



**October 1, 2013**

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**Ken Smith, Mayor ~ At-Large**  
**Rick Opitz, Vice Mayor ~ Ward 3**  
**Nick Grba, Council Member ~ Ward 1**  
**John Alberts, Council Member ~ Ward 2**  
**Michael McEachern, Council Member ~ Ward 4**  
**Grayson Bottom, City Manager**

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Yukon City Council / Yukon Municipal Authority Work Session  
Centennial Building - 12 South 5<sup>th</sup> Street  
October 1, 2013 – 6:00 p.m.

1. **Discussion of Health Center Parkway Extension Project**
2. **Discussion of Entertainment at Jackie Cooper Gym**

# City Council - Municipal Authority Agendas

October 1, 2013 - 7:00 p.m.

Council Chambers - Centennial Building  
12 South Fifth Street, Yukon, Oklahoma

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The City of Yukon strives to accommodate the needs of all citizens, including those who may be disabled. If you would like to attend this Council meeting but find it difficult to do so because of a disability or architectural barrier, please contact City Hall at 354-1895. We will make a sincere attempt to resolve the problem. If you require a sign-language interpreter at the meeting, please call or notify City Hall, 500 West Main, by noon, September 30, 2013.

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**Invocation:** Pastor Bob Younts, First United Methodist Church

**Flag Salute:**

**Roll Call:** Ken Smith, Mayor  
Rick Opitz, Vice-Mayor  
Nick Grba, Council Member  
John Alberts, Council Member  
Michael McEachern, Council Member

## Presentations and Proclamations

“Fire Prevention Week”

## Visitors

(Recess as Yukon City Council and Reconvene as Yukon Municipal Authority)

### **1A. YMA Consent Docket**

This item is placed on the agenda so the Yukon Municipal Authority, by unanimous consent, can designate those routine items they wish to be approved by one motion. If an item does not meet with the approval of all Authority Members, that item will be heard in regular order.

**The City Manager recommends a motion to approve:**

- A) The minutes of the regular meeting of September 17, 2013**
- B) Payment of material claims in the amount of \$493,142.37**

**ACTION**\_\_\_\_\_

(Adjourn as YMA and Reconvene as Yukon City Council)

**1. Consent Docket**

This item is placed on the agenda so the City Council, by unanimous consent, can designate those routine items they wish to be approved by one motion. If an item does not meet with the approval of all Council Members, that item will be heard in regular order.

**The City Manager recommends a motion that will approve:**

- A) The minutes of the regular meeting of September 17, 2013**
- B) Payment of material claims in the amount of \$493,307.56**
- C) Designating the items on the attached list from the Technology Department as surplus and authorizing their sale, donation, or trade**
- D) Appointment of James Montgomery to the Traffic Commission, representing Ward 2, as recommended by Council Member John Alberts**
- E) Setting the date for the next regular Council meeting for October 15, 2013, 7:00 p.m., in the Council Chambers of the Centennial Building, 12 S. Fifth St.**

**ACTION** \_\_\_\_\_

**2. Reports of Boards, Commissions and City Officials**

Planning Commission – Larry Taylor, Chairman & Bob Doggett, Vice-Chairman

**3. Consider approving the 2013 updates to the City of Yukon Emergency Operations Plan, as recommended by the Emergency Management Director**

**ACTION** \_\_\_\_\_

**4. Consider approving Ordinance No. 1295, an Ordinance amending Ordinance No. 657, Appendix A of the Code of the City of Yukon, Oklahoma, by providing that the zoning designation for lot one (1), Block one (1), Yukon Parkway West, Phase VI, an addition to the City of Yukon, Canadian County, Oklahoma, according to the recorded plat thereof be changed from “C-5” (Automotive and Commercial Recreation District) to “C-3” (Restricted Commercial District), as recommended by the Planning Commission; and Declaring an Emergency**

**ACTION** \_\_\_\_\_

**4a. Consider approving the Emergency Clause of Ordinance No. 1295**

**ACTION** \_\_\_\_\_

- 4b. Consider approving the Final Plat being a Re-Plat of Yukon Parkway West Phase VI, as recommended by the Planning Commission**

**ACTION**

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- 5. City Manager’s Report – Information items only**
- A. Library Report – Health Insurance Marketplace**
  - B. Events Report**
- 6. New Business**
- 7. Council Discussion**
- 8. Adjournment**



## PROCLAMATION

Whereas, the City of Yukon is committed to ensuring the safety and security of all those living and visiting our city; and

Whereas, we recognize that fire is a great concern. We also recognize that homes are the location where people are at the greatest risk of burn injuries; and

Whereas, cooking fires are the leading causes of home fires in the United States. We ask that people be aware of the dangers associated with cooking and working in the kitchen; and

Whereas, people should have a plan for kitchen safety and a fire escape plan.

Therefore, I, Ken Smith, Mayor of Yukon do hereby proclaim October 6-12, 2013 as

### **Fire Prevention Week**

throughout this city and I urge all the people of Yukon to practice their home fire escape plan during Fire Prevention Week 2013, and to support the many public safety activities and efforts of Yukon's fire and emergency services.

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Ken Smith, Mayor

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Douglas A. Shivers, City Clerk

## Yukon Municipal Authority Minutes September 17, 2013

ROLL CALL: (Present) Ken Smith, Chairman  
Rick Opitz, Vice-Chairman  
John Alberts, Trustee  
Nick Grba, Trustee

(Absent) Michael McEachern, Trustee

(Recess as Yukon City Council and Reconvene as Yukon Municipal Authority)

### 1A. YMA Consent Docket

This item is placed on the agenda so the Yukon Municipal Authority, by unanimous consent, can designate those routine items they wish to be approved by one motion. If an item does not meet with the approval of all Authority Members, that item will be heard in regular order.

**The City Manager recommends a motion to approve:**

- A) The minutes of the regular meeting of September 3, 2013**
- B) Payment of Material claims in the amount of \$175,238.38**

The motion to approve the YMA Consent Docket, consisting of the approval of the minutes of the regular meeting of September 3, 2013 and Payment of Material claims in the amount of \$175,238.38, was made by Trustee Opitz and seconded by Trustee Grba.

**The vote:**

**AYES: Alberts, Opitz, Smith, Grba**

**NAYS: None**

**VOTE: 4-0**

**MOTION CARRIED**

(Adjourn as YMA and Reconvene as Yukon City Council)

EXHIBIT A  
 YUKON MUNICIPAL AUTHORITY  
 (Yukon, Oklahoma)  
 SALES TAX AND UTILITY SYSTEM REVENUE BONDS  
 SERIES 2012

PAYMENT REQUISITION  
 YUKON MUNICIPAL AUTHORITY  
 CONSTRUCTION FUND  
 Project Account

TO: Bank of Oklahoma, N.A., Trustee

FROM: Yukon Municipal Authority

DATE:

Pursuant to the provisions of the General Bond Indenture dated June 1, 1996, and Supplemented by the Supplemental Bond Indenture dated December 1, 2012 by and between Yukon Municipal Authority and Bank of Oklahoma, N.A., Oklahoma, as Trustee, you are directed to pay Creditor from the Construction Fund of said Authority as indicated below, the amounts shown for the purposes set forth in this Requisition.

<u>Innovative Mechanical</u>	<u>82-8675-16-5</u>
CREDITOR	TRUST NO.

ITEM		ITEM NO.
<u>9/15/13</u>	<u>J. Cooper Gym HVAC</u>	<u>\$ 33,855.98</u>
DATE	PURPOSE	AMOUNT

AUTHORIZATION AND CERTIFICATE OF GENERAL MANAGER

With reference to the above requisition, the undersigned certifies:

The above requisition is approved.

Each obligation therein has been properly incurred and is now due and unpaid and that insofar as such obligation was incurred for work, materials, equipment or supplies, such work was actually performed, and such materials, equipment or supplies were actually installed or delivered to or for the Project as evidenced by

the certificate of the supervising architect or engineer or other appropriate certification.

Those obligations in the stated amounts have been incurred by the Authority and that each item is a proper charge against the Yukon Municipal Authority Construction Fund and has not been paid.

That there has not been filed with or served upon the Yukon Municipal Authority notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable to any of the persons, firms, or corporations named in such requisition, which has not been of such obligation.

That such requisition contains no item representing payment on account of any retained percentages which Yukon Municipal Authority is at the date of such certificate entitled to retain.

YUKON MUNICIPAL AUTHORITY

\_\_\_\_\_  
Chairman or Vice Chairman

Date

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

Date Paid \_\_\_\_\_

Authorized Officer

Submit in triplicate:

1 to Bank

1 to General Manager

1 to City



September 19, 2013

Mr. J.I. Johnson  
City Treasurer  
City of Yukon  
P.O. Box 850500  
Yukon, OK 73085

**Re: City of Yukon, Jackie Cooper Gym HVAC**

Dear Mr. Johnson:

Enclosed please find three (2) copies of Payment Application No. 3 from Innovative Mechanical. We have reviewed the attached pay application and to the best of our knowledge and belief, find it in compliance with the contract documents and recommend approval of the payment in the certified amount of \$33,855.98.

If you have any questions or comments, please contact me at 405-752-1122.

Respectfully,

Floyd Don Wicker, AIA, APA, CSI, CDT

FDW/jh

Enclosure

cc: File E095/Projects/Jackie Cooper Gym

# AIA Document G702

## Application and Certificate for Payment

TO OWNER: The City of Tulsa PROJECT: Jadge Cooper Gym HVAC 3 Distribution to  
 Project E095.0 9/15/2013 OWNER

FROM CONTRACTOR: Innovative Mechanical VIA ARCHITECT: Tised Design Group ARCHITECT   
 7413 NW 94th 3020 NW 149th FIELD   
 OKC, OK 73132 OKC, OK 73132 OTHER

1. ORIGINAL CONTRACT SUM 141,900.00  
 2. Net change by Change Orders 0.00  
 3. CONTRACT SUM TO DATE (Line 1+2) 141,900.00  
 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) 69,999.75  
 5. RETAINAGE  
 a 10 % of Completed Work 6,999.98  
 b 0 % of Stored Material 0.00  
 (Column F on G703)

1. The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: D. R. R. D.  
 By: [Signature]  
 State of Oklahoma  
 County of Oklahoma  
 Subscribed and sworn to before me this 18 day of Sept. 2013  
 Notary Public: [Signature]  
 My Comm. No. 8816



ARCHITECTS CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observation and the data contained in the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated the quantity of the Work is in accordance with the Contract Documents and the Contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED: \$ 33,855.98

*(Attached explanation of amount certified follows from the reason explained. Initial all figures on this Application and make communication clear that no change of length with the amount certified.)*

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner or Contractor under the Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this Month	\$ 0.00	\$ 0.00
<b>TOTALS</b>	\$ 0.00	\$ 0.00
Net Changes by Change Order	\$ 0.00	\$ 0.00

6. TOTAL EARNED LESS RETAINAGE \$ 62,990.78  
 (Line 4 less Line 5 Total)  
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 28,134.80  
 (Line 6 from prior Certificate)  
 8. CURRENT PAYMENT DUE \$ 33,855.98  
 9. BALANCE TO FINISH INCLUDING RETAINAGE \$ 78,909.23  
 (Line 3 less line 6)

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# AIA Document G703

## Continuation Sheet

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached in tabulations below; amounts are stated in the nearest dollar. Use Column I on Contracts where variable retainage for line item may apply.

APPLICATION NO: 3  
 APPLICATION DATE: 9/15/2013  
 PERIOD TO: 9/15/2013  
 ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
1	Bonds	\$4,750.00	\$4,750.00	\$0.00	\$0.00	\$4,750.00	\$0.00	\$475.00
2	Concrete Work	\$22,414.00	\$22,414.00	\$0.00	\$0.00	\$22,414.00	\$0.00	\$2,241.40
3	Fencing	\$4,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,850.00	\$0.00
4	RTU Equipment	\$27,720.00	\$4,158.00	\$22,176.00	\$0.00	\$26,334.00	\$1,386.00	\$2,633.40
5	RTU Install	\$29,140.00	\$0.00	\$2,914.00	\$0.00	\$2,914.00	\$26,226.00	\$291.40
6	Air Balance	\$2,215.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,215.00	\$0.00
7	Electrical	\$47,311.00	\$0.00	\$11,827.75	\$0.00	\$11,827.75	\$35,483.25	\$1,182.78
8	General Conditions	\$3,500.00	\$525.00	\$1,225.00	\$0.00	\$1,750.00	\$1,750.00	\$175.00
9		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$141,900.00	\$31,947.00	\$38,142.75	\$0.00	\$69,989.75	\$71,910.25	\$6,998.98

DESCRIPTION City of Yukon  
P.O. Box 850500  
Yukon, Oklahoma 73085

STATE OF OKLAHOMA SS  
COUNTY OF OKLAHOMA

The undersigned (architect, contractor, supplier, or engineer) of lawful age, being first duly sworn on oath, says that this invoice or claim is truth and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed, or supplied) in accordance with the plans, specifications, orders, or requests furnished the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer, or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other things of value to obtain payment.

  
\_\_\_\_\_  
Architect, Supplier, Contractor, Engineer

Subscribed and sworn to before me this  
26 of Aug. 2013  
  
\_\_\_\_\_  
Notary Public (or Clerk or Judge)



My Commission Expires: 8/8/18

EXHIBIT A  
YUKON MUNICIPAL AUTHORITY  
(Yukon, Oklahoma)  
SALES TAX AND UTILITY SYSTEM REVENUE BONDS  
SERIES 2012

PAYMENT REQUISITION  
YUKON MUNICIPAL AUTHORITY  
CONSTRUCTION FUND  
Project Account

TO: Bank of Oklahoma, N.A., Trustee

FROM: Yukon Municipal Authority

DATE:

Pursuant to the provisions of the General Bond Indenture dated June 1, 1996, and Supplemented by the Supplemental Bond Indenture dated December 1, 2012 by and between Yukon Municipal Authority and Bank of Oklahoma, N.A., Oklahoma, as Trustee, you are directed to pay Creditor from the Construction Fund of said Authority as indicated below, the amounts shown for the purposes set forth in this Requisition.

<u>Brewer Construction Company</u>	82-8675-16-5
CREDITOR	TRUST NO.

<u>ITEM</u>		<u>ITEM NO.</u>
<u>9/19/13</u>	<u>concrete asphalt paving</u>	<u>\$ 7,055.05</u>
DATE	PURPOSE	AMOUNT

AUTHORIZATION AND CERTIFICATE OF GENERAL MANAGER

With reference to the above requisition, the undersigned certifies:

The above requisition is approved.

Each obligation therein has been properly incurred and is now due and unpaid and that insofar as such obligation was incurred for work, materials, equipment or supplies, such work was actually performed, and such materials, equipment or supplies were actually installed or delivered to or for the Project as evidenced by

the certificate of the supervising architect or engineer or other appropriate certification.

Those obligations in the stated amounts have been incurred by the Authority and that each item is a proper charge against the Yukon Municipal Authority Construction Fund and has not been paid.

That there has not been filed with or served upon the Yukon Municipal Authority notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable to any of the persons, firms, or corporations named in such requisition, which has not been of such obligation.

That such requisition contains no item representing payment on account of any retained percentages which Yukon Municipal Authority is at the date of such certificate entitled to retain.

YUKON MUNICIPAL AUTHORITY

\_\_\_\_\_  
Chairman or Vice Chairman

Date

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

Date Paid \_\_\_\_\_

Authorized Officer

Submit in triplicate:

1 to Bank

1 to General Manager

1 to City



September 23, 2013

Arnold Adams  
Public Works Director  
City of Yukon  
P.O. Box 850500  
Yukon, OK 73085

**Re: 2011 Yukon Concrete, Asphalt Paving W/Drainage, Water and Sewer Contract  
2<sup>nd</sup> & Cedar Storm Sewer  
Estimate #1 & Final**

Dear Mr. Adams:

Please find attached Brewer Construction Company Yukon Claim #2013-48 in the amount of \$7,055.05 for which we recommend payment.

Should you have any questions, please contact me at 405-752-1122.

Respectfully Submitted,

Robbie Williams, P.E.

RW/jh

Attachment

cc: J.I. Johnson, Yukon City Treasurer  
File E195

# Brewer Construction Co.

1301 SW 36th St. - Oklahoma City, OK 73128  
 PO Box 82485 - Oklahoma City, OK 73148  
 405-787-4962  
 Fax 405-495-8972

September 19th, 2013

City Of Yukon  
 c/o Triad Design Group  
 Attn. Robbia Williams P.E.  
 3020 N.W. 149 th Street  
 Oklahoma City Okla. 73134

RE: 2011 Yukon Concrete, Asphalt Paving  
 W/ Drainage, Water And Sewer Contract  
 2nd & Cedar Storm Sewer

Yukon Claim # 2013 - 48

*OKYUS  
 Approved*

Estimate # 1 & Final

Description	Quantity	Unit Bid Price	Unit Bid Total
15" CGMP Storm Sewer	25 L.F.	\$ 33.00	\$ 825.00
15" CGMP End Section	2 Ea.	\$ 280.00	\$ 560.00
Trenching 0-10'	25 L.F.	\$ 14.00	\$ 350.00
Saw Cutting	57 L.F.	\$ 5.40	\$ 307.80
Asphalt Pavement Removal	52.5 S.Y.	\$ 6.50	\$ 341.25
6" PC Concrete Paving	52.5 S.Y.	\$ 40.00	\$ 2,100.00
Solid Slab Sod 0-200 sy	0 S.Y.	\$ 2.50	\$ -
Crusher Run Backfill	74 Ton	\$ 29.00	\$ 2,148.00
Traffic Control	1 L.S.	\$ 425.00	\$ 425.00
Total Due			\$ 7,055.05

Thank You  
 Brewer Construction Company

*Kevin Brewer*  
 Kevin Brewer

EXHIBIT A  
YUKON MUNICIPAL AUTHORITY  
(Yukon, Oklahoma)  
SALES TAX AND UTILITY SYSTEM REVENUE BONDS  
SERIES 2012

PAYMENT REQUISITION  
YUKON MUNICIPAL AUTHORITY  
CONSTRUCTION FUND  
Project Account

TO: Bank of Oklahoma, N.A., Trustee

FROM: Yukon Municipal Authority

DATE:

Pursuant to the provisions of the General Bond Indenture dated June 1, 1996, and Supplemented by the Supplemental Bond Indenture dated December 1, 2012 by and between Yukon Municipal Authority and Bank of Oklahoma, N.A., Oklahoma, as Trustee, you are directed to pay Creditor from the Construction Fund of said Authority as indicated below, the amounts shown for the purposes set forth in this Requisition.

<u>Brewer Construction Company</u>	<u>82-8675-16-5</u>
CREDITOR	TRUST NO.

ITEM		ITEM NO.
<u>9/19/13</u>	<u>concrete, asphalt paving</u>	<u>\$9,741.40</u>
DATE	PURPOSE	AMOUNT

AUTHORIZATION AND CERTIFICATE OF GENERAL MANAGER

With reference to the above requisition, the undersigned certifies:

The above requisition is approved.

Each obligation therein has been properly incurred and is now due and unpaid and that insofar as such obligation was incurred for work, materials, equipment or supplies, such work was actually performed, and such materials, equipment or supplies were actually installed or delivered to or for the Project as evidenced by

the certificate of the supervising architect or engineer or other appropriate certification.

Those obligations in the stated amounts have been incurred by the Authority and that each item is a proper charge against the Yukon Municipal Authority Construction Fund and has not been paid.

That there has not been filed with or served upon the Yukon Municipal Authority notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable to any of the persons, firms, or corporations named in such requisition, which has not been of such obligation.

That such requisition contains no item representing payment on account of any retained percentages which Yukon Municipal Authority is at the date of such certificate entitled to retain.

YUKON MUNICIPAL AUTHORITY

---

Chairman or Vice Chairman

Date

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

Date Paid \_\_\_\_\_

Authorized Officer

Submit in triplicate:

1 to Bank

1 to General Manager

1 to City



September 23, 2013

Arnold Adams  
Public Works Director  
City of Yukon  
P.O. Box 850500  
Yukon, OK 73085

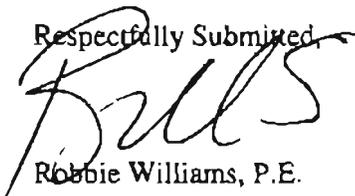
**Re: 2011 Yukon Concrete, Asphalt Paving W/Drainage, Water and Sewer Contract  
Wagner Road & Yukon Parkway  
36" Storm Sewer Replacement  
Estimate #1 & Final**

Dear Mr. Adams:

Please find attached Brewer Construction Company Yukon Claim #2013-49 in the amount of \$9,741.40 for which we recommend payment.

Should you have any questions, please contact me at 405-752-1122.

Respectfully Submitted,



Robbie Williams, P.E.

