time and level of implementation to allow emergency staff ample time for response, briefing, and action plan development. This may be immediate and at a fully activated level under certain circumstances.

### **Functions of the Emergency Services Staff include:**

- Coordinating the activities of field forces.
- Collecting, evaluating, responding to, and disseminating essential information.
- Maintaining logs, displays, and records of essential information.
- Collecting and consolidating data from field forces and preparing situation reports and summaries for periodic briefings, after-action reports and forwarding as required.
- Receiving and processing requests for resources from field forces.
- Aiding persons with disabilities. See Appendix 10, Persons with Disabilities, to this annex.
- Providing inputs for news releases to the media.

- Notifying the local school districts of any major emergencies that may affect their schools or transportation routes.

The Wickenburg Emergency Operations Center (EOC) is located in the Police Department Headquarters at [REDACTED]. The EOC will be activated upon notification of a possible or actual emergency. The alternate facility is located at Fire Department Headquarters, [REDACTED]. In the event that these facilities are not available the Maricopa County EOC or neighboring jurisdictions' EOC's may be available as a contingency.

Heads of Town departments and agencies are responsible for emergency functions as specified in this plan. Existing agencies of government, including Town departments, will perform emergency activities closely related to those they perform routinely. The efforts that would normally be required for those functions will be expanded to accomplish the emergency functions needed in a large-scale emergency or disaster.

The Emergency Operations Center (EOC) will be activated when an emergency reaches such proportions that it requires a closely coordinated effort on the part of leading Town officials. The Executive Group, Command Group, Emergency Services Group, and other personnel having duty assignments in the EOC, will report to the Center when it is activated.

The Town emergency response organization will take the necessary actions to control a limited emergency occurring in its jurisdiction. When conditions of a local emergency or disaster are present or are imminent and a need for assistance can be anticipated, requests for assistance will be made to the Maricopa County Department of Emergency Management. When the emergency exceeds the Town's or County's capabilities to respond, assistance will be requested from the State by the County. The Federal Government will aid the State as needed relative to the nature and scale of the emergency. (Different levels of emergencies, Limited, Local and Major Disaster, are defined under Glossary, pages xii and xiii.)

The Mayor, or his/her designee will proclaim a local emergency, as defined in Section 26-311, Arizona Revised Statutes, when an emergency situation is, or is likely to be, beyond the control of the Town and the combined efforts of other political entities are considered essential for an effective response. When outside assistance is required from other political jurisdictions or from organized volunteer groups, it will be requested and used only as an adjunct to existing Town services.

Automatic and mutual aid agreements will be implemented when effective response to the disaster is beyond the capabilities of Town of Wickenburg resources.

### **Organization and Assignment of Responsibilities**

All Town employees are included in the Town emergency organization. Departments will conduct operations under the control of their respective directors or supervisors. The emergency response organization is made up of the Emergency Services Staff and of field forces from specified departments. The emergency response organization for each contingency will be tailored to ensure an effective response to that particular emergency. Community Emergency Response Teams (CERT) and volunteer

organizations, duly registered with the Town are authorized to augment the Town emergency response organization.

The Executive Group will include both elected and appointed officials with certain legal and policy-making responsibilities, and will consist of the Mayor, Town Council and Town Attorney.

The Command Group, led by the EOC Chief (Emergency Manager or designee), is responsible for directing the activities of the Emergency Services Group necessary to maintain and restore Town operations during and after an emergency situation. The EOC Chief is assisted by two staff advisors (Deputy Emergency Manager and Public Information Officer). A legal advisor will normally be assigned to the Executive Group, but will provide legal advice to the EOC Chief as required. The Emergency Manager will designate an EOC Chief if unable to act in that capacity. See Appendix 1 to Basic Plan, Emergency Services Staff Organization.

The Emergency Services Group consists of five sections that include the Operations, Planning, Logistics, Administration/Finance and Safety Sections. It includes those department heads and designated representatives assigned to assist in carrying out the tactical functions of the Operations, Planning, Logistics, Administration/Finance and Safety Sections. Each section is led by a Section Chief. The Emergency Manager will designate the Section Chiefs to direct the activities of the Logistics, Administration/Finance and Safety Sections respectively.

The Town of Wickenburg utilizes the NIMS as a basis for the ICS structure. The NIMS creates a standard incident management system that is scalable and modular, and can be used in incidents of any size/complexity. These functional areas include command, operations, planning, logistics and finance/administration. The NIMS incorporates the principles of Unified Command (UC), and Area Command, ensuring further coordination for incidents involving multiple jurisdictions or agencies and multiple events.

### **EOC Roles and Responsibilities**

It is incumbent upon the on-duty field emergency services personnel and dispatch telecommunicators at a supervisory level to be prepared to immediately contact the Emergency Manager or one of the following designees to report any emergency situation which may require EOC activation. Individuals authorized to activate the EOC:

- Deputy Emergency Manager

- Town Manager

- Deputy Town Manager

- Fire Chief

- Police Chief

- Police Lieutenant

- Police Sergeant

The EOC will ordinarily be fully activated and the Emergency Services Staff will assume control of emergency operations in any emergency situation of such magnitude as to require significant mobilization of elements of local government

other than those principally involved in emergency services on a day-to-day basis.

The EOC may be partially activated during emergencies of lower magnitude, when doing so will assist field incident commanders in controlling the emergency, providing a controlled release of information to the public, or facilitating the liaison and coordination with outside agencies or jurisdictions.

The EOC may be activated and staffed incrementally in response to a slow developing emergency.

The services, resources and facilities of existing Town departments will be utilized. When necessary, the private sector will be requested to perform emergency tasks and functions unavailable to the Town of Wickenburg.

Departments with field forces will establish a unified command at a joint on-site command post from which to control their operations and coordinate with other field forces.

### **EOC Staff Organization**

The following tasks apply to all major emergencies. Specific tasks for each hazard are assigned in the appropriate annexes.

The Mayor has primary authority and responsibility in an emergency to implement emergency powers of local government, in accordance with ARS 26-311. These functions include:

- Making emergency policy decisions.
- Declaring levels of emergency when necessary.
- Implementing the emergency powers of local government which may include establishing curfews, blockades and limitations on utility usage.

The Town Manager, or in his/her absence an Deputy Town Manager, will assist and act as chief advisor to the Mayor and be responsible for the following functions:

- Activating the Emergency Operations Plan and EOC if required.
- Implementing the policies and decisions of the Mayor/Council.
- Implementing the appropriate incident command structure and assigning Command Staff members to Operations, Planning, Logistics, Administration/Finance and Safety Sections, as needed.
- Serving as (or designating) the EOC Chief and providing overall leadership and guidance to the Emergency Services Group. If necessary to designate an EOC Chief, normal replacement would be an Deputy Town Manager or Police or Fire Chief depending on whether the preponderance is on law enforcement, fire or rescue.
- Supporting the overall preparedness program in terms of its budgetary and organizational requirements.

- Requesting outside assistance when necessary.
- Directing the activation of the Emergency Services Staff and the EOC when conditions warrant.
- Directing and controlling emergency operations.
- Disseminating emergency public information.
- Authorizing information to be released to the news media.
- Authorizing evacuation orders and making rules for ingress and egress to affected areas.
- Establishing guidelines for the preservation of vital Town records.
- Managing the recovery effort.
- Ensuring all departments are trained.
- Conducting an after-action review of the situation, response and overall effectiveness.

### **Command Group Responsibilities**

The Command Group is responsible for overall management of the incident, to include the development and implementation of strategic decisions and approving and ordering the release of resources. In addition to the EOC Chief, other members of the Command Group include the Chiefs of the Operations, Planning, Logistics, Administration/Finance and Safety Sections (see Emergency Services Group responsibilities). EOC Chief (the Emergency Manager or designee) serves as the overall manager of the Command Group and is responsible for all incident activities. These responsibilities include:

- Activating elements of the Emergency Operations Plan.
- Assessing the incident situation.
- Conducting initial Operations Section briefings.
- Managing incident operations.
- Authorizing evacuation orders.
- Determining information needs and informing Operations Section personnel of these needs.
- Approving and authorizing implementation of the incident action plan.
- Coordinating staff activity.
- Authorizing release of information to the news media.
- Approving plan for demobilization.

The Command Group is supported by a Command Staff who assume key functions that are not part of the line organization. These individuals include the Emergency Manager, Public Information Officer and Town Attorney, when not required by the Executive Group.

### **Command Staff:**

The Emergency Manager or his/her designee will:

- Activate the Emergency Services Staff and the Emergency Operations Center (EOC) when directed by the Mayor or Town Manager.
- Supervise the activities of the Emergency Services Staff.
- Aid in the mobilization and employment of field forces.
- Effect liaison and coordination with adjoining communities and the Maricopa County EOC.
- Keep the Town Manager/Mayor apprised of the situation if not present.
- Recommend to the Mayor a Declaration of Emergency if the situation warrants. See Appendix 11, Emergency Declaration Process, to this annex.

The **Public Information Officer** will:

- Develop accurate and complete information regarding the incident cause, size, current situation, resources committed, and other matters of general interest.
- Be the point of contact for media and other governmental agencies that desire information about the incident.
- Establish staff.
- Establish media collection point.
- Establish a Joint Information Center (JIC) during events of national significance.

The **Town Attorney** will advise Town officials on emergency powers of local government and necessary procedures for invocation of measures to;

- Implement wage, price and rent controls;
- Establish rationing of critical resources;
- Implement evacuation procedures;
- Establish curfews;
- Restrict or deny access;
- Specify routes of egress;
- Limit or restrict use of water or utilities;
- Secure use of any publicly or privately-owned resource, with or without payment to the owner;
- Remove debris from publicly or privately-owned land.
- Review and advise Town officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.
- Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency.



- Advise Town officials and Town departments on record keeping requirements and other documentation necessary for the exercising of emergency powers.

**Emergency Services Staff will:**

- Coordinating the activities of field forces.
- Collecting, evaluating, responding to, and disseminating essential information.
- Maintaining logs, displays, and records of essential information.
- Collecting and consolidating data from field forces and preparing situation reports and summaries for periodic briefings, after-action reports and forwarding as required.
- Receiving and processing requests for resources from field forces.
- Aiding persons with disabilities. See Appendix 10, Persons with Disabilities, to this annex.
- Providing inputs for news releases to the media.
- Notifying the local school districts of any major emergencies that may affect their schools or transportation routes.

**Emergency Services Group Responsibilities**

The Emergency Services Group is comprised of five functional units that support the Command Group: Operations, Planning, Logistics, Administration/Finance and Safety. Their functions and responsibilities are as follows:

**Operations Section**

The Operations Section is responsible for the management of operations directly applicable to the incident and the collection, evaluation, dissemination, and use of information and intelligence concerning the development of the incident. This information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include:

- Obtaining briefings from the EOC Chief.
- Developing the operations portion of the Incident Action Plan.
- Briefing and assigning Operations personnel.
- Supervising operations in conjunction with the Incident Command Post.
- Determining needs and requests for additional resources.
- Reporting information about specific activities, events and occurrences to the EOC Chief.
- Reviewing suggested list of resources to be released and initiating recommendations for release of resources.
- Ensuring general welfare and safety of Operations Section personnel.

- Providing any additional services, as indicated in respective departmental annexes.
- Establishing information requirements and reporting schedules for each incident.
- Identifying needs for use of specialized resources.
- Performing operational planning for the Planning Section.
- Compiling and displaying incident status summary information.
- Advising the Command Group of any significant changes in the incident status.
- Preparing and distributing EOC Chief's orders.

### **Planning Section**

The Planning Section is responsible for the collection, evaluation, dissemination and use of information concerning the development of the incident. Information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include:

- Obtaining briefings from the EOC Chief.
- Activating Planning Section.
- Supervising preparation of the Incident Action Plan.
- Establishing information requirements and reporting schedules for each incident.
- Assembling information on alternative strategies.
- Establishing a Weather Data collection system when necessary.
- Identifying needs for use of specialized resources.
- Providing periodic predictions on the incident.
- Compiling and displaying incident status summary information.
- Advising the Command Group of any significant changes in the incident status.
- Ensuring the general welfare and safety of the Planning Section personnel.
- Prepare demobilization plan.

### **Logistics Section (Public Works/Parks, Recreation & Facilities/Municipal Utilities)**

The Logistics Section is responsible for providing equipment, facilities, materials, supplies, and services in support of the incident. The Logistics Section participates in the development and implementation of the Incident Action Plan. Responsibilities include:

- Obtaining briefings from the EOC Chief.
- Planning of the organization of the Logistics Section.
- Assigning work locations and preliminary work tasks to section personnel.
- Maintaining resource status information.

- Notifying the Planning Section of resources units activated, including names and locations of assigned personnel.
- Participating in the preparation of the Incident Action Plan.
- Identifying service and support requirements for planned and anticipated operations.
- Providing input and review to the communications plan, medical plan and traffic plan.
- Coordinating and processing requests for additional resources.
- Receiving requests for future service and support requirements.
- Receiving demobilization plan from the Planning Section.
- Recommending release of unit resources.
- Ensuring general welfare and safety of Logistics Section personnel.

**Administration/Finance Section (Finance/Community Development /Parks, Recreation & Facilities)**

The Administration/Finance Section is responsible for all documentation of the incident, including financial and cost analysis aspects of the incident, and for coordinating legal information and recommendations. Responsibilities include:

- Obtaining briefing from the EOC Chief.
- Attending briefings with responsible agencies to gather information.
- Identifying and procuring supply and support needs for the Logistics Section and EOC as well as supporting logistical needs through procuring of supplies.
- Developing an operating plan for finance function for the incident.
- Preparing work objectives for subordinates, briefing staff and making assignments.
- Determining need for providing meals for extended EOC operations.
- Informing the EOC Chief when the Section is operational.
- Meeting with representatives of assisting and cooperating agencies, as required.
- Providing input in all planning sessions on financial and cost analysis matters.
- Maintaining contact with agency administrative head-quarters on financial matters.
- Documenting all financial costs of the incident, including documenting for possible cost recovery for service and supplies.
- Advising the Command Group on possible liabilities arising from disaster operations.
- Making a list of volunteers according to functional capabilities and informing the Logistics Section of availability.

- Collecting and compiling input data and after-action reports.
- Evaluating the effects of damage on the Town economic index, tax base, bond ratings and insurance ratings for use in long-range recovery planning.
- Establishing shelters and providing shelter management when necessary.

### **Safety Section**

The Safety Section is responsible for the development and recommended measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations. Responsibilities include:

- Obtaining briefings from the EOC Chief.
- Participate in planning meetings
- Identify hazardous situations associated with the incident.
- Review Incident Action Plan for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that occurred within the incident area.
- Assign assistants as needed.
- Review and approve medical plan.
- Maintain unit log.

### **Staff Advisory Functions**

Two Command Staff positions are established to assume key activities and report directly to the EOC Chief. These positions are the Deputy Emergency Manager and Public Information Officer. A Legal Advisor may be assigned to support the Command Group when not required as part of the Executive Group. Additional positions may be required depending upon the nature of the incident or requirements of the EOC Chief.

### **Departmental Administrator Roles**

The **Police Department** will:

- Provide a representative for assignment to the Emergency Services Staff at the EOC.
- Provide on-site direction and control of local emergencies.
- Receive and disseminate warning of imminent and actual hazardous conditions.
- Direct and maintain control over evacuation of persons from affected areas.
- Provide prompt and accurate information from field forces to the Emergency Services Staff.
- Provide security for vital government emergency facilities and essential private facilities.
- Provide traffic control at emergency sites.

- Provide ingress and egress routes for emergency vehicles responding to the disaster.
- Provide a Terrorism Liaison Officer to the EOC.

The **Fire Department** will:

- Provide a representative for assignment to the Emergency Services Staff at the EOC.
- Contain or extinguish fires.
- Conduct rescue operations including technical rescue.
- Assist the Police Department in traffic control if not engaged in firefighting.
- Provide emergency medical response.
- Provide hazardous materials response.
- Provide weapons of mass destruction response.
- Provide a representative to the Safety Section of the EOC.
- Provide a Terrorism Liaison Officer to the EOC.

The **Public Works Department** will:

- Provide a representative for assignment to the Emergency Services Staff at the EOC.
- Provide current road information.
- Assist the Police Department in traffic and area control, perimeter security, and in rescue and evacuation missions.
- Perform emergency repair of roads.
- Provide support to rescue operations.
- Provide debris clearance and removal on Town roads.
- Furnish and place road barricades.
- Provide lights for night operations.

The **Municipal Utilities Division** will:

- Provide a representative for assignment to the Emergency Services Staff at the EOC.
- Provide potable water supplies.
- Repair water tanks and mains as required.
- Provide support to rescue operations.
- Provide emergency facility water and sanitation needs.

The **Parks, Recreation & Facilities Department** will:

- Provide a representative for assignment to the Emergency Services Staff at the EOC.
- Maintain emergency facilities power sources.
- Maintain security door and pass system.
- Assist in operation of shelter operations, emergency housing and food supplies.

The **Finance Department** will:

- Provide a representative for assignment to the Safety Section of the Emergency Services Staff at the EOC.
- Prepare to mobilize Town resources or personnel.
- Establish emergency purchasing procedures.
- Be prepared to employ volunteer agencies and individuals.
- Maintain records of emergency-related expenditures.

**Other departments and agencies** will:

Other department and agency heads not assigned specific functions in this plan will be prepared to make their resources available for emergency duty at the direction of the EOC Chief.

### **Support**

Requests for outside assistance will be coordinated through the Maricopa County Department of Emergency Management or the Maricopa County EOC, if activated.

The **American Red Cross, Grand Canyon Chapter**, will

- Provide care to disaster victims and displaced persons, to include shelter, feeding, clothing, limited medical care, registration, and inquiry.
- Administer individual and family services for persons requiring support as a result of personal disaster.
- Assist individuals and families in recovering from the disaster, to include case work services, furnishings, medical and nursing care, occupational supplies, and equipment.
- Provide mental health assistance to disaster victims.
- Conduct private sector damage assessments.
- Feed emergency workers in the field.
- Provide training for volunteer agencies.

### The **Salvation Army** will

- Provide congregate care to disaster victims and displaced persons, to include shelter, feeding, clothing, limited medical care, registration, and inquiry.
- Administer individual and family services for persons requiring support as a result of personal disaster.
- Assist individuals and families in recovering from the disaster, to include case work services, furnishings, medical and nursing care, occupational supplies, and equipment.
- Feed emergency workers in the field.

### **Direction, Control and Coordination**

The Mayor is responsible by law for directing and controlling disaster operations. The Town Manager acts as chief advisor to the Mayor during disaster operations and is responsible for the direct conduct of activities necessary to the operation of the emergency preparedness program. Town forces supplemented by volunteers will conduct emergency operations. When a Local Emergency is proclaimed, the Mayor is authorized, by ARS 26-311, to govern by proclamation, and shall impose all necessary regulations to preserve peace and order within the Town. (See Appendix 11 and Tabs A-E for information on the emergency declaration process and sample proclamations.) The Mayor's authority includes but is not limited to:

- Imposition of curfews.
- Ordering the closing of any business.
- Closing to public access any public building, street or other public area.
- Calling upon regular and auxiliary law enforcement agencies within or outside the Town for assistance.
- Requesting mutual aid from other political subdivisions.
- Committing local resources in accordance with local emergency plans.

The EOC will be staffed to support 24-hour operations.

Other members of the Emergency Services Staff include those department heads and designated representatives assigned to assist the Command Staff in carrying out the tactical functions of the Operations, Planning, Logistics, Administration/Finance and Safety Sections. These functions may be directed from normal Town locations (coordinated by the Command Staff at the EOC) or the Command Staff may request actual representation in the EOC to coordinate one or more of these areas.

## **Line of Succession**

- 1. Mayor and Councils Office**  
Mayor  
Vice Mayor  
Remaining Council Members by Seniority
- 2. Town Clerk's Office**  
Director  
Assistant Town Clerk  
Town Clerk Assistant  
Customer Service Reps by Seniority
- 3. Town Manager's Office**  
Town Manager  
Finance Director  
Fire Chief/Police Chief (The chief not engaged as the EOC Chief will assume the succession of government.)  
Public Works Director  
Municipal Utilities Director  
Finance Director  
Parks, Recreation & Facilities  
Communications and Public Affairs
- 4. PIO**  
Director  
Communications Manager  
Senior PIO
- 5. Parks, Recreation & Facilities**  
Parks, Recreation & Facilities Director  
Parks, Recreation & Facilities Asst. Director  
Recreation Manager  
Park Development & Operations Manager  
Park Maintenance Superintendent  
Bldg. & Facilities Superintendent
- 6. Courts**  
Presiding Judge  
Court Administrator  
Most Senior Municipal Court Judge  
Deputy Court Administrator



- 7. Fire Department**  
Fire Chief  
Battalion Chief  
Captains
- 8. Law**  
Town Attorney  
Most Senior Assistant Town Attorney  
Town Prosecutor
- 9. Finance**  
Director  
Assistant Director  
Central Supply  
Environmental Management  
Risk Management  
Fleet Services  
Purchasing  
Accounting  
Budget  
Licensing, Tax & Utility Services
- 10. MUD**  
Director  
Assistant Director  
Utility System Manager  
Superintendent
- 11. Community Development**  
Community Development Director  
Assistant Director  
Planning Services Manager  
Housing and Redevelopment Manager
- 12. Police Department**  
Chief of Police  
Assistant Chiefs by Seniority  
Commanders by Seniority  
Lieutenants by Seniority

### **13. Public Works**

Public Works Director  
Deputy Public Works Director  
Assistant Public Works Director/Town Engineer  
Assistant Public Works Director/Transportation and Operations  
Public Works Engineer/CIP  
Streets Operations Manager  
Public Works Engineer/Offsite Development  
Town Traffic Engineer  
Transportation Services and Planning Manager

Chief not engaged as the EOC Chief will assume the succession of government.

#### **Preservation of Records**

Important Town records must be preserved to ensure continued operation of Town government during a major emergency or reconstitution of Town government following such an emergency. Procedures for preservation of vital Town records will be prescribed in a Standard Operating Procedure (SOP) that will be filed in the Town Clerk's Office.

#### **Information Collection and Dissemination**

The collection and sharing of information within the EOC as well as with Town and town EOCs, the State EOC and other partners is critical during the course of an incident and information sharing and tracking can be accomplished using several methods. A web-based information management system is used in the EOC to track details of the incident, track resources and track issues related to the incident.

#### **Reports**

An event log, compiled by members of the Emergency Services Staff, will be used to record significant events, status reports, event descriptions, and actions taken by the staff. A Situation Report will be prepared by the shift supervisor at the end of each work shift. One copy will be sent to the Mayor, and a second copy will be sent to the County EOC. The report to the County EOC may be submitted by telephone.

A Security Log (record of all persons entering and leaving the EOC) will be maintained by the Police security personnel at the entrance. All personnel entering the EOC will be required to check in at the Security Desk and be issued a pass.

If a determination is made that State and Federal assistance will be needed, a Disaster Summary Report should be forwarded through the Maricopa County Department of Emergency Management to the Arizona Division of Emergency Management. This report will be compiled from the individual damage assessment surveys conducted by the Damage Assessment Team.

Within five days after emergency operations are concluded, each involved department will submit an After-Action Report to the Town Manager. The report will include estimates of operational costs if actual cost data is not yet available. Subsequent reports will be made as requested and as refined data becomes available.

### **Communications**

Existing communications regulations and system control procedures apply. The telephone will be the primary method of communication. Police and Fire Department radio networks will provide backup communications in the event of a telephone system failure. See ESF 2 for additional information such as Telephone Systems and Radio Systems.

#### **Warning**

The MCDEM is responsible for disseminating all weather watches, weather warnings, alert, and attack warnings.

The Police Department/Fire Department Communications Center will:

- Notify the appropriate department head and/or the Emergency Manager.
- Activate the Community Emergency Notification System (CENS) to disseminate emergency warning information.
- Advise the public to refer to social media, commercial radio, and TV broadcasting stations that should disseminate emergency warning and information.
- Additional warning procedures can be found at ESF 14.

### **Administration, Finance and Logistics**

Prescribed administrative, fiscal and procurement procedures will be followed. Extraordinary financial obligations will be assumed only with the prior approval of the Town Manager. Documentation to substantiate reimbursement for emergency expenditures, including both time and materials, will be maintained by each involved department or agency. Priority for the use of resources will be given to activities essential for survival and wellbeing of people, protection of property, and the conduct of necessary governmental operations. Reports and Forms to accommodate message traffic, event logs, and various reports are maintained in the EOC.

#### **EOC Displays**

Wickenburg Town Maps  
Maricopa County Highway Map  
Metropolitan Phoenix Area Map  
Arizona State Map  
Bulletin Boards  
Situation Report  
After-Action Report Forms  
Event Log Forms

## **Plan Development and Maintenance**

The Emergency Manager, in coordination with all Town departments and agencies, will review this plan on an annual basis and revise/update as needed for the development and on-going maintenance and administration.

### **Training**

Training for Town staff will be periodically conducted by the Emergency Manager and assisted by the Emergency Management Team and, on request, departments tasked in the plan. National Incident Management System (NIMS) training will be provided to all responders. Presently IS 100, 200, 700 and 800 series courses are available and other NIMS courses are in final development or being planned. Orientation for new Town employees will include safety and basic emergency services training.

### **Authorities and References**

Public Law 81-920 and 44 Code of Federal Regulations (CFR) Part 205, Federal Disaster Assistance.

Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288.

National Security Decision Directive Number 259.

Superfund Amendments and Reauthorization Act of 1986 (SARA), Title III, Emergency Planning and Community Right-to-Know (Promulgated as Public Law 99-499).

40 CFR Parts 300 and 355. Final Rule: Extremely Hazardous Substances List and Threshold Planning Notification Requirements (52 FR 13378 April 22, 1987).

Homeland Security Act of 2002.

Homeland Security Presidential Directive/HSPD 5, Management of Domestic Incidents.

Homeland Security Presidential Directive/HSPD 8, National Preparedness.

United States Department of Homeland Security (USDHS), National Incident Management System (NIMS).

United States Department of Homeland Security (USDHS), National Response Plan (NRP).

Presidential Directive 3. Homeland Security Advisory System, March 11, 2002.

Presidential Directives 39 (June 21, 1995) and 62 (directing primary terrorism investigative authority to U.S. Department of Justice/FBI, authority referenced in terrorism Annex).

Chapter 2, Title 26 and Chapter 1, Title 35 Arizona Revised Statutes, as amended.

State of Arizona Emergency Response and Recovery Plan, November 2008, as amended.

Maricopa County Emergency Operations Plan (EOP), September 2007.

Intergovernmental Agreement (IGA) for Disaster and Emergency Management between the County of Maricopa, Arizona and the Town of Wickenburg, Arizona, July 3, 2003.

Wickenburg Town Code 1, Chapter 6, Emergency Management.

Town of Wickenburg NIMS Resolution signed on October 13, 2005.

## ANNEX A - EMERGENCY SUPPORT FUNCTIONS

### **Purpose**

This section provides an overview of the Emergency Support Function (ESF) structure, common elements of each of the ESFs, and the basic content contained in each of the ESF Appendices. The following section includes a series of appendices describing the roles and responsibilities of Town of Wickenburg departments and agencies as ESF coordinators, primary agencies, or support agencies.

### **Background**

Emergency Support Functions (ESFs) serve as an interagency coordination mechanism to aid State, local and tribal governments conducting emergency operations. Not all incidents of major significance result in activation of ESFs. It is assumed that ESFs would not be activated if the emergency can be addressed by the responsible primary agency.

There is a total of 15 ESFs designated within the Town of Wickenburg Emergency Operations Plan. The ICS/ESF Interface Table on the next page demonstrates how the ESF structure works within the National Incident Management System.

Several ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition between preparedness, prevention, response, recovery, and mitigation activities.

Each ESF is composed of primary and support agencies. Primary agency has the ultimate responsibility for accomplishment of the tasks provided in the ESF based on authority, resources and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. ESFs are expected to support one another in carrying out their respective roles and responsibilities.

Primary and support agencies for each ESF will prepare internal operating procedures designed to accomplish the tasks designated by the ESF and each organization will be prepared to provide qualified representation in the Emergency Operations Center (EOC) on an as needed basis.

**Tab A - ESF Section Activations**

<b>OPERATIONS</b>	<b>PLANNING</b>	<b>LOGISTICS</b>	<b>ADMIN/FINANCE</b>
ESF 4 FIREFIGHTING	ESF 5 EMERGENCY MANAGEMENT	ESF 1 TRANSPORTATION SVCS	ESF 7 RESOURCE SUPPORT
ESF 6 MASS CARE	ESF 10 HAZMAT	ESF 2 COMMUNICATION	
ESF 8 MEDICAL SVCS	ESF 14 RECOVERY & MITIGATION	ESF 3 PUBLIC WORKS & ENGINEERING	
ESF 9 SEARCH & RESCUE		ESF 11 AG. & NATURAL SVCS	
ESF 12 UTILITIES			
ESF 13 PUBLIC SAFETY			
ESF 15 EXTERNAL AFFAIRS			

## Tab B – ESF Matrix

P = Primary  
S = Secondary

	#1 Transportation	#2 Communications	#3 Public Works & Engineering	#4 Firefighting	#5 Emergency Management	#6 Mass Care, Housing, & Human Services	#7 Resource Support	#8 Public Health and Medical	#9 Search and Rescue	#10 Hazardous Materials	#11 AG & Natural Resources	#12 Energy Services	#13 Law Enforcement	#14 Recovery and Mitigation	#15 External Affairs
Traffic Engineering	S				S		S								S
Streets	S				S		S								S
Finance	S		S		S		P			S		S			S
Risk Management and Safety	S				S		S								S
Airport Operations	S				S		S								S
Communications		P			S		S								S
Information Technology (Contracted)		S			S		S					S			S
Telecommunications Services		S			S		S								S
Communications and Public Affairs		S			S	S	S		S			S		S	P
Risk Management and Safety		S			S		S								S
Law			S		S		S						S		S
Municipal Utilities Division			S	S	S		S	S		S		S		S	S
Community Development			S		S		S								S
Solid Waste Services			S		S		S								S
Utilities Services			S		S		S								S
Fire Department				P	P	S	S	P	P	P	S	S		S	S
Police Department				S	P	S	S	S	S	S	S	S	P		S
Parks, Recreation & Facilities					S	P	S			P					S
Neighborhood Services											P				S
Parks and Facilities												P		S	S
Building Safety														S	S
Finance Department														S	S
Housing and Redevelopment														S	S
Human Resources														S	S
Library														S	S

## **ESF 1 - Transportation Services**

### **PRIMARY AGENCY:**

Town of Wickenburg Public Works Department

### **SUPPORT AGENCIES:**

Town of Wickenburg Streets Division  
Town of Wickenburg Finance Department  
Wickenburg Public Schools Transportation  
Valley Metro  
Commercial Transportation Vendors (taxis, trucking, car/truck rental, buses)  
Maricopa County Department of Transportation  
Arizona Department of Transportation, Phoenix Division  
Arizona Department of Public Safety  
Arizona National Guard

### **Purpose:**

ESF #1 agencies are responsible for developing plans for the effective use of vehicles and equipment to move people, resources and materials from place to place as directed, to assess and repair the surface transportation routes, to monitor and coordinate air and rail transportation systems, to manage the Town's vehicle fleet and effect its repair where required. Developing and implementing the incident traffic control plan, including the coordination of a mass evacuation if required.

### **Scope:**

ESF #1 provides the Town with a single point to obtain transportation-related information, planning, and emergency management, including preparedness, response, recovery and mitigation capabilities at the local level.

### **Situation Overview:**

Emergencies that affect the Town of Wickenburg may damage transportation infrastructure and would delay emergency personnel delivery of vital resources. Emergency evacuation may be required of local response organizations but could depend on the State and County to assist in these evacuation efforts. Most state transportation resources will not be available without a declaration of emergency by the Governor of the State of Arizona.

### **Assumptions:**

Disaster responses may be difficult due to blocked traffic, debris, and damage. Repairs to transportation systems will be prioritized to render aid to disaster victims most affected. If transportation capacity during the immediate response at the site of the disaster exceeds Town assets the Town of Wickenburg, the Mayor will determine if and when Maricopa County and State of Arizona assistance is needed and request aid as specified in their respective emergency plans.



### **Concept of Operations:**

The Public Works Department is the lead agency for ESF #1. Their liaisons will staff the Emergency Operations Center (EOC) and coordinate the needs of the community including the following:

- Damage assessment of transportation infrastructure
- Transportation route repair activities
- Technical assistance to local governments
- Hauling materials
- Clearing debris
- Interfacing with railroads, airports, and related providers

### **Organization and Assignment of Responsibility:**

ESF #1 organizations will be alerted and activated by the Town of Wickenburg Town Manager. Primary and Support Agencies for the Town transportation function will coordinate with each other to ensure the most effective use of personnel and equipment. They are responsible for development of internal SOPs that support EOC operations and staffing of their respective divisions.

**Transportation** provides overall coordination with ESF #1 team members to develop and prioritize repair and restoration by:

- Providing ongoing internal communications and coordination.
- Maintain an overview of ESF #1 activities for briefing purposes.
- Procure equipment and services from private contractors as needed during emergencies.
- Assist local organizations in emergency repairs on the transportation infrastructure.
- Brief county and state agencies on the status of transportation routes
- Coordinate transportation support with other ESFs as required.
- Activate approved traffic control plan.
- Notify local transportation systems (Valley Metro and Valley Metro Rail) of surge potential.
- Determine need to use mass transit, motor coaches, and school buses.
- Work with CAPA
  - to provide evacuation information to the affected public.
- Develop protocols to manage evacuations.
- Assist with evacuation of special populations.

### **Streets Division will:**

- Identify areas of damage to the surface transportation routes in the Town
- Identify needed repairs and resources needed.
- Complete needed repairs in priority order.

**Finance Department will:**

- Maintain vehicles and equipment and provide priority repairs to mission critical equipment.
- Coordinate fuel delivery for Town fuel sites and emergency generators.
- Assist in procurement of vehicles and equipment from private contractors as needed.

**Police Department will:**

- Provide traffic control and enforcement on Town roads and other traffic routes.
- Coordinate with Arizona Department of Public Safety and Arizona Department of Transportation in developing and implementing emergency traffic control measures.
- Coordinate and support emergency evacuation relocation and reentry operations.

**Fire Department will:**

- Provide Fire/EMS/Search and Rescue/Hazmat activities.
- Utilize emergency vehicles to transport or escort emergency personnel and vital supplies.
- Prioritize and identify critical roadways; access to hospitals, police stations, fire stations, major roadways, fuel and other critical infrastructure that support missions.

**Risk Management & Safety will:**

- Document and track reports of damages to Town transportation infrastructure and equipment.

**Wickenburg School District may:**

- Provide available bus and driver resources.

**Wickenburg Public Schools may:**

- Provide available bus and driver resources.

**Maricopa County Department of Transportation may:**

- Provide emergency transportation needs in Maricopa County

**Various Commercial Vendors may:**

- Provide privately owned transportation resources.

**Direction, Control and Coordination:**

All transportation assets will be controlled and assigned from the EOC. The Primary Agency will report to the Logistics Section Chief and may be assigned as Branch Coordinator or Unit Leader. ESF#1 Support Agencies will report to the ESF #1 Primary Agency.

**Information, Collection and Dissemination:**

All Town transportation asset deployments and recalls will be tracked through the EOC on appropriate ICS forms or emergency management software. Information will be

collected through Operations and Logistics Sections. Transportation information for public release will be channeled through the EOC Communications Section.

**Administration, Finance and Logistics:**

All Town transportation and fuel resources will be used on a priority basis to save lives and property. The assets available to ESF#1 will be used to assist emergency operations to move people, materials, equipment, and resources. All expenses associated to this incident will be charged to a cost center that will be provided by the EOC Finance Section who will document and provide copies of all expenditures and charges. Extraordinary financial obligations will be assumed only with the prior approval of the Town Manager. Emergency expenditures will be incurred in accordance with Wickenburg Town Code 4-4-6 Special Circumstances; Emergencies.

**Authorities and References: See Basic Plan.**

## **ESF 2 - Communications**

### **PRIMARY AGENCY:**

Police and Fire Radio/Communications

### **SUPPORT AGENCIES:**

Town of Wickenburg Information Technology (IT)  
Town of Wickenburg Telecommunications Services  
Town of Wickenburg Communications and Public Affairs  
Town of Wickenburg Risk Management & Safety  
Maricopa County Department of Emergency Management (MCDEM)  
Cox Cable  
Motorola Radio Network  
Sprint Cellular  
Amateur Radio Emergency Service (ARES)  
Radio Amateur Communications Emergency Service (RACES)

### **Purpose:**

ESF #2 ensures provision for and coordination of communications to support Town, regional and interoperable communications efforts. ESF #2 coordinates communication assets available from Town departments, volunteer groups, the telecommunications industry, state agencies, and the federal government.

### **Scope:**

ESF#2 will coordinate actions that provide telecommunications and IT support to a local disaster response and recovery. This ESF will coordinate the establishment of required temporary telecommunications/IT and restoration of permanent systems in conjunction with private sector support agencies.

### **Situation Overview:**

An emergency or disaster event will require the coordination of all communication activities needed to provide emergency relief to individuals, restoration of public infrastructure and utilities, and coordination of logistical support for all responding agencies. Two-way communications will be vital for the orderly and efficient management of disaster operations.

### **Assumptions:**

The Town of Wickenburg communications and utilities will sustain damage. This damage will impact the ability to provide relief services and supplies. Disaster responses will require communications, which may have been impacted by the emergency. Interoperable and available communications will be needed to protect life and property and restore the affected area to pre-disaster conditions.

### **Concept of Operations:**

Police and Fire Radio/Communications are the lead agencies for ESF #2. When activated, they will send a representative to the EOC Logistics Section to assist in communications as determined by the EOC Manager. The ESF #2 representatives will support operations by:

- Assuring that each Town department or division has the ability to communicate with the Town Emergency Operation Center (EOP) from their operation or command center, and from their center to their department's operational units.
- Provide for alternate, back up, or substitute methods of communications that may be provided and/or supported by outside agencies possessing needed assets.
- Initiate emergency communication links between Maricopa County Emergency Management EOC, other local Emergency Operation Centers (EOC), and the Town of Wickenburg EOC utilizing telephone, fax, 800 MHz radio, ham radio, satellite phone, and emergency management software system capabilities.

An outside support agency may be asked to provide a representative/liaison to the Town's EOC to support emergency response and recovery efforts.

### **Organization and Assignment of Responsibility:**

ESF #2 organizations will be alerted and activated to the EOC by the authority of the Town Manager. Primary and Support Agencies for the Town communications function will coordinate with each other to ensure the most effective use of personnel and equipment. They are responsible for development of internal SOPs that support EOC operations and staffing of their respective divisions.

### **Police and Fire Radio/Communications will:**

- Manage and maintain communications capabilities within the Town of Wickenburg EOC.
- Coordinate requests for mobile communications as needed during emergencies.
- Test and maintain communications infrastructure following a disaster.
- Prioritize assistance based on assessments.
- Activate Amateur Radio Emergency Service (ARES) and Radio Amateur Communications Emergency Service (RACES) as needed for emergency amateur radio communications.
- Provide for ongoing maintenance and restoration of Town owned systems.
- Deploy or provide for transportable communications systems to include radio base stations, satellite links, and portable communications equipment.
- Provide 24-hour staffing of the Town EOC and 9-1-1 dispatch centers during emergencies.
- Maintain data communications to all law enforcement agencies.
- Assist Town emergency operations with the Mobile Communication Unit.

**IT Division will:**

- Establish and maintain the automated computer system needed for Town EOC operations.
- Provide computer technical support to the EOC, Executive Room, and Assessment Room.
- Establish video conferencing links as needed.
- Provide personnel and equipment as required to support EOC operations.
- Establish data communication links for Town agency computers as needed in the Town EOC during emergencies.

**Telecommunications Services will:**

- Provide telecommunications technical support to the EOC, Executive Room, and Assessment Room.
- Provide technical assistance for the restoration of communications support systems.
- Obtain contract communications resources as needed.
- Act as a liaison with telephone companies.
- Maintain the automated computer systems needed for Town EOC and field operations.
- Provide personnel and equipment as required to support EOC operations.

**Communications and Public Affairs will:**

- Obtain remote video images or remote TV broadcasts as needed from the disaster.
- Support video conferencing in the EOC.
- Identify a method of warning that will be available for the public, including people with visual and hearing impairments and/or non-English speaking.

**Risk Management and Safety will:**

- Document and track reports of damages to Town communication facilities, infrastructure and equipment in cooperation with EOC Planning Section.

**Maricopa County Department of Emergency Management (MCDEM) may:**

- Assist in the coordination of communications assets to support disaster response and recovery operations.
- Assist in the coordination of communication infrastructure assessment

**Cox Cable Internet and TV may:**

- Provide manpower, equipment and subject matter expertise to support EOC Internet and cable services.

**Motorola Radio Network may:**

- Provide manpower, equipment and subject matter expertise to support the radio network.

**Sprint mobile and cellular support may:**

- Provide manpower, equipment and subject matter expertise to support mobile and cellular services.

**Amateur Radio Emergency Service (ARES)/Radio Amateur Communications Emergency Service (RACES) may:**

- Establish a Net Control Station from which amateur operations will be organized.
- Assign each agency or forward command a station to communicate with the Net Control Station and serve as a control for local operations.
- Designate official traffic stations as required for the handling of formal radio traffic.
- Assign all frequencies used in the Town.
- Provide a parallel communications network operated by qualified and licensed radio amateurs in accordance with established plans.
- Provide amateur radio communications between agencies or activities within the Town EOC, Maricopa County and the State.

**Direction, Control and Coordination**

All communication assets will be controlled and assigned from the EOC. The Primary Agency will report to the Logistics Section Chief, possibly assigned as the Branch Coordinator or Unit Leader. ESF#2 Support Agencies will report to the ESF #2 Primary Agency.

**Information, Collection, and Dissemination**

All Town communication asset deployments and recalls will be tracked through the EOC on appropriate ICS forms or emergency management software. Information will be collected through the Logistics Section. Communication information for public release will be channeled through the EOC Communications Section.