RW/jh

Attachment

cc: J.I. Johnson, Yukon City Treasurer  
File E195

# Brewer Construction Co.

8301 SW 8th St. - Oklahoma City, OK 73128  
 PO Box 82485 - Oklahoma City, OK 73148  
 405-757-4962  
 Fax 405-495-8972

September 19th, 2013

City Of Yukon  
 c/o Triad Design Group  
 Attn. Robbie Williams P.E.  
 3020 N.W. 149 th Street  
 Oklahoma City Okla. 73134

RE: 2011 Yukon Concrete, Asphalt Paving  
 W/ Drainage, Water And Sewer Contract  
 Wagner Rd. & Yukon Parkway  
 36" Storm Sewer Replacement

Yukon Claim # 2013 - 49

*Old  
 12/13  
 Approved*

Estimate # 1 & Final

Description	Quantity	Unit Bid Price	Unit Bid Total
36" RCP	32 L.F.	\$ 96.00	\$ 3,072.00
36" RCP End Section	2 Ea.	\$ 1,460.00	\$ 2,920.00
Trenching 0-10'	32 L.F.	\$ 14.00	\$ 448.00
Crushed Rock	54 Ton	\$ 29.00	\$ 1,566.00
Asphalt Pavement Removal	28 S.Y.	\$ 6.80	\$ 190.40
6" PC Concrete Paving	28 S.Y.	\$ 40.00	\$ 1,120.00
Traffic Control	1 L.S.	\$ 425.00	\$ 425.00
Total Due			\$ 9,741.40

Thank You  
 Brewer Construction Company



Kevin Brewer

EXHIBIT A  
YUKON MUNICIPAL AUTHORITY  
(Yukon, Oklahoma)  
SALES TAX AND UTILITY SYSTEM REVENUE BONDS  
SERIES 2012

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YUKON MUNICIPAL AUTHORITY  
CONSTRUCTION FUND  
Project Account

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DATE	PURPOSE	AMOUNT

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YUKON MUNICIPAL AUTHORITY

\_\_\_\_\_  
Chairman or Vice Chairman

Date

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

Date Paid \_\_\_\_\_

Authorized Officer

Submit in triplicate:

1 to Bank

1 to General Manager

1 to City



September 23, 2013

Arnold Adams  
Public Works Director  
City of Yukon  
P.O. Box 850500  
Yukon, OK 73085

**Re: 2011 Yukon Concrete, Asphalt Paving W/Drainage, Water and Sewer Contract  
Striping at 5<sup>th</sup> & Main  
Estimate #1 & Final**

Dear Mr. Adams:

Please find attached Brewer Construction Company Yukon Claim #2013-51 in the amount of \$7,150.00 for which we recommend payment.

Should you have any questions, please contact me at 405-752-1122.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Robbie Williams".

Robbie Williams, P.E.

RW/jh

Attachment

cc: J.I. Johnson, Yukon City Treasurer  
File E195

**Brewer Construction Co.**

8501 S.W. 1st St. - Oklahoma City, OK 73128  
PO Box 82485 - Oklahoma City, OK 73168  
405-787-4962  
Fax 405-995-8972

September 19th, 2013

City Of Yukon  
c/o Triad Design Group  
Attn. Robbie Williams P.E.  
3020 N.W. 149 th Street  
Oklahoma City Okla. 73134

RE: 2011 Yukon Concrete, Asphalt Paving  
W/ Drainage, Water And Sewer Contract  
Striping At 5th & Main

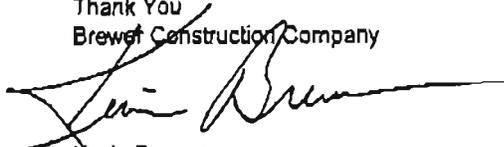
Yukon Claim # 2013 - 51

*OK ✓  
RWB  
Approved*

Estimate # 1 & Final

Description	Quantity	Unit Bid Price	Unit Bid Total
4" Paving Markings ( Paint )	6500 L.F.	\$ 1.10	\$ 7,150.00
		Total Due	\$ 7,150.00

Thank You  
Brewer Construction Company



Kevin Brewer

EXHIBIT A  
YUKON MUNICIPAL AUTHORITY  
(Yukon, Oklahoma)  
SALES TAX AND UTILITY SYSTEM REVENUE BONDS  
SERIES 2012

PAYMENT REQUISITION  
YUKON MUNICIPAL AUTHORITY  
CONSTRUCTION FUND  
Project Account

TO: Bank of Oklahoma, N.A., Trustee

FROM: Yukon Municipal Authority

DATE:

Pursuant to the provisions of the General Bond Indenture dated June 1, 1996, and Supplemented by the Supplemental Bond Indenture dated December 1, 2012 by and between Yukon Municipal Authority and Bank of Oklahoma, N.A., Oklahoma, as Trustee, you are directed to pay Creditor from the Construction Fund of said Authority as indicated below, the amounts shown for the purposes set forth in this Requisition.

<u>Brewer Construction Company</u>	82-8675-16-5
CREDITOR	TRUST NO.

<u>ITEM</u>		<u>ITEM NO.</u>
<u>9/19/13</u>	<u>concrete, asphalt paving</u>	<u>\$297,267.75</u>
DATE	PURPOSE	AMOUNT

AUTHORIZATION AND CERTIFICATE OF GENERAL MANAGER

With reference to the above requisition, the undersigned certifies:

The above requisition is approved.

Each obligation therein has been properly incurred and is now due and unpaid and that insofar as such obligation was incurred for work, materials, equipment or supplies, such work was actually performed, and such materials, equipment or supplies were actually installed or delivered to or for the Project as evidenced by

the certificate of the supervising architect or engineer or other appropriate certification.

Those obligations in the stated amounts have been incurred by the Authority and that each item is a proper charge against the Yukon Municipal Authority Construction Fund and has not been paid.

That there has not been filed with or served upon the Yukon Municipal Authority notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable to any of the persons, firms, or corporations named in such requisition, which has not been of such obligation.

That such requisition contains no item representing payment on account of any retained percentages which Yukon Municipal Authority is at the date of such certificate entitled to retain.

YUKON MUNICIPAL AUTHORITY

\_\_\_\_\_  
Chairman or Vice Chairman

Date

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

Date Paid \_\_\_\_\_

Authorized Officer

Submit in triplicate:

1 to Bank

1 to General Manager

1 to City



September 9, 2013

Mr. J.L. Johnson  
City Treasurer  
City of Yukon  
P.O. Box 850500  
Yukon, OK 73085

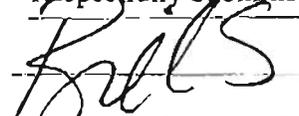
**Re: 2011 Yukon Concrete, Asphalt Paving W/Drainage, Water and Sewer Contract  
CIP #17, 5<sup>th</sup> Street from Main to Ash  
Estimate #2 & Final  
2012 Revenue Bond Series B**

Dear Mr. Johnson:

Please find attached Brewer Construction Company Yukon Claim # 2013-53 in an amount of \$297,267.75 for which we recommend payment.

Should you have any questions, please contact me at 405-752-1122.

Respectfully Submitted,

  
Robbie Williams, P.E.

RW/jh

Attachment

cc: File E195/Pay Claims/Road Projects

# Brewer Construction Co.

8301 SW 8th St. - Oklahoma City, OK 73128  
 PO Box 82485 - Oklahoma City, OK 73148  
 405-787-8968  
 Fax 405-495-8978

September 19th, 2013

City Of Yukon  
 c/o Triad Design Group  
 Attn. Robble Williams P.E.  
 3020 N.W. 149 th Street  
 Oklahoma City Okla. 73134

RE: 2011 Yukon Concrete, Asphalt Paving  
 W/ Drainage, Water And Sewer Contract  
 CIP # 17 5th street From Main to Ash

Yukon Claim # 2013 - 53

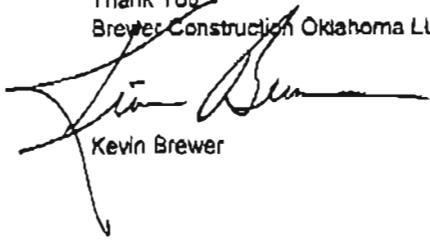
*John RPN*

Estimate # 2 & Final

**6" Concrete With Aggregate Base**

Description	Quantity	Unit Bid Price	Unit Bid Total
Concrete Pavement Removal	1625 S.Y.	\$ 6.50	\$ 10,562.50
Asphalt Pavement Removal	2500 S.Y.	\$ 6.50	\$ 16,250.00
Curb Removal	200 L.F.	\$ 7.70	\$ 1,540.00
Unclassified Excavation	1000 C.Y.	\$ 16.50	\$ 16,500.00
6" Concrete Paving	4120 S.Y.	\$ 40.00	\$ 164,800.00
1" Addl. PC Concrete Paving	8240 S.Y.	\$ 8.50	\$ 70,040.00
Reinforcing Steel	24720 Lbs.	\$ 1.25	\$ 30,900.00
Manhole Adjustment	0 Ea.	\$ 840.00	\$ -
Valve Box Adjustment	0 Ea.	\$ 400.00	\$ -
2'8" Concrete Curb & Gutter	200 L.F.	\$ 22.00	\$ 4,400.00
4" Concrete Sidewalk	0 S.Y.	\$ 42.00	\$ -
Handicap Ramp	12.5 S.Y.	\$ 220.00	\$ 2,750.00
Odor Type A Agg. Base	1700 Ton	\$ 34.00	\$ 57,800.00
Solid Slab Sod 200sy +	2462 S.Y.	\$ 2.25	\$ 5,539.50
Saw Cutting	1590 L.F.	\$ 5.40	\$ 8,586.00
Traffic Control	1 L.S.	\$ 875.00	\$ 875.00
Total Completed			\$ 390,543.00
Less Previously Paid			\$ (93,275.25)
Total Due Est. # 2			\$ 297,267.75

Thank You  
 Brewer Construction Oklahoma LLC



Kevin Brewer

EXHIBIT A  
YUKON MUNICIPAL AUTHORITY  
(Yukon, Oklahoma)  
SALES TAX AND UTILITY SYSTEM REVENUE BONDS  
SERIES 2012

PAYMENT REQUISITION  
YUKON MUNICIPAL AUTHORITY  
CONSTRUCTION FUND  
Project Account

TO: Bank of Oklahoma, N.A., Trustee

FROM: Yukon Municipal Authority

DATE:

Pursuant to the provisions of the General Bond Indenture dated June 1, 1996, and Supplemented by the Supplemental Bond Indenture dated December 1, 2012 by and between Yukon Municipal Authority and Bank of Oklahoma, N.A., Oklahoma, as Trustee, you are directed to pay Creditor from the Construction Fund of said Authority as indicated below, the amounts shown for the purposes set forth in this Requisition.

<u>Brewer Construction Company</u>	82-8675-16-5
CREDITOR	TRUST NO.

ITEM		ITEM NO.
<u>9/19/13</u>	<u>concrete, asphalt paving</u>	<u>\$137,862.20</u>
DATE	PURPOSE	AMOUNT

AUTHORIZATION AND CERTIFICATE OF GENERAL MANAGER

With reference to the above requisition, the undersigned certifies:

The above requisition is approved.

Each obligation therein has been properly incurred and is now due and unpaid and that insofar as such obligation was incurred for work, materials, equipment or supplies, such work was actually performed, and such materials, equipment or supplies were actually installed or delivered to or for the Project as evidenced by

the certificate of the supervising architect or engineer or other appropriate certification.

Those obligations in the stated amounts have been incurred by the Authority and that each item is a proper charge against the Yukon Municipal Authority Construction Fund and has not been paid.

That there has not been filed with or served upon the Yukon Municipal Authority notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable to any of the persons, firms, or corporations named in such requisition, which has not been of such obligation.

That such requisition contains no item representing payment on account of any retained percentages which Yukon Municipal Authority is at the date of such certificate entitled to retain.

YUKON MUNICIPAL AUTHORITY

\_\_\_\_\_  
Chairman or Vice Chairman

Date

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

Date Paid \_\_\_\_\_

Authorized Officer

Submit in triplicate:

1 to Bank

1 to General Manager

1 to City



September 23, 2013

Mr. J.I. Johnson  
City Treasurer  
City of Yukon  
P.O. Box 850500  
Yukon, OK 73085

**Re: 2011 Yukon Concrete, Asphalt Paving W/Drainage, Water and Sewer Contract  
CIP Sanitary Sewer Sheet 9**  

---

**Priority #2  
Estimate #1 & Final**

Dear Mr. Johnson:

Please find attached Brewer Construction Company Yukon Claim # 2013-54 in an amount of \$137,862.20 for which we recommend payment.

Should you have any questions, please contact me at 405-752-1122.

Respectfully Submitted,

Robbie Williams, P.E.

RW/jh

Attachment

cc: File E195/Pay Claims

# Brewer Construction Co.

1301 SW 5th St. - Oklahoma City, OK 73188  
 PO Box 82485 - Oklahoma City, OK 73148  
 405-757-4962  
 Fax 405-495-8972

September 19th, 2013

City Of Yukon  
 c/o Triad Design Group  
 Attn. Robbie Williams P.E.  
 3020 N.W. 149 th Street  
 Oklahoma City Okla. 73134

RE: 2011 Yukon Concrete, Asphalt Paving  
 W/ Drainage, Water And Sewer Contract  
 CIP Sanitary Sewer Sheet 9  
 Priority # 2

Yukon Claim # 2013 - 54

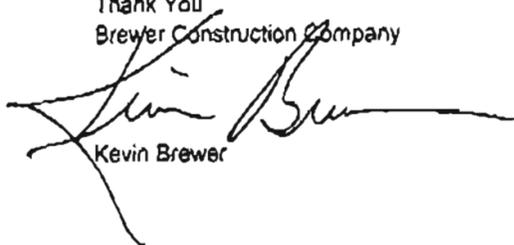
*OK ✓  
 RPW*

Estimate # 1 & Final

Description	Quantity	Unit Bid Price	Unit Bid Total
8" Pipe Bursting	1417 L.F.	\$ 80.00	\$ 113,360.00
Re-Connect Sewer Service	40 Ea.	\$ 360.00	\$ 14,400.00
Rehabilitate Manhole	4 Ea.	\$ 680.00	\$ 2,720.00
Extra Vertical Foot Manhole	11.2 V.F.	\$ 120.00	\$ 1,344.00
Solid Slab Sod 0-200sy	S.Y.	\$ 2.50	\$ -
Solid Slab Sod 200sy +	259 S.Y.	\$ 2.25	\$ 582.75
T.V. Inspection	1417 L.F.	\$ 3.85	\$ 5,455.45
Total Due & Final			\$ 137,862.20

203-215 Bass Avenue 290'  
 215-225 Bass Avenue 290'  
 225-227 Bass Avenue 72'  
 401 Teakwood 202'  
 208-1100 Oakwood Drive 261'  
 102-114 Vine Street 302'

Thank You  
 Brewer Construction Company



Kevin Brewer

EXHIBIT A  
YUKON MUNICIPAL AUTHORITY  
(Yukon, Oklahoma)  
SALES TAX AND UTILITY SYSTEM REVENUE BONDS  
SERIES 2012

PAYMENT REQUISITION  
YUKON MUNICIPAL AUTHORITY  
CONSTRUCTION FUND  
Project Account

TO: Bank of Oklahoma, N.A., Trustee

FROM: Yukon Municipal Authority

DATE:

Pursuant to the provisions of the General Bond Indenture dated June 1, 1996, and Supplemented by the Supplemental Bond Indenture dated December 1, 2012 by and between Yukon Municipal Authority and Bank of Oklahoma, N.A., Oklahoma, as Trustee, you are directed to pay Creditor from the Construction Fund of said Authority as indicated below, the amounts shown for the purposes set forth in this Requisition.

<u>Jack Pratt Screen Ad Co.</u>	<u>82-8675-16-5</u>
CREDITOR	TRUST NO.

<u>ITEM</u>	<u>ITEM NO.</u>
<u>9/20/13</u>	<u>Horseshoe signage</u>
DATE	PURPOSE
	<u>\$209.99</u>
	AMOUNT

AUTHORIZATION AND CERTIFICATE OF GENERAL MANAGER

With reference to the above requisition, the undersigned certifies:

The above requisition is approved.

Each obligation therein has been properly incurred and is now due and unpaid and that insofar as such obligation was incurred for work, materials, equipment or supplies, such work was actually performed, and such materials, equipment or supplies were actually installed or delivered to or for the Project as evidenced by

the certificate of the supervising architect or engineer or other appropriate certification.

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That there has not been filed with or served upon the Yukon Municipal Authority notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable to any of the persons, firms, or corporations named in such requisition, which has not been of such obligation.

That such requisition contains no item representing payment on account of any retained percentages which Yukon Municipal Authority is at the date of such certificate entitled to retain.

YUKON MUNICIPAL AUTHORITY

\_\_\_\_\_  
Chairman or Vice Chairman

Date

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

Date Paid \_\_\_\_\_

Authorized Officer

Submit in triplicate:

1 to Bank

1 to General Manager

1 to City



John Alberts, Mayor & Council Member Ward II  
Nick Grba, Vice Mayor & Council Member Ward I  
Dewayne Maxey, Council Member Ward III  
Bob Bradway, Council Member Ward IV  
Ken Smith, Council Member At Large

From the Office of the  
Parks & Recreation Director  
**Jan Speegle Scott**

September 24, 2013

Attached is a sign for the Horseshoe Cts out of the 2012 Bond.

Thanks,

A handwritten signature in black ink, which appears to be "Jan Speegle Scott". The signature is written in a cursive style. Below the signature, the name "Jan" is printed in a simple, sans-serif font.

Jan

CITY OF YUKON

532 West Main Street  
P O. Box 850500  
Yukon, Oklahoma 73085  
Phone: 405.350.8937  
Fax: 405.350.7677

Page:  
1  
Duplicate  
CITY OF YUKON  
S.O. # 106075



www.jackpratt.com - e-mail info@jackpratt.com  
409 NE 40th Street - Oklahoma City, OK 73105-3700 - 1 800 299 5551  
local: 405.524.5551 - fax: 405 524.1153

# Invoice

Invoice Number:  
224293  
Invoice Date:  
Sep 20, 2013  
**Due Date**  
9/20/13

Sold To:  
CITY OF YUKON  
ATTN: JAN SCOTT  
PO BOX 850500  
YUKON, OK 73085

Ship to:  
CALL JAN  
350-8937

Please Pay This Amount --> 209.99

**DETACH HERE AND RETURN WITH PAYMENT**

Customer ID	Customer PO	Payment Terms
-------------	-------------	---------------

CITY OF YUKON

BILL TO

Net Due

Quantity	Item	Description	Unit Price	Extension
1.00	PF-3624	36"X24" SIGN IN 7" PREMIER FRAME - FLATBED YUKON HORSESHOE CLUB COURT RULES & REGULATIONS...	209.99	209.99
1.00	DESC	FRAME DESCRIPTIONS- BLACK WITH NO RIDER SPOTS  JSCOTT@CITYOFYUKONOK.GOV		

Subtotal 209.99

Sales Tax

Shipping & Handling

**Total Invoice Amount 209.99**

**TOTAL DUE 209.99**

Keep for your records

Invoice Number:  
224293  
Invoice Date:  
Sep 20, 2013



409 NE 40th Street - Oklahoma City, OK 73105-3728  
Toll Free: 1.800.299.5551 - local: 405.524.5551 - fax: 405.524.1153 - www.jackpratt.com - e-mail: info@jackpratt.com

Family owned since 1950.

## Yukon City Council Minutes September 17, 2013

The Yukon City Council met in regular session September 17, 2013 at 7:00 p.m. in the Council Chambers of the Centennial Building, 12 South Fifth Street, Yukon, Oklahoma.

The invocation was given by Pastor Bob Younts, First United Methodist Church  
The flag salute was given in unison.

ROLL CALL: (Present)     Ken Smith, Mayor  
                                     Rick Opitz, Vice-Mayor  
                                     John Alberts, Council Member  
                                     Nick Grba, Council Member

(Absent)     Michael McEachern, Council Member

### OTHERS PRESENT:

Matt Wheatley, Acting City Attorney  
J.I. Johnson, Treasurer  
John Corn, Police Chief  
Gary Cooper, Information Technology Dir.  
Jeff Deckard, Parks Superintendent  
Larry Mitchell, Economic Dev. Director  
Jan Scott, Parks and Rec Director

Doug Shivers, City Clerk  
Arnold Adams, Public Works Director  
Mitch Hort, Community Development Director  
Josh Gotcher, Information Technology  
Bill Stover, Sanitation  
Dana Deckard, Administrative Coordinator  
Quincy Rinkle, Parks and Rec

### Presentations and Proclamations

Ken Smith welcomed Sharon Hayes and Gina Lagaly of the Ft. Reno Chapter of the Daughters of the American Revolution and read the "Constitution Week" Proclamation. Gina Lagaly gave thanks from the Ft. Reno Chapter of the Daughters of the American Revolution. She stated that the organization started 50 some years ago. During Constitution Week, students ring bells and learn about the Constitution.

### Visitors

There were no visitors.

(Recess as Yukon City Council and Reconvene as Yukon Municipal Authority)

### 1A. YMA Consent Docket

This item is placed on the agenda so the Yukon Municipal Authority, by unanimous consent, can designate those routine items they wish to be approved by one motion. If an item does not meet with the approval of all Authority Members, that item will be heard in regular order.

**The City Manager recommends a motion to approve:**

- A) The minutes of the regular meeting of September 3, 2013**
- B) Payment of Material claims in the amount of \$175,238.38**

The motion to approve the YMA Consent Docket, consisting of the approval of the minutes of the regular meeting September 3, 2013 and Payment of Material claims in the amount of \$175,238.38 was made by Trustee Opitz and seconded by Trustee Grba.

**The vote:**

**AYES: Alberts, Opitz, Smith, Grba**

**NAYS: None**

**VOTE: 4-0**

**MOTION CARRIED**

(Adjourn as YMA and Reconvene as Yukon City Council)

## 1. Consent Docket

This item is placed on the agenda so the City Council, by unanimous consent, can designate those routine items they wish to be approved by one motion. If an item does not meet with the approval of all Council Members, that item will be heard in regular order.

**The City Manager recommends a motion that will approve:**

- A) The minutes of the regular meeting of September 3, 2013**
- B) Payment of material claims in the amount of \$396,325.14**
- C) Designating the items on the attached list from the Technology Department as surplus and authorizing their sale, donation, or trade**
- D) Consider approving installation of four stop signs and two speed limit signs in Wagner Lake Addition, as recommended by the Traffic Commission**
- E) Consider directing the City Manager to engage the City Engineer to investigate standards and location placement of rumble strips along Stone Mill Blvd., Meadow Run Ct., and Stony Brook, as recommended by the Traffic Commission**
- F) Setting the date for the next regular Council meeting for October 1, 2013, 7:00 p.m., in the Council Chambers of the Centennial Building, 12 S. Fifth St.**

Council Member Grba asked to set aside Item E and discuss further.

The motion to approve the remaining items on the Consent Docket, consisting of the approval of the minutes of the regular meeting of September 3, 2013; payment of material claims in the amount of \$396,325.14; designating the items on the attached list from the Technology Department as surplus and authorizing their sale, donation, or trade; approving installation of four stop signs and two speed limit signs in Wagner Lake Addition, as recommended by the Traffic Commission; and setting the date for the next regular Council meeting for October 1, 2013, 7:00 p.m., in the Council Chambers of the Centennial Building, 12 S. Fifth St., was made by Council Member Grba and seconded by Council Member Opitz.

**The vote:**

**AYES: Smith, Opitz, Grba, Alberts**

**NAYS: None**

**VOTE: 4-0**

**MOTION CARRIED**

The motion to consider directing the City Manager to engage the City Engineer to investigate standards and location placement of rumble strips along Stone Mill Blvd., Meadow Run Ct., and Stony Brook, as recommended by the Traffic Commission, was made by Council Member Alberts and seconded by Council Member Opitz.

Council Member Grba said he was unfamiliar with rumble strips. Grayson Bottom stated they are low height strips intended to increase awareness, usually five to ten strips in a row. Mayor Smith stated similar to a toll road before booth, like a washboard. Based on speed trailer data over eight days, there were 4,009 cars, which traveled at an average of 22 mph speed and 85% of cars were traveling at 26 mph. Mr. Smith believes this is a good step. Grayson Bottom stated they will investigate, but has great hope for this. He will give a report back to Council for requisition of funds. Mayor Smith stated he had discussed strips previously and was happy to receive this recommendation from the Traffic Commission. It makes him confident this will be a good solution for Stone Mill residents.

**The vote:**

**AYES: Opitz, Grba, Alberts, Smith**

**NAYS: None**

**VOTE: 4-0**

**MOTION CARRIED**

## 2. Reports of Boards, Commissions and City Officials – None

- 3. Consider approving an expenditure of funds in an amount not to exceed \$400,000.00, for a construction project to install a splash pad/restroom facility at Sunrise Park, to be paid from the 2012 Series A Revenue Bond, with a \$100,000.00 reimbursement grant from Oklahoma Tourism and Recreation Department, as recommended by the Parks and Recreation Director**

The motion to approve an expenditure of funds in an amount not to exceed \$400,000.00, for a construction project to install a splash pad/restroom facility at Sunrise Park, to be paid from the 2012 Series A Revenue Bond, with a \$100,000.00 reimbursement grant from Oklahoma Tourism and Recreation Department, as recommended by the Parks and Recreation Director, was made by Council Member Grba and seconded by Council Member Alberts.

Council Member Alberts thinks this is a great idea and opportunity. He asked what would be the hours? Grayson Bottom stated park hours, and no lifeguard staff will be needed. The water goes off, when not in use. Council Member Alberts remarked he saw one in Texas with usage from early to late in the day.

**The vote:**

**AYES: Grba, Alberts, Smith, Opitz**

**NAYS: None**

**VOTE: 4-0**

**MOTION CARRIED**

- 4. Consider approving an expenditure of funds in amount not to exceed \$150,140.95, for Jackie Cooper Gym floor replacement, to be reimbursed as an Insurance claim, as recommended by the Parks and Recreation Director**

The motion to approve an expenditure of funds in amount not to exceed \$150,140.95, for Jackie Cooper Gym floor replacement, to be reimbursed as an Insurance claim, as recommended by the Parks and Recreation Director, was made by Council Member Opitz and seconded by Council Member Alberts.

Grayson Bottom stated we have had many contractors examine the roof at the Jackie Cooper Gym. It is failing. We will have a report forthcoming. Mayor Smith asked if the roof repair will be an insurance claim. Grayson Bottom stated no. Mayor Smith asked if we should table this until the roof is fixed. Mr. Bottom stated we have an insurance claim timing issue. We need to move it on. Mr. Bottom suggested directing the City Manager and Park and Recreation Director to move on and report updates to Council. We can delay floor installation until roof repaired. Mayor Smith asked about the possibility of extending insurance. Mr. Bottom stated we are working in that time frame right now and need to be able to move forward quickly. Mayor Smith asked if motion carried, we could still delay floor installation until roof fixed. Mr. Bottom stated yes.

Council Member Opitz modified his motion to allow City Manager and Park and Recreation Director to install on a delayed time frame, seconded by Council Member Grba.

**The vote:**

**AYES: Alberts, Opitz, Grba, Smith**

**NAYS: None**

**VOTE: 4-0**

**MOTION CARRIED**

- 5. Consider approving an expenditure of funds in an amount not to exceed \$124,560.00, for design services for the Health Center Parkway Extension, as recommended by the City Manager**

The motion to approve an expenditure of funds in an amount not to exceed \$124,560.00, for design services for the Health Center Parkway Extension, as recommended by the City Manager, was made by Council Member Grba and seconded by Council Member Opitz.

**The vote:**

**AYES: Opitz, Smith, Alberts, Grba**

**NAYS: None**

**VOTE: 4-0**

**MOTION CARRIED**

- 6. Consider accepting a 2013 Community Development Block Grant from the Oklahoma Department of Commerce, for Water System Improvements, in the amount of \$63,595.00**

The motion to accept a 2013 Community Development Block Grant from the Oklahoma Department of Commerce, for Water System Improvements, in the amount of \$63,595.00, was made by Council Member Opitz and seconded by Council Member Alberts.

**The vote:**

**AYES: Smith, Alberts, Opitz, Grba**

**NAYS: None**

**VOTE: 4-0**

**MOTION CARRIED**

- 7. Consider and approve Resolution 2013-13, a Resolution declaring the intent to consider approval of a project and creation of a Tax Increment District or Districts under the Local Development Act; directing preparation of a project plan; appointing a Review Committee; directing the Review Committee to make findings as to eligibility and financial impact, if any, on taxing jurisdictions within the district; and directing the review committee to make a recommendation with respect to a proposed project and project plan**

The motion to approve Resolution 2013-13, a Resolution declaring the intent to consider approval of a project and creation of a Tax Increment District or Districts under the Local Development Act; directing preparation of a project plan; appointing a Review Committee; directing the Review Committee to make findings as to eligibility and financial impact, if any, on taxing jurisdictions within the district; and directing the review committee to make a recommendation with respect to a proposed project and project plan, was made by Council Member Opitz and seconded by Council Member Grba.

Council Member Grba would like the City Manager to explain the details. Grayson Bottom explained Tax Increment Financing is a tool for financing development. This happens in two ways, pay as you go or issuance of bonds. You anticipate Sales Tax only in the district area. Taxes collected from this area are to be spent in that area or locations to support that area. The area at this point is 178 acres west of hospital. It can be used for Frisco Road improvements. In total, there is 1,000,000 square feet of development. The initial review indicates the plan can be easily accomplished by the utilization of sales tax only. Mr. Bottom went on to explain the make-up of the Review Committee. Mayor Smith stated the district not only funds new projects, but revitalization, as well. Larry Mitchell agreed with all discussion. Council Member Alberts asked about the Review Committee and steps. Grayson Bottom stated after formation of the Review Committee, the next step would be bringing the Council a recommendation. Council Member Alberts clarified the Council would have the final approval. City Manager stated yes.

**The vote:**

**AYES: Opitz, Grba, Smith, Alberts**

**NAYS: None**

**VOTE: 4-0**

**MOTION CARRIED**

- 8. City Manager's Report – Information items only**

**A. Sales Tax**

**B. Report on Yukon Economic Development Authority**

**C. Report on 5<sup>th</sup> Street**

Sales Tax rose 4.8% and year to date is up 6.02% over last quarter. We built our budget on a 3.5% increase. Use Tax is not budgeted and is up 4.14% last month. This month it is up 97.48% and year to date 38.23%. He is very appreciative and thankful for the increase.

Yukon Economic Development Authority had its organizational meeting. The Chair is Ray Wright and Vice Chair is John Nail. The meetings are the fourth Thursday of each month at 3:00pm in the Centennial Building. They are Special Meetings, but will become Regular Meetings in January. The list of officers was accepted. It is now fully operational.

Many streets needed repair, none more than north 5<sup>th</sup> Street. Concrete has been poured and the railroad is smooth. It is a great improvement and he is excited to continue repairs.

Czech Fest is first Saturday in October. Everyone is prepared and he hopes all can attend.

**7. New Business** - There was no new business

**8. Council Discussion**

Council Member Grba challenges everyone to bring outsiders to Czech fest.

Council Member Opitz is excited about the Yukon Economic Development Authority and tax revenue being up. This is Constitution Week: we should be proud and thankful.

Council Member Alberts stated amen to Mr. Opitz.

Mayor Smith can taste Czech Fest food. Please come and bring a guest. His heart goes out to families of shooting victims.

**9. Adjournment**

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**Ken Smith, Mayor**

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**Doug Shivers, City Clerk**



## RECAP OF CLAIMS

FUND #			
01	General Fund Claims	\$	281,365.20
36	Sales Tax Claims		49,768.16
64	Special Revenue Fund		17,139.26
70	Water & Sewer Enterprise		122,471.58
71	Sanitation Enterprise		20,283.86
73	Storm Water Enterprise		85.00
74	Grant Fund		2,194.50
			<u>2,194.50</u>
		\$	<u><u>493,307.56</u></u>

The above foregoing claims have been passed and approved  
this 1st day of October 2013 by the Yukon City Council.

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Doug Shivers, City Clerk

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Ken Smith, Mayor

FUND: 01 - General Fund

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01		Legislative				
14-53518	01-00101	City of Yukon (BankOne)ADM	Memorial Flowers	9/2013	YukonFlower 111250	50.00
14-53523	01-00101	City of Yukon (BankOne)ADM	Advertisement	8/2013	Oklahoman Aug '13	1,050.00
14-54521	01-00102	City of Yukon (BankOne)FIN	Study Session Dinner	7/2013	Logan's 6/4/13	204.62
			Study Session Dinner	7/2013	Logan's 7/2/13	204.85
			Study Session Dinner	8/2013	Bad Brad's 8/6/13	128.34
			Study Session Dinner	9/2013	Logan's 9/3/13	215.73
14-54527	01-05386	Capitol Decisions	Prof Services-Sep'13	9/2013	8259	7,500.00
14-54526	01-1	OSDH-Financial Management	2013 EMS License	9/2013	O 2013	20.00
14-54390	01-22450	Integris Foundations	Sponsorship Golf Tourn	9/2013	09-11-13	1,500.00
14-54523	01-57400	Walker Companies	YEDA seal	8/2013	459633	52.40
14-54525	01-62900	Yukon Review Inc.	display ad-Football	9/2013	YR68157	232.00
DEPARTMENT TOTAL:						11,157.94
DEPARTMENT: 02		Finance				
14-54535	01-47660	Shred-It Oklahoma City	Doc.destruction SE13	9/2013	9402525769	4.06
DEPARTMENT TOTAL:						4.06
DEPARTMENT: 03		Park Maintenance				
14-53658	01-00110	City of Yukon (BankOne)REC	landscaping	7/2013	GillesBros 4569	15.96
			landscaping	7/2013	GillesBro 07-01-13	70.20
			landscaping	7/2013	Ace 06-28-13	66.54
			landscaping	7/2013	Ace 869135	31.36
			landscaping	7/2013	Ace 869020	11.96
			landscaping	7/2013	Walmart 07-12-13	22.49
			landscaping	8/2013	Ace 868678	7.99
14-53753	01-00110	City of Yukon (BankOne)REC	B White clothing	8/2013	Langstons 99506709	96.91
			J Warden clothing	8/2013	Walmart 05919	94.46
			J Niebling clothing	8/2013	Walmart 04503	99.60
			J Deckard-clothing	8/2013	Langstons 1303713	149.91
			K.Gainer-clothing	8/2013	Walmart 06827	94.62
			Gary O'Berg-clothing	8/2013	Walmart 06828	94.81
			D Robinson-clothing	8/2013	Kohls 08-27-13	100.00
			D Robinson-clothing	8/2013	Kohls 08-27-13	104.97
			D Robinson-clothing	8/2013	Kohls 08-27-13	104.97-
14-53886	01-00110	City of Yukon (BankOne)REC	J. Warden-boots	8/2013	Langstons 99773713	149.00
			J Niebling -boots	8/2013	Langstons 99867709	149.00
			K.Gainer-boots	8/2013	Walmart 06826	97.52
			G O' Berg-boots	8/2013	Langstons 99568710	149.00
			D. Robinson-boots	8/2013	Gellco S128368	129.95
			J. Deckard boots	8/2013	Langstons 1302713	110.00
			Brian White -boots	9/2013	Langstons 99507709	150.00
14-53908	01-00110	City of Yukon (BankOne)REC	frost free hydrant	8/2013	Ace 868732	230.41
			frost free hydrant	9/2013	GillesBros 9-17-13	6.07
14-54388	01-00110	City of Yukon (BankOne)REC	light fixtures for fields	9/2013	Locke 21302799-00	339.84
14-54301	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	8/2013	Clean 50611529	19.17
14-54302	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	8/2013	Clean 50612582	19.17

FUND: 01 - General Fund

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 03 Park Maintenance						
14-54303	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	9/2013	Clean 50613657	19.16
14-54354	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	9/2013	Clean 50614689	19.21
14-54339	01-1	AA & A Fund Raising	coasters for Sprint Run	8/2013	A 654162	222.75
14-53748	01-30600	Lowe's Companies, Inc.	landscaping	8/2013	19074	28.46
14-53870	01-30600	Lowe's Companies, Inc.	watering system Centennia	9/2013	02263	16.15
14-53910	01-30600	Lowe's Companies, Inc.	wood Freedom Trail play	9/2013	02920	61.06
			wood Freedom Trail play	9/2013	02921A	67.20
14-54234	01-30600	Lowe's Companies, Inc.	supplies for Christmas	9/2013	02385	10.70
14-53909	01-32600	Minick Materials Co.	top soil for burm CTP	8/2013	632031	570.00
14-54402	01-38650	Overhead Door	fix Park Maint door	9/2013	0238854-IN	155.00
14-54064	01-48290	Sod By Sherry	paint for playground	8/2013	9981	2,900.00
DEPARTMENT TOTAL:						6,575.63
DEPARTMENT: 04 City Clerk						
14-54535	01-47660	Shred-It Oklahoma City	Doc.destruction SE13	9/2013	9402525769	4.05
DEPARTMENT TOTAL:						4.05
DEPARTMENT: 05 Fire Department						
14-53804	01-00105	City of Yukon (BankOne)FD	meal ticket x 2	8/2013	GuestServ 08-10-13	334.64
14-53828	01-00105	City of Yukon (BankOne)FD	EZ-IO Needle Sets	8/2013	Vidacare 95266	2,689.69
14-53837	01-00105	City of Yukon (BankOne)FD	Cal Gas for equip	7/2013	Lonestar 0146762-I	156.84
14-53856	01-00105	City of Yukon (BankOne)FD	chairs for reports	8/2013	Staples 9700431548	379.96
14-53860	01-00105	City of Yukon (BankOne)FD	Long- 2 bags	8/2013	Galls 1202613-1	99.98
			Long-embroidery bags	9/2013	S&S Textiles 35645	25.00
14-53867	01-00105	City of Yukon (BankOne)FD	repair gas monitor	8/2013	Lonestar 0150205-I	162.45
			New gas monitor	8/2013	Lonestar 0148728-I	707.45
14-53868	01-00105	City of Yukon (BankOne)FD	medical gloves,BP cuffs	8/2013	MooreMed 822091891	591.49
			medical gloves,BP cuffs	8/2013	DiabetesHlt 130348	86.40
			credit - refund	8/2013	DiabetesHlt 130348	86.40-
			medical gloves,BP cuffs	9/2013	MooreMed 822307271	149.97
14-53947	01-00105	City of Yukon (BankOne)FD	batteries	8/2013	InterBatt 08-13-13	50.00
14-54016	01-00105	City of Yukon (BankOne)FD	McDoulett-shirts,shorts	9/2013	S&S Textiles 35642	484.75
14-54018	01-00105	City of Yukon (BankOne)FD	Billingsley - polo's	8/2013	S&S Textiles 35539	183.00
14-54033	01-00105	City of Yukon (BankOne)FD	Trumbly - polos,tshirts	9/2013	S&S Textiles 35685	591.25
14-54074	01-00105	City of Yukon (BankOne)FD	Pencil Bags	9/2013	S&S Textiles 35670	842.23
14-54075	01-00105	City of Yukon (BankOne)FD	JDavis-polo,tshirts,short	9/2013	S&S Textiles 35643	278.00
14-54092	01-00105	City of Yukon (BankOne)FD	Mayhew-polo,tshirts,short	9/2013	S&S Textiles 35720	382.75
14-54093	01-00105	City of Yukon (BankOne)FD	Stephens - polo,tshirts,	9/2013	S&S Textiles 35721	257.75
14-54105	01-00105	City of Yukon (BankOne)FD	Pinkerton-polo,shirts,hat	9/2013	S&S Textiles 35644	365.75
14-54106	01-00105	City of Yukon (BankOne)FD	Pappe-polo,tshirts	9/2013	S&S Textiles 35641	114.00
14-54298	01-00105	City of Yukon (BankOne)FD	cleaning supplies	9/2013	Walmart 04044	140.43
14-54299	01-00105	City of Yukon (BankOne)FD	batteries,absorber,brushe	9/2013	Walmart 04045	228.46
14-54348	01-00105	City of Yukon (BankOne)FD	luggage fee	8/2013	Delta 08-10-13	25.00
			luggage fee	8/2013	Delta 08-10-13	25.00
			luggage fee	8/2013	United 08-17-13	50.00
14-54350	01-00105	City of Yukon (BankOne)FD	glucose strips	9/2013	DiabetesHtl 130443	104.95

FUND: 01 - General Fund

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 05 Fire Department						
14-54255	01-1	Consolidated Fleet Servic	Ladder 1 -inspection	8/2013	C 2013BS0122	822.50
14-54256	01-1	Tri Air Testing, Inc	air testing supplies	7/2013	T 74118	469.00
14-54059	01-30600	Lowe's Companies, Inc.	degreaser ,spray bottle	8/2013	43704	16.98
14-54300	01-30600	Lowe's Companies, Inc.	begonias, coleus	8/2013	19629	29.22
			brushes to clean trucks	9/2013	10911	94.90
14-54204	01-41440	ProStar Service-Oklahoma	coffee service	8/2013	117127	43.87
14-54205	01-58151	Windsor Door Company of Okc	St2 garage door not worki	8/2013	184845-IN	125.00
14-53805	01-72800	Kent Long	misc meal, bags	8/2013	Sonic 2487	7.42
			misc meal, bags	8/2013	DuClaw 544	11.12
			misc meal, bags	8/2013	GreeneTurtle 20049	13.19
DEPARTMENT TOTAL:						11,053.99
DEPARTMENT: 07 Community Development						
14-53939	01-00107	City of Yukon (BankOne)CMD	steel-toed rubber boots	9/2013	MSC 129123708	22.62
14-54223	01-00107	City of Yukon (BankOne)CMD	Garage Sale Stakes	9/2013	Lowe's 96185	359.20
DEPARTMENT TOTAL:						381.82
DEPARTMENT: 08 Library						
14-54279	01-00108	City of Yukon (BankOne)LIB	Postage for ILL	9/2013	USPS 48	84.98
			Postage for ILL	9/2013	USPS 364	27.87
14-54280	01-1	OSU Extension Office	Children's Program Fee	9/2013	O 09-13-13	16.97
14-54305	01-1	Advanced Door Controls	Handicapped Door Repair	9/2013	A 005216	130.00
14-54472	01-37469	OK Library Association	Annual Membership Renewal	9/2013	09-24-13	105.00
			Annual Membership Renewal	9/2013	09-24-13	91.00
			Annual Membership Renewal	9/2013	09-24-13	98.00
DEPARTMENT TOTAL:						553.82
DEPARTMENT: 09 Administration						
14-53814	01-00101	City of Yukon (BankOne)ADM	Travel Expenses - OML	9/2013	DoubleTree 1624	252.02
			Travel Expenses - OML	9/2013	MadeMarket 671717	30.61
14-54457	01-1	OKCBiz	OKCBiz Subscription	9/2013	O 09-26-13	18.00
14-53520	01-41440	ProStar Service-Oklahoma	Montly Coffee Service	8/2013	117125	16.33
			Montly Coffee Service	9/2013	118060	16.33
14-54535	01-47660	Shred-It Oklahoma City	Doc.destruction SE13	9/2013	9402525769	9.73
DEPARTMENT TOTAL:						343.02