**Administration, Finance and Logistics:**

All Town communication resources will be used on a priority basis to save lives and property. The assets available to ESF#2 will be used to assist communications for emergency operations. All expenses associated to this incident will be charged to a cost center that will be provided by the EOC Finance Section who will document and provide copies of all expenditures and charges. Extraordinary financial obligations will be assumed only with the prior approval of the Town Manager. Emergency expenditures will be incurred in accordance with Wickenburg Town Code 4-4-6 Special Circumstances, Emergencies.

**Authorities and References: See Basic Plan**

**Tab A - Telephone System Information**

1. EOC:  
[REDACTED]
2. Operations Section telephone numbers in the EOC:  
[REDACTED]
3. Planning Section telephone number in the EOC:  
[REDACTED]
4. Logistics Section telephone number in the EOC:  
[REDACTED]
5. Administration/Finance Section telephone number in the EOC:  
[REDACTED]
6. Safety Section telephone number in the EOC:  
[REDACTED]
7. Public Information telephone number in the EOC:  
[REDACTED]
8. Supporting agencies:
  - a. Maricopa County EOC: [REDACTED]
  - b. American Red Cross  
Grand Canyon Chapter: [REDACTED]
  - c. Yavapai County EOC: [REDACTED]



## **Tab B - Radio System Information**

1. The Town government will utilize the law enforcement and fire communication nets that are in use on a daily basis. The Police Department is responsible for the coordination and use of these communication nets during emergency situations when the EOC is activated.
2. Law Enforcement Nets - 800 MHz Trunking System



Channels are allocated by the Trunking controller based on the next available frequency. No frequency corresponds to any particular channel and frequencies are shared with all other users including Public Works.

3. Fire Department Nets

Medical responses on 800 MHz

Fire Operations on VHF channels:



## **ESF 3 - Public Works and Engineering**

### **PRIMARY AGENCY:**

Town of Wickenburg Public Works

### **SUPPORT AGENCIES:**

Town of Wickenburg Finance Department  
Town of Wickenburg Law Office  
Town of Wickenburg Municipal Utilities Division  
Town of Wickenburg Community Development  
Town of Wickenburg Solid Waste Services  
Town of Wickenburg Utilities Services  
Maricopa County Public Health  
Maricopa County Department of Transportation (MCDOT)  
Flood Control District of Maricopa County  
Arizona Department of Transportation (ADOT)  
Arizona Department of Water Resources Dam Safety Division  
Arizona Public Service (APS)  
Central Arizona Project  
Century Link  
Cox Communications  
Salt River Project (SRP)  
Southwest Gas

### **Purpose:**

ESF #3 agencies provide for the coordination and organization of Public Works and Engineering capabilities and resources to support the Town 's response to emergencies and include technical assistance, inspection, evaluation, repair, and maintenance of utility services and infrastructure, debris removal, solid waste disposal and restoration of roads.

### **Scope:**

ESF#3 is designed to provide public works and engineering coordination as part of the overall management effort that may be required following a disaster.

### **Situation Overview:**

An emergency event or disaster will require the coordination of all Public Works and Engineering activities including emergency relief to individuals, restoration of public infrastructure and utilities, providing potable water to Town residents and coordination of support for all responding agencies.

**Assumptions:**

In a disaster, buildings, roadways, public works, communications and utilities will sustain damage. This damage will compromise the delivery of relief services and supplies. Disaster relief will be difficult to coordinate effectively during the immediate post-disaster phase. Gradual clearing of access routes will permit delivery of emergency relief. The need for Public Works and Engineering Services resources during the immediate lifesaving response phase will probably exceed the availability of readily obtained assets.

**Concept of Operations:**

Personnel from ESF #3 primary and support agencies will provide personnel and equipment as applicable for emergency response and recovery activities. Additional public works and engineering services and equipment may be contracted on an emergency basis when required for response and recovery operations. Cooperative actions to be taken include:

- Prioritize response and recovery missions.
- Share and update information.
- Avoid redundant activities.
- Ensure a unified effort when working with local, Town, state, federal, and private organizations.
- Each ESF #3 organization is responsible for providing logistical support to their personnel and for tracking and maintaining equipment and supplies.
- The pre-positioning of ESF #3 resources may take place depending upon the nature of the hazard.
- ESF #3 will coordinate with ESF #7 (Resource Support), and ESF #5 (Emergency Management) when establishing staging areas for public works and engineering personnel, equipment, and supplies.
- Deactivation will be coordinated between local officials, Town executives, and ESF #3 organizations from the State, County and private support agencies.

**Public Works Department will:**

- Plan and coordinate with support agencies and organizations.
- Maintain a current inventory of transportation resources.
- Establish policies, procedures, plans, and programs to address the recovery process.
- Recruit, designate, and maintain a list of support personnel.
- Evaluate status of current resources to support public works operations.
- Allocate existing and available resources.
- Request additional resources as needed.
- Begin damage assessment for recovery.

**Town of Wickenburg Central Supply will:**

- Respond to or remain in contact with the EOC to assist in procurement of needed supplies.
- Will report to Finance/Admin use of materials and what cost center will be responsible.
- Have in place MOU's, IGA's or contracts with vendors for procurement of emergency supplies.

**Town of Wickenburg Environmental Management will:**

- Provide subject matter expertise when Town of Wickenburg infrastructure is threatened by contamination to water and wastewater systems or any spill or toxic release.
- Provide oversight and subject matter expertise local, state and federal regulations during cleanup operations.

**Town of Wickenburg Law Office will:**

- Review all projects on behalf of Town for legal issues and impacts associated with disaster response and recovery.
- Provide legal advice to Town decision makers as required.

**Town of Wickenburg Finance:**

- Accurately account for costs associated with response.

**Town of Wickenburg Municipal Utilities will:**

- Identify water and sewer service damage. Develop plans for restoration, interim potable water supply, and engineering requirements needed for restoration as soon as possible.
- Coordinate the issue of boil water advisories and alerts with respect to damaged facilities in the disaster area and affected areas.
- Assist in the testing of water utilities as required.
- Provide technical advice relating to water quality.

**Town of Wickenburg Community Development will:**

- Provide personnel for building inspections as needed at the site of the emergency.
- Assist in review of post disaster construction activities to ensure compliance with Town adopted codes.
- Determine need for demolition and/or emergency repairs or stabilization of unsafe public structures.

**Town of Wickenburg Solid Waste Services will:**

- Develop agreements with vendors for pick up and disposal of waste and debris.
- Act as liaison to the EOC for vendors and to activate agreements.

**Maricopa County Environmental Services may:**

- Coordinate with agencies to ensure safe food, water, waste disposal and reduce vector borne diseases.

**Maricopa County Department of Transportation may:**

- Assist in the assessment of damage to roadways.
- Assist in the coordination of repair of roadways within established priorities.
- Assist in the oversight of road network repair contracts within scope of responsibility.
- Provide technical engineering assistance in planning and repair of roadways as needed.

**Flood Control District of Maricopa County may:**

- Assess damage to dams and structures designed to retain water.
- Assist in the coordination of repair for damaged water retention structures.
- Provide technical expertise relating to water retention structures.

**Arizona Department of Transportation may:**

- Assist in the assessment of damage to roadways.
- Assist in the coordination of repair of roadways within established priorities.
- Assist in the oversight of road network repair contracts within scope of responsibility.
- Provide technical engineering assistance through the Intermodal Transportation Division.

**Arizona Public Service (APS) may:**

- Provide emergency coordination for information between APS and the Town EOC as needed during emergencies.
- Conduct damage assessment of APS facilities to determine utility service capability.
- Support evaluation and repair of APS utility systems following Town -declared emergencies.

**Central Arizona Project may:**

- Assist in the provision of water resources as required.
- Assist in the assessment of damage to water utility within capability.

**CenturyLink Communications may:**

Provide emergency coordination for information related to phone services and the Town.

**Cox Communications may:**

- Provide emergency coordination for information between Cox Communications and the Town.
- Conduct damage assessment of Cox facilities and infrastructure to determine service capability.
- Support evaluation and repair of Cox Communications systems following Town -declared emergencies.

**Southwest Gas may:**

- Provide emergency coordination for information between Southwest Gas and the Town.

- Conduct damage assessment of Southwest Gas facilities to determine utility service capability.
- Support evaluation and repair of Southwest Gas utility systems following Town - declared emergencies.

**Direction, Control and Coordination:**

All Public Works and Engineering assets will be controlled and assigned by the EOC. The Primary Agency will report to the Logistics Section and may be assigned as Branch Coordinator or Unit Leader.

**Information, Collection and Dissemination:**

All Town communication asset deployments and recalls will be tracked through the EOC on appropriate ICS forms or emergency management software. Information will be collected through Operations and Logistics Sections and forwarded to Finance/Admin. Communication information for public release will be channeled through the EOC Communications Section.

**Administration, Finance and Logistics:**

All Town Public Works and Transportation resources will be used on a priority basis to save lives and property. The assets available to ESF#3 will be used to assist emergency operations to move people, materials, equipment, and resources. All expenses associated to this incident will be charged to a cost center that will be provided by the EOC Finance Section who will document and provide copies of all expenditures and charges. Extraordinary financial obligations will be assumed only with the prior approval of the Town Manager. Emergency expenditures will be incurred in accordance with Wickenburg Town Code 4-4-6 Special Circumstances; Emergencies.

**Authorities and References: See Basic Plan**

## **ESF 4 - Fire Services**

### **PRIMARY AGENCY:**

Town of Wickenburg Fire Department

### **SUPPORT AGENCIES:**

Town of Wickenburg Police Department  
Town of Wickenburg Municipal Utilities Division  
Arizona National Guard  
Arizona Fire Chiefs Mutual Aid Plan  
Arizona Division of Forestry and Fire Management  
APS  
American Medical Response  
Southwest Gas

### **Purpose:**

The purpose of ESF 4 is to provide fire service coordination and services in support of emergency events in the Town of Wickenburg. ESF 4 can provide personnel and resources to support response, recovery and mitigation. ESF 4 resources are used when the response capabilities of the Fire Department are overwhelmed and the incident has exceeded the incident command structure at the scene of the emergency.

### **Scope:**

ESF 4 provides for support of emergency operations that are provided by the Fire Department when resources used for fire suppression and support functions exceed capabilities. ESF 4 provides logistical support for firefighters and their equipment.

### **Situation Overview:**

Emergencies in the Town of Wickenburg may not all involve fire, but the Fire Department will be called to assist in other hazardous situations. With events natural and manmade, there will be damage to buildings, utilities and persons. The Fire Department will soon be overwhelmed and will rely on automatic aid from other fire departments within our consortiums.

### **Assumptions:**

Emergencies that affect the Town of Wickenburg are normally handled by an extensive automatic aid agreement with communities that are tied together by common dispatch centers in Phoenix and Mesa. The emergency may not deplete those resources but once the resources are committed there will be a need to support the efforts logistically and through advanced planning.

### **Concept of Operations:**

The Town of Wickenburg Fire Department is the lead agency on ESF #4. Their primary responsibilities are to:

- Provide for systematic mobilization, organization, and operation of necessary fire and rescue resources.
- Determine risks of hazards identified by field units and establish a response prioritization.
- Serve as trainers and mentors for personnel who are utilizing ICS.

### **Organization and Assignment of Responsibility:**

ESF #4 organizations will be alerted and activated to the EOC by the authority of the Town Manager. Primary and Support Agencies for the town firefighting function will coordinate with each other to ensure the most effective use of personnel and equipment. They are responsible for development of internal SOPs that support EOC operations and staffing of their respective divisions.

#### **Town of Wickenburg Fire Department will:**

- Prioritize responses to minimize loss of life.
- Provide for communications interoperability of all resources involved in emergency operations.
- Each Incident Commander will relay reports during emergency operations pertaining to casualties, injuries, damage observations, evacuation status, etc. to the Operations Section of the EOC.
- Conduct fire code inspections and coordinate with appropriate personnel for building inspections.
- Assist in removal of affected individuals from incident site.
- Develop plans, procedures, and equipment guidelines to support response operations.
- Support recovery operations.

#### **Town of Wickenburg Police Department will:**

- Support the Operations Section in the EOC
- Provide traffic and scene control at emergency operations.
- Provide security for essential facilities; restrict access to unsafe buildings or areas.
- Implement/enforce evacuation orders when necessary.

#### **Municipal Utilities will:**

- Provide for effective water pressure in affected areas of fire emergencies.
- Provide for expeditious repair of damage to the water grid in areas affected by emergencies.

#### **Lifeline Ambulance will:**

- Provide transport units in accordance with contract.
- In event of a system wide emergency, provide for a priority staging of transport units.
- Maintain direct contact with the Emergency Operation Center and update status of units.



**Arizona Fire Service Mutual Aid Plan Region 1 will:**

- Provide firefighting, EMS, Command, and Technical support as provided for in the Mutual Aid Plan.

**Arizona State Land Department may:**

- Provide additional manpower and resources to assist firefighting operations.

**Arizona National Guard may:**

- Be requested for manpower through the Mayor to the Governor's Office.

**Arizona Public Service, Salt River Project, Southwest Gas will:**

- Provide response to restore or secure utilities in accordance with their EOPs.
- Maintain contact with the Town of Wickenburg EOC for status and ETA of field units.

**Direction, Control and Coordination:**

All firefighting support resources will be controlled and assigned from the EOC. The Primary Agency will report to the Operations Section Chief, and may be assigned as the Branch Coordinator or Unit Leader. ESF#4 Support Agencies will report to the ESF #4 Primary Agency.

**Information, Collection and Dissemination:**

All firefighting asset deployments and recalls by the EOC will be tracked through appropriate ICS forms or emergency management software. Information will be collected through the Operations Section. Communication information for public release will be channeled through the EOC Communications Section.

**Administration, Finance and Logistics:**

All Town firefighting support resources will be used on a priority basis to save lives and property. All expenses associated to this incident will be charged to a cost center that will be provided by the EOC Finance Section who will document and provide copies of all expenditures and charges. Extraordinary financial obligations will be assumed only with the prior approval of the Town Manager. Emergency expenditures will be incurred in accordance with Wickenburg Town Code 4-4-6 Special Circumstances, Emergencies.

**Authorities and References: See Basic Plan**

## **ESF 5 – Emergency Management**

### **PRIMARY AGENCY:**

Town of Wickenburg Fire, Police and Public Works

### **SUPPORT AGENCIES:**

All Town of Wickenburg Departments and Divisions  
Maricopa County Department of Emergency Management (MCDEM)  
Arizona Division of Emergency Management (ADEM)

### **Purpose:**

ESF 5 is designed to develop an Incident Action Plan (IAP), which will serve as the planning tool during response to a disaster or emergency from the Town Emergency Operation Center (EOC). ESF 5 is also used to assess the seriousness of the incident, estimate the incident's impact, and produce assessments and predictions to determine the need for involvement of County and State resources.

### **Scope:**

The scope of ESF 5 is to provide emergency management coordination and planning in support of events requiring EOC activation. ESF 5 is applicable to all departments and agencies with designated responsibilities in the EOC.

### **Situation Overview:**

ESF 5 Emergency Management is paralleled by the Maricopa County and State of Arizona Emergency Response and Recovery Plans, which are formed using National Response Framework (NRF). ESF 5 Emergency Management will allow for a natural cohesiveness with County, State and Federal Emergency responses. ESF 5 models the preparedness, response, and recovery capabilities of the Town of Wickenburg Fire, Police and Public Works Department before, during, and after an emergency or disaster event. To support these activities, the ESF structure requires the identification of Primary and Support Agencies. These agencies will be pre-identified to develop, initiate, and maintain preparedness and training activities as well as response procedures.

### **Assumptions:**

If the emergency increases in duration, scope or complexity, the demands for support will be immediate and continuous. ESF 5 will provide direction for securing resources from County, State and Federal entities. Involving tiered levels of government will be a slow process and require authorization by the appropriate elected or appointed officials. The purpose of ESF 5 is to have those procedures in place and have them deployed to stay ahead of the incident.

### **Concept of Operations:**

The primary agencies of ESF 5 are the Town of Wickenburg Fire, Police and Public Works Departments and they will be supported by the identified support agencies. ESF 5 will typically be the first ESF activated, and will begin monitoring events as soon as they are reported. ESF 5 will begin monitoring operations at the EOC until additional ESF's are activated, or the full EOC is activated. When activated in the EOC, ESF 5 will

ensure that the following response and recovery activities are completed during, and reviewed after an emergency:

- Staff ESF 5 within the EOC Planning Section when notified of activation.
- Determine if the Police, Fire or Public Works representative assigned to ESF 5 will assume the Planning Chief Role.
- Planning Chief will conduct regular EOC briefings with EOC Chief.
- Determine Planning Section staffing needs based upon incident requirements to include initial life safety, damage assessment and recovery needs.
- Plan for future emergency operational periods by developing an EOC Incident Action Plan (IAP).
- The EOC IAP should be written at the beginning of the operational period and revised at the beginning of each subsequent operational period.
- The IAP identifies the objectives and tasks to be performed during the next operational period, the resources required to complete those tasks, as well as future issues to be addressed.
- The EOC IAP must be reviewed and presented to EOC personnel by the Planning Section at the start of each operational period.
- Monitor weather systems for their impact. Compile and post weather information in the EOC.
- Advise EOC of changes in National Alert Status.
- Establish and maintain contact with Maricopa County EOC. Provide situational status and damage information as needed. Receive county and state situation information and reports.
- Charge all expenses associated to this incident to a cost center that will be provided by the Finance Division.
- Document and provide copies of all expenditures and charges to the EOC Finance Section.

#### **Organization and Assignment of Responsibility:**

##### **Town of Wickenburg ESF 5 Emergency Management Team (EMT) will:**

- Activate the ESF 5 EMT. ESF 5 personnel may be increased or decreased depending on the demands of the emergency.
- When there is a credible threat the EMT may request the activation of the EOC and/or deploying an assessment team to the area.
- ESF 5 staff develops the schedule for staffing and operating the Town of Wickenburg EOC from activation to stand-down.
- Ensure ESF 5 coordinates immediate, short-term, and long-term planning functions in cooperation with other ESFs engaged in operations.
- Assist in the coordination and planning of the following:
  - Evacuation operations.
  - Traffic control functions.
  - Control and use of emergency communications, lighting, and warning equipment.

- All activities necessary for firefighting, rescue, emergency, medical, health, and sanitation services.
- Monitoring for secondary hazards that could arise from the initiating incident.
- Damage assessment and disaster analysis operations.
- Disaster assistance programs.
- Essential debris clearance.
- Decontamination operations.
- Documentation of operations and financial expenses to be forwarded to Finance Section.
- Resource control.
- Assist in the development of a Situation Report (SITREP) for the Town Manager's Office that provides an overview of emergency activities.
- Assist in the development of the After-Action Report.

All other activated divisions/departments of Town government will support ESF #5 operations at the EOC as required.

**Maricopa County Department of Emergency Management may:**

Assist in the coordination of resource support for emergency response and recovery operations.

**Arizona Division of Emergency Management may:**

Assist in the coordination of resource support for emergency response and recovery operations.

**Direction, Control and Coordination:**

All planning assets will be controlled and assigned from the EOC. The Primary Agency will report as the Planning Section Chief and may assign a Branch Coordinator or Unit Leader. ESF 5 Support Agencies will report to the ESF 5 Primary Agency.

**Information, Collection and Dissemination:**

All Town ESF 5 asset deployments and recalls will be tracked through the EOC on appropriate ICS forms or emergency management software. ESF 5 information will be collected through the Planning Section. Planning information for public release will be channeled through the EOC Communications Section.

**Administration, Finance and Logistics:**

All Town planning resources will be used on a priority basis to save lives and property. The assets available to ESF 5 will be used to assist emergency operations. All expenses associated to this incident will be charged to a cost center that will be provided by the EOC Finance Section who will document and provide copies of all expenditures and charges. Extraordinary financial obligations will be assumed only with the prior approval of the Town Manager. Emergency expenditures will be incurred in accordance with Wickenburg Town Code 4-4-6 Special Circumstances, Emergencies.

**Authorities and References:**

Tab A – EOC Organization

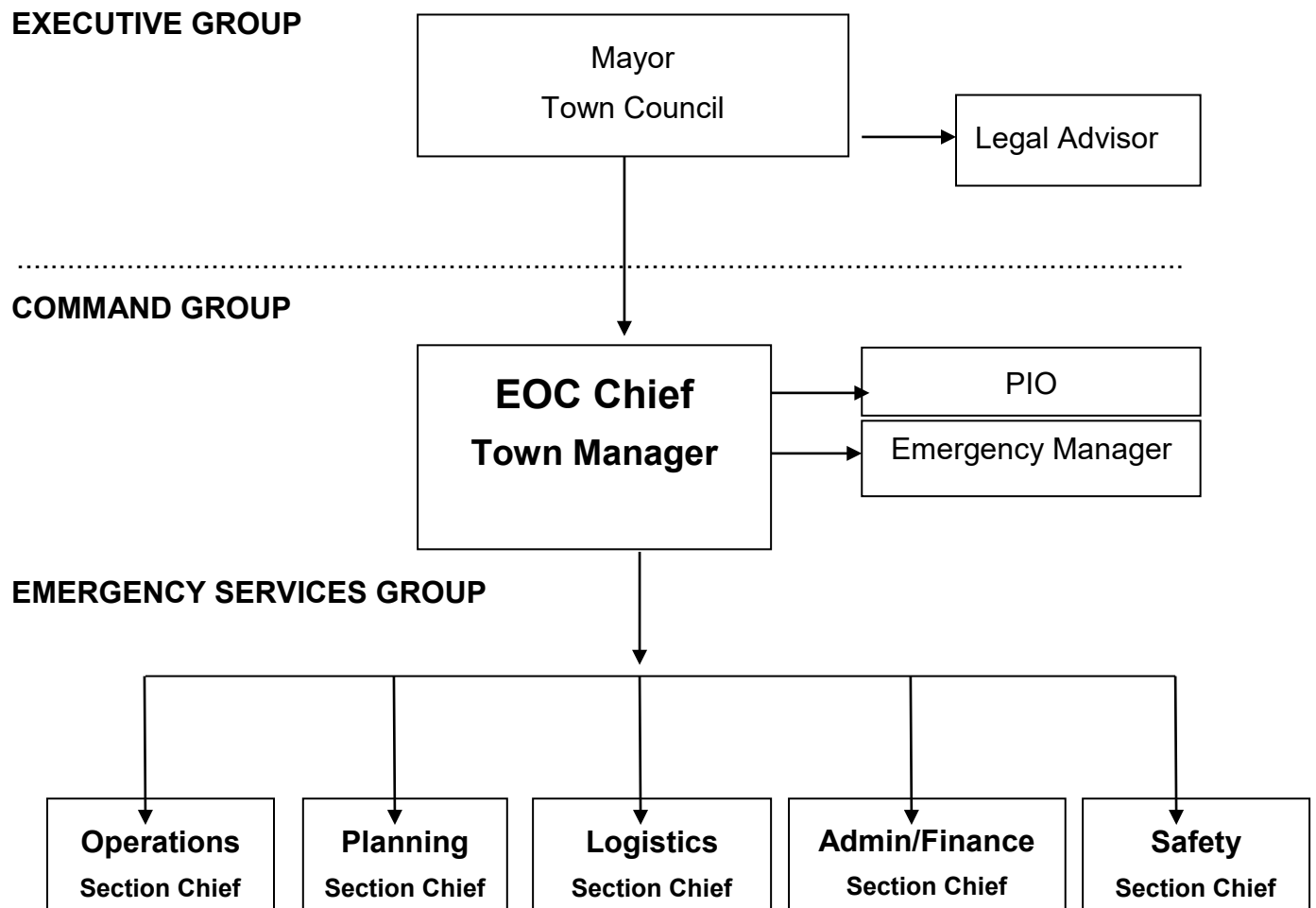
Tab B – EOC Floor Plan

Tab C – Emergency Declaration Process

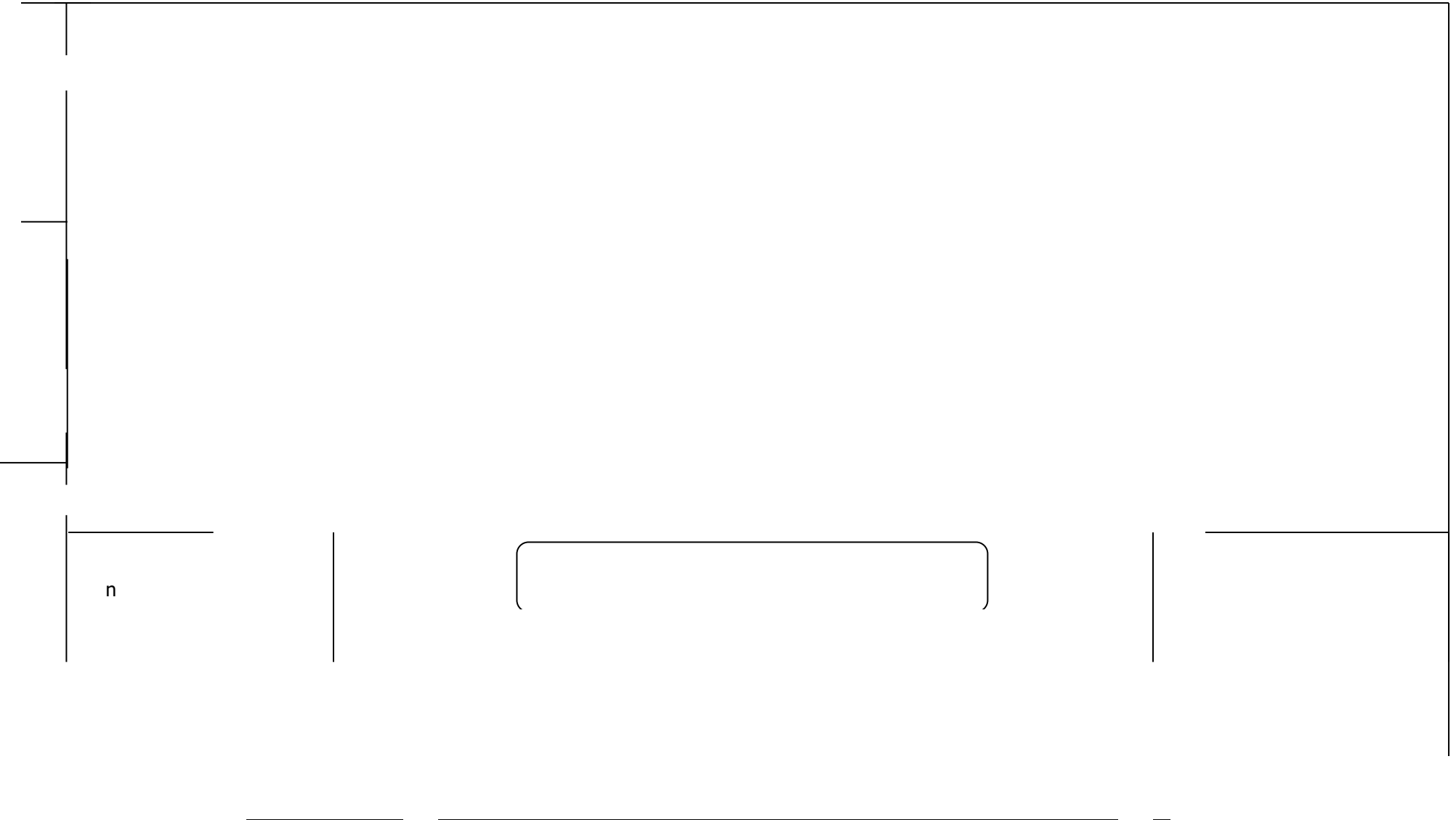
Tab D – Situation Report

Tab E – After Action Report

Tab A – EOC Staff Organization



## Tab B – EOC Lay-out



### **Tab C - Emergency Declaration Process**

1. State law, County resolution, Town resolution and this plan empower the Town government to enact emergency legislation. Among the powers authorized for inclusion in such legislation is the power to declare a Local Emergency. A declared Local Emergency permits Town government to set aside normal procedures of government in deference to the emergency.
2. An official declaration is the vehicle by which assistance can be obtained from State and Federal agencies. The Declaration should be issued upon receipt of sufficient supportive information and forwarded to the Maricopa County Department of Emergency Management.
3. If the emergency is of sufficient magnitude and all County resources are expended, the Maricopa County Department of Emergency Management will prepare a Declaration of Emergency to be signed by the Chairman of the Board of Supervisors requesting that the Governor proclaim a State of Emergency. Financial and other public assistance, but no individual assistance, will be made available when the Governor declares a State of Emergency.
4. The Governor may request a Presidential Declaration of a Major Disaster if conditions so warrant. Such a request will be based on a damage assessment and will indicate the degree of commitment of local and State resources in attempting to cope with the situation.
5. When a Major Disaster is declared by the President, the Federal Emergency Management Agency (FEMA) will administer the disaster relief program in the affected area. Two major categories of benefits may be made available-- individual assistance and public assistance as described in ESF 14.
6. Emergency Declaration Forms follow.



## Emergency Declaration Template

WHEREAS, the Town of Wickenburg on the \_\_\_\_\_ day of \_\_\_\_\_, does hereby find that due to \_\_\_\_\_ the Town of Wickenburg, County of Maricopa, State of Arizona, is facing a condition of extreme peril to life and property which necessitates the proclamation of the existence of an emergency; and,

WHEREAS, the Mayor of the Town of Wickenburg has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED BY THE MAYOR OF THE TOWN OF WICKENBURG:

1. That an emergency is declared for the Town of Wickenburg.
2. That the Town's Emergency Operations Plan has been implemented.
3. That the emergency shall continue for a period of not more than seven days from the date hereof, unless the same is continued by the consent of the Town Council of the Town of Wickenburg, Arizona.
4. That the proclamation shall take effect immediately from and after issuance.

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency the powers, functions and duties of the Council of the Town of Wickenburg shall be those prescribed by State Law, Ordinances and the emergency plans of the Town of Wickenburg in order to mitigate the effects of such emergency.

ORDERED this the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Mayor, Town of Wickenburg

ATTEST:

\_\_\_\_\_  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

### Mayor's Proclamation of Public Emergency

Pursuant to the emergency powers vested in me as Mayor under Arizona Revised Statutes §26-311 and Wickenburg Town Code 2-2-3 I do hereby declare and proclaim that a state of public emergency exists within the Town of Wickenburg , Arizona due to \_\_\_\_\_.

Pursuant to the emergency powers vested in me:

I do hereby appoint and assign the Town Manager to act as the Director of Disaster Services. The Director of Disaster Services is hereby authorized and directed to prepare for issuance by my office such further proclamations as are in his/her judgment necessary to maintain health, welfare, and safety within the community, and to issue and promulgate such rules as deemed necessary and appropriate under the circumstances. This and other proclamations issued by my office, and the rules issued by the Director of Disaster Services hereto, shall have the force of law, and any violation of such proclamations and rules shall be considered a misdemeanor, and shall be punishable pursuant to the provisions of Wickenburg Town Code Section 1-8.

I do hereby authorize the Wickenburg Fire Department to \_\_\_\_\_

I do hereby authorize Town personnel assigned to provide emergency services, including but not limited to fire services, traffic control, wastewater maintenance and water distribution, to give directions to the public as necessary to facilitate the provision of said services. The directions given to members of the public by emergency services personnel shall have the force of law, and any violation of such directives shall be considered a misdemeanor, and shall be punishable pursuant to the provisions of Wickenburg Town Code 2-2-3.

This Proclamation of Public Emergency shall remain in effect until withdrawn or modified by me.

Issued this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Mayor, Town of Wickenburg

ATTEST:

\_\_\_\_\_  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

### Mayor's Supplemental Proclamation

In view of extensive damage to Town buildings and facilities due to \_\_\_\_\_, it will be necessary for the Town to lease space for essential Town departments and divisions which have been displaced, to contract for the provision of professional services and construction services to assess and restore Town properties damaged \_\_\_\_\_ by

\_\_\_\_\_ and to contract for cleaning services to assist in the clean-up effort. Accordingly, I do hereby proclaim and declare that the Town Manager, as Director of Disaster Services, is authorized to enter into temporary leases of space for the departments and divisions so displaced from Town facilities, to execute contracts for the professional services needed to assess and restore such facilities, to enter into construction contracts for the repair of such damages, and to enter into contracts for cleaning services for such facilities.

This Supplemental Proclamation shall remain in effect until withdrawn or modified by me.

Issued this \_\_\_\_\_ day of \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
TOWN CLERK

\_\_\_\_\_  
MAYOR

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
TOWN ATTORNEY

## Tab D – Situation Report

### ITEM

1. Report No. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
2. From \_\_\_\_\_
3. To \_\_\_\_\_
4. Nature of Emergency \_\_\_\_\_
5. Location of Emergency \_\_\_\_\_  
\_\_\_\_\_
6. Date/Time of Occurrence \_\_\_\_\_
7. Casualties: a. Injured \_\_\_\_\_ b. Dead \_\_\_\_\_ c. Homeless \_\_\_\_\_
8. Property Damage \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Actions Taken (Details in Remarks)
  - a. Declaration of Emergency \_\_\_\_\_ c. Movement of People \_\_\_\_\_
  - b. Evacuation \_\_\_\_\_ d. Movement of Supplies \_\_\_\_\_
10. Assistance Required
  - a. Personnel: Skill/Number \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - b. Equipment: Type/Number \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - c. Other Resources \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Is Area Accessible? \_\_\_\_\_  
\_\_\_\_\_
12. Communications Available \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Actions Taken By:
  - a. American Red Cross \_\_\_\_\_  
\_\_\_\_\_

b. Salvation Army \_\_\_\_\_

c. Others \_\_\_\_\_

14. Remarks \_\_\_\_\_

### Tab E - After-Action Report

1. Department/Activity Making Report \_\_\_\_\_
2. Period of Emergency Operations \_\_\_\_\_
3. Nature of Emergency \_\_\_\_\_
4. Departments or Jurisdictions that you supported:
  - a. \_\_\_\_\_ d. \_\_\_\_\_
  - b. \_\_\_\_\_ e. \_\_\_\_\_
  - c. \_\_\_\_\_ f. \_\_\_\_\_
5. What was your Emergency Support Function? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Labor Information:
  - a. Total Number of Employees Participating in the Emergency Function: \_\_\_\_\_
  - b. Total Work Hours: Regular \_\_\_\_\_ Overtime \_\_\_\_\_
  - c. Number Injured: \_\_\_\_\_ Estimated Hours Lost: \_\_\_\_\_
  - d. Estimated Cost to Department: \_\_\_\_\_

ESTIMATED EMERGENCY LABOR HOUR EXPENDITURES		
JOB TITLES	NUMBER OF PERSONS	ESTIMATED COST TO DEPT

7. Resource Expenditures:
  - a. Department-owned: Estimated Total \$ \_\_\_\_\_
  - b. Expenditures for Emergency Requirements: Estimated Total \$ \_\_\_\_\_
  - c. Description of Expended Materials \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Damages or Loss of Town -owned Property: Estimated Total \$ \_\_\_\_\_  
 Property Description \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Summary of Activities Related to Your Emergency Support Function:

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Signed \_\_\_\_\_  
Department Representative

Date \_\_\_\_\_

## **ESF 6 - Mass Care**

### **PRIMARY AGENCY:**

Town of Wickenburg Parks, Recreation & Facilities

### **SUPPORT AGENCIES:**

Town of Wickenburg Communications and Public Affairs  
Town of Wickenburg Fire Department  
Town of Wickenburg Police Department  
Town of Wickenburg Public Works Department  
AZ Central Region Citizen Corps Council - volunteers  
Local Faith Based Churches/Organizations - volunteers  
Wickenburg School District  
Maricopa County Animal Care and Control  
Maricopa County Department of Public Health  
Wickenburg Public Schools  
The American Red Cross Grand Canyon Chapter  
The Salvation Army  
The Arizona Restaurant Association

### **Purpose:**

The purpose of ESF 6 is to provide for the coordination of governmental, nongovernmental and voluntary organizations to support affected residents within the Town of Wickenburg, as well as requiring mass care resources in order to provide emergency relief services following an emergency or disaster event.

### **Scope:**

ESF 6 Mass Care will provide for cooperation between County, State and Federal Mass Care resources when they are activated. ESF 6 involves the preparedness, response, and recovery capabilities of Town of Wickenburg Parks, Recreation & Facilities Division before, during, and after an emergency or disaster event. To support these activities, the ESF structure requires the identification of Primary and Support Agencies. These agencies will be pre-identified to develop, initiate and maintain preparedness and training activities as well as response procedures.

### **Situation Overview:**

Disasters can occur without warning; shelters, first aid, mass care, and feeding sites may have to be setup with no advance notice. Slowly developing disasters may result in warning and evacuation time, but might cause the displacement of a large portion of the population. Such a hazard may necessitate opening shelters and conducting mass care activities statewide.



**Assumptions:**

People may evacuate an area before orders to evacuate are given. Long-term mass care may be required following some disasters. Some individuals and families will be deprived of normal means of obtaining food, clothing, shelter, and medical needs. Family members will become separated and unable to locate each other. Individuals may develop problems requiring specialized medical services. ESF 6 personnel may need to work closely with Town, state and federal personnel throughout response and recovery operations in order to ensure coordinated and consistent service to the affected population.

**Concept of Operations:**

Mass Care involves services to include the sheltering of victims, mass feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordination of bulk distribution of emergency relief items. Mass Care also includes the coordination of the requested or required state and/or federal assistance in support of non-medical mass care services and the gathering of information related to sheltering and feeding operations in the impacted area.

**Organization and Assignment of Responsibility:**

As the lead agency for ESF 6, the Town of Wickenburg Parks, Recreation & Facilities Department will monitor and report on mass care activities throughout assessment, response and recovery. Primary and support organizations will provide sufficient personnel to staff the Town of Wickenburg Emergency Operations Center. If the emergency increases in duration, scope or complexity, the demands for support will be immediate and continuous and may involve County, State and Federal entities. Involving tiered levels of government will be a slow process and require authorization by the appropriate elected or appointed officials. It will be the responsibility of ESF 6 to have procedures in place and have them deployed to stay ahead of the incident.

**Town of Wickenburg Parks, Recreation & Facilities Division will:**

- Act as team leader for ESF 6.
- Provide emergency shelter operations for disaster victims.
  - Use of existing structures as shelter sites.
  - Creation of temporary facilities.
  - Decontamination prior to shelter entrance.
  - Evacuees to be registered and provided shelter and food by the American Red Cross or school district, or another voluntary agency.
- Shelter management personnel will collect evacuees' personal information upon entering the shelter and maintain accountability on evacuees leaving the shelter by use of a central database.
- Provide for feeding disaster victims and emergency workers.
- Establish contact with The American Red Cross Grand Canyon Chapter and request an American Red Cross representative to report to the Town of Wickenburg EOC if event requires.

- Contact the Maricopa County Animal Care and Control to implement plans to provide relief to domestic animals, assurance of their care, search for their owners, and provisions for sheltering while their owners are in congregate shelter or reception centers. The Arizona Humane Society will assist with this operation.
- Information for victims transported to a medical care facility or field hospital will be collected from field units by ESF 8 (Health and Medical) and forwarded to ESF 6 personnel for entry into the computer database.
- ESF 6 personnel will contact other state, county, and community EOCs, and hospitals to collect and maintain information on evacuees if applicable.
- ESF 6 personnel will collect and maintain information of officially confirmed fatalities.

**Town of Wickenburg Police Department will:**

- Provide security and traffic direction as needed for shelter facilities and activities.

**Town of Wickenburg Fire Department will:**

- Develop a computer database for collection of NOK information and persons transported and/or checked into a medical care facility or field hospital.
- During an evacuation, collect next of kin (NOK) information for entry into a computer database for disaster victims who cannot or refuse to evacuate.
- During an evacuation, collect information from the database and forward this information to ESF 6 personnel.

**Town of Wickenburg Public Works will:**

- Provide support for shelter operations.

**Town of Wickenburg Communications and Public Affairs will:**

- Coordinate the release of available victim information via one or more of the following options:  
     Town of Wickenburg Internet site  
     Town of Wickenburg Channel 11  
     Local network TV stations
- Only information provided by the victim and collected by ESF 6 will be released.

**Volunteer Organizations will:**

- Provide credentialed volunteers and sheltering assets to assist with sheltering needs.
- Coordinate faith-based organizations to support mass care needs. Assist with special population sheltering needs.

**Wickenburg Unified School District may:**

- Provide listings of schools that can be used for shelters or to support shelter activities when requested.
- Provide facilities as available to support mass care needs.
- Assist in the coordination of school transportation assets as required.

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- Provide facilities as available to support mass care needs.
- Assist in the coordination of school transportation assets as required.
- Provide listings of schools that can be used for shelters or to support shelter activities when requested.
- Provide facilities as available to support mass care needs.
- Assist in the coordination of school transportation assets as required.

**Maricopa County Animal Care and Control may:**

- Implement plans to provide relief to domestic animals, search for their owners, and make provisions for their care and sheltering while their owners are in congregate shelter or reception centers.

**Maricopa County Environmental Services may:**

Monitor health and sanitation conditions of mass care sheltering sites.

**The American Red Cross Grand Canyon Chapter may:**

- Coordinate with Parks, Recreation & Facilities to provide mass care services, food, water, mobile kitchens, and personnel to support mass care needs.
- Establish Disaster Welfare System for disaster victims registering at local authorized shelters.

**The Salvation Army may:**

- Provide food, water, mobile kitchens, and personnel to support mass care needs.
- Provide financial counseling, food boxes, bedding, lodging, clean up kits, and other assistance needs.

**The Arizona Restaurant Association may:**

- Assist in procurement of food supplies to assist in feeding at mass care sites.

**Direction, Control and Coordination**

The Primary Agency will report to the Operations Section Chief and may be assigned as a Branch Coordinator or Unit Leader. ESF 6 Support Agencies will report to the ESF 6 Primary Agency. Arizona's ESF 6 Team will coordinate closely with the federal ESF 6 team if Federal Emergency Management Agency (FEMA) activates that team. Local mass care organizations including the Central Arizona Chapter of the ARC will coordinate their activities with the Town of Wickenburg EOC. Local level emergency requests for Town or county mass care resources and services communicated to the Town of Wickenburg EOC will be directed to the respective ESF 6 personnel for action. Local ARC Chapters have first line responsibility for the provision of ARC disaster services within the jurisdiction. Each Chapter maintains plans, resources and an operational structure adequate to ensure an effective response. Local mass care organizations will coordinate with Town and state level peers to define federal mission assignments and to provide necessary updates on activities.