FUND: 01 - General Fund

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 10 Parks & Events						
14-53913	01-00110	City of Yukon (BankOne)REC	Luther Signs	8/2013	Luther 08-14-13	135.34
14-54123	01-00110	City of Yukon (BankOne)REC	lights for Sunrise ball	9/2013	Locke 21197167-00	169.92
14-54213	01-00110	City of Yukon (BankOne)REC	t-shirt wearing apparel	9/2013	SkisTees 09-08-13	178.00
14-54398	01-00110	City of Yukon (BankOne)REC	tire inflator F250 & F150	9/2013	OReily 0343-344884	148.97
14-54283	01-1	Emily Pickett	refund for TLC	7/2013	P 17285	85.00
14-54376	01-1	Super Freak/Box Talent	band for Freedom Fest	9/2013	S 09-19-13	850.00
14-53899	01-30600	Lowe's Companies, Inc.	playground repairs	8/2013	01715	109.96
14-54124	01-37900	OK Tax Commission	craft event tax lic	11/2013	11-02-13	50.00
14-54236	01-46940	Sam's Club Direct-G.E.Capit	candy for vending	9/2013	8027	202.62
14-53666	01-47660	Shred-It Oklahoma City	document shredding	8/2013	9402396656	9.48
DEPARTMENT TOTAL:						1,939.29
DEPARTMENT: 11 Police Department						
14-53726	01-00111	City of Yukon (BankOne)PD	prisoner meals	9/2013	Walmart 07674	96.40
14-53881	01-00111	City of Yukon (BankOne)PD	patches and hems	9/2013	TownPlaza 9-6-13	79.00
14-53955	01-00111	City of Yukon (BankOne)PD	Gomez uniforms	9/2013	5.11 1574514	219.96
14-54049	01-00111	City of Yukon (BankOne)PD	food for NNO	9/2013	Walmart 01683	11.92
			food for NNO	9/2013	Target 09-10-13	701.31
14-54051	01-00111	City of Yukon (BankOne)PD	propane NNO	9/2013	YukonExp 093843	71.81
14-54246	01-00111	City of Yukon (BankOne)PD	copy paper	9/2013	Staples 7105587693	359.90
14-54353	01-00111	City of Yukon (BankOne)PD	part for ac unit	9/2013	Locke 21260671-00	53.82
14-54370	01-00111	City of Yukon (BankOne)PD	lunch for oral board	9/2013	JerseyMikes 194018	54.58
14-54373	01-00111	City of Yukon (BankOne)PD	shipping-return sgt exams	9/2013	USPS 304	48.10
14-54418	01-00111	City of Yukon (BankOne)PD	Wolfgram uniforms	9/2013	5.11 1574511	219.96
14-54333	01-07900	Custom Printing	unlock vehicle waiver	9/2013	135014	219.00
14-53469	01-1	C.O.P.S.	Rushing uniform	7/2013	C 20130672	204.62
14-54334	01-18240	Harrison-Orr Ar Condition	inpart for HVAC	9/2013	62761	12.82
14-54337	01-18240	Harrison-Orr Ar Condition	inmaint agreement	9/2013	62760	1,970.00
14-54335	01-36720	OK Dept of Public Safety	OLETS user fee-Sep13	9/2013	04-1401242	350.00
14-53883	01-46940	Sam's Club Direct-G.E.Capit	cleaning supplies AC	9/2013	8272	140.70
14-54050	01-46940	Sam's Club Direct-G.E.Capit	paper goods/cookies	9/2013	8273	231.52
			paper goods/cookies	9/2013	8275	95.84
14-54395	01-46940	Sam's Club Direct-G.E.Capit	prisoner meals	9/2013	8274	451.63
DEPARTMENT TOTAL:						5,592.89

FUND: 01 - General Fund

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 12						
Property Maintenance						
14-54046	01-00112	City of Yukon (BankOne)	PROPM.Scroggins-clothing	8/2013	Walmart 01162	29.88
			M.Scroggins-clothing	8/2013	Langstons 1445713	69.94
14-54301	01-00180	City of Yukon (BankOne)	PW uniform cleaning,ren	8/2013	Clean 50611529	33.32
14-54302	01-00180	City of Yukon (BankOne)	PW uniform cleaning,ren	8/2013	Clean 50612582	33.32
14-54303	01-00180	City of Yukon (BankOne)	PW uniform cleaning,ren	9/2013	Clean 50613657	33.24
14-54354	01-00180	City of Yukon (BankOne)	PW uniform cleaning,ren	9/2013	Clean 50614689	33.32
14-54530	01-06750	Clearwater Enterprises, LLC	SrvCty Bldgs & Termite	9/2013	84761308	222.87
14-53942	01-32790	Mother Nature's Exterminati	Bug Control & Orm In	8/2013	08-26-13	527.01
14-54533	01-37200	OK Gas & Electric	Service-Combined Billing	9/2013	09/10/13	36,578.68
14-54534	01-37200	OK Gas & Electric	Service-951 Industrial	9/2013	09/11/13	64.76
14-54531	01-37600	OK Natural Gas Co	TranspChrg-501 Ash	9/2013	09/13/13 501 Ash	144.97
14-54532	01-37600	OK Natural Gas Co	TranspChrg-1035 Indu	9/2013	09/13/13 1035 Indu	113.94
DEPARTMENT TOTAL:						37,885.25
DEPARTMENT: 15						
Recreation Facilities						
14-53311	01-00110	City of Yukon (BankOne)	REC Bug Spray & weed eat	8/2013	Ace 08-29-13	118.47
14-53609	01-00110	City of Yukon (BankOne)	REC camp supplies	8/2013	SKis Tees 08-20-13	91.00
14-53662	01-00110	City of Yukon (BankOne)	REC pool supplies	9/2013	Leslies 31953	256.98
14-53873	01-00110	City of Yukon (BankOne)	REC scrapbooking social	9/2013	HobLob 09-12-13	120.58
			scrapbooking social	9/2013	Walmart 01620	80.71
14-53875	01-00110	City of Yukon (BankOne)	REC supplies TLC	8/2013	Lakeshore 9042249	292.42
			supplies TLC	8/2013	Tristo 126501	278.55
			supplies TLC	8/2013	Walmart 2677868	57.53
			supplies TLC	9/2013	Walmart 2677882	48.22
14-53895	01-00110	City of Yukon (BankOne)	REC darts,shuffle board dust	8/2013	PartyGalax 8-14-13	51.92
14-53915	01-00110	City of Yukon (BankOne)	REC Bunco 4 sessions	9/2013	Walmart 07954A	91.42
14-53918	01-00110	City of Yukon (BankOne)	REC office supplies	8/2013	OffDepot 8-23-13	80.72
			office supplies	9/2013	Walgreens 09-02-13	15.00
14-54066	01-00110	City of Yukon (BankOne)	REC snack Fall Parent night	9/2013	Walmart 02861	25.90
14-54067	01-00110	City of Yukon (BankOne)	REC kids day out	8/2013	Walmart 00940	47.23
14-54069	01-00110	City of Yukon (BankOne)	REC shirts/supplie Spirit Run	8/2013	SKisTees 08-26-13	812.00
			shirts/supplie Spirit Run	8/2013	McDonalds 8-26-13	100.00
14-54122	01-00110	City of Yukon (BankOne)	REC trash bags for the RAC	9/2013	Massco 2275863	82.05
14-54209	01-00110	City of Yukon (BankOne)	REC replace fan motor	9/2013	Locke 21234756-00	23.97
			replace fan motor	9/2013	Locke 21283196-00	27.56
			replace fan motor	9/2013	Locke 21184023-00	155.13
14-54240	01-00110	City of Yukon (BankOne)	REC T	9/2013	SKisTees 09-06-13	732.00
14-54263	01-00110	City of Yukon (BankOne)	REC bulbs for RAC	9/2013	Locke 21234873-00	183.12
14-53893	01-02235	BSN Sports	Volleyball nets	8/2013	95517809	649.97
14-54284	01-1	Pankaj Agarwal	refund for Flag FB	8/2013	A 18518	35.00
14-54117	01-30600	Lowe's Companies, Inc.	shelving for RAC	8/2013	10168	598.29
14-54206	01-30600	Lowe's Companies, Inc.	building supplies	9/2013	02263	77.13
			building supplies	9/2013	09128	37.72
14-54232	01-37700	OK Recreation and Park	Membership dues ORPS	8/2013	808167	75.00
			Membership dues ORPS	8/2013	808167	495.00
14-54264	01-37770	OK State Dept of Health	license for food service	10/2013	10-28-13	100.00
14-54338	01-37905	OK Tax Commission	pool sale tax permits	11/2013	11-01-13	30.00

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 15 Recreation Facilities						
14-54065	01-46940	Sam's Club Direct-G.E.Capit	Spirit Run t's/supplies	8/2013	4914	83.36
14-54119	01-46940	Sam's Club Direct-G.E.Capit	Men's League	9/2013	6075	47.34
14-54125	01-48910	Sysco Oklahoma	food for RAC	7/2013	0601704472	70.81
			food for RAC	9/2013	602095866	1,887.38
DEPARTMENT TOTAL:						7,959.48
DEPARTMENT: 17 Human Resources						
14-54344	01-00117	City of Yukon (BankOne)HR	OCHRS memship renew/lunch	9/2013	OCHRS 09-12-13	75.00
14-54445	01-00117	City of Yukon (BankOne)HR	FMLA 2013-Natl Seminars	9/2013	NatlSem 09-19-13	299.00
14-54343	01-1	OCHRS	OCHRS Lunch Meeting	9/2013	O 09-11-13	25.00
14-54375	01-1	Oklahoma Self Insurers	OSIA Conference TW	9/2013	O 36	100.00
14-54345	01-31440	McClain-Chitwood Office	ProOffice Supplies	9/2013	200678	245.70
14-54535	01-47660	Shred-It Oklahoma City	Doc.destruction SE13	9/2013	9402525769	4.05
14-54346	01-76430	Tonia Wilson	Reimb Mileage-OSIA	9/2013	OSIA 09-13-13	24.33
			Reimb Mileage-OML	9/2013	OMAG 09-24-13	17.11
DEPARTMENT TOTAL:						790.19
DEPARTMENT: 19 Street Department						
14-53995	01-00180	City of Yukon (BankOne)PW	L Hibberd - clothing	8/2013	Walmart 07759	99.85
			J Hill - clothing	8/2013	Kohls 08-23-13	136.94
			R Drake - clothing	8/2013	Walmart 07650	96.85
14-53996	01-00180	City of Yukon (BankOne)PW	E Tucker - boots	9/2013	Gellco S33960	139.95
			L Hibberd - boots	9/2013	Gellco S33961	139.95
			J Wavada - boots	9/2013	Gellco S33957	149.95
			J Cornelsen - boots	9/2013	Gellco S33958	139.95
			J Wilson - boots	9/2013	Gellco S33956	149.95
			R Drake - boots	9/2013	Gellco S33954	149.95
			D. Buller - boots	9/2013	Gellco T33955	129.95
			J. Ross - boots	9/2013	Gellco S33959	149.95
14-54104	01-00180	City of Yukon (BankOne)PW	yellow traffic paint	9/2013	Ace 869334	934.45
			3/8 nap	9/2013	Ace 869334	50.94
14-54286	01-00180	City of Yukon (BankOne)PW	yellow paint	9/2013	Ace 869369	254.85
14-54301	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	8/2013	Clean 50611529	55.19
14-54302	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	8/2013	Clean 50612582	55.19
14-54303	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	9/2013	Clean 50613657	55.00
14-54354	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	9/2013	Clean 50614689	55.12
14-54412	01-00180	City of Yukon (BankOne)PW	yellow paint	9/2013	Ace 869464	254.97
14-54359	01-30600	Lowe's Companies, Inc.	pesticide victor	9/2013	01408	36.08
			credit tax	9/2013	14604	2.94-
14-54387	01-47670	SignalTek, Inc.	Signal light repairs	9/2013	9153	699.71
			Sep '13 maintenance	9/2013	9153	775.00
DEPARTMENT TOTAL:						4,706.80

FUND: 01 - General Fund

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 22		Insurance				
14-54520	01-37468	OK Municipal Assurance	Worker's Comp 2013-14 Q2	8/2013	08-15-13	162,154.25
14-54537	01-57600	Wesco, Inc.	Prop Pkg add-Mill Sign	9/2013	172351	3,029.90
14-54538	01-57600	Wesco, Inc.	Auto Pkg addition	9/2013	172350	320.48
			Auto Pkg addition	9/2013	172352	2,500.04
			change ded/coverage	9/2013	172353	71.79-
14-54539	01-57600	Wesco, Inc.	Auto Pkg addition	9/2013	172354	3,088.21
			Auto Pkg addition	9/2013	172355	3,213.42
			Auto Pkg addition	9/2013	172356	247.67
DEPARTMENT TOTAL:						174,482.18
DEPARTMENT: 23		Technology				
14-54226	01-00123	City of Yukon (BankOne)TEC	Elo touchmonitor	9/2013	CDW-G FP98026	593.70
14-54405	01-00123	City of Yukon (BankOne)TEC	ConnectCard SP'13	9/2013	Sprint 09-12-13	337.50
14-54451	01-00123	City of Yukon (BankOne)TEC	CE505A Black	9/2013	Quill 5813635	167.98
14-54452	01-00123	City of Yukon (BankOne)TEC	LongDist Srvc-AU'13	9/2013	ATT 80255519109	58.78
14-54474	01-00123	City of Yukon (BankOne)TEC	Spark Nano srvc AU'13	9/2013	Brickhouse 676769	74.85
14-54477	01-00123	City of Yukon (BankOne)TEC	Mob Phone Srvc-SP'13	9/2013	Verizon 9711155752	4,779.94
14-54478	01-00123	City of Yukon (BankOne)TEC	Ticket Writeres Charge	9/2013	Verizon 9711079867	52.97
14-54528	01-01050	Assoc of Central OK Govt	Lang.Line Usage AU13	9/2013	1925	10.50
14-53642	01-06550	Clifford Power Systems	Generator Maint Agreement	9/2013	C160199-IN	816.00
14-53946	01-1	SMART Technologies, Inc	Network Cableing	9/2013	S 715099	4,455.00
14-54482	01-1	Affiliated Computer Srvc	FH Web support renewal	9/2013	A 950488	1,700.00
			FH renewal user	9/2013	A 950488	1,250.00
			CAD Monitor renewal	9/2013	A 950488	785.00
			inspector for iPad	9/2013	A 950488	150.00
14-54408	01-19030	High-Tech-Tronics, Inc	Monitoring Fees	9/2013	102653	119.85
			Monitoring Fees	9/2013	102654	119.85
14-54404	01-48885	Superior Office Systems	Copier Rental Charge	9/2013	3900	150.00
14-54479	01-48885	Superior Office Systems	Copier Rental Charge	9/2013	3948	675.00
			RCDSbillalecopAU'13	9/2013	3948	12.98
			RCDSbasecopiesAU'13	9/2013	3948	51.60
			MainbillablecopAU'13	9/2013	3948	40.76
			MainbasecopiesAU'13	9/2013	3948	118.50
			AdminbillablecoAU'13	9/2013	3948	10.66
			AdminbasecopiesAU'13	9/2013	3948	14.90
14-54409	01-60351	Xerox Corporation	D242V CH lease AU'13	9/2013	070051025	1,387.00
			DC242 CH meter usage	9/2013	070051025	1.47
DEPARTMENT TOTAL:						17,934.79
FUND TOTAL:						281,365.20

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01 96 SALES TAX IMPROVEMENTS						
14-53907	01-00102	City of Yukon (BankOne)FIN	Carpet at 458 Main	9/2013	DavisCarp 09-03-13	1,831.27
14-53288	01-00108	City of Yukon (BankOne)LIB	Books-Locally Purchased	9/2013	Hastings 5237755	134.11
14-54172	01-00123	City of Yukon (BankOne)TEC	Kindle Fire HD 7	9/2013	CDW-G FN77669	195.34
			Samsung 24 monitor	9/2013	CDW-G FN77669	158.09
14-54448	01-00123	City of Yukon (BankOne)TEC	Ubiquiti Switch Bridges	9/2013	DoubleRadiu 634629	2,996.00
			shipping	9/2013	DoubleRadiu 634629	217.04
14-53987	01-00180	City of Yukon (BankOne)PW	18" meter box w lid	9/2013	PioneerSupp 16377	1,382.50
14-54085	01-02237	BMI Systems Corporation	Laserfiche Licenses	9/2013	ARIN080234BMI	4,262.50
14-53590	01-04450	Brodart	Young Adult Standing Orde	9/2013	B3080521	9.74
			Young Adult Standing Orde	9/2013	B3089785	11.39
			Young Adult Standing Orde	9/2013	B3095966	10.29
			Young Adult Standing Orde	9/2013	B3112198	10.29
14-53591	01-04450	Brodart	Standing Order Childrens	8/2013	B3054460	10.34
			Standing Order Childrens	8/2013	B3064589	9.74
			Standing Order Childrens	9/2013	B3080520	15.35
			Standing Order Childrens	9/2013	B3086960	8.04
			Standing Order Childrens	9/2013	B3103805	13.40
14-53851	01-04450	Brodart	Adult Fiction/non-fiction	8/2013	B3027155	43.11
			Adult Fiction/non-fiction	9/2013	B3080519	268.26
			Adult Fiction/non-fiction	9/2013	B3095964	121.94
			Adult Fiction/non-fiction	9/2013	B3105891	39.47
14-53852	01-04450	Brodart	YA Fiction/non-fiction	9/2013	B3095965	412.67
14-54166	01-04450	Brodart	Children's Books	9/2013	B3098829	387.41
14-54168	01-04450	Brodart	Adult Fiction/non-fiction	9/2013	B3105894	135.11
			Adult Fiction/non-fiction	9/2013	B3109231	9.40
14-54277	01-04450	Brodart	Adult Standing Order	8/2013	B3047240	14.70
			Adult Standing Order	8/2013	B3070816	25.71
			Adult Standing Order	8/2013	B3073634	15.24
			Adult Standing Order	9/2013	B3089783	31.02
			Adult Standing Order	9/2013	B3089784	15.22
			Adult Standing Order	9/2013	B3103804	14.70
			Adult Standing Order	9/2013	B3104015	21.02
			Adult Standing Order	9/2013	B3112196	15.79
			Adult Standing Order	9/2013	B3112197	15.22
14-54131	01-05490	CDW Government Inc.	Lenovo ThinkPad T530	9/2013	FQ23315	892.50
			ThinkPad Carry Case	9/2013	FQ23315	32.21
			Lenovo Warranty	9/2013	FR64017	227.37
			Lenovo Memory DIMM	9/2013	FQ23315	60.14
14-54522	01-05642	The Center for Economic	Consult-PotentialFriscoPr	9/2013	9557	5,280.20
14-53601	01-1	Open Air Cinema	Outdoor Theatre Kit	8/2013	O 15830	18,309.00
14-54270	01-13480	Fence Pro of Oklahoma	sunrise fence	9/2013	1333	8,300.00
14-53594	01-16230	Gale Group Inc	Large Print Standing Orde	9/2013	50119139	68.97
			Large Print Standing Orde	9/2013	50118641	71.22
			Large Print Standing Orde	9/2013	50158866	202.33
14-54282	01-16230	Gale Group Inc	Database Renewal Fee	9/2013	321911	2,203.92
14-54281	01-44395	Recorded Books, LLC	Audio Book Standing Order	8/2013	74781372	103.46
			Audio Book Standing Order	8/2013	74783041	13.90
			Audio Book Standing Order	8/2013	74788475	170.70

FUND: 36 - 96 ST Capital Improvement

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01		96 SALES TAX IMPROVEMENTS				
			Audio Book Standing Order	9/2013	74794055	129.20
			Audio Book Standing Order	9/2013	74798486	566.22
14-54341	01-48905	Synergy Datacom	Gigabit Media Converters	9/2013	INV21242	275.40
DEPARTMENT TOTAL:						49,768.16
FUND TOTAL:						49,768.16

FUND: 64 - Special Revenue

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 23 Special Events						
14-53517	01-00101	City of Yukon (BankOne)ADM	Christmas Decorations	8/2013	K&KInt 0000963403	303.78
			Christmas Decorations	8/2013	K&KInt 0000963401	3,225.97
14-53723	01-00101	City of Yukon (BankOne)ADM	CIP Decor & Supplies	9/2013	AutoFol 0126318-IN	83.64
			CIP Decor & Supplies	9/2013	AutoFol 0126319-IN	29.96
14-54098	01-00101	City of Yukon (BankOne)ADM	CIP Supplies, Bldg. Mater	9/2013	Albright 213169	849.60
			CIP Supplies, Bldg. Mater	9/2013	TractorSupp 189859	44.99
			CIP Supplies, Bldg. Mater	9/2013	RAM 208278-01	964.50
			CIP Supplies, Bldg. Mater	9/2013	LightORama 9-5-13	2,508.08
14-54356	01-1	Clear Channel	Talent Fee-FreedomFest	7/2013	C 171165	300.00
14-54253	01-15440	Frontier Country	Sponsorship - FCMA event	9/2013	7063	750.00
					DEPARTMENT TOTAL:	9,060.52
DEPARTMENT: 28 Park & Recreation						
14-54401	01-00110	City of Yukon (BankOne)REC	tablet for hand drawing	9/2013	Best Buy 09-18-13	309.98
					DEPARTMENT TOTAL:	309.98
DEPARTMENT: 43 Mabel Fry						
14-54086	01-04450	Brodart	Dictionaries CCCJC	9/2013	B3101562	403.88
					DEPARTMENT TOTAL:	403.88
DEPARTMENT: 67 Police Department						
14-54029	01-00111	City of Yukon (BankOne)PD	G Knight training	8/2013	Smith&Wes 90001124	247.00
14-54111	01-00111	City of Yukon (BankOne)PD	Stilley training	9/2013	Smith&Wes 90003249	247.00
14-54294	01-00111	City of Yukon (BankOne)PD	training supplies	9/2013	IdealBlast 68186	900.94
14-54275	01-02763	Bob Barker Company, Inc.	gun locker	9/2013	UT1000289213	510.00
14-54194	01-1	C.T. Payne	Instructor fee	8/2013	C 2013-001	2,500.00
14-54195	01-1	Tony Blassingame	Instructor fee	8/2013	B 2013-001	2,500.00
14-54247	01-1	Mustang Chamber	entry fee-SportingClayTou	9/2013	M 9666	250.00
14-54296	01-46940	Sam's Club Direct-G.E.Capitice	chest for training	9/2013	5874	209.94
					DEPARTMENT TOTAL:	7,364.88
					FUND TOTAL:	17,139.26

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01		Utility Billing				
14-54475	01-00123	City of Yukon (BankOne)TEC	MR Phone Srvc-SP'13	9/2013	Verizon 9711155753	164.70
14-54176	01-00170	City of Yukon (BankOne)UB	Main Handheld	8/2013	Staples 06749	10.13
14-54443	01-00170	City of Yukon (BankOne)UB	office supplies	9/2013	Staples 7106162180	174.84
			Misc supplies	9/2013	Staples 7106162180	66.22
14-54217	01-00180	City of Yukon (BankOne)PW	p245/70r17 tires	9/2013	S&JTire 45176	260.18
14-54301	01-00180	City of Yukon (BankOne)PW	uniform cleaning, rental	8/2013	Clean 50611529	16.53
14-54302	01-00180	City of Yukon (BankOne)PW	uniform cleaning, rental	8/2013	Clean 50612582	16.53
14-54303	01-00180	City of Yukon (BankOne)PW	uniform cleaning, rental	9/2013	Clean 50613657	11.82
14-54354	01-00180	City of Yukon (BankOne)PW	uniform cleaning, rental	9/2013	Clean 50614689	19.75
14-54268	01-39550	Paul Penley Oil Company,	Infuel for city veh's	9/2013	0095393-IN	274.25
14-54392	01-39960	Pitney Bowes	Mail Sys Qtrly lease	9/2013	1960963-SP13	2,229.00
			Mail Sys Qtrly lease	9/2013	1960963-SP13	726.00
14-54536	01-53901	U S Post Office	Bulk Postage-Sep'13	9/2013	Sep'13	4,000.00
DEPARTMENT TOTAL:						7,969.95
DEPARTMENT: 02		Water Distribution				
14-53348	01-00180	City of Yukon (BankOne)PW	water line repairs	8/2013	OKContr 0525640	296.20
			non durable supplies	9/2013	HDSupply B457514	83.85
			sewer line repairs	9/2013	PioneerSupp 16444	248.00
			sewer line repairs	9/2013	PioneerSupp 16568	496.00
			change out meters/re	9/2013	PioneerSupp 16376	474.00
14-53686	01-00180	City of Yukon (BankOne)PW	DEQ ww class Ramsey	7/2013	DEQ OE4526374	62.00
14-53994	01-00180	City of Yukon (BankOne)PW	J Jones - boots	9/2013	Gellco S33947	139.95
			S Green - boots	9/2013	Gellco S33946	129.95
			B Hood - boots	9/2013	Gellco S33950	139.95
			M Vann - boots	9/2013	Gellco S33952	139.95
			N Ramsey - boots	9/2013	Gellco S33953	139.95
			R Ford - boots	9/2013	Gellco S33948	139.95
			J Lacefield - boots	9/2013	Gellco S33951	139.95
			J. Stewart - boots	9/2013	Gellco S33949	139.95
14-53999	01-00180	City of Yukon (BankOne)PW	J Jones - Clothing	8/2013	Walmart 05993	76.56
			S Green - Clothing	8/2013	Walmart 00899	99.87
			B Hood - Clothing	8/2013	Walmart 05995	84.84
			M Vann - Clothing	8/2013	Walmart 07573	95.26
			N Ramsey - Clothing	8/2013	Langstons 1024710	100.00
			R Ford - clothing	8/2013	Walmart 00900	98.06
			J Lacefield - clothi	8/2013	Langstons 99827705	100.00
14-54127	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	9/2013	FrontierEq 130905Y	318.55
14-54221	01-00180	City of Yukon (BankOne)PW	sewer flags	9/2013	ICM OK814066PW	180.00
			water flags	9/2013	ICM OK814066PW	180.00
14-54228	01-00180	City of Yukon (BankOne)PW	corps, valves, swive	8/2013	OKContr 0525641	1,587.00
14-54301	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	8/2013	Clean 50611529	36.70
14-54302	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	8/2013	Clean 50612582	36.70
14-54303	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	9/2013	Clean 50613657	36.61
14-54354	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	9/2013	Clean 50614689	36.75
14-54365	01-00180	City of Yukon (BankOne)PW	non durable supplies	9/2013	Locke 21288594-00	8.76
			sewer line repairs	9/2013	OKContr 0526205	64.00

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 02		Water Distribution				
			water line repairs	9/2013	PioneerSupp 16910	546.02
			meter change outs	9/2013	PioneerSupp 16910	183.10
14-54415	01-00180	City of Yukon (BankOne)PW	Marr-Temp license	9/2013	DEQ TOC4504000	62.00
			Stewart Temp license	9/2013	DEQ TOC4504001	62.00
14-54428	01-00180	City of Yukon (BankOne)PW	steel toed boots	9/2013	Gellco S129427	150.00
14-54227	01-04475	Brewer Construction Co.	bore job 414 Oak	9/2013	2013-50	1,300.00
14-54216	01-09525	Dolese Bros. Oil Company	concrete / gravel	9/2013	RM13059674	204.00
14-54268	01-39550	Paul Penley Oil Company,	Inunleaded fuel	9/2013	0095393-IN	914.59
			diesel fuel	9/2013	0095393-IN	232.23
DEPARTMENT TOTAL:						9,563.25
DEPARTMENT: 03		Treatment and Supply				
14-54364	01-04475	Brewer Construction Co.	repair wtr line btwnWells	9/2013	2013-52	7,082.40
14-54529	01-06375	City of Oklahoma City	Water Usage - Aug'13	9/2013	09/11/13	76,629.19
			use inv date-inv-6/4	9/2013	09/11/13	
14-54438	01-57420	Waste Connections of Oklaho	landfill fees Sep'13	9/2013	18116	793.19
DEPARTMENT TOTAL:						84,504.78
DEPARTMENT: 04		Fleet Maintenance				
14-54524	01-00102	City of Yukon (BankOne)FIN	return ipad to vendor	8/2013	USPS 977	31.07
14-53349	01-00180	City of Yukon (BankOne)PW	oils, lubricants city veh	8/2013	Conrad 485538	140.04
			oils, lubricants city veh	9/2013	OnCue 0614	15.52
14-53903	01-00180	City of Yukon (BankOne)PW	wheel tipper	9/2013	OReily 0343-341874	243.00
14-53997	01-00180	City of Yukon (BankOne)PW	G Smith - clothing	8/2013	Langstons 1242705	144.85
			N Kammerzell - cloth	8/2013	Langstons 9753709	94.91
			S Aldrich - clothing	8/2013	Langstons 9754709	100.00
			D Ervin - clothing	9/2013	Langstons 1645705	99.88
14-53998	01-00180	City of Yukon (BankOne)PW	D Ervin - boots	9/2013	Gellco S33962	149.95
			N Kammerzell - boots	9/2013	Gellco S33963	150.00
			S Aldrich - boots	9/2013	Gellco S33964	139.95
14-54127	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	9/2013	T&WTire 5185017	229.20
			parts to repair vehicles	9/2013	T&WTire 5184548	135.75
			parts to repair vehicles	9/2013	HartsAuto 33964	108.00
14-54128	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	9/2013	Napa 543657	115.94
14-54129	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	9/2013	OReily 0343-341893	5.25
14-54178	01-00180	City of Yukon (BankOne)PW	instrument cluster	9/2013	JoeCooper 70619Y	356.83
14-54229	01-00180	City of Yukon (BankOne)PW	left ps gear, labor	9/2013	FleetPrid 56180864	1,655.57
14-54230	01-00180	City of Yukon (BankOne)PW	ABS module replaceme	9/2013	JoeCooper 525251	935.51
14-54231	01-00180	City of Yukon (BankOne)PW	tires for 106-1994-0721	9/2013	SouthTire 47117711	1,078.64
14-54267	01-00180	City of Yukon (BankOne)PW	tubing, pipe, plate	9/2013	Barker 146786	322.52
14-54287	01-00180	City of Yukon (BankOne)PW	safety triangle sign	9/2013	Napa 544025	81.84
14-54288	01-00180	City of Yukon (BankOne)PW	4" Grinder	9/2013	Ace 869453	83.99
14-54289	01-00180	City of Yukon (BankOne)PW	brooms for city garage	9/2013	Ace 869454	140.94
14-54301	01-00180	City of Yukon (BankOne)PW	red oil rag rental	8/2013	Clean 50611529	19.63
			uniform cleaning,ren	8/2013	Clean 50611529	12.86
14-54302	01-00180	City of Yukon (BankOne)PW	red oil rag rental	8/2013	Clean 50612582	19.63

FUND: 70 - Water & Sewer Enterprise

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 04		Fleet Maintenance				
			uniform cleaning,ren	8/2013	Clean 50612582	12.86
14-54303	01-00180	City of Yukon (BankOne)PW	red oil rag rental	9/2013	Clean 50613657	19.63
			uniform cleaning,ren	9/2013	Clean 50613657	17.72
14-54354	01-00180	City of Yukon (BankOne)PW	red oil rag rental	9/2013	Clean 50614689	19.78
			uniform cleaning,ren	9/2013	Clean 50614689	17.80
14-54435	01-00180	City of Yukon (BankOne)PW	pvc	9/2013	Locke 21306195-00	36.82
14-54266	01-30600	Lowe's Companies, Inc.	tool for mechanics	9/2013	02114	132.05
14-54411	01-30600	Lowe's Companies, Inc.	door knob	9/2013	01558	20.87
14-54268	01-39550	Paul Penley Oil Company,	Inunleaded fuel	9/2013	0095393-IN	9,174.01
			diesel fuel	9/2013	0095393-IN	3,056.22
14-54426	01-53425	DOC/Union City Comm Corr	Ctppwp pay	9/2013	UC20140003Y	235.06
			adm fee	9/2013	UC20140003Y	23.51
14-54427	01-53425	DOC/Union City Comm Corr	Cttransportation fees Aug'1	9/2013	UC20140003YUKON	1,056.00
DEPARTMENT TOTAL:						20,433.60
FUND TOTAL:						122,471.58

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01		Sanitation				
14-53527	01-00171	City of Yukon (BankOne)	SAN Tires & retreads	9/2013	Bruckners 1454127	226.19
14-54157	01-00171	City of Yukon (BankOne)	SAN E Champlin - boots	9/2013	Langstons 1980709	150.00
			D Jordan - boots	9/2013	Gellco S129218	150.00
			K Kammerzell - boots	9/2013	Langstons 2262705	149.00
			R Luman - boots	9/2013	Gellco S129218	139.95
			D Roberts - boots	9/2013	Gellco S129218	150.00
			K Schwarz - boots	9/2013	Gellco S129218	139.95
14-54250	01-00171	City of Yukon (BankOne)	SAN office supplies	9/2013	Walmart 06116	94.27
			office supplies	9/2013	Staples 05622	39.06
14-54260	01-00171	City of Yukon (BankOne)	SAN rubber stamps	9/2013	YukonTrophy 913144	21.00
14-54414	01-00171	City of Yukon (BankOne)	SAN air valve	9/2013	SWTrailer A111951	868.70
14-54127	01-00180	City of Yukon (BankOne)	PW parts to repair vehicles	9/2013	IndSpec 448805-001	350.34
14-54128	01-00180	City of Yukon (BankOne)	PW parts to repair vehicles	9/2013	Napa 543657	179.14
14-54129	01-00180	City of Yukon (BankOne)	PW parts to repair vehicles	9/2013	OReily 0343-341893	199.98
14-54301	01-00180	City of Yukon (BankOne)	PW uniform cleaning,ren	8/2013	Clean 50611529	36.97
14-54302	01-00180	City of Yukon (BankOne)	PW uniform cleaning,ren	8/2013	Clean 50612582	36.97
14-54303	01-00180	City of Yukon (BankOne)	PW uniform cleaning,ren	9/2013	Clean 50613657	36.76
14-54354	01-00180	City of Yukon (BankOne)	PW uniform cleaning,ren	9/2013	Clean 50614689	40.80
14-54259	01-01352	Anderson Safety Products	PPE equipment	9/2013	1297	262.80
14-54268	01-39550	Paul Penley Oil Company,	Inunleaded fuel	9/2013	0095393-IN	352.97
			diesel fuel	9/2013	0095393-IN	4,135.18
14-54416	01-57420	Waste Connections of Oklaho	landfill fees	9/2013	18115	10,128.83
14-54369	01-57425	Waste Connections of Oklaho	rolloff hauling fees	9/2013	1295091	2,395.00
DEPARTMENT TOTAL:						20,283.86
FUND TOTAL:						20,283.86

FUND: 73 - Storm Water Enterprise

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01		Stormwater				
14-54297	01-00173	City of Yukon (BankOne)SW	National Night Out-candy	9/2013	Walmart 07397	24.40
14-54268	01-39550	Paul Penley Oil Company,	Inunleaded	9/2013	0095393-IN	60.60
					DEPARTMENT TOTAL:	85.00
					FUND TOTAL:	85.00

FUND: 74 - Grant Fund

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
<hr/>						
DEPARTMENT: 20		Emergency Mgmt Grants				
14-54389	01-00125	City of Yukon (BankOne)EM	Blue Card Training	9/2013	BlueCard 09-16-13	2,194.50
DEPARTMENT TOTAL:						2,194.50
FUND TOTAL:						2,194.50
GRAND TOTAL:						493,307.56

## G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
7/2013	01	501-213	Food Supplies	409.47	
7/2013	01	503-210	Landscaping Supplies	218.51	
7/2013	01	505-317	Durable Tools	156.84	
7/2013	01	505-365	Maintenance Agreements	469.00	
7/2013	01	510-361	Refunds	85.00	
7/2013	01	511-217	Wearing Apparel	204.62	
7/2013	01	515-213	Food Supplies	70.81	1,614.25
7/2013	64	523-381	Special Events	300.00	300.00
7/2013	70	502-377	Licenses	62.00	62.00
8/2013	01	501-201	Office Supplies	52.40	
8/2013	01	501-213	Food Supplies	128.34	
8/2013	01	501-345	Advertising	1,050.00	
8/2013	01	503-210	Landscaping Supplies	3,729.20	
8/2013	01	503-217	Wearing Apparel	768.65	
8/2013	01	503-218	Protective Clothing/Safety Equ	784.47	
8/2013	01	503-313	Recreational Structures-Parks	230.41	
8/2013	01	505-205	Nondurable Supplies	66.98	
8/2013	01	505-210	Landscaping Supplies	29.22	
8/2013	01	505-217	Wearing Apparel	282.98	
8/2013	01	505-220	Medical Supplies	3,281.18	
8/2013	01	505-302	Buildings	125.00	
8/2013	01	505-315	Office Equipment	379.96	
8/2013	01	505-317	Durable Tools	869.90	
8/2013	01	505-323	Inspection Fees for Prop/Equip	822.50	
8/2013	01	505-331	Travel Expense	466.37	
8/2013	01	505-384	Coffee Service	43.87	
8/2013	01	509-384	Coffee Service	16.33	
8/2013	01	510-311	Signs	135.34	
8/2013	01	510-313	Recreational Structures-Parks	109.96	
8/2013	01	510-328	Document Destruction	9.48	
8/2013	01	512-217	Wearing Apparel	166.46	
8/2013	01	512-314	Bug and Rodent Control	527.01	
8/2013	01	515-201	Office Supplies	80.72	
8/2013	01	515-210	Landscaping Supplies	118.47	
8/2013	01	515-302	Buildings	598.29	
8/2013	01	515-354	Assoc Memberships & Conf Reg	570.00	
8/2013	01	515-361	Refunds	35.00	
8/2013	01	515-380	Park & Rec Activities/Programs	2,463.98	
8/2013	01	519-217	Wearing Apparel	444.02	
8/2013	01	522-109	Worker's Compensation	162,154.25	180,540.74
8/2013	36	501-408	Cap. Improvements-Library	406.90	

## G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
8/2013	36	501-423	Capital Improvements-Technolog	18,309.00	18,715.90
8/2013	64	523-381	Special Events	3,529.75	
8/2013	64	567-356	Support of Org-PD Training	5,247.00	8,776.75
8/2013	70	501-217	Wearing Apparel	33.06	
8/2013	70	501-340	Postage	10.13	
8/2013	70	502-217	Wearing Apparel	727.99	
8/2013	70	502-312	Water Lines	1,883.20	
8/2013	70	504-204	Fuel, Oil and Lubricants	140.04	
8/2013	70	504-206	Building Maintenance Supplies	39.26	
8/2013	70	504-217	Wearing Apparel	365.48	
8/2013	70	504-340	Postage	31.07	3,230.23
8/2013	71	501-217	Wearing Apparel	73.94	73.94
9/2013	01	501-213	Food Supplies	215.73	
9/2013	01	501-345	Advertising	232.00	
9/2013	01	501-348	Consultant Fees	7,500.00	
9/2013	01	501-360	Contributions and Memorials	1,550.00	
9/2013	01	501-376	Licensing	20.00	
9/2013	01	502-328	Document Destruction	4.06	
9/2013	01	503-210	Landscaping Supplies	16.15	
9/2013	01	503-217	Wearing Apparel	38.37	
9/2013	01	503-218	Protective Clothing/Safety Equ	150.00	
9/2013	01	503-302	Buildings	155.00	
9/2013	01	503-313	Recreational Structures-Parks	474.17	
9/2013	01	503-381	Festivals and Events	10.70	
9/2013	01	504-328	Document Destruction	4.05	
9/2013	01	505-205	Nondurable Supplies	323.36	
9/2013	01	505-206	Building Maintenance Supplies	140.43	
9/2013	01	505-217	Wearing Apparel	2,499.25	
9/2013	01	505-220	Medical Supplies	254.92	
9/2013	01	505-221	Public Educational Supplies	842.23	
9/2013	01	507-218	Protective Clothing/Safety Equ	22.62	
9/2013	01	507-349	Printing	359.20	
9/2013	01	508-221	Public Educational Supplies	16.97	
9/2013	01	508-302	Buildings	130.00	
9/2013	01	508-340	Postage	112.85	
9/2013	01	508-354	Assoc Memberships & Conf Reg	294.00	
9/2013	01	509-208	Publications & Periodicals	18.00	
9/2013	01	509-328	Document Destruction	9.73	
9/2013	01	509-331	Travel Expense	282.63	
9/2013	01	509-384	Coffee Service	16.33	
9/2013	01	510-217	Wearing Apparel	178.00	

## G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
9/2013	01	510-313	Recreational Structures-Parks	169.92	
9/2013	01	510-318	Vehicle Rep./small parts	148.97	
9/2013	01	510-380	Park & Rec Activities/Programs	202.62	
9/2013	01	510-381-112	Fest. & Events-Freedom Fest	850.00	
9/2013	01	511-202	Duplication/Computer Supplies	359.90	
9/2013	01	511-206	Building Maintenance Supplies	140.70	
9/2013	01	511-217	Wearing Apparel	518.92	
9/2013	01	511-221	Public Educational Supplies	1,112.40	
9/2013	01	511-224	Meals/Supplies for Prisoners	548.03	
9/2013	01	511-302	Buildings	53.82	
9/2013	01	511-321	Air Conditioning and Heating S	12.82	
9/2013	01	511-331	Travel Expense	48.58	
9/2013	01	511-340	Postage	54.10	
9/2013	01	511-341	Telephones, Teletype, Pagers,	350.00	
9/2013	01	511-349	Printing	219.00	
9/2013	01	511-365	Maintenance Agreements	1,970.00	
9/2013	01	512-217	Wearing Apparel	66.56	
9/2013	01	512-350	Electrical Power	36,643.44	
9/2013	01	512-351	Natural Gas	481.78	
9/2013	01	515-201	Office Supplies	15.00	
9/2013	01	515-206	Building Maintenance Supplies	196.90	
9/2013	01	515-207	Chemicals	256.98	
9/2013	01	515-213	Food Supplies	1,887.38	
9/2013	01	515-302	Buildings	389.78	
9/2013	01	515-380	Park & Rec Activities/Programs	1,146.17	
9/2013	01	517-201	Office Supplies	245.70	
9/2013	01	517-328	Document Destruction	4.05	
9/2013	01	517-331	Travel Expense	41.44	
9/2013	01	517-354	Assoc Memberships & Conf Reg	200.00	
9/2013	01	517-356	Training	299.00	
9/2013	01	519-207	Chemicals	33.14	
9/2013	01	519-217	Wearing Apparel	110.12	
9/2013	01	519-218	Protective Clothing/Safety Equ	1,149.60	
9/2013	01	519-306	Sidewalk Step Curb Gutter&Conc	1,495.21	
9/2013	01	519-320	Signal Systems	699.71	
9/2013	01	519-365	Maintenance Agreements	775.00	
9/2013	01	522-342	Automobile Insurance	9,298.03	
9/2013	01	522-343	Property Insurance	3,029.90	
9/2013	01	523-202	Duplication/Computer Supplies	167.98	
9/2013	01	523-341	Telephone,Teletype,Internet Se	5,314.54	
9/2013	01	523-364	Building Security & Monitoring	239.70	
9/2013	01	523-365	Maintenance Agreements	7,163.87	
9/2013	01	523-369	Technology Equip,Repair & Inst	5,048.70	99,030.21
9/2013	36	501-408	Cap. Improvements-Library	4,941.70	

## G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
9/2013	36	501-409	Cap. Improvements-Administrati	1,831.27	
9/2013	36	501-410	Cap. Improvements-Parks Admin.	8,300.00	
9/2013	36	501-423	Capital Improvements-Technolog	9,316.59	
9/2013	36	501-470	Cap. Improvements-Water&Sewer	1,382.50	
9/2013	36	501-601-150	Contingency-Hotel/Motel Tax	5,280.20	31,052.26
9/2013	64	523-381	Special Events	5,230.77	
9/2013	64	528-380-110	Park Friends	309.98	
9/2013	64	543-424	Books - Mabel Fry	403.88	
9/2013	64	567-356	Support of Org-PD Training	1,607.88	
9/2013	64	567-357	Support of Org.- Surety Jail	510.00	8,062.51
9/2013	70	501-201	Office Supplies	174.84	
9/2013	70	501-202	Duplication/Computer Supplies	66.22	
9/2013	70	501-204	Fuel, Oil and Lubricants	274.25	
9/2013	70	501-217	Wearing Apparel	31.57	
9/2013	70	501-318	Motor Vehicles/Small Equip Par	260.18	
9/2013	70	501-340	Postage	4,000.00	
9/2013	70	501-341	Telephones Teletype Pagers Int	164.70	
9/2013	70	501-346	Rentals and Leases	2,955.00	
9/2013	70	502-204	Fuel, Oil and Lubricants	1,146.82	
9/2013	70	502-205	Nondurable Supplies	92.61	
9/2013	70	502-217	Wearing Apparel	73.36	
9/2013	70	502-218	Protective Clothing/Safety Equ	1,259.60	
9/2013	70	502-305	Sanitary Sewers	988.00	
9/2013	70	502-306	Sidewalks, Steps, Curbs, and G	204.00	
9/2013	70	502-312	Water Lines	2,026.02	
9/2013	70	502-318	Motor Vehicles/Small Equip Par	318.55	
9/2013	70	502-319	Water Meter and Settings	657.10	
9/2013	70	502-377	Licenses	124.00	
9/2013	70	503-348	Consultant Fees	793.19	
9/2013	70	503-352	Water Usage	76,629.19	
9/2013	70	503-418	Water Well, Water Tower & Lift	7,082.40	
9/2013	70	504-102	Extra Help	258.57	
9/2013	70	504-204	Fuel, Oil and Lubricants	12,245.75	
9/2013	70	504-205	Nondurable Supplies	140.94	
9/2013	70	504-206	Building Maintenance Supplies	39.41	
9/2013	70	504-217	Wearing Apparel	135.40	
9/2013	70	504-218	Protective Clothing/Safety Equ	764.74	
9/2013	70	504-223	Welding Supplies	322.52	
9/2013	70	504-302	Buildings	57.69	
9/2013	70	504-317	Durable Tools	216.04	
9/2013	70	504-318	Motor Vehicles/Small Equip Par	4,620.69	
9/2013	70	504-347	Special Services	1,056.00	119,179.35
9/2013	71	501-201	Office Supplies	154.33	