**Information, Collection and Dissemination:**

All Town ESF 6 asset deployments and recalls will be tracked through the EOC on appropriate ICS forms or emergency management software. ESF 6 information will be collected through the Operations Section. NOK information will be relayed to Operations. Shelter information will be relayed to Operations. Mass Care information for public release will be channeled through the EOC Communications Section.

**Administration, Finance and Logistics:**

All Town Mass Care resources will be used on a priority basis to save lives and property. The assets available to ESF 6 will be used to assist emergency operations first. All expenses associated to this incident will be charged to a cost center that will be provided by the EOC Finance Section who will document and provide copies of all expenditures and charges. Extraordinary financial obligations will be assumed only with the prior approval of the Town Manager. Emergency expenditures will be incurred in accordance with Wickenburg Town Code 4-4-6 Special Circumstances, Emergencies.

**Authorities and References: See Basic Plan**

## **ESF 7 – Resource Management**

### **PRIMARY AGENCY:**

Town of Wickenburg Finance Department

### **SUPPORT AGENCIES:**

Town of Wickenburg – All Divisions and Departments  
Maricopa County Department of Emergency Management (MCDEM)  
Arizona Division of Emergency Management (ADEM)  
Arizona National Guard (AZANG)  
American Red Cross (ARC) – Central Arizona Chapter  
Voluntary Organizations Active in Disasters (VOAD)

### **Purpose:**

The purpose of ESF 7 is to establish responsibilities, policies and procedures for requesting, coordinating and obtaining emergency resources by Town , Local, State, Federal agencies, and voluntary organizations in response to a natural or human-caused emergency or disaster.

### **Scope:**

ESF 7 is designed to provide logistical Resource Support to Town organizations throughout emergency or disaster response operations and for requirements not specifically identified in other ESFs. This ESF will also support the effort and activity necessary to evaluate, locate, obtain and provide essential material resources.

### **Situation Overview:**

Disasters have an immediate impact on Town and state resources resulting in shortages of vital supplies. In addition, specialized equipment and services may be required to save lives, protect, and restore property during response and recovery operations. Quick identification, procurement, and allocation of resources are vital to ensure effective Town wide emergency operations.

### **Assumptions:**

Town of Wickenburg infrastructure will sustain damage that will limit the means and accessibility for relief services and supplies. Several jurisdictions will compete for the same resources. Major disasters may require the activation of Town staging areas in order to expedite the delivery to the site of the emergency. Logistical resource support will be required for the immediate relief response. When the incident requires additional resources or resources not available in the Town of Wickenburg requests will need to be made to the Maricopa County Division of Emergency Management. ESF 7 is responsible for securing resources outside the Town of Wickenburg.

### **Concept of Operations:**

The Town of Wickenburg Finance Department is the lead agency for ESF 7. The director of finance or a designee will act as the team leader for ESF 7 in the Town of Wickenburg EOC. The sub-divisions working under Finance will include Town of Wickenburg Accounting, Budget, Central Supply, Environmental Management, Fleet Services, Purchasing, Risk Management, Tax & License and Utility Services. All support agencies for Resource Management will report to ESF 7 and function under their direction.

### **Organization and Assignment of Responsibility:**

All ESF 7 organizations are responsible for development of internal SOPs that support ESF 7 and EOC operations. The following organizations have these specific emergency responsibilities with respect to resource support:

#### **Director of Finance will:**

- Coordinate with Town department personnel to obtain needed emergency equipment, supplies, and services.
- Request approval for suspension of purchasing and contracting requirements as defined by Town Code and directives during the period of the emergency.
- Establish funding for the disaster.
- Consolidate and maintain a unified Town wide inventory of buildings, supplies, and equipment available for disaster response and recovery.
- Establish staging areas for equipment/personnel in coordination with Operation Section Chief.
- Town departments/divisions will document their requests through ESF 7, which will be reviewed by the Director to determine the most effective sources of supply and funding.
- Charge all expenses associated to this incident to a cost center that will be provided by the Finance Division.
- Document and provide copies of all expenditures and charges to the EOC Finance Section.
  - The Director will coordinate with other ESF #7 team members for the following resource support concerns:
    - Resources available through charitable/volunteer organizations.
    - Services available from Town, state or federal departments for disaster victims.
    - Services available from Town, state or federal departments for transportation and logistical support.
    - Research Town, state, or federal funding available for resource support.
  - Utilize an emergency procurement liaison from each department to assist with locating resources if required.

**Town of Wickenburg Fire Department will:**

- Assign Resource Management Chief or designee to assume role of Finance/Administration Chief.

**Town of Wickenburg Information Technology will:**

- Assist in the coordination of computers, telephones, radios, and other communications equipment for response and recovery operations as needed.
- Provide technical and maintenance support services for computers, telephones, radios, and other communications equipment as needed.

**Town of Wickenburg Police Department will:**

- Provide traffic control activities for movement of resources into staging areas and at the site of the emergency.
- Provide security for resources at staging areas on Town owned property or as directed by the Police Chief or Town of Wickenburg Emergency Manager.
- Assist in the coordination of communications resources.
- Assist in the delivery of emergency resources when required.

**Town of Wickenburg Public Works Department will:**

- Transport Town resources to the site of the emergency.
- In coordination with the Operations Section Identify Town -level staging areas and support their operation.
- Identify Town facilities that can be used to house responders and/or equipment related to disaster response.
- Coordinate with county and state departments as needed to support Town -level operations.
- Coordinate with Wickenburg Airport Operations for any air transportation resources.

**Maricopa County Department of Emergency Management may:**

- Assist in the coordination of resource support within capability.

**Arizona Division of Emergency Management may:**

- Assist in the coordination of resource support within capability.

**Arizona National Guard, if activated, can:**

- Provide emergency water purification where potable water is not available to the residents.
- Provide resources and personnel as required.

**American Red Cross may:**

- Coordinate with the Town of Wickenburg EOC address unmet resource needs of disaster victims.

**Voluntary Organizations Active in Disasters may:**

- Coordinate with the Town of Wickenburg EOC to address unmet needs of disaster victims.
- Refer to the Donations and Volunteer Management Support Annex in this Plan.

**Direction, Control and Coordination:**

All resource management assets will be controlled and assigned from the EOC. The Primary Agency will report to the Administration/Finance Section Chief and may be assigned as Branch Coordinator or Unit Leader. ESF 7 Support Agencies will report to the ESF 7 Primary Agency.

**Information, Collection and Dissemination:**

All Town resource management deployments and recalls will be tracked through the EOC on appropriate ICS forms or emergency management software. Information will be collected through the Finance/Administration Section. Resource Management information for public release will be channeled through the EOC Communications Section.

**Administration, Finance and Logistics:**

All expenses associated to this incident will be charged to a cost center that will be provided by the EOC Finance Section who will document and provide copies of all expenditures and charges. Extraordinary financial obligations will be assumed only with the prior approval of the Town Manager. Emergency expenditures will be incurred in accordance with Wickenburg Town Code 4-4-6 Special Circumstances; Emergencies.

**Authorities and References: See Basic Plan**



## **ESF 8 - Health and Medical**

### **PRIMARY AGENCY:**

Town of Wickenburg Fire Department

### **SUPPORT AGENCIES:**

Town of Wickenburg Police Department  
Town of Wickenburg Municipal Utilities Division  
Maricopa County Medical Examiner  
Maricopa County Department of Public Health (MCDPH)  
Maricopa County Department of Human Services  
Maricopa County Sheriff's Office (MCSO)  
Maricopa County Department of Emergency Management (MCDEM)  
Arizona Department of Environmental Quality (ADEQ)  
Arizona Department of Health Services (AZDHS)  
Arizona Department of Public Safety  
Arizona Veterinary Medical Association (AZVMA)  
American Red Cross (ARC) Central Arizona Chapter  
City of Phoenix Metropolitan Medical Response System (MMRS)  
City of Tucson MMRS  
City of Mesa MMRS  
Local Hospitals  
Lifeline Ambulance

### **Purpose:**

ESF 8 addresses the health and medical needs of affected communities during and after an emergency or disaster.

### **Scope:**

ESF 8 addresses the assessment of health needs, health surveillance and provision of related services and supplies. ESF 8 will identify and seek solutions to caring for special needs populations. To identify areas where health problems could occur, release health recommendation to the public and research and consultation on potential health hazards. ESF 8 will also address needs for mental health assistance and veterinary services.

### **Situation Overview:**

Disasters occurring in Town of Wickenburg would impact community health standards. Wastewater, solid waste, potable water, and health services would most likely be affected. Provision of health services will be needed for those who are injured or sick due to the disaster as well as to those with pre-existing conditions or populations with special needs. The Maricopa County Public Health Department provides Public Health Services including water and food safety and control of disease outbreaks. They will be tasked with meeting public health needs following a disaster or emergency. If MCDPH is overwhelmed during emergencies, they may request state support from ESF 8 through the State of Arizona Emergency Operations Center (EOC). Arizona Department of Health Services (AZDHS) will maintain the capabilities to initiate coordinated emergency health and medical care and may augment local governments and request federal emergency medical assistance during an emergency/disaster.

**Assumptions:**

Local hospitals would notify MCDPH and AZDHS of the status of communicable disease emergencies and the need for assistance for public health issues. Public Health emergencies will overwhelm MCDPH and ADHS capability. The primary hazardous event may not initiate a public health emergency but secondary events may do so. Disruption of utility services and facilities, loss of power and massing of people in shelters will increase the potential for disease and injury. A major medical and environmental emergency resulting from chemical, biological, radiological, nuclear or explosive (CBRNE) weapons of mass destruction (WMD) could produce a large concentration of specialized injuries and problems that could overwhelm the local, county, and state public health and medical care system(s).

**Concept of Operations:**

The Town of Wickenburg Fire Department is the lead agency for ESF 8 and the Town's primary liaison with (MCDPH) and ADHS. MCDPH and ADHS liaisons may or may not be available to staff the Town of Wickenburg EOC; in the event of their absence the Wickenburg Fire Department will coordinate with local hospitals, medical units at the site of the emergency and work with ESF 8 support organizations in the Town of Wickenburg EOC to meet the needs of affected communities.

**Organization and Assignment of Responsibility:**

ESF 8 organizations will be activated by the Wickenburg EOC for assessment, response, and recovery operations based on the needs of the emergency. Primary and Support Agencies for the Town health function will coordinate with each other in the Town of Wickenburg EOC to ensure the most effective use of personnel and equipment.

**Wickenburg Fire Department will:**

- Assume the leadership of ESF 8 and send a member to the Operations Section.
- Conduct health assessments at the site of the emergency to identify missions for the county, state, and federal ESF 8 providers.
- Arrange for logistical support from county, state, and federal health personnel.
- Serve as coordination between various health organizations in the community.
- Supply personnel and equipment to assist in public health needs missions.
- Arrange for evaluation/assessment of the safety of food and water affected by the disaster.
- Assess and make recommendations concerning the public health needs of emergency responders.
- Assess and make recommendations concerning the public health needs of special needs populations.
- Assess and make recommendations concerning the public health needs of animals.
- Coordinate mental health assistance to disaster victims and responders.
- Provide health advisories and public health information to the general public.
- Arrange for potable water and disposal of wastewater, and solid waste.
- Make provisions for expanded mortuary services.

- Coordinate public Information releases with ESF 15 Public Information.

**Town of Wickenburg Police Department will:**

- Coordinate and/or provide security at incident site and medical treatment sites.

**Town of Wickenburg Municipal Utilities Division will:**

- Assist in the coordination of water hauling programs.
- Assess the status and availability of potable water.
- Assess the status of the sanitation system within the Town.
- Coordinate chemical toilets and other temporary facilities for the disposal of human waste.

**Maricopa County Medical Examiner may:**

- Manage incident fatalities in coordination with the Incident Commander.

**Maricopa County Department of Emergency Management may:**

- Assist in the coordination of medical resources or assets to support disaster response and recovery operations.

**Maricopa County Department of Public Health may:**

- Conduct public health assessments affected communities where health problems could occur.
- Maintain ongoing public health surveillance of affected.
- Conduct food service sanitation programs.
- Provide suggestions for household sewage disposal, housing sanitation, vector control, and public health nuisances.
- Coordinate county response to public health problems at the Town of Wickenburg EOC.
- Assess public health concerns regarding mass fatality efforts in affected communities.
- Provide prophylaxis, including vaccines and immunizations, as needed during the emergency.
- Implement local and regional protective measures.
- Coordinate public health and medical services and information.
- Coordinate stockpile assets for medical providers in support of immediate medical response operations.
- Provide medical equipment and supplies in support of immediate medical response operations and for restocking health care facilities.
- Coordinate with state, local, and tribal medical, mental health, substance abuse, public health officials, and the private sector to determine current assistance requirements needed to support the requests

- Coordinate the activities necessary to provide the staff, supplies, and facilities to treat victims suffering from disaster-related mental disorders, with particular emphasis on Section 416, Public Law 93-288.
- Monitor adverse treatment reactions.
- Coordinate public health and medical services.
- Provide comprehensive stress management strategies, programs, and crisis response teams.
- Assist in disease control, quarantine, containment, and eradication.

**Maricopa County Department of Human Services may:**

- Provide personnel, training, and services to assist local organizations in providing for the emergency needs of mental, intellectual and/or developmentally disabled emergency victims.
- Coordinate with state, local, and tribal medical, mental health, substance abuse, public health officials and private sector to determine current assistance requirements needed to support those affected.

**Maricopa County Sheriff's Office may:**

- Coordinate with County Emergency Manager for support of state MMRS Team.
- Contact Arizona Department of Public Safety (DPS) operational and/or regional dispatch centers to request activation of a state MMRS Team.
- Provide incident command structure for MMRS response.
- Contact responding MMRS cities to advice of cost reimbursement opportunities upon receipt of available funds as appropriate.

**Maricopa County Environmental Services may:**

- Coordinate drinking water, waste disposal, and environmental safety information with local, county and state health departments.
- Provide a listing of laboratories offering microbiological, organic and inorganic analysis.
- Provide environmental assessments as needed.

**Arizona Department of Environmental Quality will:**

- Coordinate drinking water, waste disposal, and environmental safety information with local, county and state health departments.
- Provide a listing of laboratories offering microbiological, organic and inorganic analysis.
- Provide environmental assessments as needed.

**Arizona Department of Health Services may:**

- Assist in the identification and delivery of needed medicines, medical supplies, and services during emergencies.
- Aid in identifying suspected biological and chemical agents in support of MMRS Team(s).

- Identify subsequent public health issues and report to MMRS Response Team(s) and activated EOCs.
- Coordinate local hospital requirements.

**Arizona Department of Public Safety may:**

- Activate State MMRS.
- Provide a transportation corridor for responding agencies.
- Provide personnel and equipment to assist in transport of material.
- Provide security and traffic control for Strategic National Stockpile (SNS) if activated.

**Arizona Veterinary Medical Association will:**

- Provide information to local veterinarians on animal-related issues that may occur during emergencies.

**City of Mesa MMRS may:**

- Coordinate appropriate resources to respond to the scene in accordance with the MMRS Standard Operating Guidelines (SOG).

**City of Phoenix MMRS may:**

- Coordinate appropriate resources to respond to the scene in accordance with the MMRS SOGs.

**City of Tucson MMRS may:**

- Coordinate appropriate resources to respond to the scene in accordance with the MMRS SOGs.

**American Red Cross, Central Arizona Chapter may:**

- Coordinate with county agencies for health-related and mental health-related issues in shelters, Service Centers, Outreach Teams, Emergency Assistance Teams (EAT) and Integrated Care Teams (ICT).

**Local Hospitals will:**

- Provide emergency services in health emergencies.
- Conduct health monitoring and surveillance programs.
- Notify the Town of Wickenburg ESF 8, and MCDPH of the status of local health emergencies and the need for assistance.

**Lifeline Ambulance Service will:**

- Assist in providing emergency medical transportation.

**Direction, Control and Coordination:**

All Health and Medical assets will be controlled and assigned from the EOC. The Primary Agency will report to the Administration/Finance Section Chief and may be assigned as Branch Coordinator or Unit Leader. ESF 8 Support Agencies will report to the ESF 8 Primary Agency.

**Information, Collection and Dissemination:**

All Town Health and Medical deployments and recalls will be tracked through the EOC on appropriate ICS forms or emergency management software. Information will be collected through the Operations Section. Health and Medical information for public release will be channeled through the EOC Communications Section.

**Administration, Finance and Logistics:**

All expenses associated to this incident will be charged to a cost center that will be provided by the EOC Finance Section who will document and provide copies of all expenditures and charges. Extraordinary financial obligations will be assumed only with the prior approval of the Town Manager. Emergency expenditures will be incurred in accordance with Wickenburg Town Code 4-4-6 Special Circumstances; Emergencies.

**Authorities and References:**

Tab A – Public Health Issues

## **Tab A - Public Health Issues**

1. The Town of Wickenburg participates in a number of programs to address health-related issues to include both WMD and naturally occurring diseases or outbreaks.
2. The Town of Wickenburg, in cooperation with the Maricopa County Public Health Department, participates in the Cities Readiness Initiative (CRI), a program established by the Centers for Disease Control and Prevention (CDC). This initiative is designed to enhance the ability of cities to rapidly dispense lifesaving drugs to their population and to minimize loss of lives during catastrophic public health events. The primary goal of CRI is to dispense needed drugs to 100% of the population within 48 hours.
  - a. In order to dispense drugs in an effective manner, Points of Distribution (PODs) are designated at numerous locations within the Town of Wickenburg and other locations throughout the Valley.
  - b. Plans and procedures have been developed by the Maricopa County Public Health Department and the Town of Wickenburg to establish locations, provide security, traffic management, notification and other required functions.
3. The Town of Wickenburg also participates, in cooperation with the Maricopa County Public Health Department, in implementation of a mass immunization program. Immunization and prophylaxis are medical responses that occur in a variety of situations and the distinguishing characteristic of each in a bioterrorism event, as opposed to normal outbreak situations fall into two categories: scope of coverage (a very large number of potentially affected people) and timeliness (a very short window of opportunity for effective response).
4. The Wickenburg Community Hospital and private medical practitioners are required, by law, to report contagious, certain other diseases and suspicious medical disease findings to the Maricopa County Public Health Department and/or the Arizona Department of Health Services. If warranted, depending on the type of disease, frequency and other factors, the Epidemiology Divisions of these Public Health Departments will initiate an investigation of the cause or causes. Surveillance programs in the Town of Wickenburg, in cooperation with the Arizona Department of Health Services, support other types of sampling programs.

## **ESF 9 - Search and Rescue**

### **PRIMARY AGENCY:**

Town of Wickenburg Fire Department

### **SUPPORT AGENCIES:**

Town of Wickenburg Police Department  
Town of Wickenburg Public Works Department  
Town of Wickenburg Communications and Public Affairs Office  
Arizona Search Track and Rescue, Inc.  
Arizona Urban Search and Rescue Task Force (USAR AZTF-1)  
Federal Emergency Management Agency (FEMA)  
Maricopa County Department of Emergency Management (MCDEM)  
Maricopa County Medical Examiner's Office

### **Purpose:**

ESF 9 provides for the guidance and organization of Town departments, local, county, state and federal agencies that may be employed during Search and Rescue (SAR) operations. SAR operations may include the location, recovery, and extrication of victims who become lost or entrapped as the result of a major disaster or life-threatening emergency.

### **Scope:**

ESF 9 relates to the function of search and rescue. These activities include search and rescue of confined or open space emergencies where the primary danger is compression, asphyxiation or exposure, as well as water search and recovery efforts and searches for missing people

### **Situation Overview:**

Town of Wickenburg departments may be called upon to initiate SAR missions that may require the utilization of air, ground, and water rescue operations to preserve life. Departments must consider hazards such as fire, confined space, high angle, water or hazardous materials rescues. Responders may face added difficulties after a disaster because of extensive damage to the local infrastructure causing safety and health hazards such as downed power lines, unstable foundations or structures, exposure to biohazards, toxins, and blood-borne pathogens; all of which could be complicated by severe weather conditions.

### **Assumptions:**

The Town of Wickenburg will have infrastructure damage. This damage will affect the ability to provide for relief services and supplies. Disaster responses, which require Search and Rescue, may be difficult to coordinate effectively during the immediate post-disaster phase. Dependent on the complexity of the event and the SAR challenges, Town resources will quickly be overwhelmed and several jurisdictions may compete for the same resources.



### **Concept of Operations:**

The Town of Wickenburg Fire Department is responsible for activating and notifying the ESF 9 Team for assessment, response, and recovery activities during emergencies. The Town of Wickenburg Fire Chief and/or his designee are the primary contact point for ESF 9 SAR operations in the Emergency Operations Center (EOC). When it is determined that the scope of the incident will or has overwhelmed Town resources, the EOC will contact the Maricopa County Department of Emergency Management (MCDEM) and request that the Department of Emergency Management and the Federal Emergency Management Agency (FEMA) activate the National Urban Search & Rescue (US&R) Response system. A survival window for many victims occurs within the first 48 hours of the incident. A concentration of efforts should be directed then towards locations where the greatest potential for survivors exists.

### **Organization and Assignment of Responsibility:**

In daily operations the Town of Wickenburg Fire Department is responsible for search and rescue in the Town and may be called for response in unincorporated areas. As the primary agency, the Town of Wickenburg Fire Department, supported by the identified support agencies, will ensure that Search and Rescue response and recovery activities are completed.

### **Town of Wickenburg Fire Department will:**

- When requested, the Fire Chief and/or his designee will go to the Town of Wickenburg EOC.
- The Fire Department representative will brief the EOC representatives and coordinate between all Town, state and federal resources involved in ESF 9.
- Assure that each agency involved in the SAR mission(s) maintain authority with its jurisdiction and relay regular reports to ESF 9.
- Begin to acquire the resources necessary to meet the needs of the responders.
- Submit all requests for mutual-aid support through established channels and the Incident Commander will insure that resources at the scene are integrated into the established ICS.
- Provide a staging area for all incoming agencies to be involved in the SAR mission(s).
- Establish intra-operable communications.
- Determine the best location for the media and establish a media briefing. The Town of Wickenburg Communications and Public Affairs office will serve as the point of contact to the media for Town level emergencies, or if activated, ESF 15 (Public Information).
- Account for all equipment utilized during the mission(s). Properly record resources used and cost incurred if applicable and forward to Logistics and Finance/Administration Sections.
- Will assure that all final reports and documentation shall be maintained by each agency with copies being provided both to Administration/Finance Section for inclusion in possible reimbursement requests.

**Town of Wickenburg Police Department will:**

- Assist in SAR operations.
- Provide site security and access restrictions to areas upon request.

**Town of Wickenburg Public Works Department will:**

- Provide personnel and resources including heavy equipment and operators as requested.
- Provide for the transportation of supplies and equipment to the affected area(s).
- Assist with matter expertise.
- Provide portable power and lighting as needed.

**Town of Wickenburg Communications and Public Affairs Office will:**

- Provide on scene and/or EOC representatives to coordinate interaction with media sources
- Establish regular media briefings for extended operations.

**Arizona Urban Search and Rescue Task Force may (if activated):**

- Assist in the provision of Structural Collapse Rescue.
- Assist in the provision of Trench Collapse Rescue.
- Assist in the provision of Medical Team Support.
- Assist in the provision of K-9 Search and Rescue.
- Assist in the provision of Water Rescue.
- Assist in the provision of High, Medium, and Steep Angle Rescue.

**Arizona Search Track and Rescue, Inc. may:**

- Provide SAR resources as a volunteer organization.

**Federal Emergency Management Agency (FEMA) may:**

- Upon declaration and authorization assist in SAR efforts once local resources have been depleted or overwhelmed.

**Maricopa County Department of Emergency Management (MCDEM) may:**

- Upon declaration and authorization assist in SAR efforts once local resources have been depleted or overwhelmed.

**Maricopa County Medical Examiner's Office may:**

- Assist in recovery and care of fatalities in SAR operations.

**Direction, Control and Coordination:**

All SAR assets will be controlled and assigned from the EOC. The Primary Agency will report to the Operations Section Chief and may be assigned as Branch Coordinator or Unit Leader. ESF 9 Support Agencies will report to the ESF 9 Primary Agency.

**Information, Collection and Dissemination:**

All Town SAR deployments and recalls will be tracked through the EOC on appropriate ICS forms or emergency management software. Information will be collected through the Operations Section. SAR information for public release will be channeled through the EOC Communications Section.

**Administration, Finance and Logistics:**

All expenses associated to this incident will be charged to a cost center that will be provided by the EOC Finance Section who will document and provide copies of all expenditures and charges. Extraordinary financial obligations will be assumed only with the prior approval of the Town Manager. Emergency expenditures will be incurred in accordance with Wickenburg Town Code 4-4-6 Special Circumstances; Emergencies.

**Authorities and References: See Basic Plan**

## **ESF 10 – Oil & Hazardous Materials**

### **PRIMARY AGENCY:**

Town of Wickenburg Fire Department

### **SUPPORT AGENCIES:**

Town of Wickenburg Parks, Recreation & Facilities Department  
Town of Wickenburg Finance Department  
Town of Wickenburg Municipal Utilities  
Town of Wickenburg Police Department  
Town of Wickenburg Public Works Department  
Arizona Department of Environmental Quality  
Arizona Department of Public Safety  
Wickenburg School District  
Maricopa County Air Quality Department  
Arizona Fire Service Mutual Aid Plan Region 1  
Metropolitan Medical Response System  
The American Red Cross Grand Canyon Chapter  
91<sup>st</sup> WMD Civil Support Team

### **Purpose:**

ESF 10 offers guidance in the coordination and application of Town resources during hazardous materials response operations.

### **Scope:**

ESF 10 is designed to coordinate hazardous materials operations in order to rapidly identify, contain, and mitigate a hazardous materials release; rescue, decontaminate and treat victims exposed to the hazard; limit damage and effectively protect responders and at-risk populations.

### **Situation Overview:**

The Town of Wickenburg Fire Department is responsible for the coordination and application of Town resources to support the Town of Wickenburg and its regional partners during a HAZMAT incident. If necessary, specialized HAZMAT response teams or response organizations may be brought in to assist on scene in the response to and mitigation of the release of a hazardous material.

### **Assumptions:**

An accidental release of HAZMAT could pose a threat to the local population or environment and may require the evacuation of residents at any location within the Town of Wickenburg. In most HAZMAT situations, individual department personnel and equipment provided through automatic mutual aid agreements should be adequate to respond to any disaster. However, if the Town has exhausted all of its resources and a local disaster emergency declaration has been made, county, state and federal resources may be made available.

### **Concept of Operations:**

The Town of Wickenburg Fire Department is the primary agency for ESF 10. They will coordinate with the Incident Commander at the site of the disaster. The first department unit on the scene will alert other responders regarding the status of the situation. The Incident Commander is responsible for advising decision makers about the risks associated by the threat and recommending methods for response and immediate actions.

### **Organization and Assignment of Responsibility:**

All ESF #10 organizations are responsible for development of internal Standard Operating Procedures (SOPs) that support ESF #10 and EOC operations.

### **Wickenburg Fire Department will:**

- Send a member of the Fire Department HAZMAT team to the EOC upon its activation.
- From this location the coordinator will report on the risks and methods for HAZMAT response, including coordination of fire activities with affected Town disaster areas.
- Each HAZMAT team will maintain authority within its own jurisdiction and relay reports during emergency operations to the HAZMAT Coordinator in the EOC.
- Establish a Unified Command Post in conjunction with the Wickenburg Police Department to control operations at the scene of a HAZMAT incident.
- Track resource availability for HAZMAT response on a Town wide or area-specific basis.
- Maintain records of facilities in and near Wickenburg that store reportable quantities of hazardous materials.
- Assist in removal of affected individuals from incident site.
- Provide personal protective equipment (PPE) based upon hazard analysis and risk assessment.
- Monitor all responders for exposure to hazardous materials.
- Identify the scope of the hazardous materials incident.
- Secure contamination source(s) and affected areas.
- Establish decontamination sites.
- Implement actions to resolve the hazardous materials incident for life safety priorities.
- Request evacuation of affected personnel.
- Conduct containment and decontamination operations.
- Identify populations and locations at risk.
- Develop plans, procedures, and protocols to manage evacuations, shelters-in-place and restriction of movement operations.
- Identify course of action to resolve the hazardous materials incident.
- Coordinate rescue efforts with law enforcement to ensure safety of rescuers and residents.

**Town of Wickenburg Parks, Recreation & Facilities Department will:**

- Conduct shelter operations in the event of a mass evacuation
- Maintain database of persons at shelters.

**Town of Wickenburg Finance Department will:**

- Support environmental/hazmat cleanup activities through Risk and Environmental Management as requested by Incident command.
- Determine damage and cost estimates for Town of Wickenburg buildings and infrastructure.

**Town of Wickenburg Municipal Utilities will:**

- Maintain a listing of water resources in the Town.
- When notified of an incident that may impact water or sewer systems, take precautionary actions to prevent damage to those systems.
- If a HAZMAT incident impacts water or sewer systems, check systems for damage and restore service.
- Where appropriate, provide input for protective actions for the public relating to water and sewer systems.

**Town of Wickenburg Police Department will:**

- Establish a Unified Command Post in conjunction with the Wickenburg Fire Department to control operations at the scene of a HAZMAT incident.
- Control access to the immediate incident site for safety and limit entry to authorized personnel only.
- Perform traffic control in and around the incident site and along evacuation routes.
- Assist in the evacuation of residents when requested by the Unified Command.

**Town of Wickenburg Public Works Department will:**

- Provide materials for spill containment as required.
- Coordinate special resources for HAZMAT response as required.
- Provide logistical support for HAZMAT response as required.
- Assist in maintaining access to arterial roadway corridors for HAZMAT response equipment.
- Provide equipment such as trucks, backhoes, loaders, and bulldozers, on an as needed basis.
- When requested, provide barricades to isolate the incident site.

**Arizona Department of Environmental Quality will:**

- Assume the role of State On-Scene Coordinator (SOSC) for environmental emergencies.
- Provide subject matter experts for proper management and disposal of hazardous materials.
- Be Point of Contact (POC) as liaison to federal On-Scene Coordinator.

**Arizona Department of Public Safety will:**

- Provide on-site coordination with hazardous materials transportation emergencies.

**Wickenburg School District may:**

- Provide transportation resources in the event of mass evacuation.

**Maricopa County Air Quality Department will:**

- Be POC for environmental concerns that involve the County.
- Provide subject matter experts for proper management of air-borne or aerosolized hazardous materials.

**Arizona Fire Service Mutual Aid Plan Region 1 will:**

- Support fire agencies in a coordinated and rehearsed manner to the increasing needs as identified by the Incident Commander.
- Their response will not require a formal request for assistance but rather will be a part of the automatic-aid agreements currently in place within the Phoenix/Mesa Auto-aid Consortiums.
- Upon exhaustion of regional support Maricopa County Department of Emergency Management will be notified and requests will be made for state and federal assets including the National Guard.

**Metropolitan Medical Response System may:**

- Provide decontamination assets and patient management modules as needed.

**American Red Cross Grand Canyon Chapter Grand Canyon may:**

- Coordinate with Parks, Recreation & Facilities to provide for evacuation, sheltering and potential prolonged management of displaced residents.

**The 91st WMD Civil Support Team may:**

- Provide rapid confirmatory analysis of chemical and radiological hazards.

**Direction, Control and Coordination:**

All HAZMAT assets will be controlled and assigned from the EOC. The Primary Agency will report to the Operations Section Chief and may be assigned as Branch Coordinator or Unit Leader. ESF 10 Support Agencies will report to the ESF 10 Primary Agency.

**Information, Collection and Dissemination:**

All HAZMAT deployments and recalls will be tracked through the EOC on appropriate ICS forms or emergency management software. Information will be collected through the Operations Section. HAZMAT information for public release will be channeled through the EOC Communications Section.

**Administration, Finance and Logistics:**

All expenses associated to this incident will be charged to a cost center that will be provided by the EOC Finance Section who will document and provide copies of all expenditures and charges. Extraordinary financial obligations will be assumed only with the prior approval of the Town Manager. Emergency expenditures will be incurred in accordance with Wickenburg Town Code 4-4-6 Special Circumstances; Emergencies.

**Authorities and References: See Basic Plan**

## **ESF 11 – Agriculture & Natural Resources**

### **PRIMARY AGENCY:**

Town of Wickenburg – EOC - Logistics Section  
Town of Wickenburg Parks, Recreation & Facilities

### **SUPPORT AGENCIES:**

Town of Wickenburg Environmental Management  
Town of Wickenburg Fire Department  
Town of Wickenburg Police Department  
Town of Wickenburg Public Works Department  
American Red Cross—Grand Canyon Chapter Disaster Relief  
Arizona Agriculture Extension Service  
Arizona Department of Agriculture  
Arizona Division of Emergency Management  
Arizona Department of Environmental Quality  
Arizona Department of Health Services  
Arizona National Guard  
Central Region Citizen Corps Council  
Wickenburg School District  
Federal Emergency Management Agency (FEMA)  
Local Faith Based Churches/Organizations  
Local grocers/grocery supply/wholesale food vendors  
Local Social Services/Homeless Programs  
Maricopa County Department of Emergency Management  
Maricopa County Health Services  
Meals-On-Wheels  
The American Red Cross Grand Canyon Chapter  
The Salvation Army  
United Food Bank  
Volunteer Organizations Active in Disasters (VOAD)

### **Purpose:**

ESF 11 addresses the assessment of human needs in affected areas throughout the disaster and provides for emergency food assistance to the affected population. ESF 11 will develop and issue public health and safety recommendations, advisories and related public notification and identify and implement appropriate agriculture assistance programs.

### **Scope:**

ESF 11 is designed to promote the coordination and delivery of food, water and ice supplies and communication within the agriculture community as part of the overall incident management effort throughout the Town. The East Valley cities and volunteer agencies will be requested to coordinate all Food Services support activities within the Town of Wickenburg through ESF 11.



**Situation Overview:**

Disasters and/or emergencies may occur in Town of Wickenburg that will impact agriculture including crops, livestock, food supplies and related agricultural concerns. County, state and federal agricultural and emergency assistance is likely to be required during and following disasters and/or emergencies of this kind. The emergency response will require a substantial interaction among all primary and support agencies.

**Assumptions:**

The Town will receive notification concerning the status of local agricultural emergencies and the need for assistance.

Disasters and/or emergencies that disrupt the commercial food supply may overwhelm local agricultural assistance and emergency food programs.

Animal or plant disease, food, milk or dairy product contamination within the United States may affect the State of Arizona and the Town of Wickenburg resulting in isolation and quarantine measures.

Vector-borne diseases can spread very quickly, necessitating quick response over a potentially wide area.

Immediate isolation and quarantine areas of suspect or confirmed cases may require special operational procedures.

Agricultural emergencies may lead to long-term economic impacts requiring long-term county, state, and federal assistance programs for recovery.

Mobilization of federal and relief agencies may take up to 7 days after a natural or human caused emergency.

**Concept of Operations:**

The Town of Wickenburg has no established Agricultural division. ESF 11 will be assigned to the Logistics Section and become a branch or unit. The shared responsibilities will include several Town employees from other departments who will staff the Town of Wickenburg EOC, coordinate with response and recovery personnel at the site of the disaster, and work with support organizations.

The departments and divisions assigned to ESF 11 will:

- Assist in determining critical food requirements and supply and delivery sources and work with the county, state, relief organizations, and other Town departments to provide food/water/ice to affected areas with the Town.
- Coordinate with appropriate organizations for the deployment of federal, state and county inspectors, sanitarians and veterinarians to adequately assess the situation and provide appropriate response and recovery.
- Aid regarding environmental issues stemming from disposal and/or decontamination activities.
- Coordinate with ESF #7 Resource Support for disposal sites for contaminated animals.

- The Town of Wickenburg ESF #15 Public Information will assist County and State agencies in the preparation and implementation of a communication plan to inform the media and the community.

#### **Organization/Assignment of Responsibility:**

##### **Town of Wickenburg Public Works will:**

- Provide subject matter expertise when Town of Wickenburg infrastructure is threatened by contamination to water and wastewater systems or any spill or toxic release.
- Provide oversight and subject matter expertise local, state and federal regulations during clean-up operations.

##### **Town of Wickenburg Fire Department will:**

- Coordinate and work with federal, state, county, and local relief agencies to assist in the distribution of food and water to affected areas and people.

##### **Town of Wickenburg Police Department will:**

- Work with federal, state and local law enforcement agencies and military organizations to provide local law enforcement services, security, traffic and crowd control where needed.
- Provide containment and/or quarantine enforcement assistance to public health officials as directed.

##### **Town of Wickenburg Public Works Department will:**

- Assist with planning, preparation and help arrange for the identification, acquisition, purchase, and delivery of needed food items, ice, and water for emergency workers.

##### **American Red Cross—Grand Canyon Chapter Disaster Relief may:**

- Assist in the procurement, delivery, and distribution of emergency food/water/ice supplies.
- Establish and operate temporary shelters to accommodate the impacted population.

##### **Arizona Agriculture Extension Service may:**

- Ensure personnel are assigned to the extension offices in the affected communities.
- Maintain daily communications with each affected extension office.
- Set up mail distribution list for affected counties.
- Coordinate emergency activities with AZDA.
- Alert appropriate state and federal organizations of emergency information received from the counties.
- Assist local extension agents in the development of emergency public information.
- Provide personnel and material support to affected communities when required.

**Arizona Department of Agriculture may:**

- Conduct agriculture assessments at the site of the disaster to determine agriculture's needs and priorities.
- Test and/or coordinate disposal of contaminated food, livestock and agricultural products.
- Issue embargo and quarantine orders as needed.
- Coordinate with county-level agricultural emergency response and recovery plans.
- Maintain ongoing agriculture surveillance of affected communities in order to rapidly identify and address agriculture-related problems.

**Arizona Division of Emergency Management may:**

- Assist in the coordination of resources and personnel to support ESF 11 missions.

**Arizona Department of Environmental Quality may:**

- Work with County and State agencies to identify potentially hazardous material impacts on food.

**Arizona Department of Health Services may:**

- Assist in food safety inspections, investigations, and assessments to determine emergency actions and advisories regarding food supplies.

**Arizona National Guard if activated may:**

- Provide transportation, security, and personnel support as agreed.
- Provide construction equipment as agreed.
- Provide any other military resource as agreed.

**Central Region Citizen Corps Council may:**

- Provide credentialed volunteers to assist with food, water and ice distribution

**Wickenburg School District may:**

- Provide facilities as available to assist with feeding, evacuation and sheltering needs.

**Federal Emergency Management Agency (FEMA) may:**

- Assist in the coordination of personnel and resources to support ESF #11 missions.

**Local Faith Based Churches/Organizations may:**

- Serve as distribution sites and assist in identifying sources of food donations for both household distribution and congregate meal service.

**Local grocers/grocery supply/wholesale food vendors may:**

- Provide food, water and ice resources as available.

**Maricopa County Environmental Services Department may:**

- Aid on issues relating to disasters on historic properties.
- Assist in the allocation and prioritization of resources, demographic information, and private sources of food.

**Maricopa County Public Health Services may:**

- Be the primary agency responsible for providing food safety inspections, investigations and/or assessments to determine emergency actions and advisories regarding the food supplies.

**Meals-On-Wheels may:**

- Provide mobile distribution resource as available

**The Salvation Army may:**

- Provide food, water, mobile kitchens, and staff distribution sites.

**United Food Bank may:**

- Provide food resources as available

**Volunteer Organizations Active in Disasters (VOAD) may:**

- Coordinate provision of food and temporary shelter.

**Direction, Control and Coordination:**

All Agriculture and Natural Resources assets will be controlled and assigned from the EOC. The Primary Agency will report to the Logistics Section Chief and may be assigned as Branch Coordinator or Unit Leader. ESF 11 Support Agencies will report to the ESF 11 Primary Agency.

**Information, Collection and Dissemination:**

All Agriculture and Natural Resources deployments and recalls will be tracked through the EOC on appropriate ICS forms or emergency management software. Information will be collected through the Operations Section. Agriculture and Natural Resources information for public release will be channeled through the EOC Communications Section.

**Administration, Finance and Logistics:**

All expenses associated to this incident will be charged to a cost center that will be provided by the EOC Finance Section who will document and provide copies of all expenditures and charges. Extraordinary financial obligations will be assumed only with the prior approval of the Town Manager. Emergency expenditures will be incurred in accordance with Wickenburg Town Code 4-4-6 Special Circumstances; Emergencies.

**Authorities and References: See Basic Plan**

## **ESF 12 - Energy Services**

### **PRIMARY AGENCY:**

Town of Wickenburg Utilities Division

### **SUPPORT AGENCIES:**

Town of Wickenburg Communications and Public Affairs (CAPA)  
Town of Wickenburg Information Technology  
Town of Wickenburg Fire Department  
Town of Wickenburg Public Works Department  
Town of Wickenburg Police Department  
Town of Wickenburg Finance Department  
Arizona Public Service (APS)  
Wickenburg School District  
Maricopa County Department of Emergency Management  
Maricopa County Department of Facilities Management  
Salt River Project (SRP)  
Southwest Gas  
Pipeline Association for Public Awareness

### **Purpose:**

ESF 12 is to establish policies and procedures for providing, maintaining, and restoring Energy services that were interrupted, damaged, or destroyed during and after an emergency. ESF 12 also provides for maintaining a liaison with public utilities providing services in the Town of Wickenburg and to affected areas via local, State, Federal and private resources, to include technical assistance, inspection, evaluation, repair, debris removal, and maintenance of utility services.

### **Scope:**

ESF 12 is designed to provide Energy coordination as part of the overall incident management effort. This coordination includes the various utilities that provide electric, gas, water, sewer, telephone, television, radio, wireless, and cable services to the residents of Wickenburg. Energy support includes coordinating restoration strategies and reviewing emergency plans with the utility providers and making that information available to the residents.

### **Situation Overview:**

In the event of a disaster, either natural or manmade, there may be interruption or severance of key utilities providing energy and essential services. ESF 12 addresses these disruptions and who will provide for restoration and/or temporary measures to sustain life safety energy needs.

### **Assumptions:**

Emergencies/disasters may cause shortages in energy by disrupting transmission or fuel supply levels, or increasing energy use. There will be widespread and possibly prolonged electric, transportation and telecommunications failures. These shortages will cause a sudden influx of requests for services to emergency and public providers.

### **Concept of Operations:**

The primary and support organizations of ESF 12 will coordinate with energy utilities and related governmental and private organizations to provide information for Town - level assessment, response, recovery and restoration operations and the provision of emergency power to support immediate response operations that impact the residents of the Town of Wickenburg.