## G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
9/2013	71	501-204	Fuel, Oil and Lubricants	4,488.15	
9/2013	71	501-217	Wearing Apparel	77.56	
9/2013	71	501-218	Protective Clothing/Safety Equ	1,141.70	
9/2013	71	501-219	Disposal Costs	12,523.83	
9/2013	71	501-318	Motor Vehicles/Small Equip Par	1,824.35	20,209.92
9/2013	73	501-204	Fuel, Oil, Lubricants	60.60	
9/2013	73	501-213	Food Service	24.40	85.00
9/2013	74	520-366	Contingency	2,194.50	2,194.50
10/2013	01	515-377	Licenses	100.00	
11/2013	01	510-381-103	Festival & Events-Fall Craft F	50.00	
11/2013	01	515-377	Licenses	30.00	180.00
GRAND TOTAL ESTIMATE:					0.00
GRAND TOTAL ACTUAL:					493,307.56
REPORT TOTAL:					493,307.56

## Technology Item Listing - Oct 1, 2013

Item #	Description	Model Number	Serial Number	Department
	Apple iPhone 4	MD439LL/A	C8TJNF6RDP0V	TECH
	Apple iPhone 4	MD439LL/A	C8TJNCNQP0V	TECH
	Apple iPhone 4	MD439LL/A	C8QJNDUTDP0V	TECH
	Apple iPhone 4	MD439LL/A	C8QJNWKLDP0V	TECH
	Apple iPhone 5	MD654LL/A	F10JMMFYF8H2	Asst City Manger
100782	Dell Dimension C521	Dell Dimension C521	BNBDWC1	TECH
100268	Dell Optiplex 755	Dell Optiplex 755	7T1XNJ1	TECH
100246	Dell Optiplex 755	Dell Optiplex 755	32314J1	TECH
100233	Dell Optiplex 755	Dell Optiplex 755	F1314J1	TECH
100239	Dell Optiplex 755	Dell Optiplex 755	22314J1	TECH
100013	Dell Optiplex 755	Dell Optiplex 755	94T1YG1	TECH
100231	Dell Optiplex 755	Dell Optiplex 755	J1314J1	TECH
100790	Dell PowerEdge 840 Server	Dell PowerEdge 840 Server	DC4S1C1	TECH
100315	Dell OPTIPLEX 760	Dell OPTIPLEX 760	974L6K1	TECH
100244	Dell Optiplex 755	Dell Optiplex 755	C1314J1	TECH
100237	Dell Optiplex 755	Dell Optiplex 755	H1314J1	TECH
100235	Dell Optiplex 755	Dell Optiplex 755	52314J1	TECH
100241	Dell Optiplex 755	Dell Optiplex 755	G1314J1	TECH
00879	CASIO FR-3100	FR-3100	1212418	TECH
117-1997-5185	1997 Ford F250 4x4	F250	1FTHX26H6VEB15185	Public Works
101085	ELO Monitor AR1352	ELO Monitor AR1352	ET1928L8CWM1GYGE6867720	TECH
	Miscellaneous Power Equipment	Mowers, Stomper, Pump	N/A	Public Works

# Report of Boards, Commissions and Committees

Titles and members of various boards, commissions and committees that are appointed by the Mayor and City Council are listed below, as well as the expiration date of their term and the ward they represent. All terms expire June 30th.

## Planning Commission

Earline Smaistrla	Ward 1	2014
Larry Taylor	Ward 2	2014
Bob Doggett	Ward AL	2015
Terry Beaver	Ward 3	2016
Roger Davis	Ward 4	2016

## Board of Adjustment/Board of Appeal

Sherry Huston	Ward 1	2014
Rena Holland	Ward 2	2014
Buddy Carpenter	Ward AL	2015
Joe Horn	Ward 3	2016
Russ Kline	Ward 4	2016

## Park Board

Joe Edwards	Ward 1	2014
D.E. Brower	Ward 2	2014
Ed Hatley	Ward AL	2015
Ward Larson	Ward 3	2016
Joe Baumann	Ward 4	2016

## Library Board

Charlotte Novak*		
Beth Ridle*		
Lee Wells	Ward 2/1	2014
Joyce Roman	Ward 2	2014
Ginger LaCroix	Ward AL	2015
Jeanne Riggs	Ward 3	2016
Margaret Albrecht	Ward 4	2016

## Traffic Commission

Charles Lee	Ward 1	2014
	Ward 2	2014
John Knuppel	Ward AL	2015
Jay Tallant	Ward 3	2016
A.J. Clements	Ward 4	2016

## Spanish Cove

Larry Taylor, Representative

## OK Environmental Management Auth.

Nick Grba, Representative  
Dewayne Maxey, Alternate

## Senior Citizens

Ray Wright, Representative  
John Alberts, Alternate

## ACOG

Ken Smith, Member  
John Alberts, Alternate

## COWRA

Genie Vinson, Representative  
Larry Taylor, Alternate

## Sister City Committee

Illona Morris  
Terry Beaver  
Nancy Novosad  
Edwin Shedeck

## Recycling Committee

Carole Garner	Rick Bolin
Dennis Beringer	Beverly Kofoed
Genie Vinson	Gary LaRue

\*Members of Ladies' Library Club are appointed by same



Ken Smith, Mayor & Council Member At Large  
Rick Opitz, Vice-Mayor & Council Member Ward III  
Nick Grba, Council Member Ward I  
John Alberts, Council Member Ward II  
Michael McEachern, Council Member Ward IV

**From the Office of the  
Emergency Management Director  
Frosty Peak**

To: Yukon City Council

Date: September 26, 2013

Re: Emergency Operations Plan 2013 Updates

Attached for review and council approval are the 2013 updates for the City of Yukon Emergency Operations Plan.

Thank you,  
Frosty Peak

City of Yukon

100 S. Ranchwood Blvd.  
Yukon, Oklahoma 73099  
Phone: 405.350.5413  
Fax: 405.350.0786  
fpeak@cityofyukonok.gov

**APPROVAL PAGE**  
**CITY OF YUKON**  
**EMERGENCY OPERATIONS PLAN**

To All Recipients:

Transmitted herewith is the new integrated Emergency Operations Plan for the City of Yukon. This plan supersedes any previous emergency management/civil defense plans promulgated by the county for this purpose. It provides a frame-work in which the departments of each city, town, and the county can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing Emergency Management Planning by all the departments within the City of Yukon.

This plan attempts to be all inclusive in combining the four phases of Emergency Management, which are (1) Mitigation: Those activities which eliminate or reduce the probability of disaster; (2) Preparedness: Those activities which government, private corporations/organizations, and individuals develop to save lives and minimize damage; (3) Response: Immediate response from emergency services to insure life safety, property preservation and incident stabilization; and (4) Recovery: Short-term and long-term activities which return the community to normal or with improved standards.

This plan is in accordance with the existing Federal, State and local statues. The plan also follows requirements from the National Incident Management System (NIMS) and ensures compliance with NIMS standards and the National Response Framework. The plan has been reviewed by the Yukon City Council and submitted to the Oklahoma Department of Emergency Management. It will be reviewed, revised and updated as required.

**APPROVED** by the Mayor of the City of Yukon, Oklahoma this 1<sup>st</sup> day of October, 2013 at \_\_\_\_\_ o'clock p.m.

\_\_\_\_\_  
Mayor

ATTEST:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*2013 Update*



**City of Yukon**  
**Emergency Operations**  
**Plan**

*Rev. July 2007*

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APPROVAL PAGE

CITY OF YUKON  
EMERGENCY OPERATIONS PLAN

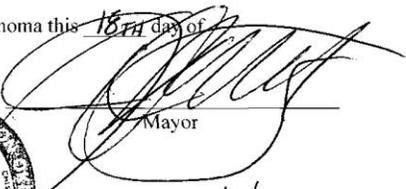
To all Recipients:

Transmitted herewith is the new integrated Emergency Operations Plan for the City of Yukon. This plan supersedes any previous emergency management/civil defense plans promulgated by the county for this purpose. It provides a frame-work in which the departments of each city, town, and the county can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing Emergency Management Planning by all the departments within the City of Yukon.

This plan attempts to be all inclusive in combining the four phases of Emergency Management, which are (1) Mitigation: Those activities which eliminate or reduce the probability of disaster; (2) Preparedness: Those activities which government, organizations, and individuals develop to save lives and minimize damage; (3) Response: To prevent loss of lives and property and provide emergency assistance; and (4) Recovery: Short-term and long-term activities which return the community to normal or with improved standards.

This plan is in accordance with the existing Federal, State and local statues. It has been concurred in by the Yukon City Council and the Oklahoma Department of Emergency Management. It will be revised and updated as required. All recipients are requested to advise the Yukon Emergency Management Director of any changes which might result in its improvement or increase its usefulness.

APPROVED by the Mayor of the City of Yukon, Oklahoma this 18<sup>th</sup> day of OCTOBER, 2011 at 7:40 o'clock P.m.

  
\_\_\_\_\_  
Mayor

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



10/18/11  
\_\_\_\_\_  
Date

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

10/24/11  
\_\_\_\_\_  
Date

DISTRIBUTION  
CITY OF YUKON

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

<b>TO:</b>	<b>NO. OF COPIES</b>
Yukon City Council	5
Emergency Management Director	1
City Manager	1
City Clerk	1
Fire Department	3
EMS Coordinator	1
Public Works	2
Police Department	5
Yukon EOC	4
Community Development Director	1
Personnel Director	1
Information Technology Director	1
Director, OK Dept. of Emergency Management	1
Canadian County Office of Emergency Management	1
<b>TOTAL COPIES:</b>	<b>28</b>

All recipients are requested to advise the Yukon Emergency Management Director of any changes which might result in its improvement or increase its usefulness.



## CHANGE SUBMISSION FORM

TO: Frosty Peak  
Yukon Emergency Management Director

### Recommended Changes, Corrections, Additions, and Deletions to the Emergency Operations Plan

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

CHANGE:

SHOULD READ:

Submitted by: (Name) \_\_\_\_\_

(Date) \_\_\_\_\_ (Phone) \_\_\_\_\_

## PLANNING COMMITTEE

1. Frosty Peak – Emergency Management Director
2. Chief John Corn – Police Department
3. Chief Kevin Jones – Fire Department
4. John Bridges – City EMS Coordinator
5. Arnold Adams – Public Works Director
6. Mitchell Hort – Community Development Director
7. Gary Cooper – Information Technology Director

## PLAN / EXERCISE REVIEW

### **I. REVIEW/UPDATE**

- A. This plan will be reviewed and updated annually. The EOP Planning Committee members are encouraged to continually monitor for required or recommended changes
- B. The Emergency Management Director will be responsible to conduct the review and ensure that all manuals are updated and distributed to the affected departments and personnel.

### **II. EXERCISES/TRAINING**

- A. On an annual basis, the Emergency Management Director or his designee will conduct training or exercises that will evaluate the effectiveness of this plan. The City of Yukon will participate in both regional and state training exercises for the purpose of evaluating the effectiveness of regional cooperation and operational plans.
- B. The Emergency Management Director or his designee will conduct an after the action review of all training and exercises to address any short falls in personnel, equipment or policies, and procedures. This information will be given to the Planning Committee to review and make recommendations to the City Manager to correct any deficiencies.

# BASIC PLAN

## I. PURPOSE

- A. This plan has been developed to provide a comprehensive all hazards emergency management program for the City of Yukon. It seeks to mitigate the effects of all -hazards, prepare for measures to be taken which will preserve life and minimize damage, enhance response during emergencies and provide necessary assistance, and establish a recovery system in order to return the City to its normal state of affairs.
- B. This plan attempts to define who does what, when, where, and how, in order to mitigate, prepare for, respond to, and recover from the effects of natural or manmade incidents, hazardous material incidents, technological accidents, nuclear incidents, and other major incidents.

## II. SITUATION AND ASSUMPTIONS

### A. Situation Information

- 1. The City of Yukon is located approximately 10 miles west of downtown Oklahoma City in Canadian County. The 2010 census of population for Yukon is nearly 24,000. The county seat is El Reno; which is located approximately nine miles west of Yukon on State Highway 66. Traffic ways through Yukon consist of one (1) Interstate and three (3) major State Highways.
- 2. The City of Yukon continues to see dramatic growth in both residential and commercial development.
- 3. The City of Yukon is exposed to many natural and manmade hazards, all of which have the potential for disrupting the community style of life, cause damage, and create casualties. Potential natural incidents, which may occur in or around the city are: winter storms, tornadoes, floods/dam failures, and earthquakes. Other incidents that may affect the city are: hazardous materials incidents in fixed facilities or on a roadway, nuclear and radiological transport incidents, power failure, and structural and rural wild land fires.

### B. Assumptions

- 1. The City of Yukon will continue to be exposed to the potential hazards identified above. With continued growth and development, other hazards may be identified in the future.
- 2. Government officials recognize their responsibilities with regard to the public safety and exercise their authority to implement this emergency operations plan in a timely manner when confronted with threatened or real incidents or disasters.
- 3. If properly implemented, this plan should reduce or prevent disaster related losses.

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

#### **A. General**

1. It is the responsibility of government to undertake comprehensive management of emergencies in order to protect life and property from the effects of hazardous incidents. This plan is based upon the concept that the emergency functions performed by various groups responding to an emergency, will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be deployed in both cases.
2. Within The City of Yukon, the City Policy Group will contact County and State Agencies and request response resources that are not available within the City of Yukon. In order to manage incidents, which occur within the city limits of Yukon, all City of Yukon employees having statutory authority will operate following guidelines established and required by the National Incident Management System (NIMS). Regional, State and Federal levels of government provide resources not available at the local level. When the emergency exceeds local government's capability to respond, assistance from the state government will be requested through the State of Oklahoma Emergency Operations Center (OEOC). The federal government will provide assistance and resources to the state where needed.
3. Day-to-day functions, which do not contribute directly to response actions to an emergency incident, may be suspended for the duration of the incident. The resources and efforts that would normally be required for those functions may be diverted in order to accomplish tasks associated with the emergency or disaster incident.
4. A comprehensive emergency management plan is concerned with all types of hazards that may affect the community. As shown below, it is more than an operational plan. This plan takes into account pre-planning mitigation, preparedness training, response to, and recovery from an incident.

#### **B. Phases of Management**

1. **Mitigation**  
Mitigation activities are those, which eliminate or reduce the probability of an incident from occurring. It also includes those long-term actions, which lessen the undesirable effects of unavoidable incidents.
2. **Preparedness**  
Preparedness actions serve to develop and expand response capabilities needed in the event an emergency incident should occur. Planning, training and exercises are among the activities conducted under this phase.
3. **Response**  
Response is the actual providing of emergency services during a natural or man-made incident. These actions help to reduce casualties and damage, and speed

recovery. Response activities include warning, evacuation, rescue, sheltering and related operations.

4. Recovery

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

#### IV. TASK ORGANIZATION AND RESPONSIBILITIES

##### A. General

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

Every incident within the City of Yukon will be handled following standards guidelines of the National Incident Management System (NIMS). The Incident Command System will be used as the primary management tool.

##### B. Organization

1. See Appendix 1, Annex A for Emergency Services Organization.
2. The **City of Yukon Policy Group** is composed of the following:
  - a. Mayor
  - b. City Council Members
  - c. City Manager
3. The **Emergency Services Coordination Group** is composed of the following positions as assigned to the officials (coordinators) listed below: (See Appendix 2 to Annex A for names of the officials.)
  - a. EOC Operations: Emergency Management Director appointed by the Policy Group.
  - b. EOC Staff Coordinator: Selected by the Emergency Management Director.

- c. Law Enforcement Services: Chief of Police
  - d. Fire/Rescue Service: Fire Chief
  - e. Health/Medical Services: EMS Coordinator
  - f. Transportation and Shelter/Mass Care Services: Parks and Recreation assisted by the Canadian County American Red Cross
  - g. Resources Management Services: Public Works Liaison. Depending on Nature and Scale of Incident this could be handled by the City or County Emergency Management Director
  - h. Public Works: Public Works Director
  - i. Community Development: Community Development Director
  - j. Information Technology: Information Technology Director
  - k. Yukon Public Schools: Superintendent of Schools
  - l. Public Utility Services: Managers of companies that provide natural gas, electricity and telephone service within the City.
  - m. Manpower Services (as required): To be appointed by the City or County Emergency Management Director.
  - n. Animal Care Services: Animal Control or Police Chief
4. The **EOC Operations Staff** is composed of the following sections: (See Appendix 2 to Annex A for names of the assigned officials).
- a. Communication/Message Center Section
  - b. Damage Assessment Section
  - c. Public Information Section
  - d. Warning Section
  - e. Shelter/Evacuation Section
  - f. Administrative Section
  - g. Transportation Section

**Note:** In the event one or more the above listed officials are incapacitated or otherwise unable to function, their assistant or designee will replace them.

5. Emergency Service Coordinators

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

6. EOC Support and Special Staff

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

C. Task Assignments and Responsibilities

1. **Emergency Management Director (ESF #5)** is responsible for:

- a. Coordination of all phases of emergency management with appropriate agencies (Fire, Police, Public Works, and Parks and Recreation).
- b. Incident and EOC Credentialing and Pass System.
- c. Verifying public information and preparedness education.
- d. EOC Communications, Operations, and Training.
- e. Comprehensive emergency management planning for response, recovery and mitigation of incidents.
- f. Warning system management.
- g. Damage assessment planning and evaluation.

2. **Police Department (ESF #13)** is responsible for:

- a. Maintaining law and order.
- b. Traffic control and direction.
- c. Access control of restricted areas.
- d. Security of designated Critical Facilities.
- e. Operation of the warning system.

- f. Communication support system.
  - g. Liaison with other law enforcement agencies.
3. **Fire Department (ESF # 4, #9 and #10)** is responsible for:
- a. Fire suppression.
  - b. Fire prevention and community education.
  - c. Search, Rescue and Extrication operations.
  - d. Hazardous materials operational response and decontamination.
  - e. Assisting in damage assessment and debris clearance.
  - f. Care of Sick or Injured persons
- 3a. **Emergency Medical Services Coordination (ESF #6 and #8)**
- a. Coordination of Triage, Treatment and Transportation of Sick or Injured persons with available EMS Providers.
  - b. Coordination with area hospitals and clinics to ensure proper distribution of patients. This may also be coordinated through the MERC.
  - c. Coordination with Mass Care and Sheltering staff to ensure adequate medical screening/evaluation and care needs are in place.
  - d. Coordination of Mass Immunization Program with County and State Health Departments
4. **Public Works Department (ESF #3 and #7)** is responsible for:
- a. Debris clearance.
  - b. Providing engineering advice.
  - c. Maintaining roads and bridges.
  - d. Assisting with damage assessment of public property.
  - e. Assisting in traffic control and direction.
  - f. Coordinating resource management and logistical support.
5. **Information Technology Department (ESF # 7)** is responsible for:

- a. Insuring communications and computer equipment operate correctly
  - b. Insuring communications and computer equipment remain functional during an incident.
6. **The Superintendents of Schools (ESF #1)** is responsible for:
- a. Providing buses for transportation during incident response and mass evacuation operations.
  - b. Providing public shelters and Mass Immunization facilities.
7. **State Medical Examiners Office**, when activated, is responsible for:
- a. Collecting, identifying and coordinating interment of deceased victims caused by the incident.
  - b. Coordinating funeral home support of incident operations.
8. **County Health Department, (ESF #8)** when activated, is responsible for:
- a. Investigating sanitation conditions and establishing safe standards for crisis relocation, emergency shelter or incident relief operations.
  - b. Coordinating medical support and epidemic control.
  - c. Work with the EMS Coordinator during activation of Mass Immunization Plan.
  - d. Inspecting food and water supplies.
  - e. Providing public health education.
9. **DHS County Office**, when activated, is responsible for:
- a. Providing provisions/funds for emergency aid.
  - b. Coordination with the Red Cross and other related agencies.
10. **National Guard**, when activated, is responsible for assisting in:
- a. Radiological protection.
  - b. Law enforcement, traffic and crowd control.
  - c. Search and rescue operations.
  - d. Providing military engineer support and assistance in debris clearance.

- e. Providing logistical support with supply, transportation, maintenance, and food service support.
- f. Providing communication support.

11. **State and Federal Support** is responsible for:

- a. Public welfare assistance.
- b. Resources.
- c. Law enforcement.
- d. Health and medical.
- e. Debris clearance.
- f. Public information and education.

12. **American Red Cross, (ESF #6)** when activated, will assist with:

- a. Providing reception, care, food, lodging and welfare assistance throughout the City of Yukon.
- b. Coordinating all personnel relief activities for any type of incident.
- c. Operating Mass Care Shelters for incident relief.
- d. Providing damage assessment of private property.
- e. Providing First Aid Support and blood supply to disaster relief medical operations.

13. **The Salvation Army** is responsible for:

- a. Supporting shelter/congregate care operations.
- b. Providing field canteens.

14. **Ministerial Alliance/Church Volunteer Groups** are responsible for:

- a. Assisting with lodging, feeding and welfare operations in support of disaster relief or relocation.
- b. Assisting with reconstruction efforts.
- c. Providing volunteer manpower.