### **Organization/Assignment of Responsibility:**

#### **Town of Wickenburg Utilities Division will:**

- Provide a representative to the EOC as a liaison with energy providers.
- Assist in assessing energy system damage, supply, demand, and restoration needs.
- Assist in the establishment of energy restoration priorities.
- Check all Town facilities, including mechanical facilities, and evaluate what generation equipment are operating and assess additional needs.
- Assist Town emergency organizations in identifying fuel needed for emergency operations.
- Provide coordination with county, state, and federal ESF 12 organizations in providing energy information and conservation guidance.
- Documenting energy assistance requests received at the EOC from Incident Commanders, emergency responders, and other ESFs.

#### **Town of Wickenburg Communication and Public Affairs will:**

- As lead agent for ESF 15, coordinate and disseminate public announcements.
- Disseminate information, tips and advice for the public to deal with the energy emergency.

#### **Town of Wickenburg Information Technology will:**

- Establish liaison with communications providers to allow exchange of information relating to energy restoration priorities.
- Provide information on the damage to telecommunications.

#### **Town of Wickenburg Fire Department will:**

- Mobilize required manpower and equipment.
- Recall additional personnel on an as-needed basis.
- Assist residents trapped in elevators.
- Initiate evacuation of non-ambulatory sick, elderly, and special needs residents to climate-controlled centers.

#### **Town of Wickenburg Public Works Department will:**

- Determine whether operational changes are to be implemented to conserve energy.
- Account for areas that have low water pressure due to the power outage and compensate with electrical generation at pumping facilities.
- Mobilize required manpower and equipment to operate electric generation facilities at water treatment and pumping facilities and monitor pressures in the water distribution system.

- Review all water/wastewater treatment facilities and sewer lift/booster stations to verify electric generation.
- Monitor all areas of the sewer system for overflows.

**Town of Wickenburg Police Department will:**

- Mobilize required manpower and equipment.
- Assist in providing warnings and instructions to the residents.
- Coordinate with the Traffic Engineering Department for traffic operations in high hazard intersections with traffic direction or temporary stop signs.
- Suspend all non-essential internal operations and make personnel available for security.
- Coordinate any necessary emergency routes with Fire, Transportation and Streets Division.
- Coordinate with security alarm companies to determine which alarms are genuine.
- Provide officers as security at Town Hall and at Town Water and Wastewater Treatment Plants.

**Town of Wickenburg Finance Department will:**

- Monitor for environmental impact of disruption of energy systems.
- Access risk management for disruption of services in Town owned facilities.
- Monitor and prioritize requests for service of Town controlled utilities.
- Make provision for collection of utility billing in absence of facilities due to loss of energy systems.
- Determine needs to maintain and make provision for fleet resources used in response to loss of energy systems.

**Arizona Public Service (APS), Salt River Project, Southwest Gas should:**

- Provide liaison personnel to Town of Wickenburg EOC as needed.
- Provide public service announcements on energy conservation, mitigation impacts, and restoration forecasts.
- Conduct repair and maintenance operations until restoration of all service is complete.

**Wickenburg School District may:**

- Assist with transportation of energy restoration equipment, spare parts, and repair personnel.
- Assist in the movement of portions of the Town of Wickenburg population to climate-controlled centers.

**Maricopa County Department of Emergency Management may:**

Assist in the coordination of energy resources or assets to support disaster response and recovery operations.

**Maricopa County Department of Facilities Management may:**

Assist in the coordination of energy resources or assets to support disaster response and recovery operations.

**Direction, Control and Coordination:**

All Energy assets will be controlled and assigned from the EOC. The Primary Agency will report to the Operations Section Chief and may be assigned as Branch Coordinator or Unit Leader. ESF 12 Support Agencies will report to the ESF12 Primary Agency.

**Information, Collection and Dissemination:**

All Energy deployments and recalls will be tracked through the EOC on appropriate ICS forms or emergency management software. Information will be collected through the Operations Section. Energy information for public release will be channeled through the EOC Communications Section.

**Administration, Finance and Logistics:**

All expenses associated to this incident will be charged to a cost center that will be provided by the EOC Finance Section who will document and provide copies of all expenditures and charges. Extraordinary financial obligations will be assumed only with the prior approval of the Town Manager. Emergency expenditures will be incurred in accordance with Wickenburg Town Code 4-4-6 Special Circumstances; Emergencies.

**Authorities and References: See Basic Plan**



## **ESF 13 - Law Enforcement**

### **PRIMARY AGENCY:**

Town of Wickenburg Police Department

### **SUPPORT AGENCIES:**

Town of Wickenburg Law Office  
Arizona Counter Terrorism Information Center (ACTIC)  
Arizona Department of Corrections (ADC)  
Arizona Department of Public Safety  
Arizona National Guard  
Arizona State Crime Lab  
Joint Terrorism Task Force  
Maricopa County Department of Emergency Management (MCDEM)  
Maricopa County Medical Examiner's Office  
Maricopa County Sheriff's Office (MCSO)

### **Purpose:**

Emergency Support Function (ESF) 13 is designed to maintain law and order, to provide public warning, to provide for the security of critical facilities and supplies, to provide for safety on the scene of a disruptive incident, to affect the evacuation of threatened areas, to provide traffic and access control to evacuated areas or critical facilities, to assist with search and rescue operations, and to assist with identification of the dead.

### **Scope:**

ESF 13 is designed to provide Public Safety coordination as part of the overall incident management including critical infrastructure protection, security, and public safety in both pre-incident and post-incident situations.

### **Situation Overview:**

An emergency or disaster event will require extra effort by the Town of Wickenburg Police Department to maintain law and order, protect life and property, provide traffic control and law enforcement support, coordinate mutual aid requests, and provide site security for essential facilities/supplies.

### **Assumptions:**

During and after any emergency or disaster, the Town of Wickenburg Police Department will be the primary law enforcement agency in the Town of Wickenburg. An incident will generate events, which will tax the law enforcement efforts and protection of life and property. The Wickenburg Police Department must be prepared to enlist support from other police agencies during emergency situations.

### **Concept of Operations:**

The Wickenburg Police Department involved in any emergency response will be responsible the maintenance of command structures, tracking of their personnel and resources and list of available personnel, and resources that maybe activated. Any auxiliary forces that are activated for service will work directly under the supervisory authority of Wickenburg Police Department.

### **Organization/Assignment of Responsibility:**

#### **Town of Wickenburg Police Department will:**

- Act as lead agency for ESF #13.
- Provide liaison support to the EOC as required.
- Coordinate with Town Traffic Engineering to determine routes and control points for evacuation actions.
- Coordinate with the MCSO and/or the ADC for the evacuation and transfer of any jail inmate populations.
- Assist in traffic control actions.
- Assist in specialized search and rescue operations in cooperation with the Wickenburg Fire Technical Rescue Team.
- Provide security detail support for Town facilities, institutions, services, officials and resources.
- Develop policies and processes to enhance sharing of intelligence information within and between regions, states, federal and local agencies.
- Support federal intelligence and surveillance information collection.
- Produce strategic intelligence and surveillance information and products in cooperation with ACTIC.
- Receive and disseminate law enforcement intelligence relating to the incident or emerging threats.
- Collect, analyze, integrate, evaluate, and interpret intelligence and surveillance information.
- Identify national, state and regional concerns and threats.
- Assist in regional development of indications and warnings in cooperation with ACTIC...
- Support incident response operations.
- Secure and preserve the incident scene.
- Develop and implement additional layers for defense and/or detection, including training and procedures for integration with local and regional law enforcement in Chemical Biological Radiological Nuclear Environmental (CBRNE) preventive measures such as inspections, surveillance, security, counterintelligence, and infrastructure protection.
- Develop and implement training and procedures to enable Wickenburg Police Officers to recognize the presence of CBRNE materials, including tools and equipment to detect the presence of CBRNE materials during emergency responses.
- Assist in the evacuation and emergency operations procedures for at-risk populations and locations.
- Secure critical infrastructure sites.
- Assist in development and implementation of buffer zone protection plans.
- Develop procedures for civil disturbance response.
- Develop a plan to receive and process mass arrests.

**Town of Wickenburg Law Office will:**

The Town Attorney, or his or her designee, will advise and assist the Town Manager and other Town department heads with regard to legal questions arising from emergency response and recovery operations.

- Assist with:
  - ☐ Drafting and dissemination of emergency declarations and related legal documents from the Town Manager, Mayor and/or Town Council in support of emergency response and recovery operations.
  - ☐ Providing interpretations of law as needed during emergencies.
  - ☐ Reviewing the results of investigations with regard to potential criminal allegations against Town of Wickenburg departments and/or its officers and agents related to emergency response and recovery activities.
  - ☐ Taking appropriate legal action against public and/or private entities on behalf of Town of Wickenburg for damages or claims, which might arise from emergency response and recovery activities.

**Arizona Counter Terrorism Information Center (ACTIC) may:**

- Provide real-time counter terrorism intelligence.
- Coordinate with local law enforcement to respond to suspect terrorist activity.

**Arizona Department of Public Safety (DPS) may:**

- Respond as Arizona Weapons of Mass Destruction (WMD) HAZMAT evidence collection team.
- Arrest, without a warrant, any person who is the driver of or a passenger in any vehicle operated or standing on a state highway that the officer has reasonable cause to believe is guilty of a felony.
- In the event of a riot, or other civil disorder, and upon the request of the chief executive of the Town of Wickenburg, the Governor may order the DPS to enforce criminal laws in the area affected by the riot/disturbance.

**Arizona National Guard (AZANG), if activated, may:**

- Aid local civil authorities in disasters as requested by local authorities through Town of Wickenburg and Arizona Department of Emergency Management (ADEM), after local resources have been exhausted, and then only after authorized by the Governor, in the applicable proclamation specific aid actions to civil authorities include, but are not limited to:
  - ☐ Security of critical facilities to guard against criminal activity.
  - ☐ Road blocks and traffic control
  - ☐ Mobile security/station security
  - ☐ Search and Rescue actions.
  - ☐ Evacuation assistance.
  - ☐ Limited construction support, debris clearance and removal actions.
  - ☐ AZANG may also provide guards at the prison entrances and inmate intake entrances (sally ports) and at designated sites within the cellblocks if needed.
  - ☐ Provide street mission capable units for riot control.

**Arizona State Lab may:**

- Provide laboratory support to local law enforcement agencies.

**Joint Terrorism Task Force may:**

- Provide counter terrorist intelligence to local law enforcement.
- Assist in the coordination of counter-terrorism activities.

**Maricopa County Department of Emergency Management (MCDEM) may:**

- Assist in the coordination of public safety resources or assets to support disaster response and recovery operations.

**Maricopa County Medical Examiner's Office will:**

- Conduct victim identification processes and procedures.

**Maricopa County Sheriff's Office (MCSO) may:**

- Provide personnel and resources to assist in law enforcement missions as required.

**Direction, Control and Coordination:**

All Public Safety and Security assets will be controlled and assigned from the EOC. The Primary Agency will report to the Operations Section Chief and may be assigned as a Branch Coordinator or Unit Leader. ESF 13 Support Agencies will report to the ESF 13 Primary Agency.

**Information, Collection and Dissemination:**

All Public Safety and Security deployments and recalls will be tracked through the EOC on appropriate ICS forms or emergency management software. Information will be collected through the Operations Section. Public Safety and Security information for public release will be channeled through the EOC Communications Section.

**Administration, Finance and Logistics:**

All expenses associated to this incident will be charged to a cost center that will be provided by the EOC Finance Section who will document and provide copies of all expenditures and charges. Extraordinary financial obligations will be assumed only with the prior approval of the Town Manager. Emergency expenditures will be incurred in accordance with Wickenburg Town Code 4-4-6 Special Circumstances; Emergencies.

**Authorities and References:**

## **Tab A - Evacuation**

Types of Evacuation:

**VOLUNTARY:** Persons perceive the hazard and leave the area of their own volition. No official assistance is required.

**RECOMMENDED:** Endangered persons are advised to evacuate to safe areas. Normally, emergency shelter and feeding are provided. Assistance may be requested or required.

The Police Department will assume responsibility for evacuation operations. Specific tasks are as follows:

Warn residents of the area to be evacuated.

Establish an on-site command post for coordination of agencies authorized to operate in the affected area.

Coordinate available transportation to move evacuees and establish evacuation routes.

Provide traffic control in and near the affected area.

Provide security for the evacuated area, with emphasis on the protection of essential facilities.

Assist persons with disabilities and any other residents that need assistance in the evacuation process.

Designate pickup points for persons lacking transportation.

The Emergency Operations Center will coordinate the opening of congregate care shelters with the American Red Cross. See ESF 6 for additional information.

## **ESF 14 – Long Term Community Recovery**

### **PRIMARY AGENCY:**

Town of Wickenburg Community Development Department

### **SUPPORT AGENCIES:**

Town of Wickenburg Building Safety  
Town of Wickenburg Building and Facilities  
Town of Wickenburg Communications and Public Affairs  
Town of Wickenburg Finance Department  
Town of Wickenburg Fire Department  
Town of Wickenburg Housing Division  
Town of Wickenburg Human Resources Division  
Town of Wickenburg Library  
Town of Wickenburg Municipal Utilities Division  
Town of Wickenburg Police Department  
All Other Town of Wickenburg Departments  
American Red Cross, Central Arizona Chapter  
Wickenburg School District  
Maricopa County Department of Public Health  
Maricopa County Emergency Management Agency  
Arizona Division of Emergency Management  
Federal Emergency Management Agency

### **Purpose:**

ESF 14 is the coordinating structure that when activated, coordinates the long-term community recovery response to an emergency. Depending on the scale of the disaster or emergency, recovery support may involve coordination of Town, county, state and/or federal disaster assistance. When ESF 14 LTCR is activated, it encompasses the specific actions defined in its mission. Its activities typically take place early in the post-disaster recovery process.

### **Scope:**

ESF 14 is to be activated in the beginning phase of the recovery effort and most likely activated for large-scale or catastrophic incidents that require State and Federal assistance to address significant long-term impacts in the affected area. Its mission is considered concluded when long-term impact analyses are performed; when necessary technical support to establish a local long-term recovery plan is provided; and when coordination of recovery resources needed by the impacted community are complete.

### **Situation Overview:**

Recovery activities typically begin when the immediate threats to life and property have been addressed and restoration begins. There should be a designated Recovery Planning Team working closely with Town, state and federal support organizations to address the long-term needs of affected residents. During federal disaster declarations Town, state, and federal recovery personnel should co-locate in a Joint Field Office (JFO) that is usually located at a site as close as possible to the affected area but removed from the immediate disaster site.

**Assumptions:**

Prior to staffing a JFO in Arizona, all Town, state, and federal personnel will receive briefings regarding recovery responsibilities specific to the disaster. Recovery activities are dependent upon rapid, thorough, and accurate damage assessments, conducted by Town, state and federal authorities working in affected areas. The involvement of state and federal authorities will require a governor and/or presidential declaration of a state of emergency.

**Concept of Operations:**

The Town of Wickenburg Public Works Department is the lead agency for ESF 14 and will monitor and report on long term recovery activities throughout assessment, response and recovery. The Town of Wickenburg will develop Damage Assessment Teams to conduct damage assessments. The Damage Assessment Coordinator assists in the processing of damage assessment information, debris removal operations, requests for state and federal assistance, and administers individual and public assistance programs and hazard mitigation projects.

**Organization and Assignment of Responsibility:**

All organizations involved in disaster recovery are responsible for development of internal SOPs that support this annex and EOC operations. ESF 14 organizations will be activated by the EOC for assessment, response, and recovery operations based on the needs of the emergency. The following organizations have these specific emergency responsibilities with respect to recovery efforts:

**Town of Wickenburg Community Development Department will:**

- Be assigned as the lead for ESF 14 and assign a representative to the EOC.
- Coordinate Town wide damage assessment and recovery efforts.
- Make recommendations to the Town Manager concerning requests for state disaster declarations.
- Supply technical information, advice, and assistance in procuring available federal and state emergency assistance.
- Review and verify damage assessment and assistance information.
- Assist in the coordination of debris removal.
- Coordinate the clearance of roadways in accordance with priorities established by the recovery plan.
- Assign Town departments to provide personnel to serve on damage assessment or mitigation teams based upon the nature of the disaster.
- Provide damage assessment/recovery training to participating Town organizations.
- Coordinate closely with state and federal personnel in the JFO and at the site of the disaster for assessment and recovery activities.
- Provide regular updates of information to PIO and ESF 5 for use in the development of information packets, briefing information, displays, news releases, etc.
- Support Development Services in organizing and managing the damage assessment inspection process of residential and public property and private businesses (see Support Annex B – Damage Assessment).

**Town of Wickenburg Building Safety will:**

- Provide building inspectors to assist in damage assessment operations.
- Provide technical expertise relating to damaged structures and building condemnation procedures.

**Town of Wickenburg Building and Facilities will:**

- Coordinate the appropriate support and resources to assist in energy infrastructure restoration.
- Provide damage assessment personnel to inspect electrical, plumbing, and HVAC first to Town facilities and then to private buildings as needed and to provide custodial services to Town buildings.

**Town of Wickenburg Communications and Public Affairs will:**

- Coordinate the dissemination of information on state and federal emergency assistance available to public and private agencies, organizations, individuals, and families.

**Town of Wickenburg Finance Division will:**

- Administer fiscal aspects of the recovery program.
- Ensure that the financial results of each project are accurate and fully disclosed.
- Monitor the source and application of all funds.
- Ensure that outlays do not exceed approved amounts.
- Ensure compliance with all laws, regulations, and grant requirements.
- Coordinate between grant managers and finance staff.
- Estimate dollar losses to local government due to the disaster.
- Estimate the effects of the disaster on the local tax base and economy.
- Ensure rapid disbursement of disaster assistance funds to individuals and government throughout the recovery period.

**Town of Wickenburg Fire Department will:**

Provide technical advice on long-term health and medical concerns and mental health services.

**Town of Wickenburg Housing Division will:**

Provide information and assistance with public housing programs, services, and reconstruction services.

**Town of Wickenburg Human Resources Division will:**

Assist in the coordination of unemployment programs, and job training and retraining.

**Town of Wickenburg Library will:**

- Provide technical advice to affected jurisdictions concerning book/document restoration/preservation for articles affected by a hazard and restoration/repair of damaged library structures.
- Provide assessments and evaluations for damaged libraries.



**Town of Wickenburg Municipal Utilities Division will:**

- Provide damage assessment teams to inspect water delivery and treatment systems.
- Assist in the restoration of water delivery and treatment systems.

**Town of Wickenburg Police Department will:**

- Assist in the provision of security during recovery operations and activities.

**All other Town departments will:**

- Serve on Damage Assessment and/or Mitigation Teams as required.
- Provide personnel to temporarily support recovery activities as requested by the Town of Wickenburg EOC.

**American Red Cross, Central Arizona Chapter will:**

- Designate, open and staff shelters as needed.
- Provide fixed feeding, mobile feeding, and snacks to disaster victims and responders.
- Assist with the distribution of potable water and ice.
- Assist with distribution of appropriate bulk materials for disaster relief.
- Provide Disaster Welfare Information (DWI) services when requested.
- Assist with damage assessment of homes and share information from Red Cross Street Sheets with the Wickenburg EOC.
- Help disaster victims to recovery information, listings, referrals, and financial assistance.
- Provide emotional first aid at shelters, emergency aid stations, Integrated Care Teams, Outreach Teams and Service Centers.

**Wickenburg School District will:**

- Assist Wickenburg EOC in the dissemination of information to public and private educational institutions adversely affected by disasters.
- Provide listing to Wickenburg EOC of educational institutions located in the affected jurisdiction that are eligible for assistance.
- Assist schools, in coordination with the Arizona Department of Education, in filing applications for disaster assistance from the U.S. Secretary of Education.
- Develop and implement policy for reopening or temporarily relocating schools after an emergency.
- Promote disaster preparedness planning and training in educational institutions.
- Represent all institutions of higher education and assist local government in obtaining federal assistance for the restoration of damaged higher education facilities and property.
- Refer officials to foreign language departments at institutions of higher education to assist in locating interpreters for non-English speaking disaster victims as needed.

**Maricopa County Department of Public Health may:**

- Assist in the coordination of land and facilities for mass care and other disaster-related functions.
- Coordinate the activities necessary to provide the staff, supplies, and facilities to treat victims suffering from disaster-related mental disorders.
- Provide representatives to assist Community Mental Health Centers in giving supportive services and treatment to disaster victims.
- Coordinate with statewide Town and multi-Town boards for assistance to victims following emergencies.
- Notify local service providers as needed to support assistance efforts for drug and alcohol abuse problems following emergencies.
- Coordinate request for and receipt of funds from the Substance Abuse and Mental Health Services Administration (SAMHSA) available for disaster relief.

**Maricopa County Department of Emergency Management may:**

- Assist in the coordination and/or provision of personnel and resources in support of recovery operations.

**Arizona Department of Emergency Management may:**

- Assist in the coordination and/or provision of personnel and resources in support of recovery operations.
- Provide financial assistance through the state emergency fund.

**Federal Emergency Management Agent may:**

- Assist in the coordination and/or provision of personnel and resources in support of recovery operations.
- Provide financial assistance through public and individual assistance programs, and/or loans.

**Direction, Control and Coordination:**

All LTCR assets will be controlled and assigned from the EOC. The Primary Agency will report to the Logistics Section Chief and may be assigned as Branch Coordinator or Unit Leader. ESF 14 Support Agencies will report to the ESF14 Primary Agency.

**Information, Collection and Dissemination:**

All LTCR deployments and recalls will be tracked through the EOC on appropriate ICS forms or emergency management software. Information will be collected through the Logistics Section. LTCR information for public release will be channeled through the EOC Communications Section.

**Administration, Finance and Logistics:**

All expenses associated to this incident will be charged to a cost center that will be provided by the EOC Finance Section who will document and provide copies of all expenditures and charges. Extraordinary financial obligations will be assumed only with the prior approval of the Town Manager. Emergency expenditures will be incurred in accordance with Wickenburg Town Code 4-4-6 Special Circumstances; Emergencies.

**Authorities and References:**

Tab A – Disaster Assistance Information

See Functional Support Annexes for:

Field Damage Assessment Form, Tab A

Detailed Damage Assessment report, Tab B

### **Tab A -Disaster Assistance Information**

1. Assistance is available from the State and Federal governments when specific conditions are met:
  - The Governor must proclaim a State of Emergency in order for the Town of Wickenburg to receive assistance from the State.
  - The President must proclaim a disaster in order for the Town to receive Federal assistance.
2. Types of Disaster Assistance
  - Public Assistance - financial aid to governmental entities.
  - Individual assistance - financial aid to private residents and businesses.
3. If the Governor declares a State of Emergency, but the President does not declare a major disaster, the Town will be eligible for public assistance under Arizona Revised Statute (ARS) 35-192 and its associated rules. Individual assistance to residents affected by the disaster will not be available although, in some cases, Federal agencies such as the Small Business Administration, Farmers Home Administration, Farm Service Agency, and U. S. Army Corps of Engineers may be petitioned to provide loans and/or technical assistance.
4. If the Governor declares a State of Emergency and the President declares a major disaster, the Town and its residents will generally be eligible for both public assistance and individual assistance from the Federal government and for public assistance from the State. In some cases, however, one form of assistance may be denied by the Federal government, even though the other assistance is provided. The Federal agencies listed in the previous paragraph may again be able to provide loans and/or technical assistance if assistance is denied in the Federal disaster declaration.
5. Types of public assistance that may be available following a State declaration of emergency or a Federal declaration of a major disaster:
  - During the Response Phase
    - (1) Emergency debris clearance.
    - (2) Emergency protective measures such as search and rescue, demolition of unsafe structures, warning of further risks and hazards, and public information on health and safety measures.
    - (3) Emergency restoration work, including emergency repairs to essential utilities and facilities.
    - (4) Emergency communications equipment to supplement, but not replace, normal communications equipment that remains operable.
  - During the Recovery Phase
    - (1) Costs of Emergency Recovery Work.
      - (a) Clearance of wreckage and debris.

- (b) Emergency protective measures.
  - (c) Emergency repair or replacement of roads, streets, highway facilities, dikes, levees, irrigation works, drainage facilities, public buildings and related equipment and furnishings, and public-owned utilities.
  - (d) Salaries and wages.
  - (e) Equipment, supplies, and materials.
  - (f) Work performed by the National Guard, under contract, and work performed by arrangement with other political subdivisions.
- (2) Costs of Permanent Restoration. Items listed in paragraph (1) above and public facilities under construction.
1. Types of individual assistance that may be available following a Federal declaration of a major disaster:
    - During the Response Phase. Emergency mass care if not provided by welfare organizations.
    - During the Recovery Phase
      - (1) Temporary housing.
      - (2) Disaster loans
      - (3) Federal income tax assistance.
      - (4) Legal and consumer aid.
      - (5) Unemployment benefits.
      - (6) Food stamps.
      - (7) Psychological counseling.
      - (8) Grants to individuals and families.
  2. Individual assistance will usually be administered from a Local Assistance Center or LAC, which will be established near the affected area to provide victims a convenient centralized location to receive guidance and information and to initiate their personal recovery actions. Insofar as practicable, the LAC will include representatives from local, state and federal, as well voluntary agencies having relief and rehabilitation responsibilities, so that victims are afforded the opportunity to complete their business at a single location and in a minimum number of visits.
  3. The Town Manager will ensure that the following tasks are accomplished:
    - Keep detailed records of all public and private damage sustained during the disaster, to include the estimated cost of fixing the damage. The damage must be visually verified by a qualified inspector following the disaster as estimates made during the disaster are frequently inflated by the stress of the moment. Accurate damage estimates and precise knowledge of damage locations will be invaluable when FEMA teams inspect the Town following the disaster to determine whether a Presidential disaster declaration is

warranted. See Damage Assessment Worksheets at Tabs A and B to this appendix.

- Prepare a report stating the disaster's impact on the Town's budget and its ability to provide essential services to residents. A clear statement of the disaster's impact is essential for the Town to qualify for a Presidential disaster declaration.
  - Ensure that Town employees keep records of all repair work accomplished after the disaster. The following information must be kept for each work site on each day that work is performed:
    - (1) Location of work site.
    - (2) Date work was done.
    - (3) Employees and hours worked.
    - (4) Equipment and hours used.
    - (5) Materials and quantity used.
    - (6) Source of materials (vendor or stock).
    - (7) Copies of delivery tickets.
  - If individual assistance is made available in conjunction with a Presidential disaster declaration, obtain the LAC location and hours of operation from the Maricopa County Department of Emergency Management and ensure that Town residents are made aware of that information.
4. The appointment of the Town's Designated Applicant Agent for Disaster Recovery should be in place prior to any disasters. Shortly after a disaster has been declared, a public assistance applicant's briefing will be conducted to address application procedures, administrative requirements, funding and program eligibility criteria for disaster cost recovery. The Arizona Division of Emergency Management will contact all "applicant's agents" on file with the agency to notify each potential applicant of the date, time and location of this briefing. The applicant agent is the point of contact for the jurisdiction in regards to cost recovery activities in a declared state of emergency. The Applicant Agent handles all documentation and correspondence for public assistance and must be a person authorized to make financial commitments on behalf of the Town.

## **ESF 15 – External Affairs**

### **PRIMARY AGENCY:**

Town of Wickenburg Communications and Public Affairs (CAPA)

### **SUPPORT AGENCIES:**

All Town of Wickenburg departments and divisions

### **Purpose:**

The purpose of ESF 15 - External Affairs is to facilitate effective coordination and dissemination of emergency information to government agencies and the public before, during, and after an emergency.

### **Scope:**

ESF 15 is designed to describe how emergency public information will be managed in the event of an incident that threatens or impacts the Town of Wickenburg by addressing the organization, direction, and control of public information personnel and the coordination of public information to minimize public confusion and to ensure consistency of message.

### **Situation Overview:**

During a disaster the means of dispersing public information to residents may be overwhelmed by demand and/or damage. Town, county, or state assistance may be required to supply critical information to victims, responders, recovery personnel, and members of the media. In addition, following a disaster, information may often be vague, erroneous or contradictory. Town, state, and federal public information personnel will work in cooperation and coordination with one another to ensure that precise, correct, and verified emergency public information (EPI) is released to the public and representatives of media to ensure public confidence and reduce public concern.

### **Assumptions:**

Emergency situations will create an urgent demand for public information and intense interest from the news media. Some events may be of long duration, requiring the commitment of significant resources to supply information and materials to commercial news media and other distribution channels, including public and private web sites. Cooperation among all impacted agencies and jurisdictions may be critical. "Emergency information" describes conditions, impacts and emergency response activities during an incident. "Emergency instructions" include actions recommended to protect health, safety and property. To function efficiently in an emergency, Public Information Officers (PIOs) must have cooperation and guidance from subject matter experts. Every agency involved in response and recovery has an obligation to supply information to PIO staff and support good public information based on their knowledge of operations and technical subjects, including health and safety risks.

### **Concept of Operations:**

The Town of Wickenburg Communications and Public Affairs department (CAPA) will act as the lead agent for ESF 15 and will appoint a representative to the Town of Wickenburg EOC.

Depending upon the severity of the emergency, public information officers (PIOs) from other local or state agencies may also be requested to provide support during Town - level emergency operations.

CAPA is responsible for ensuring that coordinated public information services are provided throughout a Town -level emergency from assessment to recovery.

The Town Manager or his appointed representative operating out of the EOC Executive Section during Town a level emergency has ultimate control over the release of Town emergency public information (EPI).

### **Organization and Assignment of Responsibility:**

#### **Town of Wickenburg Communication and Public Affairs department will:**

- Conduct initial public information activities from the EOC or other designated area.
- Gather information about the incident, the response, and the emergency information to be provided to the public.
- Prepare media releases to provide the public with updated or new emergency information.
- Disseminate media releases according to plans and procedures.
- Provide the media with briefings on significant events in a coordinated, complete, accurate, and timely manner.
- Monitor media reports for accuracy to identify items that may cause a misunderstanding of emergency instructions to the public or that misrepresent the response.
- Arrange use of a facility for media briefings, prepare graphic materials, such as video or still photos, and copies of news releases, and announce the time and place for the briefing in sufficient time to permit media coverage.
- Provide the names, locations and status of individuals who have been registered as evacuees as a result of a disaster within the Town of Wickenburg. This information will be released via the Town of Wickenburg Internet site, Channel 11, or local network TV stations.
- Maintain a log of all media inquiries.
- Provide scripted messages to staff members and conduct staff briefings.
- Provide to the public, via media outlets, the telephone number for inquiries regarding the incident.
- Provide required reports of activities to ESF 5 team for inclusion in Situation Reports.



**All other Town of Wickenburg Departments and Divisions will:**

- Provide Town of Wickenburg PIO or designee with support during emergencies as requested.
- Coordinate news releases, interviews with media, etc. in advance with CAPA.
- Maintain a file of information released during an emergency.
- Prepare in advance related information for specific hazards that Town lead agencies would release to the public during an emergency.

**Direction, Control and Coordination:**

All External Affairs assets will be controlled and assigned from the EOC. The Primary Agency will report as the Communications Section Chief and may be assigned as Branch Coordinator or Unit Leader. ESF 15 Support Agencies will report to the ESF15 Primary Agency.

**Information, Collection and Dissemination:**

All External Affairs deployments and recalls will be tracked through the EOC on appropriate ICS forms or emergency management software. Information will be collected and provided to ESF 5 for EOC briefings. External Affairs information for public release will be channeled through the EOC Command Group for approval by the Town Manager or his/her designee.

**Administration, Finance and Logistics:**

All expenses associated to this incident will be charged to a cost center that will be provided by the EOC Finance Section who will document and provide copies of all expenditures and charges. Extraordinary financial obligations will be assumed only with the prior approval of the Town Manager. Emergency expenditures will be incurred in accordance with Wickenburg Town Code 4-4-6 Special Circumstances; Emergencies.

**Authorities and References:**

Tab A – Emergency Public Information

Tab B – Media Alert Procedures

## **Tab A - Emergency Public Information**

1. When a disaster strikes, Emergency Public Information (EPI) system cannot always react in time to inform the public about the hazard and appropriate safety precautions. Therefore, it is important to inform the public before an emergency occurs of hazards, protective actions and preparedness measures they can employ to reduce the impact of the hazard. This can be accomplished by long-term public education efforts related to hazard awareness, family protection planning and emergency self-help.
  - a. A public affairs program combining both public education and community information will help to significantly reduce disaster related casualties, property damage and economic loss.
  - b. Citizens will want more emergency preparedness information during an emerging crisis.
2. During an emergency or disaster, the public requires survival instructions, information regarding disaster relief and government response and recovery operations.
3. The principal means by which EPI is disseminated will include Media Alert, Emergency Alert System (EAS), television, radio, cable-outlets, web-site (AzEIN), newspapers, press services and flyers. Another means for public information will include the community emergency notification system (CENS) and as a backup, vehicle public-address systems and door-to-door contact during critical periods and in locations with life-safety incidents.
4. Special needs groups will be considered based on the ability of people to receive, act on, or understand EPI messages.
5. Education efforts will be directed toward increasing public awareness about hazards and how people can successfully deal with emergencies.
6. Information and education effort will rely on the cooperation of commercial media organizations, including both electronic news-gathering and print sources. Information concerning major emergencies and disasters may include the following:
  - a. Nature of the disaster;
  - b. Location of the disaster;
  - c. Time of the disaster;
  - d. Number of people involved;
  - e. Continuing hazards;
  - f. Environmental impact;
  - g. Economic impact;
  - h. Town 's involved in response;
  - i. Scope of Town 's involvement in response;
  - j. Extent of estimated public and private damages;
  - k. Safety instructions;
  - l. How/where to get assistance for animals;
  - m. How the public may volunteer and help; and

- n. Telephone numbers for donations and donations policy.
- 7. During a disaster a Joint Information Center (JIC) may be established to coordinate multi-agency news releases to provide the One Voice concept in releasing information to the media and will be establish during events of national significance. Emergency public information activities will be undertaken to ensure the coordinated, timely, and accurate release of a wide range of information to the news media and to the public about related activities. See Basic Plan, Direction and Control, 5.f. Staff Advisory functions for more detail.
- 8. The EAS and Media Alert system will be used to convey information releases to the media for immediate dissemination to the public. Activation of the EAS can be made through the Maricopa County Emergency Operations Center.
- 9. The State of Arizona maintains the Arizona Emergency Information Network (AzEIN). AzEIN is the state's online source for real-time emergency updates, preparedness and hazard information, and multimedia resources.

## **Tab B - Media Alert Procedures**

### **1. Operational Policy**

- a. The Media Alert System shall be used primarily for notification to the public, via the news media, of events of a public safety, health, or welfare concern that have an immediate impact affecting residents of the Town of Wickenburg . The Media Alert System may be accessed by Town of Wickenburg authorized representatives utilizing Department of Public Safety established procedures.
- b. The above policy would include, but is not limited to, major incidents, disturbing traffic flow, airplane crashes, structure fires, large brush fires, hazardous material spills or leaks, flooding, shooting, escapes of dangerous prisoners, health hazards requiring immediate public notification, natural disasters, or any life-endangering circumstances.
- c. Notification via the system should be limited to activities in progress that, by their nature or potential, pose a threat of such significance that immediate public notification is warranted.
- d. It is permissible to notify the media via the system of the time and place of a news conference or announcement to be made by an agency authorized to use the system.
- e. Under special circumstances the Department of Public Safety's Media Relations Officer or on-duty Watch Commander may authorize use of the system by government agencies or public utilities to disseminate information concerning a specific event or ongoing actual or potential public safety hazard.
- f. The system may also be activated via the Maricopa County Department of Emergency Management (MCDEM):
  - (1) During normal working hours, Town officials under the guidance of the Emergency Manager or designee will telephone or email the required information to the County EOC and request County personnel to activate the Media Alert System and input the information.
  - (2) During other than normal working hours, Town officials will contact the Department of Emergency Management Duty Officer and request the Media Alert System be activated.
  - (3) Town officials will provide County emergency management personnel with sufficient details of the incident to adequately provide the media with answers to pertinent questions; however, Town personnel may specify there will be no questions, or that media may call Town officials to get questions answered.

## 2. Operations Guidelines

a. In addition to the general guidelines the following policies are established:

- (1) Only those individuals authorized by the Town and on file with the Department of Public Safety will be allowed to input information into the system.
- (2) Individuals transmitting information on the system agree that a media agency and/or DPS may tape record any statements made, and the media agency may rebroadcast the entire statement or any part of, and any responses to any questions. Any portion of a statement not for rebroadcast must be identified as such by the originator at the time of the statement.
- (3) Town officials agree to broadcast on the system only those events, which are appropriate under the guidelines and to do so as soon as is practical under existing conditions.
- (4) Town officials agree to broadcast on the system appropriate additional information so as to update an event originally broadcast on the system.
- (5) Town officials agree to broadcast on the system the final results of an event, or to notify via the system where that information may be obtained.
- (6) Town officials agree to transmit as soon as possible via the system a notice that an event originally broadcast on the system has been terminated.
- (7) Media agencies agree to retransmit to the public as soon as possible the information sent to them over the system which is meant to warn the community of an actual or potential public safety hazard. It is understood, however, that the media agencies have final decision and authority in determining what is broadcast, printed, or transmitted over their facilities.

## **ANNEX B – FUNCTIONAL SUPPORT**

### **Purpose**

This section provides an overview of the Functional Support framework through which local departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient incident management. The following section includes a series of appendices describing the roles and responsibilities of Town of Wickenburg departments and agencies as Functional Support primary coordinating agencies, or cooperating support agencies.

### **Background**

Each Functional Support appendix identifies a primary coordinating agency and cooperating agencies. In some instances, the responsibility of a coordinating agency is a joint endeavor between two departments. Each function involves the preparedness, response, and recovery capabilities of coordinating agency before, during, and after an emergency or disaster event. To support these activities, the EF structure requires the identification of coordinating agencies and cooperating agencies. These agencies will be pre-identified to develop, initiate and maintain preparedness and training activities as well as response procedures. Consistent communication between the coordinating agency and the cooperating agencies will build a working relationship prior to any event.

The overarching nature of functions described in these support functions frequently involves either support to or cooperation of all the departments and agencies involved in incident management efforts. In some cases, actions detailed in the function also incorporate various components of emergency management and other departments and agencies to ensure seamless integration of and transitions between preparedness, prevention, response, recovery and mitigation activities.

The following functional support activities are discussed in Annex B of the Emergency Operations Plan.

- Damage Assessment
- Financial Management
- Private Sector Coordination
- Volunteer and Donations Management
- Worker Safety and Health

Tab A – Section Activations

OPERATIONS	PLANNING	LOGISTICS	ADMIN/FINANCE
Private Sector Coordination	Damage Assessment	Volunteer and Donations Management	Financial Management
	Worker Safety & Health		

## Tab B - Support Matrix

<p>P = Primary Coordinating S = Cooperating Support</p>					
	Damage Assessment	Financial Management	Private Sector coordination	Volunteer and Donations Mgmt.	Worker Safety and Health
Traffic Engineering			S		
Streets			S		
Finance Department		P	S		
Risk Management and Safety		S	S		
Airport Operations			S		
Communications			S		
Information Technology		S	S		
Telecommunications Services			S		
Communications and Public Affairs	S	S	S	S	
Risk Management and Safety			S		P
Law Office			S		
Municipal Utilities Division			S		
Community Development	p		S		
Solid Waste Services			S		
Utilities Services			S		
Fire Department	S		S	S	
Police Department	S		S	S	
Community Development Department			S		
Parks, Recreation & Facilities			S		
Neighborhood Services			S		
Parks and Facilities			S		
Building Safety	S		S		
Finance Department		S	S	S	S
Housing and Redevelopment			S		
Human Resources			S	S	
Library			S		
EOC			p	p	



## **Damage Assessment**

### **PRIMARY AGENCY:**

Town of Wickenburg Community Development

### **SUPPORT AGENCIES:**

Town of Wickenburg Fire Department  
Town of Wickenburg Police Department  
Town of Wickenburg Communications and PIO  
Town of Wickenburg Building Safety Officials  
Town of Wickenburg Clerks Office

### **Purpose:**

This support function ensures public safety, health, and welfare following a declared emergency by receiving, assessing, and recording damage information resulting from a disaster or other major emergency incident in the Town.

### **Scope:**

This support function coordinates a full-range of engineering, building inspection and enforcement services that will be implemented and managed in a way that maximizes the use of resources and aids emergency response and recovery operations during and after the major event.

### **Situation Overview:**

Many hazardous events have the potential for causing deaths, injuries, and extensive property damage. If such an incident occurs, a planned damage assessment and reporting procedure is essential for effective response and recovery operations. Such a procedure is also critical to the success of cost recovery actions initiated during declared disasters.

### **Assumptions:**

During an emergency and thereafter, damage reports are received from damage inspection teams, emergency service units, other Town departments, and various government agencies. Damages are assessed, assimilated, and reported to the EOC. It is critical that the Lead Building Official activates with other emergency services with any major event. Transportation systems may be severely disrupted, but assessment personnel should still be able to complete their jobs.

### **Concept of Operations:**

When the Mayor has declared an emergency and the EOC is ACTIVATED, the Building Official, who shall serve as the Damage Assessment Coordinator (DAC) will request members of the Damage Assessment Teams (DAT) to report for duty. The DAC will brief assembled damage report personnel on the situation, assignments, and other operating information necessary to conduct a rapid damage assessment (Windshield

Survey) of all buildings in the areas that appear to be the most damaged. The DAT will use the **Field Damage Assessment Form, Tab A**. During the rapid assessment period, the inspection teams shall make cursory inspections of buildings to determine the severity and scope of the disaster, and shall report all such information to the DAC as rapidly as possible. Damage reporting shall be received, assessed, assimilated, and reported to the DAC. Following the rapid assessment period, the DAC shall assemble and instruct inspection teams to conduct a prioritized comprehensive structure-by-structure walk through inspection of all buildings within the disaster-affected area(s), appropriately posting heavily damaged buildings. This effort will result in a **Detailed Damage Assessment report, Tab B**. Some buildings or structures may require further engineering evaluation to be performed by a consultant hired by the owner. Overall assessment practices will follow the procedures of the Applied Technology Council's ATC 20 and the ATC 20-1 Field Manual of Disaster Assessment. The Building Official shall maintain a list of active ATC20 personnel and shall present it to the EOC on request.