- d. Assisting Chaplains from the Fire and Police Departments with counseling and family services for responders and victims.
15. **The City Clerk** has responsibilities for city administrative and fiscal duties.
16. **The City Attorney** is assigned all responsibilities of legal and emergency information service and will act on an advisory committee.
17. **All other City Agencies**, officers and employees of the city government will support and implement this plan as directed by the City Manager.

## V. DIRECTION AND CONTROL

- A. The final responsibility for all emergency management belongs to the elected officials of the City who are members of the Emergency Management Policy Group. This group is the decision making group for all policy level decisions. During response operations, the members of the policy group will support/advise the activities of the entire response organization through the EOC emergency service coordinators. They will also be available to constituents to address non-routine matters.
- B. The City Emergency Management Director is responsible for coordinating the emergency management program. He makes routine decisions and advises the Policy Group on alternatives when major decisions are required of that body. During emergency operations, he is responsible for the proper function of the EOC and its staff. The director also acts as liaison with other local, county, state, and federal emergency management agencies.
- C. Specific persons in departments/agencies are responsible for fulfilling their responsibilities as stated in this Basic Plan and the annexes thereto. City department employees will work within the Incident Command System during response operations. They may not report to their regular department manager. To ensure smooth operations during an incident, "Unity of Command" will be followed. Department Managers will be responsible for knowing where their employees are assigned during an incident but may not have direct supervision over them. Standard operating procedures are required of each department having responsibilities in this plan. These SOPs must include:
  1. Recall of personnel during non-duty hours.
  2. Prioritization of tasks to guide recovery work.
  3. Procedures to be followed which deviate from normal operations.
  4. Specific emergency authorities that may be assumed by the designated successor during emergency situations.

- D. During some periods of an incident, Department Managers or their designee will be required to report to the EOC and direct their departments from that facility. During any large-scale emergency, the EOC may in fact become the seat of city government for the duration of the crisis. The EOC will function as an extension of the Incident Command System and be a resource to the field Incident Commander.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Succession of Leadership. The line of succession for continuity of government is as follows:
  - 1. City of Yukon
    - a. Mayor
    - b. Vice-Mayor
    - c. Council Members in order of seniority
    - d. City Manager
  - 2. Line of succession for the Emergency Management Director will be the Chief of Police then the Fire Chief.
  - 3. Line of succession for each agency/department head is according to the department rules and/or standard operating procedures established in each department.
- B. Preservation of Records

In order to provide normal government operations following an incident; vital records must be protected. The principal cause of damage to records is fire and water; therefore, essential records are scanned, backed up and stored off site outside of Yukon.

State and Federal documents, reports and records will be maintained in Public Works until the project is closed, then final reports are scanned and stored.

## **VII. ADMINISTRATION AND LOGISTICS**

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

- a. Declaration of State of Emergency.
- b. Contracts and Obligations.
- c. Control of Restricted Areas.
- d. Liability

B. Agreements and Understandings

Should city resources prove to be inadequate during an incident; requests will be made for assistance from other local and regional jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capability. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing if not covered under existing state law.

C. Reports and Records

Required reports will be submitted to the appropriate authorities in accordance with instructions. The Emergency Management Director will review or approve all reports being submitted to State or Federal Offices of Emergency Management.

D. Relief Assistance

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

E. Consumer Protection

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

F. Nondiscrimination

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

G. Administration and Insurance Claims

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

H. Management of Manpower (Paid and Volunteer)

Requests for manpower will be managed by the Logistics Section within the Incident Command System. The Logistics Section Chief or his designee will track these resources on the appropriate reporting forms.

I. Duplication of Benefits

No person will receive assistance with respect to any loss for which they have received financial assistance under any other program or for which they have received insurance or other compensation. This also applies to business concerns or other entities. This function will be managed by the Finance Administrative Section Chief within the Incident Command System

J. Use of Local Firms

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms and individuals residing or doing business primarily in the areas affected. This function will be tracked by the Logistics Section Chief within the Incident Command System.

K. Preservation of Historic Properties

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

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

A. The contents of this plan must be known and understood by those people responsible for its implementation. The City Emergency Management Director is responsible for briefing staff members and city officials concerning their role in emergency management and the contents of this plan in particular.

B. Department directors are responsible for development and maintenance of their respective segments of this plan and their appropriate supporting SOP's as stated here and set forth in Section VIII of each Annex. They are also responsible to ensure that each staff member within their department receives the appropriate level of ICS Training.

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

D. The plan will be tested at least once a year in the form of a simulated emergency table top, functional or full scale exercise in order to provide practical, controlled experience.

## **IX. AUTHORITIES AND REFERENCES**

### **A. Legal Authority**

#### **1. Federal**

- a. Federal Civil Defense Act of 1950, Pub. L. 81-920 as amended.
- b. Disaster Relief Act of 1974, Pub. L. 93-288 as amended.
- c. Emergency Management and Assistance, 44 U.S. Code 2.1 (Oct. 1, 1980).

#### **2. State of Oklahoma**

- a. Oklahoma Emergency Management Act of 2003
- b. Compendium of state legislation related to emergency management.  
Oklahoma Constitution, Art. 6 Section 1-6

#### **3. Local. Legal authority for establishment of Emergency Management Organization:**

Resolution Establishing Yukon Civil Defense Emergency Services Act and Disaster Program, May 21, 1979.

City-County Agreement for a Joint Civil Defense Program; entered into on November 9, 1965, between Board of County Commissioners of Canadian County and the City of Yukon, September 29, 1975.

Basic eligibility requirements met for participation in Emergency Management programs as follows:

Yukon City Ordinance Chapter 30.

Resolution from Yukon City Council recognizing that the standards and requirements outlined in the National Incident Management System will be followed and that the City will maintain NIMS Compliance

### **B. References**

FEMA 20, Publications Catalog  
FEMA L-136, Radio Amateur Civil Emergency Service (RACES)  
Emergency Operations Plan for the State of Oklahoma  
Oklahoma Department of Emergency Management Digest of State Laws.  
National Incident Management Compliance Statement

## APPENDICES

APPENDIX 1 – Incorporation of Federal Response Plan

APPENDIX 2 – Definitions

APPENDIX 3 – List of Acronyms

## APPENDIX 1 TO BASIC PLAN

### INCORPORATION OF FEDERAL RESPONSE PLAN

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) provides the authority for the Federal government to respond to disasters and emergencies in order to provide assistance to save lives and protect public health, safety, and property. The Federal Response Plan for Public Law 93-288, as amended, is designed to address the consequences of any disaster or emergency situation in which there is a need for Federal response assistance. Copies of this plan are maintained at the State Emergency Operations Center.

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

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

Accordingly, the Local agencies listed in the matrix below are responsible for cooperation with the State and Federal counterparts in coordinating and implementing the plan.

ESF #	Title	
1.	Transportation	Federal Agency: Department of Transportation State Agency: Department of Transportation <b>Local Agency: Yukon Parks and Recreation Department and Yukon Public Schools</b>
2.	Communications	Federal Agency: National Communication System State Agency: Department of Emergency Management <b>Local Agency: Yukon Police Department</b>
3.	Public Works	Federal Agency: U.S. Army Corps of Engineers State Agency: Department of Transportation <b>Local Agency: Yukon Public Works Department</b>
4.	Fire Fighting	Federal Agency: Department of Agriculture State Agency: Department of Agriculture <b>Local Agency: Yukon Fire Department</b>
5.	Information and	Federal Agency: Federal Emergency Management Agency State Agency: Department of Emergency Management

- |     |                            |   |
|-----|----------------------------|---|
|     | Planning                   | <b>Local Agency: Yukon Emergency Management Planning Committee</b>  |
| 6.  | Mass Care Sheltering       | Federal Agency: American Red Cross<br>State Agency: American Red Cross<br><b>Local Agency: Yukon Parks and Recreation Department assisted by American Red Cross</b>   |
| 7.  | Resource Support           | Federal Agency: General Services Administration<br>State Agency: Department of Emergency Management<br><b>Local Agency: Yukon Public Works Department; Yukon Community Development Department Yukon Information Technology Department, and City Council</b> |
| 8.  | Health & Medical Services  | Federal Agency: Department of Health and Human Services<br>State Agency: Department of Health<br><b>Local Agency: Director of County Health</b>   |
|     | Emergency Medical Services | <b>Local Agency: Yukon Fire Department / EMS</b>  |
| 9.  | Urban Search and Rescue    | Federal Agency: Federal Emergency Management Agency<br>State Agency: Oklahoma City Fire Department / USAR Team<br><b>Local Agency: Yukon Fire Department</b>  |
| 10. | Hazardous Materials        | Federal Agency: Environmental Protection Agency<br>State Agency: Department of Environmental Quality<br><b>Local Agency: Yukon and Oklahoma City Fire Departments</b>   |
| 11. | Food                       | Federal Agency: Department of Agriculture<br>State Agency: American Red Cross<br><b>Local Agency: American Red Cross</b>  |
| 12. | Energy                     | Federal Agency: Department of Energy<br>State Agency: Department of Emergency Management<br><b>Local Agency: Yukon Public Works Department</b>  |

## APPENDIX 2 TO BASIC PLAN

### DEFINITIONS

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

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

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

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

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

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

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

**EMERGENCY SUPPORT TEAM** – Teams of federal personnel formed by the Director, Federal Emergency Management Agency, Region VI, and deployed in a declared major disaster area to assist the federal coordinating officer in carrying out his responsibilities.

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

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

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

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

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

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

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

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

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

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

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

## APPENDIX 3 TO BASIC PLAN

### LIST OF ACRONYMS

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

OSBI	OKLAHOMA STATE BUREAU OF INVESTIGATION
OSC	ON-SCENE COORDINATOR
PIO	PUBLIC INFORMATION OFFICER
RACES	RADIO AMATEUR CIVIL EMERGENCY SERVICE
RADEF	RADIOLOGICAL DEFENSE
RM	RADIOLOGICAL MONITOR
RO	RADIOLOGICAL OFFICER
RRT	RADIOLOGICAL RESPONSE TEAM
SAR	SEARCH AND RESCUE
SARA	SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT
SARDA	STATE AND REGIONAL DEFENSE AIRLIFT
SOP	STANDARD OPERATION PROCEDURE
USAR	URBAN SEARCH AND RESCUE
USC	UNITED STATES CODE
USDA	UNITED STATES DEPARTMENT OF AGRICULTURE
VET	VETERINARY EMERGENCY TRIAD
VOAD	VOLUNTEER ORGANIZATIONS ACTIVE IN DISASTERS

# ANNEX A

## DIRECTION AND CONTROL

### I. PURPOSE

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

### II. SITUATION AND ASSUMPTIONS

See Section II, Basic Plan.

### III. CONCEPT OF OPERATIONS

General: An effective Emergency Operations Center (EOC) is the key to successful response operations. The gathering of persons in authority, along with supporting staff personnel, in one location facilitates the prompt and effective deployment of resources. It also enhances the coordination of activities which will ensure all tactical objectives and supporting tasks are accomplished without duplication of effort. The Emergency Management Director or his designee will staff the EOC and alert those persons designated to occupy EOC positions when a reasonable threat is recognized. The Emergency Management Director or his designee will activate the EOC and recall those designated to occupy the EOC when deemed necessary based on the incident needs.

### IV. TASK ORGANIZATION AND RESPONSIBILITIES

#### A. General

1. There are actually three (3) parts to the **City of Yukon Direction and Control Organizations**. **Part One** is the **Policy Group** which is comprised of the City Council and City Manager. This is the group making the highest decisions and/or approvals when the scope exceeds the authority of department managers or coordinators with functional responsibilities. **Part two** is the **Coordination Group** which is comprised of the major city department heads who will coordinate their efforts and apply the actions most needed to the emergency situation at hand. The majority of these service supervisors will be located at the EOC. The coordination of EOC activities for the Emergency Services will be under the direction of the Emergency Management Director. These persons/functions serve as resource support to the Incident Commander on the scene of the actual incident (s). Their activities and responsibilities are contained in their respective annexes in the plan. **Part three** is the **Operations Staff** which is comprised of staff officers or Officers-in-Charge (OIC) of sections that have many functions that are vital when operating in emergency situations. The functional responsibilities for each OIC will be referred to in annexes to this plan.

If not in the EOC, they may be on the scene of the incident functioning as Command or General Staff positions within ICS.

If in the EOC, they will work under the direction of the Emergency Management Director and will coordinate with the Coordination Group (department or agency heads) when necessary.

2. The EOC may be activated by any coordination group member when any portion of **Yukon** is, or may be, threatened with loss of life or extensive property damage.
3. Each department or agency director tasked to serve on the Coordination Group, or their designated replacement, will immediately report to the EOC to direct and coordinate their department or agency's response to the emergency confronting the community.
4. When appropriate the City Emergency Management Director will maintain and activate the procedures to recall/assemble the EOC staff. (See Appendix 3 to this Annex. EOC Activation Checklist.)

#### B. Organization

See Section IV, of the Basic Plan and Appendix 1, this Annex.

#### C. Task Assignments and Responsibility.

##### 1. Policy Group

- a. The elected or legally appointed officials are responsible for the protection of life and property within the boundaries of their jurisdiction.
- b. The policy group will exercise all normal powers contained in the State of Oklahoma Emergency Management and Resources Management Act of 1967, as amended, and local ordinances and resolutions, in performance of direction and control duties for emergencies confronting the citizens.
- c. Control of all crisis operations is vested in the policy group and may be delegated to responsible individuals as stated in this plan, or to an appropriate designee as shift arrangements dictate.
- d. See Section IV. Basic Plan

##### 2. Emergency Services Coordination Group

- a. The Emergency Management Director is responsible for:
  - (1) Coordinating EOC staff activities to supply aid to disaster victims or areas.

- (2) Makes routine decisions and advises the policy group on courses of action and/or decisions required.
  - (3) Responsible for insuring that local agencies who have been assigned primary responsibility for any of the emergency support functions identified in the Federal Response Plan, (See Appendix 1 to Basic Plan), are available in the EOC to facilitate coordination with the state and federal agencies providing the assistance.
  - (4) Responsible for keeping the EOC in operational - ready state.
  - (5) Assigns qualified people to EOC staff positions and keeps a current roster of the staff.
  - (6) Responsible for activating and alerting the EOC staff and recalling the EOC staff when the center has been opened/activated.
  - (7) Supervises the EOC Operations staff and coordinates with the Coordination Group to assure timely aid or assistance is rendered to victims of the emergency.
  - (8) Schedules the EOC staff for two shifts, around the clock, operation, if necessary.
  - (9) Arranges for feeding of the staff.
  - (10) Updates the alert/staff roster and this Annex at least once each year.
  - (11) Holds briefings for the policy group to update their knowledge of the situation.
  - (12) Makes provisions for displaying pertinent information, (major events/occurrences, damage survey information, requests for assistance, etc.), in the EOC for the policy group and the coordination group.
  - (13) Coordinates with the Policy Group for relocating staff if the primary EOC becomes inoperable.
  - (14) Makes provisions for notifying all agencies involved in the emergency situation, (local, state, federal, and the private sector), that operations have been shifted to the alternate EOC if the primary EOC becomes inoperable.
- b. Law Enforcement Coordinator. The Chief of Police  
See Section IV, Basic Plan and Annex H, Law Enforcement.
- c. Fire / Rescue and EMS Coordinator. The Fire Chief  
See Section IV, Basic Plan and Annex J, Fire/Rescue.

- d. Public Works Coordinator. Public Works Director  
See Section IV, Basic Plan and Annex I, Public Works.
- e. Health and Medical Coordinator.
  - (1) See Section IV, Basic Plan and Annex G, Health and Medical.
  - (2) Closely coordinate activities with the Canadian County Health Officer.
- f. Shelter/Mass Care Coordinator. Canadian County Red Cross
  - (1) See Section IV, Basic Plan and Annex F, Human Resources.
  - (2) Coordinate shelter operations with the City Emergency Management Director.
- g. Resources Coordinator (Logistics Section Chief).
  - (1) Compile an inventory of personnel, equipment, materials and facilities which may be needed in an emergency. This inventory will constitute the city Resource Data Book.
  - (2) Provide manpower, supplies, material, and/or equipment required by other coordinators to provide relief to the emergency situation.
  - (3) Ration or establish priority use of critical or scarce resources during any emergency.
  - (4) Maintain records of all expenditures for emergency resources obtained and give them to the appropriate official for disposition.
  - (5) See Annex L, Resources Management.
- h. Animal Care Coordinator  
See section IV, Basic Plan and Animal Annex

### **3. The EOC Operations Staff**

- a. Shall provide technical support and advice to the policy group and coordination group. This staff functions under the supervision of the Emergency Management Director.
- b. The Operations Staff is composed of the following sections. Each may require an OIC and other support personnel. These responsibilities may be conducted by on scene Command and General Staff positions.
  - (1) Communications/Message Center

- (2) Damage Assessment
- (3) Public Information
- (4) Administration
- (5) Transportation
- (6) Warning/Reporting
- (7) Shelter Management/Evacuation

## **V. DIRECTION AND CONTROL**

See IV.A above and Section V, Basic Plan.

## **VI. CONTINUITY OF GOVERNMENT**

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

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Emergency Operations Centers
  1. Primary EOC
    - a. Location.

The Emergency Operations Center for the City of Yukon is located in a designated area of the Yukon Police Department.
    - b. Facilities in the Yukon EOC.
      - (1) The working area includes several work stations and the communications center.
      - (2) Communications equipment necessary for conducting emergency operations is in place.
      - (3) An emergency generator is available in the Police Station to provide backup power for operating lights and radios.
    - c. Dependent on the type and severity of the situation the city offices and

equipment at the City Hall, will be available to support emergency operations affecting the City of Yukon.

2. Alternate EOC

Should the primary city EOC become unusable, an alternate city EOC will be established at Fire Station # 1. Communications equipment will be augmented with any that can be brought from the primary EOC. The City of Yukon Command and Communications Unit will augment alternate EOC requirements.

3. Incident Command Post

During emergency operations it may be necessary to set up an incident command post to coordinate response activities at the onsite location. Incident commanders (fire service or law enforcement officers) will be responsible for establishing such required command posts. The City of Yukon Command and Communications Unit can be utilized to facilitate this need.

B. Reports and Records

The type of emergency dictates the reports required. In every declared disaster, Official FEMA Incident Command System Forms will be utilized to document the incident.

1. Initial Disaster Report/Situation Report

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

2. Events Log

A record of major events and response actions will be compiled by members of the EOC support staff. Approved Incident Command System forms will be utilized to complete the Incident Action Plan and to officially document the incident. See Appendix 4 Tab B of this Annex.

3. Other Reports

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

C. Media

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

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

The Emergency Management Director is responsible for the content of this annex and for its currency. All EOC staff members must be familiar with its content.

## **IX. AUTHORITY AND REFERENCES**

A. Authority. See Section IX, Basic Plan

B. References.

FEMA, Guide for Increasing Local Government Emergency Management Readiness During Periods of International Crisis; State and Local Guide (SLG) 100.

Digest of Oklahoma Laws.

FEMA, SLG 101, Guide of All-Hazard Emergency Operations Plan

FEMA, CPG 1-20, with Chg. 1, Emergency Operating Centers Handbook.