The EOC Incident Commander will receive analyzed data from Town damage assessment teams and determine if damages warrant a request by the Mayor for state assistance. If so, the Town Clerk will prepare the appropriate proclamation for the Mayor's signature. If the Governor grants state assistance, the State may ask for a Federal Declaration of emergency or major disaster.

Damage assessments will focus on critical facilities first, essential facilities second, and then the balance of structures and infrastructure.

**Critical Facilities** - Facilities that are critical to government response and recovery activities (i.e., life safety and property and environmental protection). These facilities include: 911 Centers, Emergency Operations Centers, Police and Fire Stations, Public Works facilities, sewer and water facilities, hospitals and health clinics, bridges and roads, shelters, jails and prisons. Other facilities that, if damaged, could cause serious secondary impacts may also be considered "critical." A hazardous material facility is one example of this type of critical facility.

**Essential Facilities** - Facilities that are essential to the continued delivery of key government services and/or that may significantly impact the public's ability to recover from the emergency. These facilities may include: County buildings such as the Health and Human Services buildings, Community Corrections, the Courthouse, and Juvenile Services, and other public facilities such as schools.

#### **Organization and Assignment of Responsibility:**

All organizations involved in damage assessment are responsible for development of internal Standard Operating Procedures (SOPs) that support Annex B Damage Assessment and EOC operations.

**Town of Wickenburg EOC will:**

- Be responsible for activating the Damage Assessment Function for response and recovery activities during emergencies.

**Development Services will:**

- Coordinate planning for and oversee the operation of the damage assessment program throughout the declared emergency.
- Appoint a DAC who will serve as the primary damage assessment contact in the Town during all phases of an emergency/disaster.
- Identify and train individuals for damage assessment positions.
- Maintain a Damage Assessment Team membership roster.
- Develop and maintain a Damage Assessment Guide as a separately published document. In the pre-emergency phase, this Guide will contain general planning information with respect to equipment, staffing, and general operating guidance. When the Damage Assessment Function is activated, the Guide will be updated with specific equipment information, updated staff rosters, and detailed operating procedures; copies of the document will be provided to all key damage assessment personnel. In the pre-emergency phase, the Guide shall include:
  - Equipment requirements for the damage assessment teams.
  - Supply requirements for the damage assessment teams.
  - Position identification and duties for damage assessment teams.
  - A list of organizations that could potentially provide personnel to assist in damage assessments.
- Maintain and update, as needed, procedures for activation, operations, and administrative procedures.
- Maintain and update, as needed, copies of Town damage assessment forms/checklists used by the Town.
- Procedures for coordinating with county, state, and federal damage assessment personnel.
- Develop operating procedures for and train staff to act as damage assessment teams with other jurisdictions and professional agencies for damage assessment assistance.
- In an emergency, conduct an initial windshield survey of the Town to determine damage assessments of impacted areas. Part of this survey includes not only the damage to structures, roads, etc., but also the types and amounts of debris in the impacted areas of the Town.
- Following the rapid assessment period, the DAC assembles and instructs inspection teams to conduct a prioritized comprehensive structure-by-structure inspection of all buildings within the disaster-affected area(s).
- Damage reporting is received, assessed, assimilated, and reported to the DAC. The DAC will consolidate initial damage assessments, complete a report and forward it to the Planning Section Chief.

- Ensure required damage assessment related records are maintained.

**Wickenburg Fire Department will:**

- Report any unsafe buildings.
- Assist assessment teams in determining safety of buildings.

**Wickenburg Police Department will:**

- Provide traffic control around unsafe structures
- Provide security to prohibit entry into unsecured or unsafe buildings.

**Town Clerks Office and PIO will:**

- Provide for Mayoral declaration of disaster.
- Keep media appropriately informed of unsafe buildings or restricted areas.

**Town of Wickenburg and Building Safety Officials may:**

- Assist the DAC in conducting assessments.

**Direction, Control and Coordination:**

The Lead Building Official will serve as the Disaster Assessment Coordinator (DAC). The DAC will report directly to the Planning Section Chief. The DAC will form a Disaster Assessment Team (DAT) prior to any emergencies and the team will be activated as soon as it is recognized that the emergency will generate damage to the infrastructure of the Town. All organizations involved in damage assessment are responsible for development of internal Standard Operating Procedures (SOPs) that support Annex B, Damage Assessments, and EOC operations. Organizations referenced in this annex are responsible for maintaining a listing of resources available to them during emergencies.

**Information Collection and Dissemination**

All information collected and/or disseminated will be in accordance with policies and procedures of the Town or the policies of the respective cooperating agency.

**Administration, Finance, and Logistics**

Each department is responsible for establishing effective administrative control of funds and segregation of duties for proper management controls. A responsible official from Finance/Administration Section will ensure that actions taken and costs incurred are consistent and reasonable. Special care must be taken throughout operations to maintain logs, formal records, and file copies of all expenditures to provide accountability and justification for reimbursement.

**Authorities and References:**

Applied Technology Council's ATC 20  
 ATC 20-1 Field Manual of Disaster Assessment  
 Field Damage Assessment Form, Tab A  
 Detailed Damage Assessment report, Tab B  
 Internal Standard Operating Procedures  
 Annex B - Functional Support

Tab A – Field Damage Assessment Form

**TOWN OF WICKENBURG  
FIELD DAMAGE ASSESSMENT FORM**

**DATE:** \_\_\_\_\_ **PAGE** \_\_\_\_ **of** \_\_\_\_ **Completed by:** \_\_\_\_\_

**Key for Damage Categories (Use appropriate letters in the 'category' blocks below)**

A. Debris Clearance	D. Water Control Facilities	G. Parks, Recreation Facilities & Other
B. Emergency Protective Measures	E. Public Buildings & Equipment	
C. Roads & Bridges	F. Public Utility System	

Tab B – Detailed Damage Assessment Report

SITE #	CATEGOR Y	STREET or AREA LOCATION						
		GPS (when available use decimal degrees)						
DAMAGE DESCRIPTION:								
EMERGENCY FOLLOW-UP NEEDED?		Y	N	TOTAL ESTIMATED DAMAGES: \$				
FLOOD INSURANCE		Y	N	PROPERTY INSURANCE		Y	N	NO DATA AVAILABLE (check box)

**TOWN OF WICKENBURG DETAILED DAMAGE ASSESSMENT REPORT**

1. OCCUPANT			2. PROPERTY ADDRESS (Inc. apt # & zip code)	
3. TELEPHONE NUMBERS & INSURANCE INFORMATION			4. TYPE OF PROPERTY	5. OWNERSHIP
Home	Work	Cell	<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family (usually Apts.) <input type="checkbox"/> Business <input type="checkbox"/> Check here if residence is a vacation home—not a primary residence	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Lease (business only)
Insurance Company	Policy Number	Contact info		
6. CONSTRUCTION TYPE				
<input type="checkbox"/> Masonry <input type="checkbox"/> Wood Frame <input type="checkbox"/> Mobile Home <input type="checkbox"/> Manufactured <input type="checkbox"/> Other _____				
7. TYPE OF INSURANCE				
<input type="checkbox"/> Property <input type="checkbox"/> Flood (Structure) <input type="checkbox"/> Flood (Contents) <input type="checkbox"/> Wind/Hurricane <input type="checkbox"/> None				
8. DAMAGES (Check all that apply)				
HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No   Major Appliances: <input type="checkbox"/> Yes <input type="checkbox"/> No   Furnace <input type="checkbox"/> Yes <input type="checkbox"/> No Electricity <input type="checkbox"/> On <input type="checkbox"/> Off   Roof Intact <input type="checkbox"/> Yes <input type="checkbox"/> No   Sewer <input type="checkbox"/> OK <input type="checkbox"/> Not OK Natural Gas <input type="checkbox"/> On <input type="checkbox"/> Off   Foundation <input type="checkbox"/> Yes <input type="checkbox"/> No   Basement <input type="checkbox"/> Yes – Depth ____ Feet Water Heater <input type="checkbox"/> Yes <input type="checkbox"/> No   Windows <input type="checkbox"/> Yes <input type="checkbox"/> No   Flooding				
9. SOURCE OF DAMAGES				
<input type="checkbox"/> Rain <input type="checkbox"/> Flood <input type="checkbox"/> Wind <input type="checkbox"/> Tornado <input type="checkbox"/> Fire <input type="checkbox"/> Other (specify) _____				
10. Based on the damages reported, the property is currently <input type="checkbox"/> Habitable <input type="checkbox"/> Uninhabitable				
11. OCCUPANT/OWNER ESTIMATE OF DAMAGES				

REPAIRS	CONTENTS	TOTAL
\$	\$	\$
12. COMMENTS		
12. ASSESSOR		13. DATE & TIME REPORT TAKEN

## **Financial Management**

### **Coordinating Agencies**

Finance Department – Accounting Division

### **Cooperating Agencies**

All Town Departments

Wickenburg Risk Management Division

Wickenburg Information Technology Division

### **Purpose**

This support appendix provides basic financial management guidance for all participants in emergency management activities. This includes guidance for all departments and agencies aiding in response to a local disaster declaration. The financial management function is a component of Emergency Support Function (ESF) #5 Emergency Management. Financial Management processes and procedures ensure that funds are provided expeditiously and that financial operations are conducted in accordance with established local, state and federal laws, policies and procedures.

### **Scope**

This support appendix is designed to provide guidance for fiscal procedures, cost analysis, equipment, supplies and service acquisition, documentation and cost recovery to an emergency or disaster in the Town of Wickenburg as part of the overall incident management efforts.

### **Situation Overview:**

Disasters have immediate impact on local and state resources resulting in shortages that may require the unplanned expenditure of funds by state and local governments. In addition, coordination may be required between local, state and federal organizations to administer funding designed to assist in the response and recovery from disasters.

### **Assumptions**

During an emergency it will be vital that financial resources are readily available to meet the needs of the incident. The Town of Wickenburg may seek emergency supplemental response and recovery funding when funding resources are exhausted.

### **Concept of Operations:**

All Town Departments will make every effort to assure the safety of cash, checks, accounts receivable, purchasing cards and assist in the protection of other valuable documents and records. Emergency expenditures will be incurred in accordance with Wickenburg Town Code xxxxxxxxx Special Circumstances, Emergencies. Each department will keep an updated inventory of its personnel, facilities, and equipment



resources. Each department will keep an updated list of emergency contact information for its personnel.

The Town of Wickenburg may qualify for reimbursement of certain emergency costs from state and federal disaster recovery programs. The Town may also collect damages from its insurance carriers. Documentation of expenditures will maximize the reimbursements and assistance the Town of Wickenburg and its residents may receive.

### **Organization and Assignments of Responsibilities**

#### **Accounting Division will:**

Ensure that the following response and recovery activities are completed and reviewed after an emergency or disaster:

- Send staff to the Town's EOC (Finance Section) when notified of activation.
- Establish and maintain a 24-hour emergency contact for each support agency.
- Develop a cost center specifically for the emergency/disaster event and notify all Town Departments and EOC staff. All Town Departments and EOC staff shall charge all related expenses to that cost center.
- Facilitate the financial acquisition of supplies, equipment, and services needed to support emergency response actions. Ensure all obligation documents initiated in the incident are properly prepared and completed.
- Purchasing cards should be used as much as possible to facilitate purchases.
- Establish and maintain a system whereby incident costs are identified and accumulated for state and federal reimbursement.
- Maintain accurate records of funds, materials, and labor hours expended as a direct result of the disaster.
- Direct departments to keep accurate records and separate disaster operational expenditures from day to day expenditures.
- Documentation should include logs, formal records and file copies of expenditures, receipts, and personnel time sheets.
- Ensure departments keep records of the name, arrival time, duration of utilization, departure time and other information relative to services provided by emergency workers and equipment, as well as documentation of injuries, lost or damaged equipment and any extraordinary costs.
- Ensure supply of vouchers, receipts, and other forms as needed.
- Ensure payroll system is set up and operational to pay employees.
- Provide input in all EOC incident-planning sessions on financial and cost analysis matters.
- Secure emergency cash.
- Secure addition purchase cards if needed.
- Evaluate effects of damage on town economic index, tax base, bond rating and insurance rating for use in long range recovery planning.

**Wickenburg Law Office will:**

Provide legal advice concerning emergency administrative and procurement procedures.

**Wickenburg Mayor will:**

- Appropriate funds to meet disaster expenditures as needed.
- Extend or terminate emergency/disaster declaration if needed.

**Wickenburg Risk Management Division will:**

- Ensure that all forms required by Workers Comp are completed, maintain file of injuries and illness associated with the incident and coordinate the investigation in all claims involving property associated with, or involved in the incident.
- File reports on Town property losses.

**Wickenburg Information Technology Division will:**

- Ensure computer, software, voice and data support.

**All Town Departments will:**

- Be responsible for developing and maintaining accurate records and documentation to support all expenditures related to the disaster (e.g., personnel, equipment, facilities, contracts etc.).
- Document Department costs to include logs, formal records and file copies of all expenditures, receipts, and personnel and equipment time sheets.
- Preserve essential records.
- Keep accurate records to separate disaster operational expenditures from day to day expenditures.
- Keep an updated inventory of your department's personnel, facilities, and equipment resources in an electronic and hard copy. Keep an updated list of emergency contact information for its personnel.

**Cooperating Agencies will:**

- Be responsible for maintaining documentation to support requests for reimbursement, submitting final reimbursement requests within the terms of the mission's assignments or reimbursable agreement, and notifying requesting agencies when a task is completed and/or when additional time is required to complete work in advance of the projected completion date.
- Apply proper financial principles, policies, regulations, and management controls to ensure full accountability for the expenditure of funds.

#### Direction, Control, and Coordination

All resources assigned ESF 5 for financial support of response activities will report to Finance/Administration Section. All departments must use management controls, policies, and procedures to reasonably ensure that programs achieve their intended results, resources are used consistent with agency missions, laws and regulations are followed; and reliable and timely information is obtained, maintained, reported and used for decision-making.

#### Information Collection and Dissemination

All information collected and/or disseminated will be in accordance with policies and procedures of the Town or the policies of the respective cooperating agency.

#### Administration, Finance, and Logistics

Each department is responsible for establishing effective administrative control of funds and segregation of duties for proper management controls. A responsible official from Finance/Administration will ensure that actions taken and costs incurred are consistent and reasonable. Special care must be taken throughout operations to maintain logs, formal records, and file copies of all expenditures to provide accountability and justification for reimbursement.

#### Authorities and References

Wickenburg Town Code 4-4-6 Special Circumstances, Emergencies.

## **Private Sector Coordination**

### **Coordinating Agencies**

Town of Wickenburg Emergency Operations Center

### **Cooperating Agencies**

All Town Departments  
Private-Sector Partners

### **Purpose**

This support appendix describes the policies, responsibilities, and concept of operations for Town of Wickenburg incident management activities involving the private sector during incidents requiring a coordinated response. This annex further describes the activities necessary to ensure effective coordination and integration with the private sector, both for profit and not for profit, including local critical infrastructure, key resources, other business and industry components, and not-for-profit organizations (sometimes called nongovernmental organizations (NGOs)). This also includes those serving special needs populations, engaged in response and recovery. The Critical Infrastructure and Key Resources (CIKR) Support Annex focuses on the CIKR efforts of the private sector while this annex focuses on the remaining portion of the private sector.

### **Scope**

This support appendix addresses those aspects of incident management regarding the private sector in incident management activities that must be emphasized because of their uniqueness or importance. This annex does not alter existing private-sector responsibilities for emergency management under the law. The roles and interfaces of voluntary and other not-for-profit organizations and linkages of potential donors of goods and services to governments and NGOs are detailed in the Volunteer and Donations Management and the Emergency Support Function (ESF) #6 – Mass Care

### **Assumptions**

During an emergency it is logical that local governmental resources will be quickly overwhelmed and information will not normally flow to the private sector. It is necessary to have procedures in place to inform the private sector of local conditions so that those sectors that are most impacted can receive aid as soon as it is available and CIKR facilities are identified, protected and restoration is prioritized.

### **Concept of Operations:**

**General:** The private sector is encouraged to follow the operational concept for incident management specified in the NIMS. The concept of operations covers the specific organizations and actions developed that are required to effectively and efficiently integrate incident management operations with the private sector. Private Sector Partner's involvement with incident management organizations is determined by the nature, scope and magnitude of the incident.

### **Organization and assignments of Responsibilities**

**General:** The Town will coordinate with the private sector to provide for critical needs as listed below:

- Determine the impact of an incident on the sector involved, and forecast continuing effects on the sector.
- Provide procedures for communication that provide for a shared situational awareness across industry and infrastructure sectors and between the public and private sectors, including individuals with special needs.
- Procedures for coordination and priority-setting for incident management support and response, and the prioritizing of the delivery of goods and services after an incident.
- Processes to inform Town decision makers to help determine appropriate recovery and reconstitution measures, particularly in cases where they may result in indemnity, liability, or business losses for the private sector.
- Procedures for the Town to obtain goods and services necessary for the restoration and recovery of CIKR and other key elements of the economy on a priority basis.
- Develop plans, processes, and relationships, and facilitate coordinated response planning with the private sector at the strategic, operational, and tactical levels.
- Share information, including threats and warnings, before, during, and after an incident.
- Inform and orient the private sector on the contents of the Town of Wickenburg EOP, and encourage and facilitate the development and coordination of equivalent private sector planning.
- Develop, implement, and operate information-sharing and communication strategies, processes, and systems with stakeholders.

**Private Sector should:**

- Develop appropriate emergency response plans and information-sharing processes and protocols tailored to the unique requirements of their respective sectors or industries, and mapped clearly to local, regional, State, tribal, and federal emergency response plans and information-sharing networks.
- Develop and maintain capabilities needed to respond to and manage a complete spectrum of incidents and emergencies, except in cases where the capabilities are inherently governmental in nature.
- In certain circumstances, Federal law requires appropriate authorities to include private-sector representatives in incident management planning, operations and exercises; when not required, it encourages such participation whenever practical.

**Emergency Operations Center (during an incident) will:**

- Coordinate strategic communications with CEOs, senior officials, or individuals specifically designated by these private-sector leaders to engage in such communications on their behalf.
- Utilize a private-sector advisory group with representatives from across the spectrum of CIKR, business, and industry, as well as not-for profit organizations, to provide advice on incident management and emergency response issues affecting their constituencies. The Emergency Manager assigns the responsibility for private-sector threat or incident communications to appropriate sections within the EOC.
- Determine which private sector entities are Critical Infrastructure and Key Resources (CIKR) and prioritize restoration and recovery.

**Emergency Operations Center (prior to an incident) will:**

- Assist the private sector partners by:
  - Identifying and promoting security and preparedness activities in national preparedness, prevention, response, and recovery.
  - Promoting educational efforts to prepare for natural disasters or terrorist incidents.
  - Encouraging the identification and sharing of best practices through promoting use of consensus standards and best practices.

**Information Collection and Dissemination**

All information collected and/or disseminated will be in accordance with policies and procedures of the Town or the policies of the respective cooperating agency and Private Sector Partners.

### Administration, Finance, and Logistics

Each department is responsible for establishing effective administrative control of funds and segregation of duties for proper management controls. A responsible official from Finance/Administration will ensure that actions taken and costs incurred are consistent and reasonable. Special care must be taken throughout operations to maintain logs, formal records, and file copies of all expenditures to provide accountability and justification for reimbursement. Private Sector Partners may be eligible for assistance through the Small Business Administration.

### Authorities and References

Volunteer and Donations Management

ESF#6 – Mass Care

HSPD-5 Presidential Directive (National Incident Management System)

## **Volunteer and Donations Management**

### **Coordinating Agencies**

Town of Wickenburg EOC – Logistics Section

### **Cooperating Agencies**

Town of Wickenburg Fire Department  
Town of Wickenburg Police Department  
Town of Wickenburg Human Resources  
Town of Wickenburg Communications and PIO  
Arizona Voluntary Organizations Active in Disaster (AzVOAD)  
Arizona Humane Society  
Association of Arizona Food Banks

### **Purpose:**

This support appendix is designed to organize the deployment and management of affiliated and unaffiliated volunteers as well as donated goods and supplies that could be used to support incident management activities in the Town of Wickenburg during a large-scale emergency or disaster and/or during recovery efforts.

### **Scope:**

This support appendix will direct donated services and goods to designated resource staging areas away from the disaster site which will allow the services and supplies to be sorted, organized, and eventually sent to the disaster site based upon specific criteria and priorities set by on-scene personnel. As soon as a need for volunteers is perceived, the Logistics Section Chief will initiate a call to AzVOAD (Arizona Voluntary Organizations Active in Disasters). A member of AzVOAD can be located at the Town of Wickenburg EOC and at staging sites in order to facilitate the delivery of donated services/goods based on need.

### **Situation Overview:**

Should a major event where there is high level of media interest occur, many individuals might self-assign themselves to donate services and or goods to assist the victims or participate in the recovery process? Disaster victims may not need many volunteer services. Receiving and managing unneeded services and supplies waste valuable resources. Public education before and timely media releases during and after an emergency will help to limit unneeded resources.

### **Assumptions:**

During an emergency the amount of donated goods and services would be sizable, and could lead to difficulties in receiving; transporting, accounting for, and supervising volunteer workers and goods. For this reason, volunteer efforts must be coordinated, accounted for and supervised. Volunteers may arrive in the local area without warning, day or night. Volunteers will want to know where they should go, where they are being housed, and what mission they will be assigned to.



### **Concept of Operations:**

As the EOC receives reports from the field they will determine the needs of those affected by the emergency, forward that information to PIO and inform potential volunteers through the media and other communication methods. The Town will accept only those donated services and items that will contribute to the emergency at hand. The Town will designate a Volunteer Management Coordinator (VMC) see Tab #1 and activate the Volunteer Management System (VMS) see Tab #2 in coordination with the EOC. The Town will designate a Volunteer Reception Center (VRC) see Tab #3 away from the emergency to receive donated items and services. In a federally or state declared disaster, volunteers from outside of Arizona must be coordinated through the Volunteer Management Coordinator (VMC) in the State of Arizona EOC.

There will be a Call Center (Tab #4) established to receive calls specific to donated goods and services. The Call Center and the VRC can co-exist in the same facility. The facility will be located near the emergency, but far enough away to be a safe area. Examples include schools, the Town Community Center or designated donation center. There will be a designated Donations Reception Center (DRC) see Tab # 5. This facility can also co-exist with the VRC. See facility notes in #7.

### **Organization and Assignment of Responsibility:**

Specific assignments and areas of responsibility are defined in Tabs #1, 2, 3, 4, & 5. The EOC and the Emergency Manager are ultimately responsible for all areas of volunteer management.

### **Direction, Control and Coordination:**

The VMS will be activated as soon as it is recognized that the emergency will generate possible volunteers and/or donated goods and supplies. Representatives from Town of Wickenburg staff and volunteer supervisors will supervise the VRC, DRC, and Call Center. Records will be kept by the VRC and DRC volunteers to track donated goods and services for later accounting, possible reimbursement and receipts.

### **Authorities and References:**

Tab A –Volunteer Management  
Tab B – Volunteer Management System  
Tab C – Volunteer Reception Center  
Tab D – Call Center  
Tab E – Donation Reception Center

### **Tab A - Volunteer Management Coordinator**

An emergency will take most of the resources in the Town of Wickenburg and there will be a need for someone to coordinate volunteered goods and services. The Volunteer Management Coordinator (VMC) should be a highly skilled individual who would supervise volunteers who coordinate resources and donations that come into an emergency within the Town of Wickenburg. The ideal individual would be someone in a leadership position of any of the AzVOAD members and preferably someone not already on staff at the Town of Wickenburg. The VMC would be selected from a list established through meetings with AzVOAD and Emergency Management staff. The VMC would be assisted by volunteer staff to keep records for possible reimbursement and donation receipts. The VMC should be brought into the current emergency as soon as it is recognized that the incident will initiate volunteered goods/services.

#### **The Emergency Manager for the Town of Wickenburg will:**

Prior to an incident, establish a list of persons who could act as a VMC. The VMC would ideally be a person in a leadership position from one of the volunteer agencies that would be available to assist during an incident.

#### **EOC Logistics Chief will:**

Appoint the VMC in writing when activating this function.

#### **The Volunteer Management Coordinator (VMC) will:**

Report directly to the EOC Logistics Chief

Provide timely reports on resources available, and appoint staff to assist in operation of the Volunteer Reception Center (VRC).

Coordinate all information about the VRC, Donation Reception Center (DRC) and Call Center through Clerk/ PIO.

Arrange a location for reception of persons and goods, volunteer staff to assist in credentialing and forecasted needs.

Participate in EOC incident planning meetings at the start of each operational period.

Provide policy guidance and general direction for the donations and volunteer programs.

#### **Parks and Facilities will:**

Assist in locating appropriate facilities to house the VRC.

Appoint an individual to work with the VMC.

**Human Resources will:**

Assist the VMC in coordination of Town employees to staff volunteer management activities as needed.

Assist the VMC in development of volunteer management policies and procedures.

**Finance Department will:**

Maintain the records of volunteer personnel and equipment used and supplies consumed during volunteer management operations.

Establish, in coordination with the Town's Human Resources and Office of Management and Budget, a Town standard pay rate for type of work completed to apply to volunteer work. This rate will be utilized for potential reimbursement, value of donation receipts, or for use as matching fund contribution.

**Communications and Public Affairs will:**

The Town PIO will work with the VMC to ensure accurate instructions and directions to the VRC are relayed to the media and available to volunteer personnel.

Coordinate all Town -level press releases related to volunteer management.

### **Tab B - Volunteer Management System**

Should a major event where there is high level of media interest occur, many individuals may self-deploy themselves to donate services and goods to assist the victims or participate in the recovery process. Disaster victims may not need many volunteer services and receiving and managing unneeded services wastes valuable resources. The Volunteer Management System (VMS) will be used to coordinate resources and donations that come into an emergency within the Town of Wickenburg. The elements will include a Volunteer Management Coordinator (VMC), the Volunteer Reception Center (VRC), a Donation Reception Center (DRC) and the Call Center. There are five major functions in a volunteer management system: Volunteer registration and credentialing, reception of goods, coordination with PIO, forecasting needs and data collection. The VRC should be located in an area away from the emergency. The VRC, DRC and the Call Center can co-exist in the same facility.

#### **Organization and Assignment of Responsibility:**

##### **The Volunteer Management Coordinator (VMC) will:**

Report directly to the EOC Logistics Chief.

Provide timely reports on resources available, and appoint staff to assist in operation of the Volunteer Reception Center (VRC).

Coordinate all information about the VRC, Donation Reception Center (DRC) and Call Center through PIO.

Arrange a location for reception of persons and goods, volunteer staff to assist in credentialing and forecasted needs.

Participate in EOC incident planning meetings at the start of each operational period.

Provide policy guidance and general direction for the donations and volunteer programs.

##### **The Fire Department will:**

Network with volunteer system

##### **The Police Department will:**

Network with the volunteer system

Provide security for the VRC.

##### **The Town Attorney will:**

Determine the procedures handling liability issues involving volunteers that are assisting the Town in disaster relief and recovery operations.

##### **Parks and Facilities will:**

Assist in locating appropriate facilities to house the VRC.

Appoint an individual to work with the VMC.

**Human Resources will:**

Assist in the coordination of Town employees to staff volunteer management activities as needed.

Assist in the development of volunteer management policies and procedures.

**Finance Department will:**

Maintain the records of volunteer personnel and equipment used and supplies consumed during volunteer management operations.

Establish, in coordination with the Town's human resources and office of management and budget, a Town standard pay rate for type of work completed to apply to volunteer work. This rate will be utilized for potential reimbursement or for use as matching fund contribution.

**Communications and Public Affairs will:**

The Town PIO will work with VOAD in the Town of Wickenburg EOC to ensure accurate instructions and directions to sites within the disaster area are available to VOAD personnel and volunteers.

Coordinate all Town -level press releases related to volunteer management.

Develop pre-scripted messages for volunteers to use during Call Center operations.

### **Tab C - Volunteer Reception Center**

The Volunteer Reception Center (VRC) would be a facility where self-assigned, or unaffiliated and organized groups of volunteers are assembled, registered, assigned tasks, and provided logistical support. Volunteers may be assigned to operate various donation management facilities, to provide direct assistance to victims or to assist government departments in recovery operations. Many individuals may offer to donate services to assist the victims or participate in the recovery process. The amount of donations offered could lead to overwhelming difficulties in receiving, transporting, accounting for, and supervising of volunteer workers. With advanced notice through media outlets and the Call Center, the VRC would facilitate organized reception and assignment of those volunteers. The VRC will provide organized distribution of goods and services provide for accountability and control self-assignment of volunteers.

The VRC will be selected by the VMC and should be a facility that is not too far from but not in the immediate emergency area. The facility would ideally provide adequate intake space, sleeping facilities, bathrooms and showers and food service areas (like a school). The VRC may also co-exist with the Donation Reception Center (DRC) and the Call Center. All volunteer services should be coordinated through the VMC. The VMC be responsible for credentialing, accounting for and assignment of all volunteers and goods (See Tab #1).

#### **Organization and Assignment of Responsibility:**

##### **The Emergency Manager for the Town of Wickenburg will:**

Prior to an incident, establish a list of possible sites that could function as a VRC.

Prior to an incident, establish any IGA or MOI needed to use private or publicly owned facilities.

##### **EOC Logistics Section Chief**

Appoint the Volunteer Management Coordinator (VMC)

Assign an individual from the Town of Wickenburg Parks and Facilities to locate a suitable facility to operate as the VRC.

##### **Parks and Facilities will:**

Assist in locating appropriate facilities to house the VRC.

Appoint and individual to work in the VRC.

##### **Human Resources will:**

Assist in the coordination of Town employees to staff volunteer management activities in the VRC.

Assist in development of volunteer management policies and procedures for use in the VRC.

**Finance Department will:**

Maintain the records of volunteer personnel and equipment used and supplies consumed during volunteer management operations.

Establish, in coordination with the Town's Human Resources and Office of Management and Budget, a Town standard pay rate for type of work completed to apply to volunteer work. This rate will be utilized for potential reimbursement or for use as matching fund contribution.

**Communications and Public Affairs will:**

The Town PIO will work with the VRC to ensure accurate instructions and directions to the VRC are relayed to the media and available to volunteer personnel.

Coordinate all Town -level press releases related to the VRC.

**Arizona Voluntary Organizations Active in Disasters can:**

Work to staff and operate the VRC.

Assist in volunteer efforts.

## **Tab D – Call Center**

In an emergency situation, people would be scrambling for information about family, friends, situation or where they can volunteer. Rather than have a large group of people converge on the emergency scene, it is desirable to be proactive and furnish the information before people start coming to the emergency scene. To limit volunteers from self-assigning, information about the VRC would be pushed out through all information and media outlets. The quicker the information gets out the less congested the scene and areas around it will become. A Call Center would reduce congestion of the 911 and non-emergency lines in the communication center and would quickly be established as a primary source of information.

The Call Center would be a centralized call center that would distribute scripted responses to the emergency, give out information on the Volunteer Reception Center (VRC) and possibly information on affected families and friends. The Call Center would be located near the EOC or in the VRC. Volunteers that had been briefed and trained by the Volunteer Management Coordinator, PIO or their designee would man the phones. Messages for the Call Center would be updated continually as the situation changes. The Call Center should be in a facility that is not too far from but not in the immediate emergency area. The facility would ideally provide adequate space and have the technology to support multiple phone lines. Calls for donations being offered would be recorded on the Record of Donation Form. The Call Center may co-exist with the (VRC) and/or the Donation Reception Center (DRC).

### **Organization and Assignment of Responsibility:**

#### **The Emergency Manager for the Town of Wickenburg will:**

Prior to an incident, establish a list of possible sites that could host the Call Center and establish IGA(s) or MOI(s) needed to use private or publicly owned facilities for the Call Center.

#### **Parks and Facilities will:**

Assist in locating appropriate facilities to house the Call Center.

#### **Human Resources will:**

Assist in the coordination of Town volunteers to staff management activities at the Call Center.

Assist in development of volunteer management policies and procedures for use at the Call Center.



**Finance Department will:**

Maintain the records of volunteer personnel and equipment used at the Call Center during operations.

Establish, in coordination with the Town of Wickenburg IT Telephone Services and office of management and budget, a cost estimate for manning and maintaining the Call Center and keep records of those costs during the emergency.

**Communications and Public Affairs will:**

The Town PIO will develop scripted messages that can be used at various phases of the emergency and approve developed messages to be used by the Call Center.

Coordinate all Town -level press releases related to information dispensed by the volunteers at the Call Center.

**Arizona Voluntary Organizations Active in Disasters can:**

Assist in manning of phones.

Assist in supervision and liaison to the VMC.

Tab E – Record of Donation Offer

Call received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Donor Name and Information:** Salutation: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

Town : \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Donated (free) ☐ Goods or ☐ Services

Commercial (vendor) ☐ Goods or ☐ Services

**Type of Resource:** (e.g., people, food, equipment): \_\_\_\_\_

Category: (e.g., clothing, water, bedding): \_\_\_\_\_

Sub-category: (e.g., shoes, blankets, chairs): \_\_\_\_\_

**Description/Notes:** \_\_\_\_\_

Total Quantity: \_\_\_\_\_ Units (#): \_\_\_\_\_ Measure (e.g., box, each): \_\_\_\_\_

Packaging \_\_\_\_\_ Amount (#): \_\_\_\_\_ Size (e.g., can, dozen, gallon): \_\_\_\_\_

Palletized: Yes No Transportation required: Yes No

Refrigeration required: Yes No Restrictions: Yes No

Resource Location: \_\_\_\_\_

Estimated Value: \_\_\_\_\_ Available until: \_\_\_\_\_

Follow-up required: Yes No Action Taken \_\_\_\_\_

## **Worker Safety and Health**

### **Coordinating Agencies**

Town of Wickenburg Risk Management

### **Cooperating Agencies**

Human Resources

Occupational Health

Fire Department

Police Department

All Town of Wickenburg Departments

Arizona Department of Health Services

Arizona Occupational Safety and Health Administration (OSHA)

### **Purpose**

The purpose of this appendix is to provide guidelines for assuring worker safety and health during potential or actual incidents.

### **Scope**

The scope of this appendix is to describe the actions needed to ensure that threats to the responder safety and health are anticipated, recognized, evaluated, and controlled.

### **Situation Overview**

Activities within the scope of this function include development of health and safety plans; identifying, assessing, and controlling health and safety hazards; conducting response and recovery exposure monitoring; collecting and managing data; providing technical assistance and support for personal protective equipment programs, incident-specific response and recovery worker training, and medical surveillance; providing exposure and risk management information; and providing technical assistance to include industrial hygiene expertise, occupational safety and health expertise, engineering expertise, and occupational medicine expertise.

### **Planning Assumptions**

In the event of a disaster, natural or man-made, the health and safety of responders is necessary to prevent ancillary loss due to factors that are a result of the emergency response and recovery. If worker health and safety are not planned for, monitored and enforced, there will be secondary loss of life, limb or property that is predictable and therefore preventable. This appendix provides coordination between Federal, State, tribal, local, and if necessary, private-sector officials to determine potential needs for worker safety and health support. Staff assigned to this appendix will participate on emergency response teams as requested.

Emergency Support Function (ESF) #5 – Emergency Management activates the Human Resources and Risk Management Office in cooperation with Occupational Health, as

the overall coordinator for Worker Safety and Health technical support. However, specific cooperating agencies, especially Fire and Police, who train intensively for certain situations shall maintain control of operations to address those situations.

### **Concept of Operations**

Risk Management coordinates safety and health assets to provide proactive consideration of all potential hazards, ensures availability and management of all safety resources needed by the responders; shares responder safety-related information, and coordinates among local, state, and federal agencies and government and private sector organizations involved in incident response.

Municipal governments are responsible for worker health and safety pursuant to state and local statutes, and in some cases 40 CFR 311, Worker Protection. This responsibility includes allocating sufficient resources for safety and health programs, training staff, purchasing protective clothing and equipment as needed, and correcting unsafe or unsanitary conditions.

Several State and Federal agencies have oversight authority for responders and response operations. While these agencies retain their authorities, they are expected to work with local, state, federal and private sector responders prior to and during response operations to ensure the adequate protection of all workers.

Private sector employers are responsible for the safety and health of their own employees.

### **Organization and Assignment of Responsibility**

#### **Risk Management will:**

- Provide subject matter expert (SME) to the EOC.
- Coordinate technical support for responder health and safety.
- Provide technical advice.
- Identify hazards and risks associated with response and recovery activities;
- Ensure appropriate immunizations are provided to responders.
- Monitor responders for chemical and/or biological contamination.
- Provide appropriate workplace safety training.
- Provide occupational safety and health technical advice to the Incident Safety Officer either at the EOC, Joint Field Office (JFO), or Disaster Recovery Center (DRC).
- Ensure appropriate immunizations are provided to responders.

#### **All Departments will:**

- Identify qualified Safety Officers to train, monitor, and brief department personnel on hazards, specific reporting procedures, PPE, decontamination, etc.
- Provide Critical Incident Stress Management (CISM) or Critical Incident Stress Debriefing (CISD) opportunities to staff.
- Provide psychological and physical first aid.

**Direction, Control, and Coordination**

All resources for Worker Health and Safety will be coordinated with ESF 5, Emergency Management, through the EOC. Risk management will provide representatives and/or SME to the EOC and may be assigned as a branch coordinator in Operations Section.

**Information Collection and Dissemination**

Any reported exposures, injuries or claims related to Worker Health and Safety will be reported on appropriate Local, State or Federal claims forms. Any reports related to this Annex will be forwarded to Risk Management for review and appropriate distribution.

**Administration, Finance, and Logistics**

Any costs incurred by the coordinating agency to maintain Worker Health and Safety will be forwarded to Finance/ Administration Section to be charged to a cost center to be assigned by that section. Unless otherwise specified, cooperating agencies shall maintain records and reports for their workers.

**Authorities and References**

See Basic Plan

## **ANNEX C – INCIDENT SPECIFIC APPENDICES**

### **Purpose**

This section provides an overview of the particular hazards or incident types that the Town of Wickenburg may be subject to and detail the response, by hazard, stipulating additional support required for each situation as it differs from the Basic Plan.

### **Background**

The Town of Wickenburg is vulnerable to the adverse effects of natural, man-made or technological disasters and enemy attack, which may result in loss of life, property damage and social disruption. A vulnerability analysis conducted for the Town of Wickenburg identified critical and non-critical facilities as well as loss estimates and potential human exposure. The following hazards or incident specific events are addressed in this Annex.

- Air Quality Emergencies
- Civil Disturbances
- Common Carrier Accidents
- Earthquakes
- Electrical Power Outages
- Fire and Explosion
- Hazardous Materials
- Heat Wave Emergencies
- Public Health Epidemic/ Pandemic
- Palo Verde Nuclear Generating Station (PVNGS)
- Weather Events
- Terrorist Incident

## **Air Quality Emergencies**

### **Purpose**

The purpose of this hazard specific appendix is to assist in the reduction of air pollution generated by the emissions of Town of Wickenburg employee vehicles during air quality emergencies.

### **Scope**

This appendix briefly describes the policies and procedures to reduce air pollution generated by the emissions of Town of Wickenburg employees' vehicles during air quality emergencies.

### **Situation Overview**

The Town of Wickenburg, along with the surrounding metropolitan area, has been designated by the U.S. Environmental Protection Agency (EPA) as a serious nonattainment area for ozone, carbon monoxide (CO), and particulate matter (PM 2.5 and PM 10). CO is most likely to reach an unhealthful level in the metropolitan area on calm days during the winter, when a temperature inversion forms that traps cold air and pollutants near the surface. Ozone is most likely to reach an unhealthful level on calm days during the summer when the temperature is warm. Particulate matter is most likely to reach an unhealthful level at any time of the year during calm or windy conditions.

### **Planning Assumptions**

The Maricopa County Air Quality Department monitors all three pollutants on a daily basis. During the CO season, they make daily forecasts of the CO levels for the coming evening and the next day.

Under certain circumstances, the Governor may declare an air quality emergency. Arizona Revised Statutes (ARS) Section 49-465(B) states: "If the Governor declares that an emergency exists. . . , the Governor shall prohibit, restrict or condition the employment schedules for employees of this State and its political subdivisions, and on a voluntary basis only, may encourage private employers to develop similar work rules to restrict vehicle emissions during air quality emergencies.

### **Concept of Operations**

ADEQ issues a Health Watch when the highest concentrations of ozone or particulate matter levels may approach the federal health standard. At this point, people with respiratory or other health problems that make them more sensitive to air pollution are advised to limit their outdoor activity.

ADEQ issues a High Pollution Advisory (HPA) when the highest concentrations of ozone or PM levels may exceed the federal health standard. At this point, pollution levels are reaching unhealthy levels for everyone, not just people with respiratory problems. HPA's encourage people to limit outdoor activity, and reduce driving and other activities that cause air pollution. An HPA also alerts businesses to implement

their travel reduction plans. In addition, the Maricopa County Air Quality Department may issue a No Burn Day restriction prohibiting all fireplace, woodstove and outdoor burning devices. This includes the use of manufactured logs.

When the Town of Wickenburg is notified of an HPA, it will encourage its employees when possible to use an alternative method of getting to work such as car or vanpooling, telecommute, riding a bike or the bus to work (trip reduction program).

### **Organization and Assignment of Responsibilities**

The Emergency Operations Center will not be activated to accomplish implementation of this annex.

### **Direction, Control and Coordination**

See Basic Plan

### **Information Collection and Dissemination**

If the Governor declares an air quality emergency, the Arizona Division of Emergency Management will notify the Maricopa County Department of Emergency Management. The Maricopa County Department of Emergency Management will subsequently notify each of the communities in the nonattainment area of the Governor's order. Fire Department Administration will be responsible for notifying Town officials.

### **Authorities and References**

See Basic Plan



## **Civil Disturbances**

### **Purpose**

The purpose of this hazard specific appendix is to restore law and order and to protect life and property in the event of a civil disturbance within the Town of Wickenburg .

### **Scope**

The scope of this appendix is to set forth policies and procedures to maintain or restore law and order and protect life and property in the Town of Wickenburg .

### **Situation Overview:**

Civil disturbances are those organized or spontaneous group activities that disrupt the peace and threaten life, health, property or legally constituted authority. Civil disturbances have occurred in nearby communities and may occur in the Town of Wickenburg with little or no warning. Terrorist activities may take the form of or include civil disturbances. See the Terrorism Appendix for responding to a Terrorist Incident.

### **Assumption**

Civil disturbances will be accompanied by other criminal activities such as vandalism, arson, looting, sabotage, sniping, or bomb threats.

### **Concept of Operations**

This annex assumes a wide spectrum of civil disorder situations and recognizes that response will vary accordingly. The Police Department is responsible for preserving the peace, suppressing civil disorder, and performing the law enforcement functions of the Town.

### **Organization and Assignment of Responsibilities**

**Mayor/Town Council** will:

- Establish policy and issue emergency legislation and declarations in coordination with the Town Council.
- Represent the Town when negotiations take place with leaders of the civil disturbance.

**Town Manager.** See Basic Plan.

**Emergency Manager.** See Basic Plan

**Emergency Services Staff.** See Basic Plan

**Police Department** will:

- Identify and maintain a list of critical facilities that may be vulnerable to civil disturbances.

- Establish an on-scene command post and assume primary responsibility for on-scene management of the emergency.
- Warn the public of any potentially dangerous situations.
- Provide security of critical facilities as the situation warrants.
- Establish holding areas for processing of violators.
- If necessary, request mutual aid resources.

**Fire Department will:**

- See Basic Plan
- Assist the Police Department in establishing an on-scene command post.
- Receive clearance from the EOC before allowing forces to enter the affected area.

**Public Works Department will:**

- See Basic Plan
- Provide and set up barricades for crowd control.
- Remove barricades erected by rioters.

**Support will:**

- See Basic Plan and Annex B: Support Annex.
- Begin traffic control procedures as appropriate.

**Direction, Control and Coordination**

Town of Wickenburg Police will direct and control from the on-scene Command Post and coordinate with other agencies as necessary. All operations will be carried out using National Incident Management System (NIMS) Incident Command System (ICS). See also Annex A: ESF #13 "Law Enforcement".

**Information Collection and Dissemination**

Police Department will be responsible for notifying Town officials. See Annex A: ESF #15 External Affairs and Annex B Support Functions.

**Authorities and References:** See Basic Plan.

## **Common Carrier Accidents**

### **Purpose**

The purpose of this hazard specific appendix is to ensure an effective and rapid response to a common commercial carrier accident in order to minimize loss of life, expedite recovery efforts and to provide appropriate control and security measures to the site and to the residue.

### **Scope**

This appendix addresses general and specific emergency response activities to off-site incidents caused by aircraft, trains and buses within the Town of Wickenburg .

### **Situation Overview**

Common commercial carriers, defined as aircraft, trains and buses, transport people and goods above and through the Town of Wickenburg by air, rail and roads. Regardless of their nature or location, commercial carrier accidents can involve local, State and Federal agencies. Due to this involvement and the immediacy of the control problem, it is imperative that Town officials be cognizant of their role as well as the responsibilities of other concerned agencies.

### **Planning Assumptions**

A common commercial carrier accident may occur in the Town of Wickenburg. The carrier will be an aircraft, train, bus or other commercial vehicle. There will be survivors requiring extrication, on-site treatment and emergency transportation. Secondary effects of fire and disruption of gas, water, and electrical distribution in the immediate vicinity will occur. Hazardous materials may be involved and appropriate HAZMAT response measures will have to be taken (see Annex A ESF #10 and Annex C Hazardous Materials incident specific appendix).

### **Concept of Operations**

See Basic Plan and appropriate ESF and support functions (Annex A and B). For clarity, each type of commercial carrier accident is covered separately under the headings of Aircraft, Trains, or Buses.

### **Organization and Assignment of Responsibilities**

**Police Department** will:

- Perform rapid survey of crash scene and damaged areas.
- Report findings immediately to the Incident Commander (or EOC if activated) with recommendations regarding mobilization of additional forces.
- Assist the Fire Department in establishing an on-scene Command Post.
- Establish traffic and personnel access control procedures, establish a perimeter, and preserve the accident scene intact (to include all debris).
- Recall off-duty personnel.

- Ensure that emergency vehicles responding to the crash site have the best possible ingress and egress routes that will enable them to reach and exit the scene without unnecessary delay.
- Direct teams to make a detailed search of the area noting pieces of wreckage, luggage and other debris. In an aircraft disaster, bodies and parts of bodies will be covered and guarded until removal is authorized by the accident investigators.
- Recommend evacuation of any residents, if required, and establish evacuation assembly areas until congregate care facilities can be arranged.

**Fire Department will:**

- Establish an on-scene Command Post in conjunction with the Police Department and assume primary responsibility for on-scene management of the accident site.
- Request automatic aid assistance from other fire departments, as required.
- If a mass casualty situation exists, notify the Phoenix Fire Dispatch Center, which will, through established procedures, activate the Maricopa County Medical Alerting System to put local area hospitals on alert.
- Recommend evacuation from the disaster area when deemed advisable, in coordination with the Police Department.
- Assign search and rescue teams to search for and remove survivors from the accident scene.
- Designate open areas close to the scene for first aid stations and medical triage teams.
- Establish and provide a transportation sector to supervise regular and improvised ambulances until a medical coordinator is available.
- Recall off-duty personnel.

**Public Works Department will:**

- Conditions in the affected area may necessitate the shutting down of certain utilities. Coordinate the priorities for shutdown and restoration with the utility companies involved.
- Conduct debris clearance operations when approved by on-scene authority. (Debris clearance operations may be delayed due to accident investigation.)

Commercial carrier accidents are categorized below as aircraft, trains or buses. Additional response procedures used in dealing with each category are addressed.

### **Aircraft Incidents**

Central Arizona is in a zone of converging commercial, military and general aviation traffic. The Wickenburg Airport Operations and the proximity of a major air terminal at Sky Harbor International Airport and other airfields nearby could require an emergency response to an aircraft disaster.

The Fire Department will establish an on-scene Command Post in conjunction with the Police Department and assume the primary responsibility for on-site management of air crash incidents. If the crash site is in an unincorporated area, the Maricopa County Sheriff's Office will be notified.

If the crash site involves a military aircraft, the wreckage site may become, at the responding military authority's request, Federal property until the site is released by that authority. The military on-scene Commander will assume on-scene responsibility.

Automatic and mutual aid agreements will be implemented as soon as it is apparent that effective response to the disaster will be beyond the capability of the Town resources and/or if the crash site is near or crosses jurisdictional boundaries.

#### **Emergency Manager will:**

Notify the FAA's Albuquerque Air Route Traffic Control (1-505-856-4500) to request a temporary flight restriction over the crash site, if required.

If a military aircraft is involved, notify Luke AFB (623-856-5800 or 5600).

If helicopter support is needed, request support from the Department of Public Safety.

Establish and provide a transportation sector to supervise regular and improvised ambulances until a medical coordinator is available.

Notify the Medical Examiner at 602-506-1138 if there are fatalities.

As soon as possible, forward the following information to the Maricopa County Emergency Operations Center (602-273-1411):

- The location of the accident.
- The number of injuries or deaths, if known.
- Whether the aircraft is military or civilian.
- The type of aircraft (passenger, cargo, helicopter).
- The best available ingress and egress routes for emergency vehicles.
- Any additional assistance required (police, fire, medical, military, etc.).

When the following information becomes available, forward to the Maricopa County EOC:

- The aircraft identification numbers.
- The owner(s) of the involved aircraft.

- The name and address of the pilot.
- A description of property damage.
- The location of known survivors.
- A brief statement of circumstances surrounding the incident.
- Whether weapons were aboard if the aircraft was military.
- Whether U.S. mail was aboard.

If a potential mass casualty situation exists, notify the Phoenix Fire Department Dispatch Center, which will, through established procedures, activate the Maricopa County Medical Alerting System to put local area hospitals on alert.

Conditions in the affected area may necessitate the shutting down of certain utilities. Coordinate the priorities for shut-down and restoration with the utility companies involved.

The Maricopa County Emergency Operations Plan provides added details and discusses the roles of other agencies that support aircraft crash disaster operations. Services of these agencies will be provided automatically when the disaster is reported.

### **Train Incidents**

Union Pacific has a major rail line that traverses the Town of Wickenburg from north to south, parallel to Arizona Avenue, through the downtown area. Hazardous materials are transported on this track.

Train car initials (for example "UP", "SP", "ATF", etc.) plus the car number can be used to identify different types of cargo. DOT tank car specification numbers consist of a class designation followed by identifying letters and numbers. The second number, where present, indicates tank test pressure in pounds per square inch (psi).

#### **Specific Tasks**

The Fire Department will establish an on-scene Command Post, if necessary, while the Police Department will provide security.

The Emergency Services Staff will notify the Burlington Northern Santa Fe Yardmaster (1-800-832-5452 option 1). Arizona Corporation Commission (602-252-4449) will be notified of rail accidents.

### **Bus Incidents**

Buses and coaches transiting the Town of Wickenburg are subject to motor vehicle accidents. Response procedures to accidents involving large numbers of individuals are the same as regular road accidents, with the exception of increased logistics problems involved with the transportation of greater numbers of victims.

The Department of Public Safety (DPS) will be in charge of on-scene operations when the location of the accident is on a state highway.

### **Truck Incidents**

Commercial and private trucks transiting the Town of Wickenburg are subject to vehicle accidents. Response procedures to accidents involving trucks are similar to other vehicular road accidents, with the exception of an increased potential for these vehicles to carry hazardous materials and the resulting increased possibility of hazmat spills. See Hazardous Materials Specific Appendix.

DPS will be in charge of on-scene operations when the location of the accident is on a State or Federal highway.

#### **Direction, Control and Coordination**

Town of Wickenburg Police and Fire will direct and control from the On-scene Command Post and coordinate with other agencies as necessary. All operations will be carried out using NIMS ICS. See also Basic Plan Section and appropriate ESF's and support.

#### **Information Collection and Dissemination**

Fire Department will be responsible for notifying Town officials.

#### **Authorities and References**

See Basic Plan

## **Earthquakes**

### **Purpose**

The purpose of this appendix is to address the areas of earthquake response and the initial stages of recovery for the residents of the Town of Wickenburg.

### **Scope**

This appendix will ensure a rapid response to disaster areas due to an earthquake in the Town of Wickenburg in order to minimize loss of life and to initiate prompt recovery operations.

### **Situation Overview**

The Town of Wickenburg, like most of Arizona, is in Seismic Risk Area Two and can expect **MODERATE** damage as a result of an earthquake. See the Seismic Zone Map of Arizona. The Town of Wickenburg may experience the effects of earthquakes and they may occur without warning. There may be secondary effects of fire and disruption of gas, water and electrical distribution systems. Aftershocks may seriously hamper recovery efforts. Of all natural disasters, earthquakes can inflict the greatest loss of life and property and require the greatest mustering of resources to mitigate their effects. There may be a need for law enforcement, firefighting, search and rescue, mass shelter, food and water distribution, damage assessment, emergency utilities, medical services and evacuation.

### **Concept of Operations**

Earthquakes present a unique challenge to emergency responders. There is usually no warning and it is difficult to ascertain the area involved and extent of damage. Two critical tasks must be performed immediately following an earthquake to ensure the most effective operations by emergency response personnel:

The Police Department must perform a rapid survey of the Town and report the results.

A status check on all emergency forces must be completed.

Emergency personnel must conduct communications checks on a unit-to-unit basis (relay if needed) because communications equipment may be inoperative.

Once an overall picture of the area and extent of damage emerges, resources can be deployed where they are most needed. Emergency units must avoid freelance responding and stopping at the first emergency encountered. A quick triage must occur to effectively direct response forces.

The results of the rapid survey will indicate the need for implementing the EOP and activating the EOC. If needed, the quicker this is accomplished, the better the emergency response outcome will be.



## **Organization and Assignment of Responsibilities**

Significant earthquakes will likely require the full Town emergency organization. Refer to the Basic Plan.

### **Tasks**

**Mayor.** See Basic Plan.

**Town Manager:** See Basic Plan.

**Emergency Manager:** See Basic Plan.

### **Emergency Services Staff:**

- See Basic Plan.
- Obtain the following information from the Maricopa County EOC:
  - Seismographic data about the earthquake epicenter and intensity.
  - Electrical outages and anticipated restoration times.
- Obtain information about Town of Wickenburg customers of Arizona Public Service (APS) and Salt River Project (SRP) who are on life support systems. Notify the Fire Department if any are suspected to live in an area that has experienced a power failure.
- Collect and maintain data on condition of buildings and other facilities that are or may become weakened by earthquake activity.

### **Police Department will:**

- See Basic Plan.
- Establish an on-scene command post if the damage is sufficiently local in nature. If damage is widespread, establish a mobile command post to coordinate field inputs to the Town EOC.
- Perform rapid survey of damaged areas.
- Warn residents to leave buildings considered to be unsafe for further occupancy.

### **Fire Department will:**

- See Basic Plan.
- Assist the Police Department in establishing an on-scene or mobile command post.
- Evacuate residents on life support systems if they live in an area that has experienced a power failure.

**Public Works Department will:**

See Basic Plan, Annex A and B.

Survey damage to buildings, roads, utilities and other facilities and report that information to the EOC.

Designate areas to be used for debris and waste disposal.

Establish priorities for the repair of public utilities and facilities.

Determine the structural integrity of buildings damaged as a result of the earthquake.

**Support:** See Basic Plan, Annex A and B.

**Direction, Control and Coordination**

Town of Wickenburg Police and Fire will direct and control from the On-scene Command Post and coordinate with other agencies as necessary. All operations will be carried out using NIMS ICS. See also Basic Plan Section and appropriate ESF's and support.

**Information Collection and Dissemination**

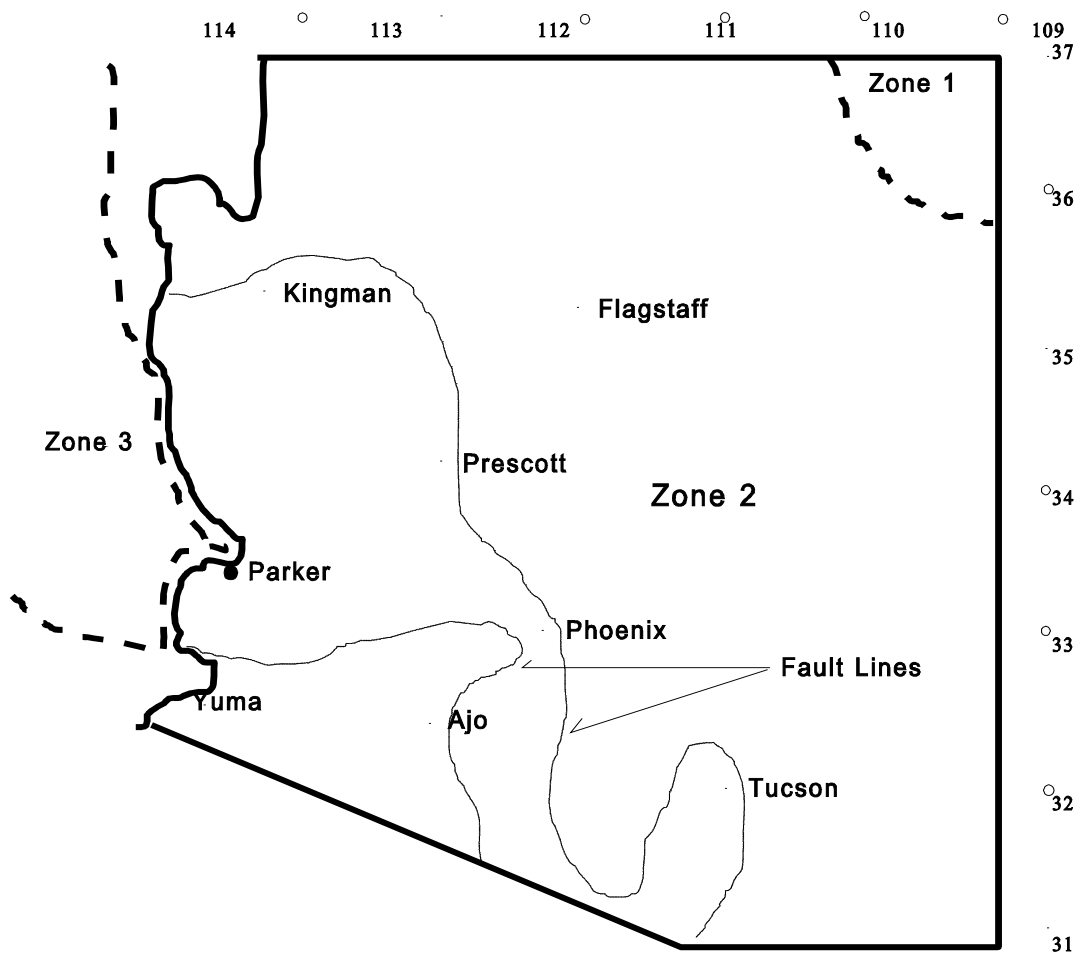
Fire Department will be responsible for notifying Town officials.

**Authorities and References**

See Basic Plan

## **Tab A - Seismic Zone Map of Arizona**

- ZONE 1 Minor damage; distant earthquakes may cause damage to structures with fundamental periods greater than 1.0 second; corresponds to intensities V and VI of the M.M.\* Scale.
- ZONE 2 Moderate damage; corresponds to intensity VII of the M.M.\* Scale.



- ZONE 3 Major damage; corresponds to intensity VIII of the M.M.\* Scale.
- ZONE 4 Those areas within Zone No. 3 determined by the proximity to certain major fault systems.

Modified Mercalli Intensity Scale of 1931

## **Electrical Power Outages**

### **Purpose**

The purpose of this appendix is to assist the residents of the Town of Wickenburg in the recovery from outages and shortfalls associated with electrical power failures or rotating electrical power outages.

### **Scope**

The scope of this appendix is to identify the threat and provide guidance during a major loss of power in the Town of Wickenburg impacting its residents.

### **Situation Overview**

The Town has one primary provider of commercial electrical power—the Arizona Public Service Company (APS).

Because the major electric utilities in the western states are interconnected through an extensive grid system operated by the Western Electricity Coordinating Council (WECC), the failure of a major transmission line in a location well outside the state could result in large-scale power outages in the Town of Wickenburg. A lack of adequate generation and transmission capabilities in certain areas might also cause shortages. While this interconnectivity increases the number of ways in which a power failure could occur, it also increases the options available for the restoration of power.

Local thunderstorms, particularly during the summer monsoon season, are capable of producing widespread power failures in the East Valley. Excessive summer heat can have a significant effect on electrical demands in the Town of Wickenburg and the surrounding area.

Energy emergencies have been categorized by the electric utilities that are members of WECC, including those in Arizona, into three alert levels.

Alert 1 means all available resources are in use. The utility has no reserves beyond the minimum requirement and there is a concern that it may not be able to sustain its required operating reserves. All non-firm wholesale energy sales are curtailed.

Alert 2 means load management procedures are in effect. At this point, the utility makes appeals to the public to reduce energy use, initiates voltage reductions on the system, and curtails interruptible loads through a voluntary curtailment program.

Alert 3 means a firm load interruption is imminent or in progress.

When a firm load interruption is required (Alert 3), APS will both employ the use of involuntary curtailments in the form of “rolling blackouts” rather than taking the risk of further degradation of the electric utility grid. When rolling blackouts occur, service will be cut off to circuits servicing one or more predetermined areas, each of which contains approximately 750 homes or their equivalent. These outages will generally last approximately twenty minutes to one hour for each circuit disconnected. As service is

restored to areas that just experienced the blackout, it is then interrupted to another set of areas. This process repeats itself until power demands fall to the point at which power can be restored throughout the utility's service area. The utilities have identified critical needs facilities such as hospitals, water treatment plants, and 911 dispatch centers, and the circuits servicing those facilities will not be taken off line during the rolling blackouts.

Due to limited additions to power generation or transmission capability over the past 10 years, power availability is not guaranteed. The times of greatest exposure are summer weekday afternoons. Wild land fires affecting transmission lines servicing the Valley from the north could aggravate the situation.

### **Planning Assumptions**

If a power outage is large enough to warrant opening the Wickenburg EOC, but not large enough to affect other cities and towns, the electrical provider will send a representative to the Wickenburg EOC. The representative will keep the Town up to date on power restoration efforts through contact with the utility's EOC.

If a power outage is large enough to affect multiple jurisdictions, the electrical provider will send a representative to the County or State EOC, and the Town EOC will receive updates from the County or State EOC.

Traffic management plans will need to be developed for intersections with stoplights in affected areas.

Because some telephone systems rely on electric power, access to the 911 system may be limited in affected areas.

Locally owned water companies that rely on wells may be unable to deliver potable water.

Water treatment facilities will be unable to operate at full capacity, or perhaps even operate at all.

Utility companies have provided dry ice to its customers during extended power outages in the past and can be expected to do so during future situations of a similar nature.

The Town of Wickenburg's continuity of operations plan determines which critical functions of Town of Wickenburg government would continue to operate.

### **Concept of Operations**

As a general rule, the Town EOC will not be activated when rolling blackouts occur. If a blackout is expected to last for an extended period of time and affect a major portion of the Town, the Town EOC will be activated. The involved utility will be asked to send a representative to the Town EOC, unless it has a representative in the State or County EOC.

If an extended power outage occurs during a summer heat wave, a life-threatening situation can occur for a large segment of the population, particularly the elderly. APS has programs that identify persons who rely on electrically operated medical systems in

their homes, and these persons have been advised to procure battery-powered backups to meet their needs during the short power outages associated with rolling blackouts. In the event of unanticipated power failures of an extended nature, however, these people will need to be moved to a temporary shelter where their medical needs can be met until power is restored to their homes.

### **Organizational Assignment and Responsibilities**

**Mayor** will:

- Declare a local emergency if deemed necessary.

**Town Manager** will:

- Ensure that the provisions of this appendix are implemented.

**Public Works Department** will:

- Coordinate closely with the utility and the Maricopa County EOC to ensure that the areas affected by blackouts are notified as far in advance as possible.

**Information Technology Department** will:

- Send representatives to the EOC, when activated.

**Police Department** will:

- Be prepared to perform traffic management at controlled intersections in affected areas, particularly those areas controlled by stoplights.
- Increase patrols in affected areas for crime prevention and to ensure 911 access for residents whose telephones fail as a result of the power outage.

The **Public Information Office** will:

- Issue news releases and work with the Town Clerk's office to establish a Citizen's information hotline to inform the public of services available and, to the extent possible, the status of power restoration efforts. See ESF #15

### **Support**

**Utility Companies** may:

- Distribute dry ice to its customers who are without power and make public service announcements to inform the public of distribution points.

**Maricopa County Environmental Services Department** will provide support in the following areas:

- Monitoring of wastewater treatment and disposal facilities.
- Testing of drinking water supplies for both private and public systems.
- Checking regulated facilities such as restaurants and grocery stores for evidence of food spoilage.
- Monitoring cooling centers for proper sanitation and food handling procedures.
- Providing general sanitation advice to the public.

**Maricopa County Public Health Department** will assist in the following areas:

- Monitoring for disease outbreaks and other health-related problems in areas that have experienced extended periods without refrigeration or interruption of sanitation services.
- Monitoring for increased morbidity and mortality.

**Maricopa County Department of Air Quality** will perform the following:

- Increasing air quality monitoring to determine whether the use of generators has increased pollution levels, and issuing public warnings if necessary.

**The Red Cross and the Salvation Army** will:

- Establish shelters outside the power outage area or in buildings within the power outage area that are powered by generators.

### **Direction, Control, and Coordination**

The Town of Wickenburg EOC will be activated when a blackout is expected to last for an extended period of time and affect a major portion of the Town. The Public Works Department will coordinate closely with the utility companies and the Maricopa County EOC by sending a representative to the Town EOC if not already present in the State or County EOC.

### **Information Collection and Dissemination**

Notification of a significant power outage will come from the utility company. The utility representative will provide information regarding specific need requirements of the impacted areas to the Town EOC. See ESF #15 External Affairs for dissemination.

### **Administration, Finance, and Logistics**

The Finance/Administration Section under the Incident Command System will coordinate fiscal and administrative requirements and determine the necessary financial support for the EOC. Extraordinary financial obligations resulting directly from support of this appendix must have prior approval from the Town of Wickenburg Town Manager. Logistical procedures are described in Annex B.

### **Authorities and References**

## **Fire and Explosion**

### **Purpose**

The purpose of this appendix is to provide fire protection support for extraordinary fire and explosion emergencies in the Town of Wickenburg, to include wild land fires affecting or threatening the Town.

### **Scope**

This appendix applies only to extraordinary fire and explosion emergencies that exceed the normal response capabilities of the Town of Wickenburg and not as the result of bomb threats or terrorist activity.

### **Situation Overview**

The Fire Management Office of the Arizona State Land Department makes an annual assessment to determine state wild land fire conditions. The Town of Wickenburg has the responsibility for any fire suppression activities within its boundaries.

### **Concept of Operations**

See Basic Plan and ESF #14. The Fire Department will establish an on-scene Command Post and will assume responsibility for on-site management. The Police Department will provide control and security of the affected area. Fires on State and County land that threaten the Town of Wickenburg should be reported to the Fire Management Office of the State Land Department.

### **Organization and Assignment of Responsibilities**

**Mayor:** See Basic Plan.

**Town Manager:** Basic Plan.

**Emergency Manager (Fire Chief):** See Basic Plan.

**Emergency Services Staff:** See Basic Plan

**Police Department will:**

- See Basic Plan.
- Assist the Fire Department in establishing an on-scene command post.
- Prevent looting of damaged and evacuated areas.
- Alert the residents of areas that are likely to be affected.
- See Basic Plan.
- Establish an on-scene command post and assume primary responsibility for on-scene management of the emergency.
- Request mutual aid assistance from other fire departments, as required.
- For fires on State or County land adjoining the Town of Wickenburg, request assistance from the Fire Management Office of the State Land Department.

**Public Works Department will:** See Basic Plan.

**Support:** See Basic Plan.



**Direction, Control, and Coordination**

The Town of Wickenburg EOC will be activated for incidents that are extraordinary fire and explosion emergencies

**Information Collection and Dissemination****Administration, Finance, and Logistics**

The Finance/Administration Section under the Incident Command System will coordinate fiscal and administrative requirements and determine the necessary financial support for the EOC. Extraordinary financial obligations resulting directly from support of this appendix must have prior approval from the Town of Wickenburg Town Manager. Logistical procedures are described in Annex B.

**Authorities and References**

See Basic Plan.

## **Hazardous Materials**

### **Purpose**

The purpose of this appendix is to coordinate the public and private responses that may be required or requested in order to protect residents and emergency response personnel from the effects of hazardous materials involved in a transportation, storage, or usage incident and provide expeditious recovery from the incident.

### **Scope**

The scope of this appendix is to provide broad objectives that will provide the greatest protection of life and health, the environment and property of the residents of the Town of Wickenburg .

### **Situation Overview**

Incidents involving hazardous materials (HAZMAT) can occur without warning at fixed facilities or along transportation routes. They may result in dangerous conditions requiring immediate corrective action by emergency response personnel to protect themselves, accident victims and residents.

Public Law 99-499, the Superfund Amendment and Reauthorization Act of 1986 (SARA), Title III: Emergency Planning and Community Right-to-Know, was enacted to provide local governments the authority to gather information concerning chemical hazards in their community, plan for the response to incidents involving those hazards, and provide a means for the general public to access information concerning hazardous substances in their community.

The Arizona State Emergency Response Commission (AZSERC) enforces the provisions of SARA, Title III and other federal laws and regulations dealing with hazardous materials in the State of Arizona. The administrative offices and staff supporting the AZERC are located at the Arizona Division of Emergency Management.

The Maricopa County Local Emergency Planning Committee (LEPC) is the County's designated lead agency for emergency planning and enforcement of the provisions of SARA, Title III and other federal laws and regulations dealing with hazardous materials. The administrative offices and staff support of the Maricopa County LEPC are located at the Maricopa County Department of Emergency Management.

Facilities which use or store extremely hazardous substances or hazardous chemicals in excess of the threshold planning quantity are required to comply with all reporting and planning requirements in SARA Title III and Arizona Revised Statutes, Title 26, Chapter 2, Article 3.

### **Planning Assumptions**

The amount of time available to determine the scope and magnitude of the incident will have an effect on the protective actions recommended. Wind speed, wind direction and the temperature gradient at the time of the incident will be primary factors in determining which evacuation routes can be used. Changes in wind velocity may result in changing

protective action decisions. Temperature inversions will increase downwind travel and lateral dispersion of toxic plumes. Hazardous materials may enter and contaminate water supplies and wastewater systems, necessitating the shutdown of such facilities until decontamination procedures can be implemented.

### **Concept of Operations**

See Basic Plan and ESF #10. The Fire Department will establish an on-scene command post in conjunction with the Police Department and control operations at the scene of the incident. The Police Department will secure the incident scene. The Incident Commander (IC) will determine evacuation routes based on prevailing condition at the time of the incident incorporate that decision into the Incident Action Plan (IAP) and ensure that evacuation instructions are conveyed to the affected population. The goal of the Town 's responding forces is to stabilize the incident, leaving clean-up operations to hazardous materials specialists.

The Arizona Radiation Regulatory Agency (ARRA) has the primary responsibility for incidents involving radioactive materials. If the incident involves radioactive materials, a trained Radiological Defense Officer (RDO) will direct radiological control measures at the scene until ARRA personnel arrive. If an RDO is unavailable, a trained Radiological Monitor will direct radiological control measures until the arrival of ARRA personnel.

The Commander, Luke Air Force Base, has responsibility for incidents involving military weapons. If military weapons are involved, the area will be evacuated to a distance of at least 4000 feet, the Base Command Post (623-856-5800) will be notified, and the site will be secured until military forces arrive to assume responsibility.

### **Records and Reports**

If a reportable release of an extremely hazardous substance or a hazardous chemical, as designated by the Environmental Protection Agency, occurs at a facility, the facility owner/operator/emergency coordinator shall, in accordance with SARA, Title III, and ARS 26-348, immediately notify the following agencies using the format provided in Tab B.

- The emergency response agency (i.e., the local fire department) through 911 or other appropriate number if emergency response is required.
- The Maricopa County Local Emergency Planning Committee (Maricopa County Department of Emergency Management) at 602-273-1411 (24-hour number).
- The Arizona Emergency Response Commission through the Arizona Department of Environmental Quality Emergency Response Unit, 602-771-2330 (24-hour number).

After additional information becomes known, the owner or operator shall update the notice in writing within **seven calendar days** following discovery or development of the information.

In addition, a written follow-up report of the incident shall be submitted to the Arizona Emergency Response Commission and the Maricopa County Local Emergency

Planning Committee (MCLEPC) **within thirty days** after the reportable release. The written follow up report will not be deemed accurate or complete until the MCLEPC has reviewed and approved it. The MCLEPC may request more information, in writing, pertaining to the HAZMAT incident. The owner or operator shall provide the following information immediately:

- The specific location of the release.
- The chemical name or identify of the substance(s) released and description of the container or vessel from which the release occurred
- Indication if the substance is on the list of extremely hazardous substances.
- An estimate of the quantity of substances which were released into the environment.
- The time and duration of the release.
- The medium or media into which the release occurred.
- Any known or anticipated acute or chronic health risks associated with the release and, if within the informant's knowledge, advice regarding medical attention necessary for exposed individuals.
- Proper precautions to take as a result of the release, including evacuation and other proposed response actions.
- The name and telephone number of the person or persons to be contacted for further information.

The written follow up report shall include the above information and the following information:

- Actions taken to respond to and contain the release.
- Any known or anticipated acute or chronic health risks associated with the release.
- If appropriate, advice regarding medical attention necessary for exposed individuals.
- Measures which have been or will be taken at the facility to avoid a recurrence of similar releases.
- The National Response Center at 800-424-8802 (24-hour number).

The Supplemental Radiological Incident Report shall be completed when an incident involves radioactive materials (see Tab D).

Incident Commanders may be required to complete the Arizona Hazardous Materials Incident Form (Tab E) or similar departmental form for the Arizona Emergency Response Commission.

### **Organization and Assignment of Responsibilities**

**Mayor:** See Basic Plan.

**Town Manager:** See Basic Plan.

**Emergency Manager will:**

- See Basic Plan.
- Ensure that all emergency response vehicles have the most recent copy of the Emergency Response Guidebook.

**Emergency Services Staff will:**

- See Basic Plan.
- If the incident involves radioactive materials, Notify ARRA.
- Obtain the assistance of a trained RDO to direct radiological control measures at the scene until ARRA personnel arrive. The Maricopa County EOC can provide possible sources for obtaining the services of an RDO.
- Notify the FAA's Albuquerque Air Route Traffic Control (1-505-856-4500) to request a temporary flight restriction over the crash site, if required.
- If the incident involves military weapons, notify the Luke Air Force Base Command Post (623-856-5800 or 5600).
- If there is a mass casualty situation, notify the Phoenix Fire Dispatch Center and ask them to activate the Maricopa County Medical Alerting System (MCMAS). Activating MCMAS will place area hospitals on alert and to prepare them to receive casualties.

**Police Department will:**

- See Basic Plan.
- If first on-scene, secure the affected area, remain upwind, and assume on-site control until arrival of the Fire Department.
- Establish and cordon off a holding area for suspected contaminated persons and equipment.
- Clear the scene of all personnel not wearing special protective gear and breathing apparatus, if recommended by the Fire Department.
- If the incident involves explosives, evacuate the area to a distance of at least 2500 feet.
- If the incident involves military weapons, evacuate the area to a distance of at least 4000 feet.
- Notify the Emergency Services Staff.
- Notify Luke Air Force Command Post.
- Secure the area until military forces arrive.

If the incident involves radioactive materials,

- Notify the Emergency Services Staff.
- Notify ARRA if the EOC is not activated.
- Prevent removal of material and persons from the scene until cleared to do so by a radiological defense officer (RDO).

**Fire Department will:**

- See Basic Plan.
- Maintain records of facilities in and near the Town of Wickenburg that store reportable quantities of hazardous materials.
- Perform a vulnerability analysis on each of those facilities to determine their proximity to schools, hospitals, nursing homes, essential governmental services, and other entities that may need special assistance during a HAZMAT incident.
- In the event of a HAZMAT incident, establish an on-scene command post in conjunction with the Police Department and control operations at the scene of the HAZMAT incident.
- Determine the type of hazardous material and request technical assistance as needed.
- Allow only personnel with special protective gear and breathing apparatus near the incident scene if a health hazard is suspected.
- If conditions warrant, recommend evacuation of the affected area to the Mayor through the Emergency Services Staff. If the EOC is not activated, direct evacuation as appropriate.

If the incident involves radioactive materials,

- Segregate clothing and equipment used at or near the scene until they can be monitored for contamination. Place all known contaminated items in plastic bags marked "**Radioactive -- Do Not Discard**," and hold for ARRA.
- When removing injured persons from the accident area, do it rapidly and avoid contact whenever possible. Individuals with open wounds should be covered immediately.
- Injured persons believed to be contaminated should be covered to stop further contamination of open wounds and wrapped in blankets to reduce contamination of the interior of the ambulance.
- Patients believed to be contaminated should be taken to Banner Good Samaritan Regional Hospital, if possible. In any event, notify the hospital to which the patients are being transported that they may be contaminated by radioactive material.
- Dispatch an RDO to the scene if the EOC is not activated. This step will be performed by the Emergency Services Staff if the EOC is activated.
- Complete the Arizona Hazardous Materials Incident Report Form (Tab D) in accordance with established reporting procedures.

**Public Works Department.** See Basic Plan.

#### **Facility Owners/Operators/Emergency Coordinators**

- Comply with all reporting and planning requirements in SARA, Title III, and Arizona Revised Statutes, Title 26, Chapter 2, Article 3.

#### **Support**

Advice and emergency response resources are available both locally and nationally. The agencies listed in Tab A can be contacted for technical assistance during a HAZMAT incident.

Fire departments or other agencies that have specially trained HAZMAT response teams should be contacted for additional support, if required.

**Tab A – Assistance**

Federal Bureau of Investigation/Duty Desk	██████████
Department of Public Safety - Watch Commander	██████████
Department of Public Safety – Dispatch	██████████
U.S. Air Force: Luke Air Force Base – 24 hours	██████████
U.S. Air Force: Luke Air Force Base – 24 hours	██
Department of Environmental Quality – Spill Release Emergency Response Unit – 24 hours	██
Maricopa County Local Emergency Planning Committee – 24 hours	██████████
National Response Center (EPA) – 24 hours	████████████████
CHEMTREC	████████████████
Arizona Radiation Regulatory Agency (ARRA)	██
91 <sup>st</sup> Civil Support Team, Weapons of Mass Destruction	██████████
Agency for Toxic Substances and Disease Registry (ATSDR)	████████████████
Good Samaritan Poison & Drug Information Center – 24 hours	████████████████
Prescott Regional Communication Center	██████████
Phoenix Alarm	██████████

## Tab B – Hazmat Accident/Incident Report Form

<b>HAZMAT ACCIDENT/INCIDENT</b>	
Date: _____	Time of Report: _____
Report taken by: _____	
<b>CALLER INFORMATION</b>	
Name/Title _____	
Organization _____	
Call Back Number _____	
<b>SUSPECTED RESPONSIBLE PARTY</b>	
Name _____	
Organization _____	
Address _____	
Phone _____	
<b>INCIDENT LOCATION</b>	
Address _____	
Building Number _____	
<b>RELEASE MATERIAL(S)</b>	
Chemical _____	
Quantity Released _____	
Time and Duration of the Release _____	
Medium or Media Into Which The Release occurred _____	
Off Facility Site Release? _____	
<b>SOURCE/CAUSE OF INCIDENT</b>	
_____	
_____	
_____	
<b>KNOWN OR ANTICIPATED HEALTH RISKS</b>	
Delayed (Chronic)/Immediate (Acute) _____	
Injuries/Deaths _____	
Evacuation _____	
<b>TRANSPORTATION RELEASE</b>	
Carrier _____	
Truck/Trailer Number _____ Railroad Car Number _____	
Origin/Shipper _____	
Destination _____	
Bill-Lading/Waybill Number _____	



### **Tab C – Supplemental Radiological Incident Report**

TIME OF EVENT		DATE	
PERSON CALLING			
ORGANIZATION		PHONE	
DESCRIPTION OF INCIDENT			
NUMBER OF INJURED		INJURED EVACUATED TO	
RADIOACTIVE MATERIALS INVOLVED:			
	1	2	3
NAME/ISOTOPE			
GAS, LIQUID OR SOLID			
SEALED OR UNSEALED			
ACTIVITY (CURIES)			
SERIAL NUMBER			
OTHER HAZARDOUS MATERIALS INVOLVED:			
NAME/ISOTOPE			
GAS, LIQUID OR SOLID			
SEALED OR UNSEALED			
ACTIVITY (CURIES)			
SERIAL NUMBER INVOLVED			
ITEM DESCRIPTION, MAKE, MODEL, SERIAL #, ETC.			
VEHICLE DESCRIPTION			
ON-SCENE CONTROLLER: NAME			
AGENCY			
PHONE OR RADIO FREQ			
RESPONSE AGENCIES ON-SCENE			
FOLLOW UP REPORT			
TIME			
REPORT			

## Tab D – Arizona Hazmat Response Incident Report Form

### Arizona Hazardous Materials Incident Report Form

Report Taken by:		NRC#	Agency Report #		*AZSERC Mission #
Fire Dept/Agency:		Business Address:		Business Phone No:	Date & Time Call Received:

**Caller Information:**

Caller Name:		Title:	Organization:	
Business Address:		Phone No:	Date and time of Incident:	

**Incident Information:**

General Site Location Description/Directions:

Street Address:		City:	County:	State:
Zip Code:	Latitude:	Longitude:	Milepost:	

**Potential Responsible Party Information:**

Organization Name:		Business/Street Address:		
City:	County:	State:	Zip Code:	Office No:
Cellular No:	Email:	Other:		

**Incident Description Information:**

Incident Type/Description:
Incident Source/Cause:
Affected Medium, Extent, Name Body of Water, Etc. (air, water, soil)

**Materials Involved:**

Material/Chemical Name/C.A.S. No:	Amount Released:
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**Damage Description:**

Injuries:	Deaths:	Other Damages:
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**Remedial Actions and Response Dates:**

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**Notification by Caller:**

Possible Health Risks, and Environmental Hazards:
Proper Precautions, Medical Advise or Evacuation:
Who Notified:

(OVER)

AZSERC Incident Form 01 (July-2008)

\*PAGE 602-215-5718 FOR AZSERC CONTROL NO.

## **Heat Wave Emergencies**

### **Purpose**

The purpose of this appendix is to establish a program that will both educate the population about how to cope with a heat wave and, when necessary, provide protection from its effects to vulnerable segments of the population.

### **Scope**

The scope of this appendix is to describe emergency response activities and additional support required for heat wave emergencies in the Town of Wickenburg .

### **Situation Overview**

Periods of prolonged excessive heat can result in life-threatening situations for a large segment of the population, particularly among elderly persons who do not have access to air-conditioning. Documented cases of fatality counts totaling 100 or more have occurred in other U.S. cities during the past few years as a result of prolonged heat waves.

By recognizing a heat wave in its developmental stages, the Town can take actions that will enable residents to avoid life-threatening conditions.

Violent summer thunderstorms can be particularly serious. In addition to increasing the humidity, they can produce power outages that deprive large segments of the population of access to air-conditioning in their homes.

### **Planning Assumptions**

Cooling site shelters not subject to power outages will be established as required during heat wave emergencies.

### **Concept of Operations**

The Phoenix Office of the National Weather Service (NWS) will issue two types of heat related messages based on four factors—temperature, humidity, sky coverage, and expected duration. The combination of factors that will trigger one of these heat-related messages varies with the time of year; for instance, factors that may result in a high heat warning in early May might not result in one in mid-July. These two NWS products are:

Excessive Heat Watch – Issued when conditions are likely to result in a life-threatening heat emergency within the next 24 to 48 hours.

Excessive Heat Warning – Issued when heat conditions are forecast to be life-threatening. The warning is based on temperature, humidity, sky coverage and duration of the conditions.

The Public Information Office will issue the appropriate heat emergency messages prior to the beginning of the summer heat season by providing news releases and public announcements to inform the public on how to deal with the heat wave.

The Parks, Recreation & Facilities Department will identify senior centers that will operate under extended hours to provide access to air conditioning for senior residents who do not have air-conditioned homes. If necessary, the Red Cross and the Salvation Army will open cooling site shelters to provide air conditioning to those who are unable to utilize senior centers.

### **Organization Roles and Responsibilities**

**Town Manager** will:

- Declare a local emergency if deemed necessary.

**Emergency Manager** will:

- Ensure that the provisions of this annex are implemented.

The **Public Information Office** will:

- Issue press releases giving the public guidance about how to deal with the heat wave emergency.
- Press releases should emphasize what portion of the population is at risk the most, how to recognize and prevent heat stroke, the importance of getting at least two to four hours a day of cooling, where cooling is available and where to call for assistance.

**Parks, Recreation & Facilities Department** will:

- Identify centers to be opened and staffed a minimum of 12 hours a day when the heat wave emergency is initially enacted. On a case-by-case basis, centers may be returned to regular hours prior to the termination of the emergency if demand does not warrant the extended hours.

**Other Departments** will:

- Post heat tips for staff and encourage field staff to monitor conditions of residents most likely to suffer during prolonged heat wave (elderly, homebound).

### **Support**

The **National Weather Service** will:

- Issue excessive heat watches or warnings.

The **Grand Canyon Chapter of the American Red Cross and the Salvation Army** may:

- Assist when requested in shelter operations to serve as cooling sites augmenting those set up by the Town .

**Arizona Public Service (APS) and Salt River Project (SRP)** may:

- Provide free bagged ice and dry ice to affected customers when power interruptions lead to extended outages in their service areas.

**Direction, Control, and Coordination**

The Town of Wickenburg Emergency Operations Center may not be activated to accomplish implementation of this appendix. However, coordination between energy utility and cooling site shelters may be necessary and may be accomplished by Town of Wickenburg Fire Department.

**Information Collection and Dissemination**

The Town of Wickenburg Fire Department will coordinate with Maricopa County Department of Emergency Management and Town Departments on the disseminations of information about the emergency.

**Administration, Finance, and Logistics**

The Finance/Administration Section under the Incident Command System will coordinate fiscal and administrative requirements and determine the necessary financial support for the EOC. Extraordinary financial obligations resulting directly from support of this appendix must have prior approval from the Town of Wickenburg Town Manager. Logistical procedures are described in Annex B.

**Authorities and References**

See Basic Plan.

## **Public Health Epidemic/ Pandemic**

### **Purpose**

The purpose of this hazard specific appendix is to enhance the ability of Town officials to continue to deliver essential services through Town departments during a public health epidemic/ pandemic , and protect the health and welfare of its employees and their families.

### **Scope**

This appendix seeks to ensure continuity of essential government services during a public health emergency by achieving pre-designed coordination among Town departments and the elected and administrative authorities of the Town.

### **Situation Overview**

A public health epidemic/ pandemic can occur when a new subtype of Influenza A emerges that humans have no or little immunity, causes moderate to severe illness, is transmittable easily from person to person and vaccines to prevent the illness are not available.

Pandemic influenza occurred three times in the 20th century. In 1918 the subtype H1N1 (Spanish Flu) emerged and caused a severe pandemic that is referred to as the deadliest disease event in human history, with nearly 40 million deaths worldwide. In 1957 the emergence of influenza subtype H2N2 (Asian Flu) caused 70,000 U.S. deaths and in 1968 the emergence of H3N2 (Hong Kong Flu) caused an estimated 34,000 U.S. deaths. Most public health experts agree that it's inevitable that a public health epidemic/ pandemic will occur again. When a public health epidemic/ pandemic occurs, it is likely that a great portion of the population in the Town of Wickenburg as well as Town employees will be affected.

### **Hazard Analysis Summary**

A pandemic is likely to come in waves or phases, each lasting weeks or months. The unique characteristics and events of a pandemic will strain local, state, and federal resources. It is unlikely that there will be sufficient personnel, equipment, and supplies to adequately respond and overwhelming our health and medical capabilities. Further, while a pandemic will not cause any "physical" damage, it will ultimately threaten all critical infrastructures by removing essential personnel from the workplace for a period of time. This warrants planning efforts to consider a strategy that extends well beyond the health and medical sector, to include sustaining critical infrastructure, private-sector activities, the movement of goods and services, and economic and security considerations.

### **Capability Assessment**

A pandemic is a public health emergency that rapidly takes on significant political, social, and economic dimensions. A pandemic is likely to affect all sectors of the critical

infrastructure, public and private and the Town of Wickenburg will be required to coordinate emergency response with the county and state public health officials.

### **Mitigation Overview**

The Town of Wickenburg will need to implement protective actions (non-medical containment) that will likely be unfavorable to the general public. This may include closing schools, restricting travel, suspending mass gatherings and imposing isolation or quarantine measures on the general public. In addition, the Town of Wickenburg will encourage activities that will reduce the risk of infection such as proper hand hygiene and cough etiquette among Town employees and Town residents. (See Tab B – Guidelines for Infection Control and Personal Protection Equipment).

### **Planning Assumptions**

The Town of Wickenburg Influenza pandemic Plan is based on the following planning assumptions provided as guidance by federal, state and county public health authorities:

A new pandemic will be due to a new subtype of Influenza A.

Emergence of a new subtype is inevitable.

It will be a global event but a local emergency.

Seasonality cannot be predicted with certainty.

Susceptibility to the new subtype will be universal.

Efficient and sustained person-to-person transmission signals an imminent pandemic.

The virus will have the ability to spread worldwide.

A new novel virus could first emerge anywhere but most likely to emerge in the Far East.

Planning should be geared towards the more severe scenario (1918 Model).

It has the potential to overwhelm health care, hospitals, mortuary systems, as well as disrupt commerce and economic activity significantly.

Risk groups cannot be predicted with certainty.

Clinical disease attack rate likely to be 30% or higher.

Employee absenteeism may reach 40%.

The illness is expected to be highest among school-aged children.

People may be asymptomatic while infectious. Asymptomatic persons can transmit the illness and will likely develop immunity.

The incubation period for influenza is typically 2 days.

On average each infected individual will transmit the infection to two other people.

A community pandemic wave will last approximately 6 to 8 weeks. Multiple waves would be expected.

There will be limited or no ability for regional, state or federal support and assistance because of the likelihood of simultaneous community outbreaks across the United States.

Vaccine and antiviral medication will be delayed and/or in short supply.

Vaccine will be under the control of the federal government. As the State of Arizona receives vaccine it will be distributed on a priority basis.

The federal government has assumed responsibility for devising liability programs for vaccine manufacturers and person's administering the vaccine.

Secondary bacterial infections have the potential to strain antibiotic supplies.

Education, public health interventions, and limiting or eliminating public gathering may be a required response.

Effective response will require coordinated community-wide local efforts that include private business, residents, elected officials and religious leaders.

### **Concept of Operations**

The World Health Organization's (WHO) Influenza pandemic Phases are used as the template for federal, state and county pandemic planning. The Town of Wickenburg will use the WHO pandemic phases to provide a consistent and coordinated planning effort with federal, state and county public health agencies. The Stages of the Federal Government Response were created to characterize the stages of an outbreak in terms of the immediate threat to the U.S. population. They provide a framework for the Federal Government's actions. The chart below illustrates the WHO Pandemic Phases and the Federal Government Response Stages as they relate to one another.



WHO Phases		Federal Government Response Stages	
INTER-PANDEMIC PERIOD			
1	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human disease is considered to be low.	0	New domestic animal outbreak in at-risk country
2	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.		
PANDEMIC ALERT PERIOD			
3	Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.	0	New domestic animal outbreak in at-risk country
		1	Suspected human outbreak overseas
4	Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.	2	Confirmed human outbreak overseas
5	Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).		
PANDEMIC PHASE			
6	Pandemic phase: increased and sustained transmission in general population.	3	Widespread human outbreaks in multiple locations overseas
		4	First human case in North America
		5	Spread throughout United States
		6	Recovery and preparation for subsequent waves
		8	Lessons learned
		9	Revision of plans as needed

The Arizona Department of Health Services (ADHS) is the lead state agency for preparedness and response to a public health epidemic/ pandemic in Arizona. They will work in cooperation with the Arizona Division of Emergency Management who will coordinate state agencies response activities to a public health epidemic/ pandemic.

ADHS working directly with the CDC will provide/support: Surveillance and epidemiology, laboratory diagnostics, healthcare coordination, clinical and infection control guidance, vaccine and antiviral distribution and use, public health interventions including quarantine and social distancing recommendations and notices, pandemic information management, public health communications to the public, travel-related containment strategies, and guidance to county and tribal health departments.

The Arizona Pandemic Influenza Response Plan provides detailed planning and response activities including planning assumptions, response capacities, responsible parties and prescribed necessary actions. It is a result of coordinated effort with the U.S. Department of Health and Human Services' Influenza Pandemic Plan and the Pandemic Influenza Incident Annex to the State Emergency Response and Recovery Plan.

Maricopa County Department of Public Health (MCDPH) provides full time public health services to all residents of Maricopa County (per ARS 36-182) to include detection and response to a public health epidemic/ pandemic in Maricopa County working in cooperation with ADHS.

MCDPH responsibilities include surveillance, quarantine and sanitary measures to prevent the spread of the disease, provide temporary hospitals or places of reception for person's with infectious disease, county wide communication/information including health education campaign, allocating, distributing and administering available flu vaccine.

MCDPH will order vaccine, antivirals/antibiotics and supplies from ADHS through the strategic national stockpile (SNS) program guidelines as described in the MCDPH. Points of Distribution (PODS) will be managed by MCDPH.

Emergency management in the Town of Wickenburg is guided by the Town's Emergency Operations Plan (EOP). This plan directs all disaster response and recovery activities. The EOP Coordinator is the Fire Chief or the Fire Chief's designee.

The Town of Wickenburg has identified essential services in the context of a public health epidemic/ pandemic (See Tab A). Essential services have been defined as any service, if not delivered or interrupted for 12 weeks may result in significant hardship or danger for residents or employees, or may significantly interfere with response or recovery operations. A 12-week timeline was established to support a sustained response that would be required if multiple waves of influenza pandemic occurred as suggested in federal guidance.

The Town of Wickenburg has developed a pandemic influenza infection control/PPE use guideline (See Tab B).

The Town of Wickenburg has developed departmental/discipline strategies for each pandemic threat level and includes strategies that will be utilized Town wide.

The Town Manager may implement Special Leave during a public health epidemic/pandemic in accordance with Personnel Rule 15, Section 17. Supervisors will require sick and/or potentially contagious employees to stay home.

The Town Manager will consult with the Mayor and Council, Department Directors, and others to implement measures to assure essential operations continue.

The Town Manager will consult with the Mayor so policy duties can be performed to protect the health, safety, and welfare of Wickenburg (See Basic Plan - Emergency Declaration Process). A State Declaration and subsequent local proclamation would be expected in the later stages of a pandemic alert or outset of a federally declared pandemic. The Town Manager will provide briefings to elected officials, staff and the public as needed.

The Emergency Management Coordinator will receive updates with state and county public health/emergency management authorities. The Terrorism Liaison Officers (TLO) may also be recipients of public health intelligence.

The Emergency Management Coordinator, TLOs, PIO, Police Chief, and Fire Chief will meet and brief the Town Manager about relevant pandemic intelligence.

A daily action plan will be developed by the Town Management, Fire Chief, Police Chief, Municipal Utilities Director, and Public Works Director during Pandemic Phase 6. This plan will be communicated to fire stations, police substations and to both Public Works and MUD's Emergency Operation Centers.

The Town of Wickenburg will ensure all reasonable measures are taken to limit the spread of an outbreak within and beyond the town's borders by establishing an ethical code of infection control in the workplace that is reinforced during each influenza season. Seasonal influenza vaccinations will be provided for employees and their families as well as options for working offsite while ill, systems to reduce infection transmission and employee education.

### **Organization and Assignment of Responsibilities**

#### **Town Manager will:**

- Determine which influenza pandemic measures including the implementation and accountability of all phases of the Pandemic Matrix. Consult with Mayor, brief elected officials, staff and the public as needed.

#### **Mayor will:**

- Responsible for the enactment of policy to protect the health, safety, and welfare of the Town of Wickenburg (see Emergency Declaration Process).

**Purchasing Officer will:**

- Approve emergency purchases exempt from bidding requirements in conformance with Town Code 3-13.3. Coordinate with all departments for anticipated purchases, consider increased P-card limits, adding P-cards within departments as requested, define purchases that may qualify as exempt due to emergency as required. Coordinate with Town Manager and Law Office to de-elevate emergency purchase approval to purchasing division.

**Finance Director will:**

- Address budget and revenue needs during pandemic, including determining the economic impact of influenza pandemic on finances. (Pandemic can reduce revenues and increase emergency expenditures.)

**Safety/Risk Management Officer will:**

- Serve as the Influenza Pandemic Liaison with County and State Health Departments, County and State Emergency Management, regional and local emergency planning or emergency management representatives including local hospitals, business and schools. Support departmental activities/responses as determined by Town Manager.

**Terrorism Liaison Officers (TLO) will:**

- Maintain liaison with statewide intelligence community and recipients of public health intelligence.

**Department Heads will:**

- Ensure the planning, development and maintenance and implementation of standard operating procedures, checklists etc. as determined by the Town Manager.

**Direction, Control and Coordination**

The EOC would be placed on limited scale activation. A line of succession has been established to support this appendix and to provide departmental authority if management becomes incapacitated (See Tab C).

**Information Collection and Dissemination**

Surveillance, case investigation and management are conducted by the Arizona Department of Health Services and the Maricopa County Public Health Department. When an outbreak is suspected, the Town of Wickenburg Emergency Manager will be notified by the Maricopa County Emergency Management Department. The Town of Wickenburg Emergency Management Coordinator will follow call-down procedures.

**Administration, Finance and Logistics**

Standard emergency administration and supply procedures will be used. See Basic Plan and Finance Management in Annex B.

## **Authorities and References**

When a Local Emergency is proclaimed, the Mayor is authorized, by ARS 26-311, to govern by proclamation (See Basic Plan) to declare a local emergency and impose all necessary regulations to preserve the peace and order including: imposing curfew, closing business, public buildings, streets or other public places. Isolation and quarantine authority are held by the County and State Health Departments.

Tab A – Essential Services

Tab B - Guidelines for Infection Control and Personal Protective Equipment

### **Tab A – Essential Services**

The definition of Essential Services for Pandemic Planning is as follows:

An Essential Service is any service which, if not delivered or interrupted for 12 weeks may result in significant hardship or danger for residents or employees, or may significantly interfere with response or recovery operations.

#### **Essential Services by Department**

<b>Department</b>	<b>Services</b>
<b>Mayor and Town Council</b>	<ul style="list-style-type: none"><li>• Provide overall policy direction</li><li>• Implement the emergency powers of the Town</li><li>• Declare levels of emergency when necessary</li></ul>
<b>Town Clerk's Office</b>	<ul style="list-style-type: none"><li>• Legal documentation and filing</li></ul>
<b>Town Manager's Office</b>	<ul style="list-style-type: none"><li>• Implement the policies and direction of the Mayor &amp; Council</li><li>• Support of the overall preparedness program in terms of its budgetary and organizational requirements</li><li>• Serve as (or designate) Chief of the EOC and provide overall leadership and guidance to the Emergency Services Group</li></ul>
<b>PIO</b>	<ul style="list-style-type: none"><li>• Town Web sites (content dedicated to disaster information)</li><li>• Cable Channel 11 (programming dedicated to disaster information)</li><li>• Print Shop operations (Admin. Services section of clerks office)</li><li>• Public information services (e.g., media relations and management of information flow to elected officials and the public in time of crisis)</li></ul>
<b>Parks, Recreation &amp; Facilities</b>	<ul style="list-style-type: none"><li>• Essential life/safety services provided by senior center (center may be closed)</li><li>• Facilities Maintenance:</li><li>• Operation of emergency systems (fire alarm, generators, security doors and pass systems), facility gates, heating/cooling systems, electrical, facility cleaning, emergency power sources, phone operations and backup.</li></ul>
<b>Courts</b>	<ul style="list-style-type: none"><li>• In-custody court docket</li><li>• Administrative Services (e.g. payment processing, canceling warrants, removing defaults)</li></ul>

<b>Fire Department</b>	<ul style="list-style-type: none"> <li>• Emergency response</li> <li>• Emergency Management (EOC, EOP, Policy/Procedure implementation, response coordination, etc.)</li> <li>• TLO Program</li> <li>• Administrative activities essential to maintain above services</li> </ul>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>• Emergency Response Technical Support:</li> <li>• Power Dependent Support</li> <li>• Maintain EOC Information Systems</li> <li>• Maintain Network and Information Systems Operations</li> <li>• Provide Technical Support</li> <li>• Provide Remote Access Support</li> <li>• Tech Assistance in EOC</li> </ul>
<b>Law Office</b>	<ul style="list-style-type: none"> <li>• Criminal prosecution</li> <li>• Legal representation of police</li> <li>• Contracts for essential Town services</li> </ul>
<b>Finance Department</b>	<p><b><i>Administrative Services:</i></b></p> <ul style="list-style-type: none"> <li>• Financial management and support services to other Town departments.</li> <li>• Maintain comprehensive financial administration</li> </ul> <p><b><i>Accounting:</i></b></p> <ul style="list-style-type: none"> <li>• Maintain general ledger</li> <li>• Accounts payable</li> <li>• Accounts receivable</li> <li>• Payroll</li> <li>• Special assessment</li> <li>• Fixed assets</li> <li>• Cash management</li> </ul> <p><b><i>Budget:</i></b></p> <ul style="list-style-type: none"> <li>• Maintain accurate annual budgetary and Capital Improvement Program records.</li> </ul> <p><b><i>Central Supply:</i></b></p> <ul style="list-style-type: none"> <li>• Material issues, receipts and deliveries.</li> <li>• Administrative activities essential to maintain above services.</li> </ul>

	<p><b><i>Environmental Management:</i></b></p> <ul style="list-style-type: none"> <li>• Provide hazardous waste/substance emergency response.</li> <li>• Maintain properly serviced and calibrated emergency response equipment</li> </ul> <p><b><i>Fleet Maintenance:</i></b></p> <ul style="list-style-type: none"> <li>• Provide fleet support in priority order to: public safety, solid waste, others.</li> </ul> <p><b><i>Tax and Licensing:</i></b></p> <ul style="list-style-type: none"> <li>• Licensing</li> <li>• Tax and collections</li> </ul> <p><b><i>Utility Services:</i></b></p> <ul style="list-style-type: none"> <li>• Utilities services and payments</li> </ul> <p><b><i>Purchasing:</i></b></p> <ul style="list-style-type: none"> <li>• Accounts Payable/Accounts Receivable for emergency purchases</li> <li>• Issue purchase orders</li> <li>• Issue purchasing cards</li> <li>• Increase purchasing card limits</li> <li>• Prepare manual or email purchase orders</li> <li>• Approve / issue emergency purchase orders</li> <li>• Maintain current emergency vendor list</li> </ul> <p><b><i>Risk Management and Safety:</i></b></p> <ul style="list-style-type: none"> <li>• Assessing and monitoring level of exposure risk among employees</li> <li>• Implement appropriate employee education &amp; training, personal protective equipment uses, prophylaxis, and infection control plans based on latest public health recommendations</li> <li>• Intake employee work injury and illness claims and triage to appropriate care</li> <li>• Perform risk and loss control assessments of immediate threats</li> <li>• Investigate accidents for claim and liability mitigation</li> <li>• Perform Industrial hygiene monitoring and testing for immediate threats</li> <li>• Implement safety training to ensure adequate safety of persons functioning in a cross-functional job duties</li> </ul>
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<p><b>MUD</b></p>	<p><b><i>Water (Water Plant, Water Production, Water Distribution):</i></b></p> <ul style="list-style-type: none"> <li>• Production, storage, and distribution of safe drinking water.</li> <li>• Maintain water treatment plant equipment, well sites, reservoirs, booster pump stations, water mains, valves, and meters.</li> <li>• Response to water main breaks and service leaks.</li> <li>• Repair of damaged fire hydrants.</li> <li>• Establish water service to customers.</li> <li>• Utility location services.</li> </ul> <p><b><i>Wastewater (Wastewater Collection, Airport Water Reclamation Facility, Lone Butte):</i></b></p> <ul style="list-style-type: none"> <li>• Operate, maintain, and repair the wastewater collection system, including gravity and force mainlines, manholes, lift stations, and valves.</li> <li>• Emergency response to sanitary sewer line blockages/overflows.</li> <li>• Operate, maintain, and repair the reclaimed water distribution system, including pumps, lines, valves, meters, and recharge facilities.</li> <li>• Reclaimed water delivery.</li> <li>• Operation and maintenance of wastewater reclamation facilities (by contractor and TOWN OF WICKENBURG).</li> </ul> <p><b><i>Solid Waste:</i></b></p> <ul style="list-style-type: none"> <li>• Maintain collection and disposal of residential and Town -facilities solid waste.</li> </ul> <p><b><i>Water Quality:</i></b></p> <ul style="list-style-type: none"> <li>• Maintain only regulatory driven sampling programs for Water &amp; Wastewater.</li> </ul>
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<b>Community Development</b>	<b><i>Development Services:</i></b> <ul style="list-style-type: none"> <li>• Review and inspection of critical infrastructure and emergency situations.</li> </ul>
<b>Police Department</b>	<ul style="list-style-type: none"> <li>• Patrol and Emergency Response</li> <li>• Dispatch</li> <li>• Supportive Administrative functions</li> <li>• Detectives and Investigations</li> </ul>
<b>Public Works</b>	<b><i>Streets:</i></b> <ul style="list-style-type: none"> <li>• Support police and fire (traffic control, construction equipment and operators, securing property).</li> <li>• Emergency response (traffic signal emergency repair and operations, regulatory signs, emergency road repair, debris removal from roadways, pole knockdowns).</li> </ul>

## **Tab B – Guidelines for Infection Control and Personal Protection Equipment**

### **Basic Infection Control**

- The Town of Wickenburg will institute basic infection control measures as an everyday practice. This will include educating staff about cough and sneezing etiquette and hand washing. Alcohol based hand cleaners will be provided for use by employees and visitors; employees will be encouraged to stay home when they are sick with respiratory illness and/or fever.
- Hand washing should consist of washing with soap and water for about 15-20 seconds or the use of alcohol-based hand-cleaning products.
- Cough and sneeze etiquette regardless of cause, includes either covering the mouth and nose when coughing or sneezing with a tissue to contain respiratory secretions or coughing or sneezing into the crook of the elbow.
- Dispose of tissues in nearest hands-free waste receptacle after use and wash hands immediately after contact with any respiratory secretions.
- Special Leave may be implemented by the Town Manager during the influenza pandemic, in accordance with Town Personnel Rules. Supervisors will require sick and/or potentially contagious employees to stay home.
- Prior to and throughout each year's flu season employees will be given information/education on transmission, symptoms, prevention measures including vaccination for influenza, and an opportunity to receive a free flu shot through the employee benefits program.
- If/when the World Health Organization raises the level of pandemic awareness to level six (actual pandemic) the Town will limit or eliminate public events, face-to-face meetings and use social distancing as means to minimize opportunity for influenza transmission. During this time the Town will use alternative forms of communication and interaction to conduct critical business matters this could include telecom, cell phone, e-mail, VPN connectivity, and microwave.
- Employees will be encouraged to use only their assigned phone and/or work station.
- Antimicrobial wipes will be available to clean contact surfaces like countertops, door handles, phones, steering wheels, etc. A 10% bleach solution is also effective and may be used to clean surfaces.
- Public service counters and public venues would likely be closed at the discretion of Town Manager during a community outbreak of pandemic influenza.
- When performing environmental cleaning and disinfection of potentially contaminated surface it is recommended that gloves be worn and a hospital grade cleaner/disinfectant (Cavicide®, Lysol®, or others) be used following manufacturers suggested directions for use, and immediate hand washing after glove removal.

### **Personal Protective Equipment**

- Personal protective equipment including gloves and NIOSH approved disposable N-95 respirators (masks) or similar masks recommended by the Maricopa County Department of Health will be purchased with a rotating cache of supplies maintained by central supply.
- The use of masks will be implemented on a situational basis and as recommended in public health guidelines during pandemic phases five and six.
- The appropriate use of masks including donning and doffing, not leaving masks dangling around neck, performing hand hygiene after handling masks, discarding mask if it becomes soiled or moist, awareness of mask limitations and other recommendations will be reviewed with personnel prior to distribution and use.
- The benefits of wearing a mask in the general workplace setting has not been established, however, they may be used as part of our exposure control strategies.
- Gloves are not required or recommended for day to day use and do not decrease influenza transmission risks if used in place of hand hygiene (hand to mucus membrane transmission still exists with glove use). Avoid touching eyes, nose, mouth, or exposed skin with hands (gloved or ungloved), and avoid touching surfaces with gloved hands including door knobs, light switches, phones, etc. Do not wash gloves. Wash hands immediately after glove removal.
- Fire personnel will follow public health pre-hospital provider infection control measures to reduce the risk of exposure to influenza during the pandemic.

- **Palo Verde Nuclear Generating Station (PVNGS)**

**Purpose**

The purpose of this appendix is to prepare for and provide information to effectively respond to an accident at the Palo Verde Nuclear Generating Station; and to provide effective response to inquiries.

**Scope**

The scope of this appendix is to provide broad objectives that will provide the greatest protection of life and health, the environment and property of the residents of the Town of Wickenburg due to a major accident at the Palo Verde Nuclear Generating Station (PVNGS).

**Situation Overview**

The PVNGS is the largest facility designed for the peaceful use of nuclear power in the United States and is licensed and inspected by the Nuclear Regulatory Commission (NRC). Planning guidance and acceptance criteria for NRC licensees require the State and local governments to develop radiological emergency plans and emergency preparedness procedures. These plans and procedures are outlined in Nuclear Regulation 0654 (NUREG-0654) and Federal Emergency Management Agency Radiological Emergency Preparedness 1 (FEMA REP 1).

PVNGS is a standardized triple-unit commercial nuclear power facility consisting of three identical pressurized water reactors and turbine generators. The plant is located 55 miles west of downtown Phoenix near the community of Wintersburg and more than 52 miles west of the western boundary of the Town of Wickenburg .

A joint State/County plan has been developed to respond to an emergency or incident at PVNGS. The Governor of the State of Arizona is responsible for State government operations and receives advice and assistance concerning emergency planning and operational matters from the Director, Arizona Division of Emergency Management. The Chairman of the Maricopa County Board of Supervisors has final responsibility for decision making at the County level and the Maricopa County Department of Emergency Management (MCDEM) is responsible for the accomplishment of emergency response tasks. Planning and coordination of emergency response tasks, as well as operational activities, are accomplished, by direction, through the County staff at the MCDEM Emergency Operations Center (EOC).

The MCDEM Duty Officer receives notification of an accident or emergency at PVNGS through the Notification Alert Network (NAN). The pyramid recall notification list is then initiated and the EOC is activated. Representatives from the Maricopa County Department of Emergency Management, Sheriff's Office, Department of Transportation, Public Health, Environmental Services and the Grand Canyon Chapter of the American Red Cross respond to staff the EOC. Other County Departments, such as the Flood Control District, are recalled as needed. The State Emergency Operations Center is also activated simultaneously.

Planning standards outlined in NUREG-0654/FEMA REP 1 establish a 10-mile plume exposure pathway emergency planning zone, commonly referred to as the EPZ, around the plant. The planning basis for the size of the EPZ is determined on the protective action guide (PAG), defined as the projected absorbed dose to individuals in the general population that warrants protective actions. The EPZ size is established based on four criteria. The first criterion is based primarily on the projected doses from traditional design basis accidents that would not exceed PAG levels outside the 10-mile zone. Second, size is based on the projected doses from most core melt sequences that would not exceed the PAG outside the zone. Thirdly, size is determined on the worse case core meltdown, in which immediate life-threatening doses would generally not occur outside the zone. The final criterion is based on the concept that detailed planning within 10 miles would provide a substantial base for expansion of response efforts in the event that this proves necessary. Within the EPZ, shelter and/or evacuation are the principle immediate protective actions to be taken for the general public, and reception and care centers are pre-established to shelter displaced individuals.

NUREG-0654 also establishes an ingestion exposure pathway emergency planning zone, commonly referred to as the IPZ, as a defined area of 50 miles radius from the facility within which food or potable water may become contaminated as a result of a release of radioactive materials. The size of the IPZ is determined based on four criteria. The first criterion was selected based on the downwind range within which contamination will generally not exceed the PAG because of wind shifts during the release and travel time. The second criterion is based on the concept that there may be a conversion of atmospheric iodine to chemical forms that do not readily enter the ingestion pathway. Thirdly, it is believed much of any particulate material in a radioactive plume would have been deposited on the ground within 50 miles of the plant. Finally, the size of the IPZ is based on the concept that the likelihood of exceeding ingestion pathway protective action guide levels at 50 miles is comparable to the likelihood of exceeding plume exposure pathway protective action guide levels at 10 miles. The principle protective actions to be taken generally concern agricultural products and may include impounding of foodstuffs, removal of surface soil contamination, ensuring contaminated products do not enter the market place, and ensuring that animals do not graze on the open range within contaminated areas.

Four emergency classifications are used to notify Federal, State and County officials and response organizations of an incident or accident at PVNGS. The lowest classification is an "Unusual Event", which indicates a minor problem has taken place. No release of radioactive material is expected. An "Alert" is the next higher classification level; it indicates a minor problem and a small amount of radioactive material could be released inside the plant. A "Site Area Emergency" is the next higher classification. This classification indicates a more serious problem is taking place. Small amounts of radioactive material could be released near the plant, and if special action needs to be taken, sirens will be sounded. The Emergency Alert System (EAS) will be used to direct protective action procedures. "General Emergency" is the most serious of all emergency classifications and warns that radioactive material could be

released outside the plant site. Sirens will be sounded to initiate protective action procedures and information will be provided over the EAS.

PVNGS is considered to be invulnerable to terrorist activity through both design and security measures. Two perimeters of monitored security fencing and the third largest "police force" in the State of Arizona supplement coded door locks and magnetic identification cards for facility entrance. The containment buildings are constructed of steel and reinforced concrete capable of withstanding a major impact without serious damage. The reactors, located in the containment buildings, are below ground level and are also encased in steel and concrete. Because of this, any terrorist shells or bombs used against the buildings would not affect the reactor or the primary coolant pipes.

### **Planning Assumptions**

Since the Town of Wickenburg is outside the ingestion exposure pathway (IEP) emergency planning zone (IPZ), it will not be directly affected by an accident at PVNGS. However, a major accident at PVNGS could result in numerous inquiries to Town officials regarding the status of the emergency.

### **Concept of Operations**

Response procedures for an emergency at PVNGS are detailed in the Off-Site Emergency Response Plan for the Palo Verde Nuclear Generating Station. The Plan describes the organization for emergencies, classifies emergencies and defines and assigns off-site responsibilities and authorities.

The Maricopa County Department of Emergency Management will activate the Emergency Operations Center by direction of the Maricopa County Board of Supervisors and will assume responsibility for coordination of County response forces and volunteers in the event of an accident at Palo Verde NGS.

The Arizona Division of Emergency Management is responsible for State government's Off-Site Emergency Response Plan and will coordinate state and local agencies' emergency actions. The Arizona Radiation Regulatory Agency (ARRA) will evaluate the radiological hazards and recommend appropriate protective actions.

### **Tasks**

Town of Wickenburg officials will be aware of the general concepts of emergency response operations of the PVNGS. The Maricopa County EOC (602-273-1411) will be activated and provide information on request to queries concerning plant status.

### **Direction, Control, and Coordination**

See Basic Plan.

### **Information Collection and Dissemination**

Information will be collected and Disseminated through the Joint Information Center (JIC). The Town of Wickenburg will have access to the County's web-based Crisis Information Management System to track details of the situation.

**Administration, Finance, and Logistics**

Extraordinary financial obligations resulting directly from support of this appendix must have prior approval from the Town of Wickenburg Town Manager. Logistical procedures are described in Annex B.

**Authorities and References**

Office Site Emergency Response Plan for the Palo Verde Nuclear Generating Station, January 2006.



## **Weather Events**

### **Purpose**

The purpose of this appendix is to provide an appropriate level of protection to residents and property within the Town of Wickenburg from windstorm, thunderstorm and flood emergencies or disasters through mitigation and preparedness efforts along with response and recovery planning.

### **Scope**

The scope of this appendix is to describe specific emergency response activities that may be required in the event of flooding caused by windstorms, thunderstorms, runoffs, and failure of flood retarding structures in the Town of Wickenburg.

### **Situation Overview:**

The Town of Wickenburg may be subjected to a variety of storm and/or flood situations with related property damage during any time of the year. A list of common terminology and weather-related terms is located in the "Glossary". The possible situations that may be encountered with this hazard are categorized as follows:

### **Windstorms**

Windstorms are usually characterized as straight-line winds capable of producing strong outflows up to and in excess of 100 miles per hour, with or without precipitation.

Windstorms are short-lived and frequently develop with little or no warning. Windstorms may approach tornado strength (called downbursts) and may precede thunderstorms and lightning.

Windstorms may occur at any time throughout the year, but are more prevalent during the monsoon season (July-September).

Windstorms without precipitation can create strong turbulent winds that pick up loose dirt and sand particles in such quantities as to reduce visibility considerably. Generally, they move across the Valley in a northwesterly direction and can give the appearance of solid walls of dust visible from considerable distance.

Thunderstorms have many of the same characteristics as windstorms, but may also include tornadoes and lightning.

Lightning may strike some miles from the parent cloud.

Tornadoes can be imbedded in thunderstorm clouds and are commonly preceded by heavy rain and frequently by hail.

## **Floods**

Heavy localized rain leading to heavy or continuous runoff. Extreme releases could result in increased congestion on traffic routes over bridge crossings.

Surrounding communities in the Wickenburg region have constructed flood retarding structures (FRS) to control flood water in the event of heavy localized rain. Flood retarding structures are operated by the Flood Control District of Maricopa County.

Damage and problems that may result from windstorms, thunderstorms and floods may include one or more of the following:

- Power lines down

- Major power outages

- Telephone outages

- Structural damage, particularly to manufactured homes

- Fires and power surges caused by lightning strikes

- Road and street congestion due to traffic light outages

- Road and street closures/congestion due to flooding or debris

- Water and/or wastewater service disruption

- Traumatic injuries or death of residents in severe instances

The Town of Wickenburg is involved in a number of programs at the local, County, State and Federal levels, designed to mitigate the potential storm and flood damage problems.

## **Planning Assumptions**

Major street and low-lying area flooding could require a great degree of mobilization of Town resources and coordination with outside agencies to cope with evacuation, sheltering, transportation, damage assessment, and recovery problems.

## **Concept of Operations**

For typical storms with associated local flooding and wind damage, operations will be performed by normal Town departments that routinely handle such emergencies. These departments will act independently within their normal operating procedures to address problems related to the emergency. Wind speed for planning responses can be estimated using the Beaufort Wind Scale at Tab A, in the absence of more precise data.

For large-scale disasters with major or catastrophic windstorm/thunderstorm/flood situations, the Town of Wickenburg Emergency Operations Center (EOC) may be activated.

## **Organizational Roles and Responsibilities**

See Basic Plan and ESF #5. Other ESF's will be activated as needed.

### **Direction, Control, and Coordination**

The Town of Wickenburg EOC if activated will assume overall direction and control of emergency response operations within its jurisdiction, to include warning, evacuation and security of the affected areas.

### **Information Collection and Dissemination**

Notification and distribution of severe weather information will be available from the National Weather Service, Salt River Project and the Flood Control District of Maricopa County.

### **Administration, Finance, and Logistics**

The Finance/Administration Section under the Incident Command System will coordinate fiscal and administrative requirements and determine the necessary financial support for the EOC. Extraordinary financial obligations resulting directly from support of this appendix must have prior approval from the Town of Wickenburg Town Manager. Logistical procedures are described in Annex B.

### **Authorities and References**

See Basic Plan.

### **Tab A – Sunset Dam Flood Retarding Structure**

**Location:** Sunset Dam is located on Sunset Wash in west-central Wickenburg, approximately one-tenth of a mile south of US Highway 60 and a mile west of the junction of US 60 with US Highway 89.

**Description:** Sunset Flood Retarding Structure (FRS) is an earthen dam that collects storm water from Sunset Wash and conveys it to the Hassayampa River via the 30-inch Sunset/Sunnycove Pipeline. The structure is 488 linear feet in length with a height of 30.5 feet and a storage capacity of 55 acre-feet. The emergency spillway is a 40-foot-wide concrete weir located near the center of the dam.

**Conditions:** The following emergency conditions warrant notification to the Town of Wickenburg by Maricopa County Department of Emergency Management:

- a. Impounded water reaches a depth of 10 feet and the principal outlet is operating at full capacity. The emergency spillway will operate when water reaches a height of 20 feet above the principal outlet. If it appears that operation of the emergency spillway is imminent, notification or evacuation of downstream developments should be considered.
  - a. Pool inundation at 50% and 90% reservoir capacity.
  - b. Discharge from the principal spillway or emergency spillway.
  - c. Potential or actual dam failure of.
- (1) There will be areas of localized deep water. Also, a dam failure flood wave could be heightened by arterial roadways which act as efficient conduits for deep, swift floodwater.

### **Inundation Areas**

If Sunset Dam were to fail, the floodwaters would flow to the east and would, for the most part, be confined to an area South of US Highway 60.

The combination of water depth (seven feet a short distance below the dam and nearly three feet at the downstream end) and flow velocity (seven to ten feet per second) can be expected to cause structural damage to utilities and buildings in the path of the flood wave.

Due to the very short travel time of the flood wave (less than 15 minutes to the Burlington Northern and Santa Fe railroad embankment) and the magnitude of its peak, extensive property damage and loss of life appear unavoidable if Sunset Dam fails without adequate warning. It is also likely that the railroad bridge over Sunset Wash would be washed out by the passage of the flood wave. Floodwaters would ultimately empty into the Hassayampa River.

The entire inundation area lies within the Town of Wickenburg.

See Map 1- Inundation Area Map to this appendix.

The downstream limits depicted on the map are not the true end of the potential inundation areas. The inundation areas could be much larger or much smaller than is modeled. Maps are provided to locate the structures in relationship to the Town and demonstrate the general direction of water flow.

### **Specific Responsibilities**

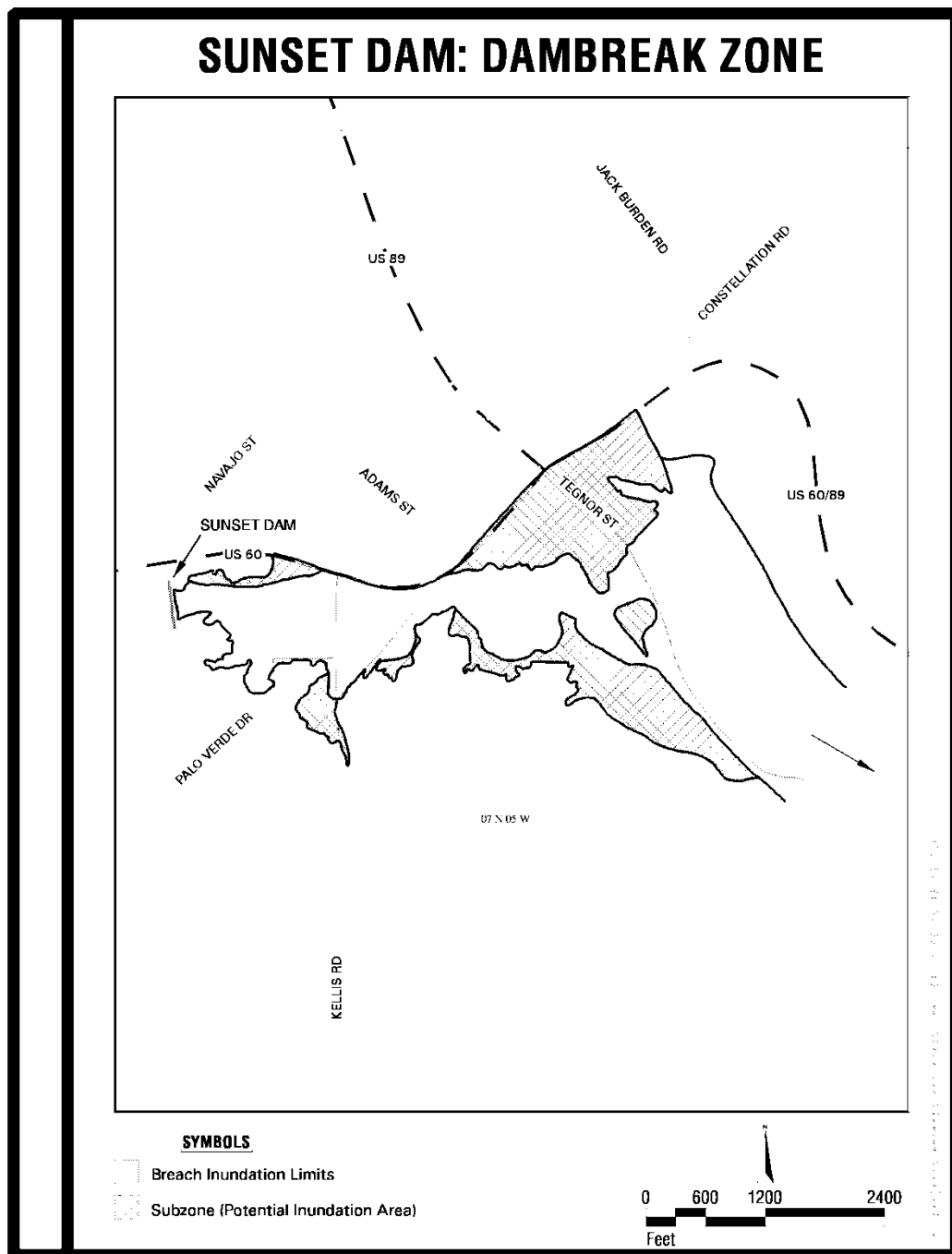
The Flood Control District of Maricopa County will dispatch observers to monitor the situation during times of severe weather and will notify the Maricopa County Department of Emergency Management if overtopping or failure of the dam appears to be imminent.

Maricopa County Emergency Management will activate the County EOC and recommend evacuation of the inundation area if the situation warrants. In addition, it will notify the Town of Wickenburg Emergency Manager (or EOC if activated).

The Town of Wickenburg will assume overall direction and control of emergency response operations within their jurisdiction to include warning, evacuation, and security of the affected areas. Sand is provided by the Streets Department and extra sandbags are stored in the warehouse.

Note: To monitor real-time data on rainfall and stream gages in the watersheds above the structures, go to the Flood Control District of Maricopa County's main website and click on the link to Flood Warning & Data Collection.

Map 1 –



### **Tab B – Sunnycove Dam Flood Retarding Structure**

**Location:** Sunnycove Dam is located on Sunnycove Wash in southwest Wickenburg, approximately one mile southwest of the junction of US 60 with US Highway 89 and a half-mile south of Sunset Dam.

**Description:** Sunnycove Flood Retarding Structure (FRS) is an earthen dam that collects storm water from Sunnycove Wash and conveys it to the Hassayampa River via the 30-inch Sunset/Sunnycove Pipeline. The structure is 714 linear feet in length with a height of 48.5 feet with no permanent storage capacity. The emergency spillway is a 100-foot wide earthen channel located on the north side of the dam. This structure works in conjunction with the Sunset FRS.

**Conditions:** The following emergency conditions warrant notification to the Town of Wickenburg by Maricopa County Department of Emergency Management:

- a. Impounded water reaches a depth of 10 feet and the principal outlet is operating at full capacity. The emergency spillway will operate when water reaches a height of 20 feet above the principal outlet. If it appears that operation of the emergency spillway is imminent, notification or evacuation of downstream developments should be considered.
  - b. Pool inundation at 50% and 90% reservoir capacity.
  - c. Discharge from the principal spillway or emergency spillway.
  - d. Potential or actual dam failure of.
- (2) There will be areas of localized deep water. Also, a dam failure flood wave could be heightened by arterial roadways which act as efficient conduits for deep, swift floodwater.

### **Inundation Areas**

If Sunnycove Dam were to fail, the floodwaters would flow initially to the northeast down Sunnycove Wash and then east below Sunnycove Wash's confluence with Sunset Wash. The floodwaters would, for the most part, be confined to an area south of US Highway 60. However, the area bounded by Yavapai Street and the Burlington Northern and Santa Fe Railroad north of US Highway 60 is also likely to be flooded.

The depth of the flow in the inundation area is expected to range from over eleven feet a short distance below the dam to nearly four feet at the downstream end. These depths, coupled with flow velocities of 9-15 feet per second, can be expected to cause structural damage to utilities and buildings in the path of the flood wave. The Town of Wickenburg's maintenance yard, immediately below the dam, would be destroyed and many of the older frame houses in Sunset Wash below Sunnycove Dam would be swept off their foundations and demolished. Municipal buildings located below the dam would sustain damage, as would much of the residential area downstream.

Due to the very short travel time of the flood wave (less than 10 minutes to the Burlington Northern railroad embankment) and the magnitude of its peak, extensive property damage and loss of life appear unavoidable if Sunnycove Dam fails without adequate warning. It is also likely that the railroad bridge over Sunset Wash would be washed out by the passage of the flood wave, which would then empty into the Hassayampa River.

The entire inundation area lies within the Town of Wickenburg.

See Map 1- Inundation Area Map to this appendix.

The downstream limits depicted on the map are not the true end of the potential inundation areas. The inundation areas could be much larger or much smaller than is modeled. Maps are provided to locate the structures in relationship to the Town and demonstrate the general direction of water flow.

### **Specific Responsibilities**

The Flood Control District of Maricopa County will dispatch observers to monitor the situation during times of severe weather and will notify the Maricopa County Department of Emergency Management if overtopping or failure of the dam appears to be imminent.

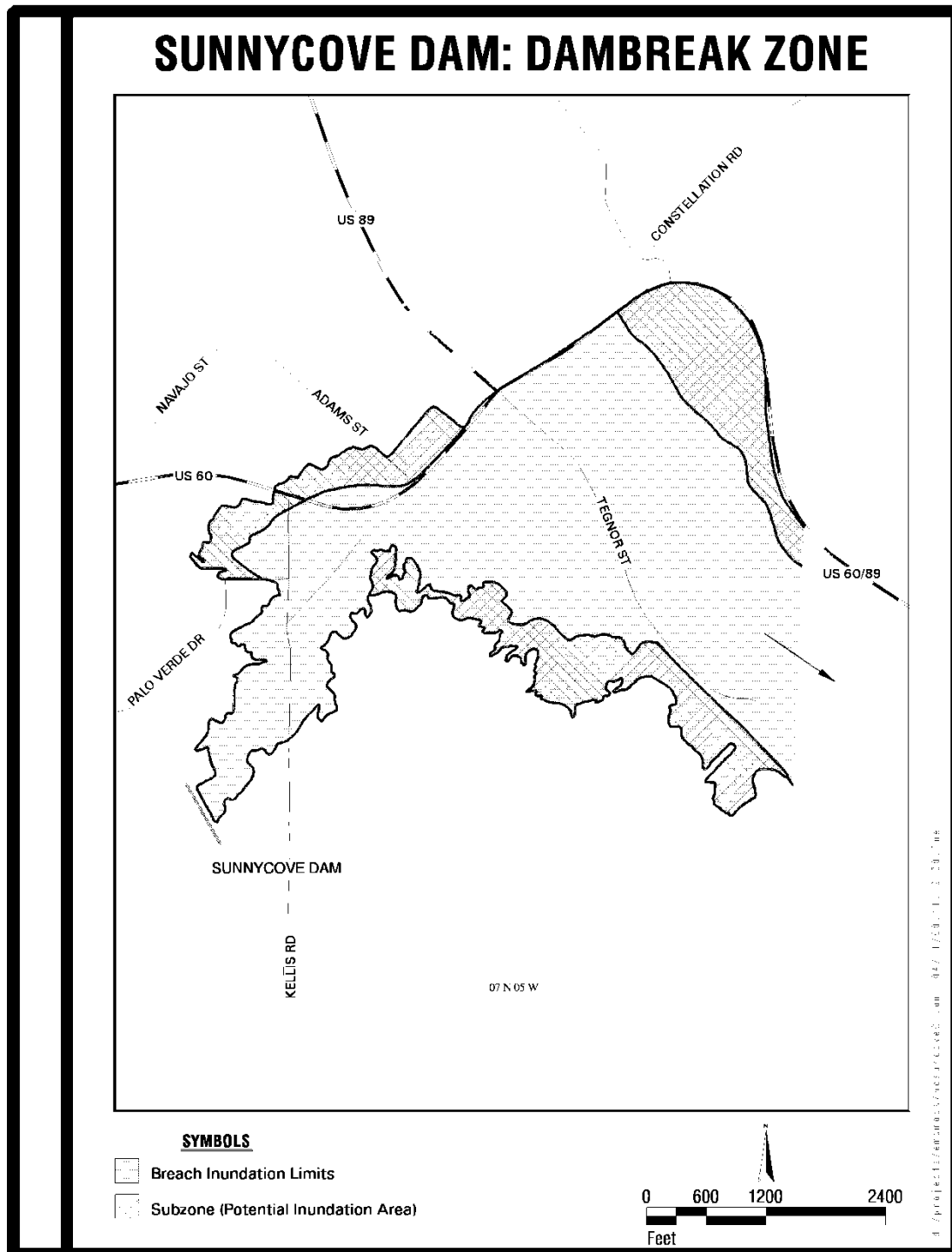
Maricopa County Emergency Management will activate the County EOC and recommend evacuation of the inundation area if the situation warrants. In addition, it will notify the Town of Wickenburg Emergency Manager (or EOC if activated).

The Town of Wickenburg will assume overall direction and control of emergency response operations within their jurisdiction to include warning, evacuation, and security of the affected areas. Sand is provided by the Streets Department and extra sandbags are stored in the warehouse.

Note: To monitor real-time data on rainfall and stream gages in the watersheds above the structures, go to the Flood Control District of Maricopa County's main website and click on the link to Flood Warning & Data Collection.



Map 1 –



### **Tab C – Casandro Wash Dam Flood Retarding Structure**

**Location:** Casandro Wash Dam is located on Casandro Wash just north of US Highway 60 and approximately one-quarter of a mile west of Maricopa Drive in western Wickenburg.

**Description:** Casandro Wash Dam was constructed to collect and store water from the Casandro Wash, removing a significant number of residential structures from the 100-year floodplain in a three-square-mile area east of the structure. The dam is 350 feet in length and the emergency spillway is an 80-foot-wide concrete weir through the embankment near the center of the dam. Casandro Wash Dam was constructed by the District which is also responsible for the operation and maintenance of the structure excluding the outfall system, which is maintained by the Town of Wickenburg.

**Conditions:** The following emergency conditions warrant notification to the Town of Wickenburg by Maricopa County Department of Emergency Management:

- a. Impounded water reaches a depth of 10 feet and the principal outlet is operating at full capacity. The emergency spillway will operate when water reaches a height of 21 feet above the principal outlet. If it appears that operation of the emergency spillway is imminent, notification or evacuation of downstream developments should be considered.
- b. Pool inundation at 50% and 90% reservoir capacity.
- c. Discharge from the principal spillway or emergency spillway.
- d. Potential or actual dam failure of.
  1. There will be areas of localized deep water. Also, a dam failure flood wave could be heightened by arterial roadways which act as efficient conduits for deep, swift floodwater.

### **Inundation Areas**

If Casandro Wash Dam were to fail, the floodwaters would flow initially in an easterly direction and then in a northeasterly direction along the Casandro Wash drainage. At the Burlington Northern and Santa Fe Railroad embankment, located about  $\frac{3}{4}$  of a mile below the dam, the floodwaters would back up for a short period of time before being conveyed under the tracks through a large concrete box culvert. Soon after passing the railroad culvert, the floodwaters empty into Sols Wash. They are then conveyed down Sols Wash into the Hassayampa River.

The combination of water depth (nearly eight feet in the vicinity of Mariposa Drive and over ten feet at the railroad tracks) and flow velocity (varying between seven and twelve feet per second) can be expected to cause structural damage to utilities and buildings in the path of the flood wave.

Because of the very short travel time of the flood wave (approximately 10 minutes to Sols Wash); it is unlikely that residents downstream could be evacuated in sufficient time if the evacuation is not initiated prior to a catastrophic dam failure.

The entire inundation area lies within the Town of Wickenburg.

See Map 1- Inundation Area Map to this appendix.

The downstream limits depicted on the map are not the true end of the potential inundation areas. The inundation areas could be much larger or much smaller than is modeled. Maps are provided to locate the structures in relationship to the Town and demonstrate the general direction of water flow.

### **Specific Responsibilities**

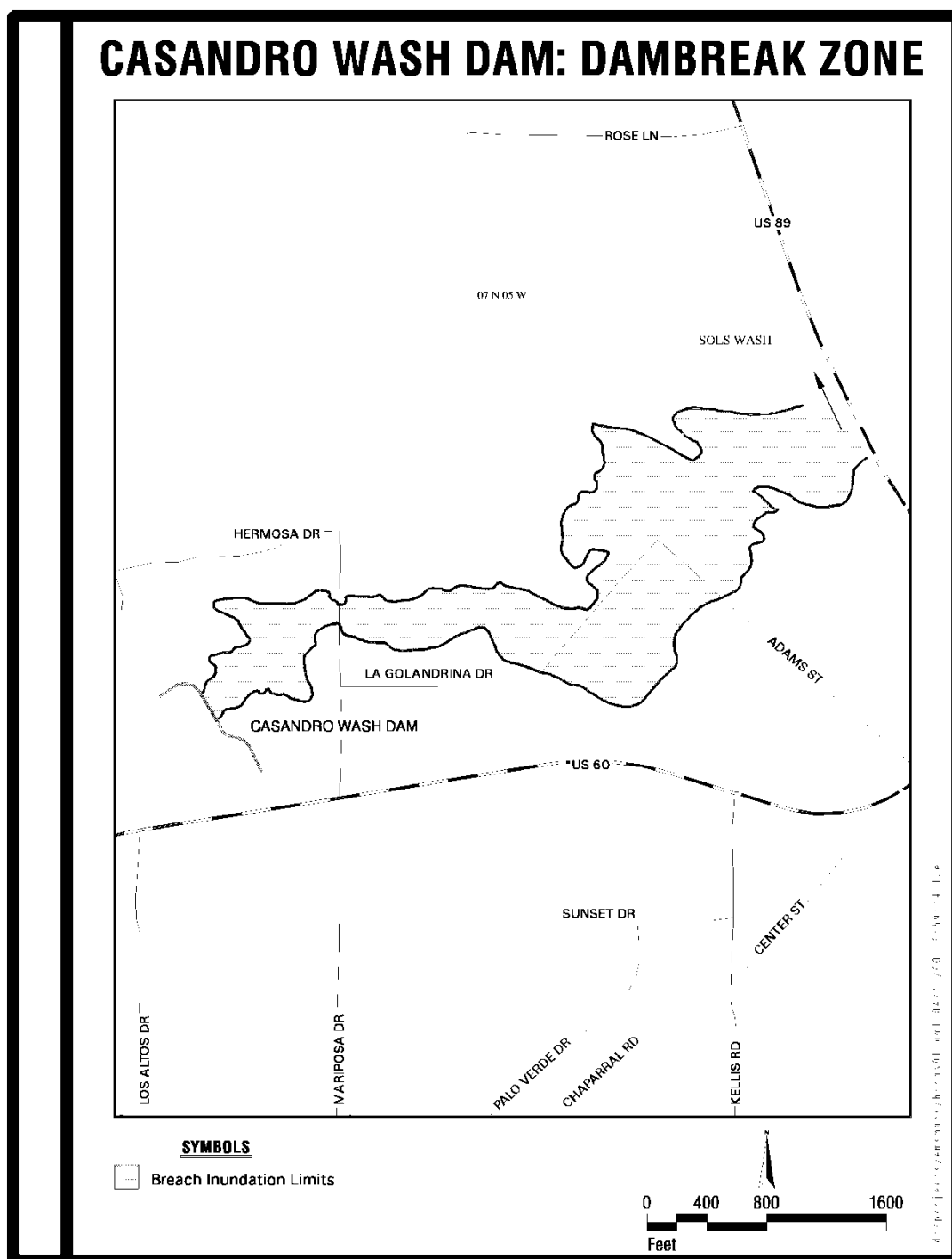
The Flood Control District of Maricopa County will dispatch observers to monitor the situation during times of severe weather and will notify the Maricopa County Department of Emergency Management if overtopping or failure of the dam appears to be imminent.

Maricopa County Emergency Management will activate the County EOC and recommend evacuation of the inundation area if the situation warrants. In addition, it will notify the Town of Wickenburg Emergency Manager (or EOC if activated).

The Town of Wickenburg will assume overall direction and control of emergency response operations within their jurisdiction to include warning, evacuation, and security of the affected areas. Sand is provided by the Streets Department and extra sandbags are stored in the warehouse.

Note: To monitor real-time data on rainfall and stream gages in the watersheds above the structures, go to the Flood Control District of Maricopa County's main website and click on the link to Flood Warning & Data Collection.

Map 1 –



### **Tab D- Beaufort Wind Scale**

<b>Force</b>	<b>Explanatory Title</b>	<b>Specification for Use</b>	<b>mi/hr.</b>
0	Calm	Smoke rises vertically	< 1
1	Light Air	Direction of wind shown by smoke drift, but not by wind vanes	1 - 3
2	Light Breeze	Wind felt on face; leaves rustle; ordinary vanes moved by wind	4 - 7
3	Gentle Breeze	Leaves and small twigs in constant motion; wind extends light flag	8 - 12
4	Moderate Breeze	Raises dust and loose paper; small branches are moved	13 - 18
5	Fresh Breeze	Small trees in leaf begin to sway; wavelets formed on inland waters	19 - 24
6	Strong Breeze	Large branches in motion; whistling heard in telephone wires; umbrellas used with difficulty	25 – 31
7	High Wind	Whole trees in motion; inconvenience felt when walking against the wind	32 – 38
8	Fresh Gale	Breaks twigs off trees; generally impedes progress	39 - 46
9	Strong Gale	Slight structural damage occurs (chimney pots and slates removed)	47 - 54
10	Whole Gale	Seldom experienced inland; trees uprooted; considerable structural damage occurs	55 - 63
11	Storm	Very rarely experienced; accompanied by widespread damage	64 - 72
12	Hurricane		73 - 82
13			83 - 92
14			93 - 103
15			104 - 114
16			115 - 125
17			126 - 136

## **Terrorist Incidents**

### **Purpose**

The purpose of this appendix is to provide an overview of the concept of operations for management of response to a terrorist incident that defines coordination with other government agencies and provides response and recovery procedures to protect residents and property should an incident occur within the Town of Wickenburg.

### **Scope**

The scope of this appendix is to describe additional response activities and identify agencies that support response to incidents that are determined or suspected to be an act of terrorism within the Town of Wickenburg.

### **Situation Overview**

The Town of Wickenburg may be subjected to a terrorist incident with the primary purpose of destroying the public's confidence in the government's ability to protect its residents. Terrorists often use threats to create fear among the public, to try to convince residents that their government is powerless to prevent terrorism, and to get immediate publicity for their cause.

The objectives of terrorism distinguish it from other violent acts aimed at personal gain, such as criminal violence. It is the calculated use of violence or the threat of violence to inculcate fear, intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological.

Tactics used by terrorists to obtain their goals may include bombing, arson, hijacking, kidnapping, creating ecological disasters, occupation of a building, attacks on facilities, sabotage, hostage taking, assassination and perpetration of hoaxes.

Terrorist methods may include conventional weapons or, for more effect, chemical, biological, radiological, nuclear or explosive (CBRNE) devices or weapons. This annex deals primarily with terrorist incidents using CBRNE devices or weapons, but is adaptable to terrorist incidents using conventional weapons. In a terrorist incident, the area of operations could potentially span a number of political boundaries and involve numerous jurisdictions.

### **Planning Assumptions**

Local law enforcement agencies have the capability to respond to suspected terrorist incidents and make the determination as to whether or not the incident should be classified as a terrorist act.

## **Concept of Operations**

The Federal Bureau of Investigation, as the lead agency for criminal investigations of terrorist acts or terrorist threats and intelligence collection activities within the United States. The local FBI Office activates a Crisis Management Team to establish the Joint Operations Center (JOC) in the affected area, possibly collocated with the Town of Gilbert's emergency operations center.

The Arizona Radiation Regulatory Agency (ARRA) is the State lead agency in terrorist incidents involving nuclear material. The Department of Energy, the lead Federal agency for radiological incidents, will implement the Federal Radiological Emergency Response Plan to coordinate radiological responses. ARRA will assist in assessing the situation, developing protective action recommendations, coordinating the release of public information regarding the event, and serving as the primary State resource of technical information regarding the on-site conditions and the off-site radiological effects.

The Department of Health and Human Services (DHHS) is a supporting federal agency in terrorist incidents involving biological or chemical material. DHHS will assist in threat assessment, consultation, agent identification, epidemiological investigation, hazard detection and reduction, decontamination, public health support, medical support and pharmaceutical support operations.

The U.S. Environmental Protection Agency (EPA) is a supporting agency in terrorist incidents involving hazardous materials as defined under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). EPA will implement the National Oil and Hazardous Substances Pollution Contingency Plan to coordinate the environmental response, which provides environmental monitoring, decontamination and long-term site restoration operations.

Terrorism Liaison Officers (TLOs) in coordination with the Arizona Counterterrorism Information Center (AcTIC), a center designed to coordinate homeland security efforts among state, federal, local, tribal and border community agencies, will be able to detect and deter terrorist activities. Additionally, through intelligence gathering, analysis and dissemination of information, emergency planning and preparedness will build a capacity to respond and recover from a large-scale Weapons of Mass Destruction event.

Operational boundaries may be used to control access to an affected area, target public information messages, divide operational sectors among responders, and facilitate assessment of potential effects on the population and the environment. These operational boundaries may include the following:

Crime Scene Boundary - The Crime Scene Boundary defines the law enforcement crime scene. Access to the crime scene may be restricted on authority of the FBI, DPS and local law enforcement.

Hazardous Materials Boundary - The Hazardous Materials Boundary defines the hazardous materials site, which may be referred to in technical operations as the "working point" (nuclear) or the "hot zone" (biological/chemical). Depending on

the spread of contaminants, the hazardous materials site may include some portions of the crime scene and the surrounding community. Access into this area may be restricted to response personnel wearing protective clothing and using decontamination procedures.

Disaster Boundary - The Disaster Boundary defines the community-at-risk which may need to take protective actions such as sheltering, evacuation or quarantine. Access into this area may or may not be restricted on the authority of the State or local Department of Health.

The overall response to a terrorist incident, whether domestic or international, includes two major components.

Crisis management response involves measures to identify, acquire, and plan the use of resources to anticipate, prevent, mitigate and/or resolve a terrorist threat or incident. Crisis management response is implemented under the primary jurisdiction of the law enforcement agencies at all levels of government.

Consequence management response involves measures to alleviate the damage, loss, hardship or suffering caused by emergencies. It includes measures to protect public health and safety, restore essential services, and provide emergency relief to affected agencies and organizations. Consequence management response is implemented under the primary jurisdiction of the affected political subdivision, with support from the Federal government.

Technical operations constitute an important support component to both crisis management and consequence management response to a terrorist incident involving weapons of mass destruction (WMD). Technical operations address aspects of WMD material that are not encountered in standard law enforcement disaster operations. Technical operations involve measures to identify the WMD agent or device; assess the threat posed by the WMD agent or device; provide consultation to decision makers concerning the implications of the WMD agent or device for crisis management and consequence management; render safe, transfer, and/or dispose of a WMD agent or device; and decontaminate response workers and the affected population and environment.

Weapons of mass destruction are categorized into several major areas that include chemical, biological radiological, nuclear, or explosive weapons (CBRNE):

Nuclear or radiological combines two of the major categories of terrorism and range from the actual detonation of nuclear weapons or devices to acts of nuclear threats or extortion. As an example, it can take the form of the release of radioactive substances, such as the radioactive contamination of drinking water, to acts of sabotage in and against nuclear power stations.

Biological weapons are regarded as infectious agents (replicating) such as bacteria, viruses and fungi or toxins (non-replicating), which are poisons produced from replicating agents, other living organisms and plants which are pathogenic to man.



Chemical weapons are defined as compounds which, through their chemical properties, produce lethal or damaging effects and are classified by their effects: nerve (Tabun, Sarin, Soman, VX), blood (hydrogen cyanide, cyanogen chloride, arsine), choking (phosgene) or blister agents (mustards, Lewisite).

Explosive materials are considered WMD agents and can be used independently as an explosive or as a dispersal device for spreading other types of agents such as a radiological dispersal device (RDD) or “dirty bomb”.

The lead agency for crisis management response for terrorist incidents within the United States is the Federal Bureau of Investigation of the Department of Justice (DOJ-FBI). The FBI coordinates crisis management response operations throughout a terrorist incident.

### **Planning Assumptions**

Response to a chemical, biological, radiological, nuclear, or explosive (CBRNE) terrorism site closely resembles a response to a Hazmat situation with the following modifications:

Law enforcement is the lead agency for terrorist incidents, but fire services are best equipped for Hazmat situations. Close coordination will be required. The precedence of law enforcement responsibilities may be displaced by significant health and safety issues.

The site control zone distances for some of the chemical agents may have a radius distance in excess of several miles.

Mass decontamination may be required before victims can be transported for medical attention.

Increased attention will be required to detect physiological clues about the nature of the hazard and to recognize and react to signs and symptoms.

Biological agents may be difficult to diagnose until symptoms appear, which could result in delays of several days until the disease is detected.

Protection from chemical and biological agents can be accomplished by evacuation or in-place sheltering.

The FBI has procedures in place to mobilize federal assets, including consequence management organizations, at the first sign of a potential WMD crisis. Response time planning should be 6-12 hours.

The Department of Energy and Department of Defense can provide, through the FBI, their Nuclear Emergency Search Team (NEST) with the capabilities to measure radiation, identify radiation sources, identify weapons, render nuclear weapons and devices to a safe condition, limit radiation damage of an explosion if one has occurred, and to decontaminate contaminated areas.

The 91<sup>st</sup> Weapons of Mass Destruction Civil Support Team of the Arizona National Guard has a detection and response capability that can be employed in suspected

terrorist events. Capabilities and activation procedures can be found at Tab A of this appendix.

### **Organization and Assignment of Responsibilities**

Terrorist incidents are unpredictable in scope and size and will require the activation of the Town emergency response organization and EOC. Refer to Basic Plan and ESF 5 Emergency Management. It can be expected that a number of Federal and State agencies will assist local authorities in responding to the incident.

During a terrorist incident, operational transition from crisis management to consequence management, and the corresponding shift in lead agencies, may be complex. Transition could be immediate and clearly defined, or both crisis management and consequence management operations could overlap.

### **Tasks**

#### **Police Department will:**

##### Pre-incident

- Identify potential terrorist capabilities and intentions, as well as conduct an evaluation of general or specific vulnerabilities.
- Maintain liaison with State and Federal law enforcement agencies that can provide information regarding potential or known terrorists, potential or expected targets, and methods normally used against these type targets.
- Develop a standard operating procedure to identify whether an incident is a terrorist act.
- Contact FBI (602-279-5511) on determination of a terrorist incident with FBI jurisdiction.

##### Post-Incident

- Ascertain whether the incident is a terrorist act. If the incident is identified as a terrorist act, initiate notification procedures necessary to activate the Federal response.
- Establish an on-scene command post and, with support from the Fire Department, establish an on-site control plan.
- Recommend activation of the EOC.
- Control access to the affected area.
- Provide warning to the public.
- Collect and disseminate information and intelligence.
- Provide law enforcement and security protection for the personnel and equipment of supporting units.
- Be prepared to secure the scene, awaiting specialized equipment if necessary. Federal response to a terrorist incident may take several hours.

**Fire Department will:**

- Dispatch Special Operations team and command post personnel to establish on site control plan.
- Conduct operations at the scene with consideration to a contaminated environment and decontaminate victims before transport. Notify hospitals which patients were contaminated.
- If the incident involves radiological hazards, hazardous chemicals or biological agents, utilize self-contained breathing apparatus and proper protective clothing.
- Advise the Police Department to clear the scene of all persons not protected by such equipment and secure the evacuation hot zone as determined by the Fire Department.
- Establish a contamination reduction corridor at the edge of the hot zone for suspected contaminated persons and equipment.
- Segregate clothing and equipment used near the scene until they can be monitored for contamination.
- When removing injured persons from the incident scene do it rapidly and avoid contact whenever possible. Open wounds should be covered immediately.
- Injured persons believed to be contaminated should be wrapped in blankets to avoid contamination of other persons and equipment.
- Notify the Maricopa County Department of Emergency Management and request mutual aid, if necessary.
- A terrorist incident location is a crime scene, and removal of material or persons from the area should be cleared through the Police Incident Commander.

**Public Works/Municipal Utilities Division** will: Close coordination with law enforcement to prevent disturbance of the crime scene and with the fire department to ascertain contaminated or other unsafe areas will be necessary before proceeding with the following:

- Provide barricading.
- Conduct debris clearing.
- Provide assessment of the damage and emergency repairs to Town property.
- Be prepared to assist in traffic control and evacuation.

Other departments will provide support functions as outlined in Tabs A and B.

### **Direction, Control, and Coordination**

The on-scene Police incident command system would be expanded and integrated into the Town EOP Incident Management System. The Town of Wickenburg EOC will be primarily responsible for interagency coordination in addition to their primary function of setting priorities for response, concentrating on preservation of life and property and the establishment of security.

### **Information Collection and Dissemination**

Information sharing about possible terrorism activity is coordinated through the Town of Wickenburg Police Department, Maricopa County Sheriff's Office and other law enforcement agencies.

### **Administration, Finance, and Logistics**

The Finance/Administration Section under the Incident Command System will coordinate fiscal and administrative requirements and determine the necessary financial support for the EOC. Extraordinary financial obligations resulting directly from support of this appendix must have prior approval from the Town of Wickenburg Town Manager. Logistical procedures are described in Annex B.

### **Authorities and References**

Homeland Security Presidential Directive 3 and see Basic Plan Authorities and References.

## **Tab A - 91st WMD CST**

1. The Weapons of Mass Destruction Civil Support Team (WMD CST) is a full-time, federally funded, Arizona National Guard unit that is stationed at Papago Park Military Reservation in Phoenix, AZ.
2. The 91<sup>st</sup> WMD CST is designed augment local and regional terrorism response capabilities in events known or suspected to involve Weapons of Mass Destruction. WMD events are incidents involving hostile use of chemicals (such as Chemical Warfare Agents, biological, or radiological agents). The team can be en route within three hours of notification to support civil authorities in the event or suspicion of a WMD attack. The CST is a Consequence Management organization.
3. The 91<sup>st</sup> CST is not intended to replace the First Responder, but will augment local resources with special capabilities as the first *military* responder. The team integrates with the National Incident Management System (NIMS) in support of the local Incident Commander providing a crucial capability between the initial local response and that of follow-on State and federal assets. The CST is a force multiplier adding to an overall response package of local, state and federal assets. **The 91<sup>st</sup> CST provides rapid confirmatory analysis of chemical and radiological hazards, as well as presumptive identification of biological agents at a WMD Incident.** The team uses special military and commercial detection, identification, and communications equipment and is trained for WMD response. Advice on event mitigation, medical treatment, follow-on resources, and other response concerns are provided to the Incident Commander.
4. Requests for assistance may be made directly to the team commander by an Incident Commander through the Phoenix, Mesa and Tucson Regional Dispatch Centers, through a regional fire coordination center or the State Metropolitan Medical Response System (MMRS). Designated State on-scene coordinators may also make direct requests. At first notification of a probable WMD event, the team will assemble for rapid deployment. Military support guidelines allow the 91<sup>st</sup> CST Commander to respond immediately without an official declaration to valid civil requests that involve imminent threat to life and property. The team is on-call 24 hours, 7 days a week. The 91<sup>st</sup> CST can be en route within 3 hours of notification. Primary mode of transportation is 8 modified commercial vehicles, and the unit is also air-transportable. No cost incurred to the State of Arizona or jurisdictional entities to utilize the CST due to the fact that it is federally funded. The team may also be formally requested through government emergency management channels to support deliberate stand by missions for major events or high-profile events.

### **Tab B – Metropolitan Medical Response System**

1. The Metropolitan Medical Response System (MMRS) is an operational system that focuses on a strong medical response to the consequences of a chemical, biological, radiological, nuclear, or explosive Weapons of Mass Destruction (CBRNE/WMD) incident as well as a multiple victim event that exceeds a jurisdiction's normal response capability. As a federal program MMRS is developed and operated at a local level. The system assists the Phoenix metropolitan area to achieve an enhanced local capability to respond to a multi-casualty event until significant state and federal resources can be mobilized including the National Disaster Medical System (NDMS). It involves the integration of emergency management, health and medical systems into a coordinated response to multi-casualty incidents. This system can be activated for a natural occurring disaster and/or public health emergency.
2. Three cities in Maricopa County (Glendale, Mesa and Phoenix) are designated MMRS cities by contract with the U.S. Department of Homeland Security. The Fire Departments in these cities manage and coordinate the MMRS program. In addition, the system has Support cities that participate and provide assets and resources to assist regional/statewide MMRS deployment (Gilbert, - Mesa MMRS, El Mirage -Glendale MMRS, and Tempe-Phoenix MMRS.) The City of Tucson is also a MMRS city with the program coordination through Tucson Fire Department. Tucson MMRS also has regional support from other fire agencies that include; Northwest Fire District, Green Valley Fire Department, Drexel Heights Fire District and Rural/Metro Fire Department. The Tucson MMRS assets are also deployable on a regional/statewide MMRS deployment.
3. Any jurisdiction affected by a catastrophic event involving multiple victims that extends beyond local capabilities and resources can request assistance from the MMRS through the Arizona Department of Public Safety (DPS), which is the statewide coordinating agency for CBRNE/WMD events. In addition, the Phoenix and East Valley Regional Automatic Aid Consortium can also request MMRS assets to assist with any multi- casualty incident.
4. The MMRS system maintains response capabilities of personnel, trucks, trailers, equipment, and supplies to include mass medical casualty and decontamination equipment and a limited supply of pharmaceuticals. Stakeholders with the MMRS system include Arizona Department of Health Services, Maricopa County Public Health Department and Maricopa County Department of Emergency Management.

5. A potential MMRS response is evaluated and deployment determined by specialty trained Command Staff located within the four MMRS cities. The Phoenix and Tucson Urban Area Security Initiative (UASI) can provide additional specialty trained CBRNE response capabilities to support an incident to include Police and Fire Rapid Response Teams (RRT) for tactical law enforcement, bomb, hazmat and technical rescue support.

### **Tab C – Strategic National Stockpile**

1. The Strategic National Stockpile (SNS) is a large cache of medicines maintained under a joint agreement between the Centers for Disease Control and Prevention (CDC) and the Department of Homeland Security for responding to a biological or chemical attack or any other major health emergency. It is designed to meet shortfalls in the MMRS pharmaceutical capability, local hospital supplies, and other components of the state's ability to respond to such an incident.
2. The SNS can be deployed prior to receipt of a federal disaster declaration. Requests for deployment of the SNS are generally originated upon the recommendation of the Director of the Arizona Department of Health Services to the Governor or the Governor's designee, the Director of the Arizona Division of Emergency Management (ADEM). The request by the Governor or the ADEM Director is sent to the CDC or the Director of the Department of Health and Human Services. The state can request either the standard pharmaceutical package, known as the "12-hour push package," or, if the number of symptomatic patients and the need for mass prophylaxis is more precisely known, a more specifically targeted vendor managed inventory (VMI).
3. The federal government has contracted with Federal Express (FedEx) and United Parcel Service (UPS) to transport the SNS. The prime receiving area in Maricopa County is Sky Harbor International Airport. If the SNS cannot be shipped to Sky Harbor, it can be shipped to Phoenix-Goodyear Airport or Phoenix-Mesa Gateway Airport. While Sky Harbor has commercial offloading equipment capable of handling the SNS, Phoenix-Goodyear and Phoenix-Mesa Gateway do not, and ADEM would need to coordinate the use of National Guard military material handling equipment. The SNS can also be shipped by land, utilizing seven 48-foot tractor-trailers.
4. After its arrival in the local area, the SNS is stored in a well-lighted, secure, temperature/humidity-controlled facility known as the Receive, Store, and Stage (RSS) warehouse. ADEM contracts for this facility. The SNS push package weighs over 50 tons and requires about 5,000 square feet of storage space. Additional space is required for staging, offices, and repackaging, bringing the total space requirement for the RSS warehouse up to approximately 12,000 square feet.
5. The Arizona Department of Public Safety (DPS) is responsible for security of SNS personnel, equipment, and material during movement to, and storage at, the RSS warehouse, distribution centers, dispensing sites, and treatment centers. The Arizona Department of Health Services (ADHS) oversees repackaging, if required, and distribution of pharmaceuticals and supplies to distribution centers, dispensing sites, and treatment centers.



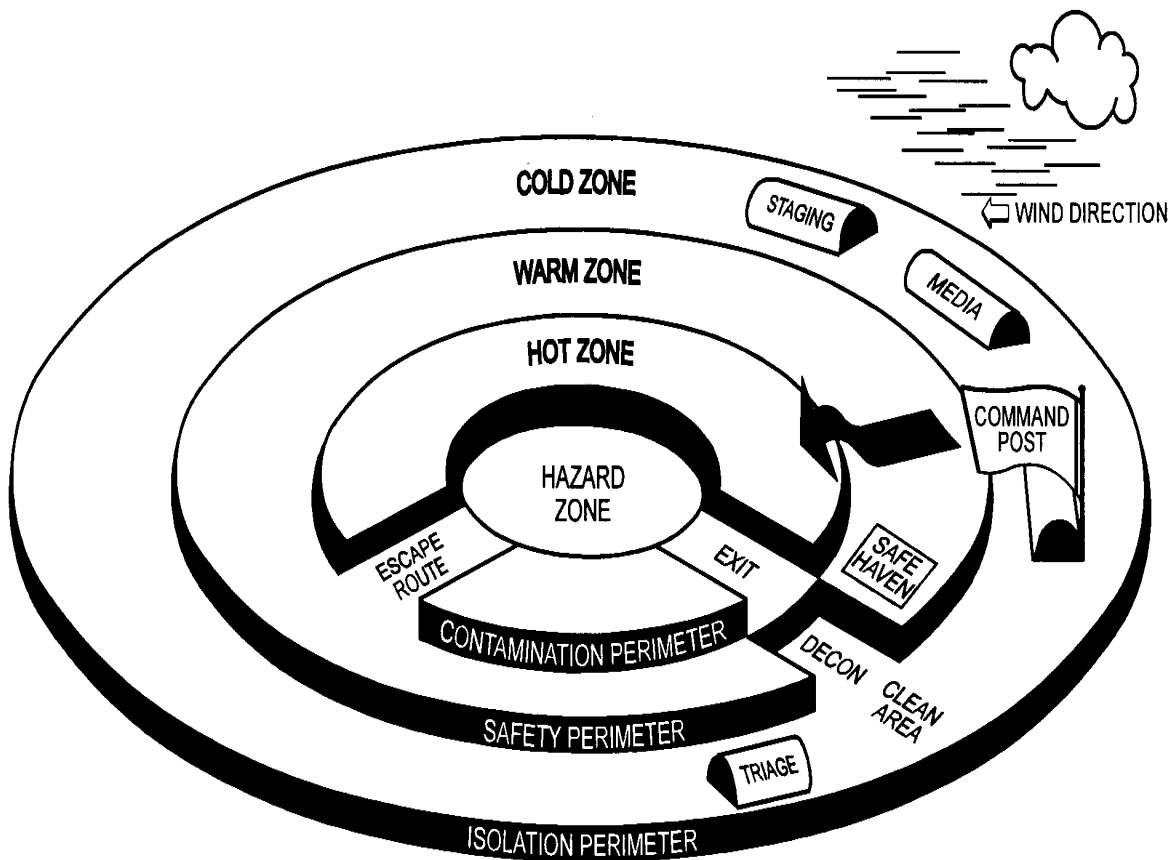
6. The distribution center for Maricopa County will be located at Sky Harbor International Airport unless conditions preclude use of Sky Harbor. The Maricopa County Public Health Department will accept transfer of the SNS from ADHS. Primary responsibility for accepting transfer lies with the Director of Public Health, who will also be the incident commander for the distribution and dispensing of the SNS within the county. The Public Health Medical Advisor and the SNS Coordinator are also authorized to accept transfer.

## Tab D - Site Control Plan

### Environmental Protection Agency Terms

### Other Common Terms

Exclusion Zone	=	Hot, Red, or Restricted Zone
Contamination Reduction Zone	=	Warm, Yellow, or Limited Access Zone
Support Zone	=	Cold or Green Zone
Hot Line	=	Contamination Perimeter
Contamination Control Line	=	Safety Perimeter



**Tab E - Toxicity of Selected Chemical and Industrial Agents**

CHEMICAL AGENT TYPE AND NAME	MILITARY SYMBOL	TWA/PEL <sup>1</sup> (ppm)	TWA/PEL (mg/m <sup>3</sup> )	IDLH <sup>4</sup> (ppm)	IDLH (mg/m <sup>3</sup> )	Median Lethal Dose (mg-min/m <sup>3</sup> )	Median Incapacitating Dose (mg-min/m <sup>3</sup> )	Vulnerability Zone <sup>5</sup> 1/10 IDLH	Vulnerability Zone IDLH
<b>Nerve Agent</b> -- Nerve agents are chemical agents which affect the transmission of nerve impulses by reacting with the enzyme cholinesterase, permitting an accumulation of acetylcholine and continuous muscle stimulation. The muscles tire due to overstimulation and begin to contract.									
Tabun	GA	0.000015	0.0001	ND	ND	200-400 40,000 (skin)	100-300	.1 miles 500 lbs	<.1 miles 500 lbs
Sarin	GB	.000017	0.0001	ND	ND	70-100 12,000 (skin)	35-75	2.4 miles 500 lbs	.6 miles 500 lbs
Soman	GD	ND <sup>2</sup>	ND	ND	ND	70-100 10,000 (skin)	25-35		
Agent VX	VX	0.0000009	0.00001	ND	ND	36-100 1,000 (skin)	5-50		
<b>Blood Agent</b> -- Blood agents are chemical agents which act upon the enzyme cytochrome oxidase. It allows the red blood cells to acquire oxygen but does not allow them to transfer oxygen to other cells. Body tissue decays rapidly due to lack of oxygen and retention of carbon dioxide.									
Cyanogen Chloride	CK	0.3	0.75 (C) <sup>3</sup>	ND	ND	11,000	7000		
Hydrogen Cyanide	AC	4.7	5.0 (C)	50	56	ND	ND	2.7 miles	.6 miles
Arsine	SA	0.05	0.16	3	10	3200	1600	7.0 miles	1.1 miles
<b>Blister Agent</b> -- Blister agents are chemical agents that affect the eyes, respiratory tract, and skin, first as a cell irritant, and then as a cell poison.									
Mustard	HD	0.00045	0.003	ND	ND	1500 10,000 (skin)	150 200 (eye), 2000 (skin)	<.1 mile	<.1 mile
Lewisite	L	0.00035	0.003	ND	ND	1200-1500 100,000 (skin)	<300 (eye) >500 (skin)	<.1 mile	<.1 mile
<b>Choking Agent</b> -- Choking agents are agents that irritate the alveoli in the lungs. This irritation causes the alveoli to secrete fluid constantly into the lungs. The lungs slowly fill with this fluid, and the victim dies from lack of oxygen, or "dryland" drowning.									
Phosgene	CG	0.1	0.40	2	8	3200	1600	>10.0 miles	2.0 miles
<b>Industrial Compounds</b> -- Refer to the North American Emergency Response Guidebook for evacuation distances and other response measures.									
Chlorine	N/A	0.5	1.5	10	29.5	ND	ND		
Hydrogen Chloride	N/A	5.0	7.5 (C)	50	76	ND	ND	1.3 miles	.4 miles
Hydrogen Sulfide	N/A	10	14	100	142	ND	ND	.7 miles	.2 miles
Methyl Isocyanate	N/A	0.02	0.047	3	7.11	ND	ND	.9 miles	.2 miles

<sup>1</sup>TWA/PEL: Time Waited Average/Permissible Exposure Larger; <sup>2</sup>ND: Not Determined; <sup>3</sup>C: Ceiling; <sup>4</sup>IDLH: Immediate Danger to Life and Health. <sup>5</sup>Vulnerability Zone based on 3.35 mph wind, open country, climate stability F, 150 lbs of substance unless otherwise noted and 10-minute release.