## APPENDICES

### APPENDIX 1 – Emergency Services Organization

TAB A – Organization of the EOC Coordination Group

TAB B – Organization of the EOC Operations Staff

### APPENDIX 2 - Organization Assignment Roster

### APPENDIX 3 – EOC Activation Checklist

### APPENDIX 4 – EOC Administration Section

TAB A – Situation Report

ICS Form 201

TAB B – EOC Daily Log of Events

TAB C – EOC Staffing Roster

TAB D – Security Log

TAB E – Sample Disaster Declaration

APPENDIX 1 TO ANNEX A  
EMERGENCY SERVICES ORGANIZATION

**POLICY GROUP**

City Council

City Manager

EOC

**COORDINATION GROUP**

(See Tab A of this Appendix for breakout)

**OPERATIONS GROUP**

(See Tab B of this Appendix for breakout)

TAB A TO APPENDIX 1 ANNEX A  
ORGANIZATION OF THE EOC COORDINATION GROUP

**EOC COORDINATION GROUP**

Emergency Management Director

Chief of Police

Fire Chief

Public Works Director

Resource Coordinator

Shelter/Mass Care Coordinator

EMS/Health & Med. Serv. Coordinator

Animal Care Coordinator

TAB B TO APPENDIX 1 TO ANNEX A  
ORGANIZATION OF THE EOC OPERATIONS STAFF

**EOC OPERATIONS GROUP**

Emergency Management Director

Communications/Message Center

Warning/Reporting

Transportation

Public Information

Evacuation/Shelter

Damage Assessment

Administration

Information Technology

Community Development

APPENDIX 2 TO ANNEX A  
ORGANIZATION ASSIGNMENT ROSTER  
CITY OF YUKON

**Policy Group**

Mayor	Ken Smith	350-0689
Vice – Mayor	Rick Opitz	640-2196
Council Member	John Alberts	354-1991
Council Member	Michael McEachern	354-5884
Council Member	Nick Grba	350-7414

**Key Personnel**

City Manager	Grayson Bottom	265-2909
Emergency Mgmt. Director	Frosty Peak	823-0544
Chief of Police	John Corn	354-5247
Fire Chief	Kevin Jones	381-3594
Public Works Director	Arnold Adams	316-0564
Information Tech Director	Gary Cooper	354-7534
EMS Coordinator	John Bridges	850-9769
Public Information Officer	City Manager or Designee	
Animal Care	Rodney Spiva	922-3468

**Yukon Public Schools**

Superintendent	Bill Denton	603-2447
Assistant Superintendent	Sheli McAdoo	627-5477

**Public Utilities**

Oklahoma Gas & Electric

Oklahoma Natural Gas

AT&T

Cox Communication

**Emergency Numbers**

553-8593

551-6601 or 551-6603

1-800-870-8390

286-2200 or 600-8282

**Shelter**

Canadian County Red Cross

Canadian County Health Department

623-4892

350-6203 or 354-4872

## YUKON PUBLIC SCHOOLS EMERGENCY NUMBERS

**2012-2013**

<b><u>HIGH SCHOOL</u></b>	<b><u>1777 S. YUKON PARKWAY</u></b>	<b><u>354-6692</u></b>	<b><u>Cell</u></b>
PRINCIPAL	MARK MELTON	371-0558	
CUSTODIAN	CHAD DAVES	808-7128	
SECRETARY	LAURIE FENRICK	354-2854	
<b><u>ATHLETICS</u></b>	<b><u>1777 S. YUKON PARKWAY</u></b>	<b><u>354-0413</u></b>	
DIRECTOR	DAVID FISHER	742-1058	593-9002
<b><u>YUKON MIDDLE SCHOOL</u></b>	<b><u>801 GARTH BROOKS</u></b>	<b><u>354-5274</u></b>	
PRINCIPAL	TRESA SMITH	884-2004	203-3203
CUSTODIAN	JOHN CHIPMAN	412-2283	
SECRETARY	PAM ELDER	354-8320	
<b><u>INDEPENDENCE ELEMENTARY SCHOOL</u></b>	<b><u>500 E. VANDAMENT</u></b>	<b><u>265-1352</u></b>	
PRINCIPAL	CECIL BOWLES	789-9171	219-5864
CUSTODIAN	LEON HENNING	350-7450	201-7463
SECRETARY	TAMMI EDWARDS	350-6806	229-6456
<b><u>LAKEVIEW ELEMENTARY SCHOOL</u></b>	<b><u>872 S. YUKON PARKWAY</u></b>	<b><u>350-2630</u></b>	
PRINCIPAL	SCOTT HEIN	205-6417	205-6417
CUSTODIAN	DAVID DOWDING	627-2337	
SECRETARY	MICHELLE KIVENAS	283-0498	
<b><u>CENTRAL ELEMENTARY</u></b>	<b><u>300 S. 9<sup>TH</sup></u></b>	<b><u>354-2501</u></b>	
PRINCIPAL	ROBIN RUSSELL	354-5376	641-1116
CUSTODIAN	ASHLEY CARMICHAEL	474-2482	
SECRETARY	SUSI REA	354-6216	
<b><u>MYERS ELEMENTARY</u></b>	<b><u>1200 S. 1<sup>ST</sup></u></b>	<b><u>354-5252</u></b>	
PRINCIPAL	RON BRUMMETT	305-3293	305-3293
CUSTODIAN	DANNY COONCE	603-3814	
SECRETARY	CINDY BITTLE	255-4684	
<b><u>PARKLAND ELEMENTARY</u></b>	<b><u>2201 S. CORNWELL DR.</u></b>	<b><u>354-7786</u></b>	
PRINCIPAL	LANCE HAGGARD	745-4383	210-7027
CUSTODIAN	TOM STARK	350-1815	
SECRETARY	DEBBIE STATSER	354-1117	
<b><u>RANCHWOOD ELEMENTARY</u></b>	<b><u>607 ANNAWOOD DR.</u></b>	<b><u>354-6616</u></b>	
PRINCIPAL	KRISTIN KILPATRICK	843-6071	919-1663
CUSTODIAN	DAVID WOOLF	505-2396	550-2396
SECRETARY	JOANNE STEWARD	350-1339	
<b><u>SHEDECK ELEMENTARY</u></b>	<b><u>2100 S. HOLLY</u></b>	<b><u>354-6601</u></b>	
PRINCIPAL	MARK PARK	604-5245	255-7683
CUSTODIAN	ROQUE OLVERA	354-4593	
SECRETARY	GAYE JECH	354-2727	
<b><u>SKYVIEW ELEMENTARY</u></b>	<b><u>650 S. YUKON PARKWAY</u></b>	<b><u>354-4852</u></b>	
PRINCIPAL	CARLA SMITH	577-2197	640-8438
CUSTODIAN	TOM KASTL	350-1919	
SECRETARY	STELLA BOEVERS	265-3394	
<b><u>SURREY HILLS ELEMENTARY</u></b>	<b><u>10700 HASTINGS AVE.</u></b>	<b><u>373-1973</u></b>	
PRINCIPAL	MAGGIE SANDER	519-6955	
CUSTODIAN	DEBBIE CALDWELL	722-5432	
SECRETARY	FRANCESCA BOTTOM	265-2909	
<b><u>AUDITORIUM</u></b>	<b><u>850 YUKON AVENUE</u></b>	<b><u>354-8356</u></b>	
MANAGER	WES MCATEE	324-2381	517-6229
CUSTODIAN	MICHAEL SCHAFNITT	354-8513	320-9679
<b><u>TRANSPORTATION</u></b>	<b><u>11043 NW 10<sup>TH</sup></u></b>	<b><u>354-6667</u></b>	
TRANSPORTATION DIRECTOR	JEFF CARMICHAEL	789-8158	837-3030
<b><u>FOOD SERVICE</u></b>	<b><u>500 E. VANDAMENT (IMS)</u></b>	<b><u>265-1340</u></b>	
FOOD SERVICE DIRECTOR	LINDA FORT	354-2759	919-3310
SECRETARY	LYNDA DOBSON	354-0008	
<b><u>ADMINISTRATION BUILDING</u></b>	<b><u>600 MAPLE</u></b>	<b><u>354-2587</u></b>	
SUPERINTENDENT	BILL DENTON	603-2447	412-6086
ASST. SUPERINTENDENT	SHELI MCADOO	354-2587	627-5477
ASST. SUPERINTENDENT	DR. FRED RHODES	715-2575	627-6575
CHIEF FINANCIAL OFFICER	JIM FENRICK	354-2854	314-7932
ADMINISTRATIVE ASSISTANT	JAQUITA ICENHOWER	354-1623	921-5766

APPENDIX 3 TO ANNEX A  
EOC ACTIVATION CHECKLIST

The following (if applicable for situation / activation) tasks will be completed and documented when a decision is made to activate the City of Yukon EOC:

- \_\_\_\_\_ Begin Activation Summary Documentation (EOC Event Log)
- \_\_\_\_\_ Notify EOC Coordination Group and brief them on situation
- \_\_\_\_\_ Check radios, other communications, computer equipment, and televisions
- \_\_\_\_\_ Refresh / Up Date Weather
- \_\_\_\_\_ Review operating procedures for particular situation
- \_\_\_\_\_ Each Department Activated should “Initiate Departmental Checklists”
- \_\_\_\_\_ Notify Oklahoma Department of Emergency Management if appropriate
- \_\_\_\_\_ Activate Communications Staff if additional radio or telephone coverage is required
- \_\_\_\_\_ Complete Activities Summary Report (EOC Event Log)

## APPENDIX 4 TO ANNEX A

### EOC ADMINISTRATION SECTION

#### **I. PURPOSE**

This section provides instructions for the administration of the EOC; arranges for 24-hour staffing of the EOC and duty rosters; specifies reports required by the Oklahoma Department of Emergency Management Organization; and plans for the expansion of the EOC to accommodate an enlarged staff.

#### **II. GENERAL**

The EOC Emergency Management Director, is responsible for supervising staff, housekeeping, billeting, feeding and administrative support of the EOC staff. They are also responsible for coordinating security of the facility with the Chief of Police. They will also supervise the preparation of recurring reports and their timely transmission.

#### **III. CONCEPT OF OPERATION**

##### **A. Normal Peacetime Readiness**

Prepare and review plans and SOP's for internal EOC operations; inform city officials of EOC status; ensure the EOC is properly equipped for relocation and emergency operations; coordinate with city departments to ensure their readiness to conduct operations from the EOC; pre-stock administrative materials, forms and supplies in the EOC; plan expansion of the EOC into other available space for feeding of the EOC staff during emergency operations.

##### **B. Increased Readiness**

Carry on normal readiness responsibilities; advise City Manager, Coordination and Operations Groups on measures to increase readiness of the EOC and emergency service organizations; initiate alerting and mobilization of shelter/mass care organization if required; activate EOC, review EOC procedures, brief EOC staff, make final preparations for emergency operations; obtain necessary supplies not already stocked; coordinate feeding of EOC staff; establish security and EOC pass system, if required.

##### **C. Emergency Period**

Brief Policy Group regularly on status of operations; exercise staff supervision of the EOC staff and exercise other authority delegated by the Policy Group; ensure each EOC element maintains adequate written records of messages, directives, requests and resulting actions; provide support to emergency service coordinators and EOC

staff and administrative items needed for efficient operations; ensure reports are dispatched promptly.

**IV. REPORT FORMS**

Situation reports, staffing rosters, readiness reports and other common reports will be prepared by the administration section based upon input of entire EOC staff. In addition to the local forms, Official Incident Command System Forms will be utilized for the final reporting of an incident.

TABS

TAB A –Situation Report  
ICS Form 201

TAB B – EOC Daily Log of Events

TAB C – EOC Staffing Roster

TAB D – Security Log

TAB E -- Sample Disaster Declaration

TAB A TO APPENDIX 4 TO ANNEX A

SITUATION REPORT

1. Type of Occurrence \_\_\_\_\_ Date & Time Occurred \_\_\_\_\_
2. Location (City/Town) **YUKON** Reported By \_\_\_\_\_  
Phone# \_\_\_\_\_
3. Number of people: Injured \_\_\_\_\_ Dead \_\_\_\_\_
4. Number of dwellings: Damaged \_\_\_\_\_ Destroyed \_\_\_\_\_
5. Number of businesses: Damaged \_\_\_\_\_ Destroyed \_\_\_\_\_
6. Utilities out of order: \_\_\_\_\_
7. Roadways (Names/Route): Closed (damage) \_\_\_\_\_ Closed (security) \_\_\_\_\_
8. Help on Scene: Red Cross \_\_\_\_\_ Salvation Army \_\_\_\_\_ Nat'l Guard \_\_\_\_\_
9. What help is needed: Shelter \_\_\_\_\_ Feeding \_\_\_\_\_ Medical \_\_\_\_\_
10. Agencies/Organizations Notified:

<u>NAME</u>	<u>TELEPHONE</u>	<u>CONTACT</u>	<u>COMMENTS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Information: \_\_\_\_\_  
\_\_\_\_\_

Report Received by: \_\_\_\_\_ Date: \_\_\_\_\_







TAB E TO APPENDIX 4 TO ANNEX A  
SAMPLE DISASTER DECLARATION

ANNEX A

TAB E TO APPENDIX 4  
SAMPLE DISASTER DECLARATION

**DISASTER EMERGENCY PROCLAMATION**

WHEREAS, on \_\_\_\_\_, \_\_\_\_\_ having occurred in **Yukon, Oklahoma**, causing \_\_\_\_\_ known fatalities and \_\_\_\_\_ injuries, with considerable damage to public and private properties and,

WHEREAS, immediate attention is required to protect public health, reduce further damage, insure public safety and render emergency relief; and,

WHEREAS, I \_\_\_\_\_, Mayor of **Yukon, Oklahoma**, do find that the aforementioned conditions constitute a threat to the safety and welfare of the county (city), and create an emergency disaster situation within the meaning of Section 683.3, Oklahoma Emergency Management Act of 2003, as amended;

NOW, THEREFORE, I \_\_\_\_\_, Mayor, acting under the power vested in me under the City Charter do hereby declare \_\_\_\_\_ to be a disaster area, entitled to aid, relief and assistance and do hereby direct the implementation of the City Emergency Operations Plan.

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

THIS PROCLAMATION SHALL EXPIRE AFTER SEVEN (7) DAYS,  
UNLESS OTHERWISE EXTENDED BY ME. (US).

\_\_\_\_\_  
Mayor

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



## ANNEX B

### COMMUNICATIONS

#### I. PURPOSE

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

#### II. SITUATION AND ASSUMPTIONS

See Section II, Basic Plan.

#### III. CONCEPT OF OPERATIONS

General.

The Yukon Emergency Management Communications Networks are based upon using those networks already used in the course of daily operation in the city. Emergency Management officials may operate in radio nets of response organizations to effect coordination of activities.

#### IV. TASK ORGANIZATION AND RESPONSIBILITIES

Task Assignments

A. Emergency Management Director will:

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

B. Communications Officer will:

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

C. Radio Operators will:

1. Be responsible for proper use of communications equipment and procedures at designated work stations within the EOC
2. Be responsible for proper handling of verbal and written communication messages.

D. Law Enforcement

Law enforcement officers assigned to shelters will provide alternate communications using portable mobile radios

**V. DIRECTION AND CONTROL**

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

**VI. CONTINUITY OF GOVERNMENT**

See Section VI, Basic Plan.

**VII. ADMINISTRATION AND LOGISTICS**

A. Communications Protection

1. Radio
  - a. Electromagnetic Pulse (EMP)

- (1) One of the effects of a nuclear detonation that is damaging to communications equipment over a wide area is EMP. To avoid EMP, radios will be disconnected from antennas and power sources when an attack notification is received.
- (2) Portable radios will be utilized as a backup during the initial attack period to assist in maintaining limited communications with field operations and shelters.
- (3) Telephones will be utilized as the primary means of communications until they become inoperable.
- (4) The above procedures will be followed until an ALL CLEAR message is received.

b. Wind and Blast Damage

The communications officer will prepare for securing, or replacement, of antennas in the event of high winds associated with either severe weather or nuclear weapons.

2. Telephone (Common Carrier)

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

B. Security

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

C. Training

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

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

The Communications Supervisor is responsible for maintaining and updating this Annex annually.

## **IX. AUTHORITY AND REFERENCES**

A. Authority. See Section IX, Basic Plan

B. Reference:

1. FEMA, State and Local Communications and Warning Systems Engineering Guidance, CPG 1-37, Washington, D. C.
2. FEMA, Chapter 4, Attack Environment manual, FEMA 128, Washington, D.C.
3. FEMS, Section 2, Guide for Increasing Local Government Emergency Management Readiness During Periods of International Crisis; State and Local Guide (SLG) 100.
4. FEMA, Electronic Pulse Protection Guidance, CPG 2-17, Volumes I, II, & III.
5. OK Department of Emergency Management, Oklahoma RACES Plan.

## **APPENDICES**

APPENDIX 1 – MESSAGE LOG  
APPENDIX 2 – OPERATION SECURE INFORMATION  
APPENDIX 3 – IN HOUSE ALARMS



# ANNEX C

## WARNING

### **I. PURPOSE**

This Annex establishes an effective alert and warning system within the City of Yukon capable of disseminating adequate and timely warning to the city officials and citizens in the event of threatened incident / disaster.

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

See Section II, Basic Plan

### **III. CONCEPT OF OPERATION**

General.

The City of Yukon will receive alerts or warnings from the National Weather Service through the National Attack Warning System (NAWAS).

#### **A. Natural Hazards**

Normally, warning of the threat of severe weather such as tornadoes, severe thunderstorms, flash flooding, etc. will be disseminated by NAWAS, radio, television, Weather Service teletype, Blackboard Connect-CTY City Watch System.

#### **B. Weather Warning Procedures**

1. When a severe weather watch concerning severe thunderstorms, tornadoes or significant winter weather is issued for an area that includes the City of Yukon, the Communications Department will IMMEDIATELY notify the Emergency Management Director and all pertinent management staff.
2. The Emergency Management Director or designee will, at least one hour before a storm approaches the City of Yukon, report to the EOC and notify the following that the EOC is open:
  - a. City Manager
  - b. Chief of Police
  - c. Fire Chief

- d. EMS Coordinator
  - e. Public Works Director
  - f. Community Development Director
  - g. Information Technology Director
  - h. Public Information Officer
3. The Emergency Management Director or his designee will monitor the situation and forward updates to the above listed group as necessary with reports every 15 minutes as the storm approaches the city.
    - a. When a tornado warning is issued for the community or within 15 minutes a severe storm is approaching the city, the Emergency Management Director or his designee will approve sounding the signal.
    - b. After the weather event has passed, the Communications Department will be responsible for sounding the all clear signal.
    - c. If damage assessment is needed or Emergency Response is necessary, the emergency Management director or his designee will notify those individuals needed and have them report to the EOC immediately.

C. Technological Incidents/Hazards

Warning will be made for hazardous material incident/accidents such as oil, chemical or radiological material spills when the incident presents a hazard to the public. This warning will be announced on radio/television, cable television, and Blackboard Connect-CTY City Watch System when deemed necessary by the Incident Commander and Emergency Management Director.

D. National Security

1. Attack on this nation is a possibility at any time and could be in any form; nuclear, biochemical, or conventional devices. It is likely that an attack would be preceded by a period of international tension which would provide ample time to inform the public. However, should a surprise attack be launched, there could be little to no warning. The possibility of an accidental missile launch also exists, in which case warning time could approximate that of a surprise attack. NAWAS is the primary attack warning system used to provide initial warning down to the local level of government.
2. Upon receiving an alert/warning at the City of Yukon Warning Point, the City of Yukon Police Department, from the Oklahoma Highway Patrol NAWAS or alternate Warning Point in Oklahoma City. The police dispatcher will notify the Emergency Management Director, See Appendix 3 for each warning device activation procedures and Appendix 4 for the warning device locations.

3. The Emergency Management Director upon notification of an attack or warning will notify the City Manager and other Key City Staff members as indicated in Appendix 3.

E. NAWAS and Attack Warning Signals

1. Severe Weather or Other Peacetime Emergency

The severe weather/other peacetime emergency warning is an initial 90 second steady (alert) signal from warning devices or horns. In addition to other meanings or requirements for action, this can also be an **ATTENTION** or **ALERT** signal to turn radios or televisions to listen for essential emergency information.

2. Attack Warning

The attack warning signal is a wavering tone (attack) on warning devices. The attack warning signal shall mean that an actual attack or accidental missile launch against this country has been detected and that protective action should be taken immediately. **THIS SIGNAL WILL BE USED FOR NO OTHER PURPOSE AND WILL HAVE NO OTHER MEANING.**

#### IV. TASK ORGANIZATION AND RESPONSIBILITIES

A. Task Assignments

1. Policy Group

- a. Responsible for establishment and maintenance of a workable warning system throughout the city.
- b. Make decisions on actions to be taken that may be outside the normal scope of existing authority based on the seriousness of the incident / disaster. Delegate this authority to the Emergency Management Director when such warnings require immediate decisions to protect life and or property.

2. Emergency Management Director

- a. Coordinate warning information with the Policy Group, when time permits, and implement their decision on further dissemination of the warning.
- b. Activate the EOC and call those persons designated to staff it.
- c. Utilize the EAS and Cable Television circuit warning override to broadcast warnings to the public.

- d. Educate the public on the meaning of warning signals.
- 3. Police Department
  - a. Upon receipt of warning information from the Highway Patrol Warning Point or from other reliable sources
    - (1) Take action to sound the warning signal by notifying the person responsible for the warning device control point.
    - (2) Notify the Emergency Management Director or the designated alternate.
  - b. Provide mobile units to warn people in areas not covered by fixed outdoor warning devices using vehicle warning / public address systems.
- 4. Media Organizations
  - a. The media is responsible for disseminating warning information from authorized sources, concerning potential emergency situations or actual disasters, to the public as rapidly as possible.
  - b. Activation of the Emergency Alert System (EAS) is the responsibility of the broadcast station having this EAS capability during periods of world tension.
  - c. The media will be requested to print/deliver and/or broadcast Emergency Management Warnings and Information, designed to provide necessary lifesaving guidance to the public during emergencies or disasters. If time permits, this request will come from the Public Information Officer.

## **V. DIRECTION AND CONTROL**

### **A. General**

Warning systems may be activated from any level of government by agencies having responsibility to notify the public of imminent danger. At the local level these warnings are channeled through the Emergency Management Director, if time permits. If time is critical, the warning may be initiated by the Police or Fire Departments OIC in order to fix responsibility and ensure control of the warning process.

### **B. Warning Systems and Use**

#### **1. National Warning System (NAWAS)**

- a. NAWAS is a protected, full time voice communication system interconnecting the National Warning Center and numerous warning points

in each state. Oklahoma has one primary state warning point, two alternate state warning points and 30 secondary warning points. The primary point is at Oklahoma Highway Patrol headquarters in Oklahoma City. Alternates are located in the Oklahoma Department of Emergency Management EOC and the National Guard EOC. The 30 secondary points are located in OHP district headquarters, sheriff/police departments, fire departments and local EOC's throughout the state.

- b. Warning information transmitted by the National Warning Center is received simultaneously at all warning points. The federal government is responsible for providing attack/accidental launch warning to state government. State government is responsible for providing warning to all counties on a 24-hour basis. This responsibility has been assigned to Oklahoma Highway

Patrol, with the Oklahoma Department of Emergency Management EOC and the National Guard EOC utilized as backup.

- c. Warning within the city is the responsibility of city officials. The Oklahoma Highway Patrol Troop responsible for the area including Yukon will notify the Yukon Police Department, by telephone or radio, of attack or accidental launch warning, and of any dangerous or severe weather that may be approaching Yukon.

## 2. National Weather Service.

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

## 3. Emergency Alert System

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

## 4. Warning Devices

Fixed outdoor warning devices are located throughout Yukon and are the primary means of providing initial warning to the public of impending danger. Supplemental warning device coverage will be provided by mobile units as required

5. City Watch System: Blackboard Connect-CTY

The City Watch System can be utilized to augment the fixed outdoor warning devices. In case of a hazardous materials incident, flood, fire, etc. The system will be utilized to warn the public of impending danger.

6. Newspaper Media

When time is not critical, The Public Information Officer should provide camera-ready copy with specific emergency instructions to the public. This information can be provided to the publishers insertion into their newspaper.

**VI. CONTINUITY OF GOVERNMENT**

See Section VI, Basic Plan

**VII. ADMINISTRATION AND LOGISTICS**

Warning System Testing and Maintenance

- A. Outdoor warning devices will be tested weekly.
- B. The Emergency Management Director is responsible for the maintenance and repair of warning devices.

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

The Emergency Management Director is responsible for updating this annex and its appendices on an as needed basis.

**IX. AUTHORITY AND REFERENCES**

A. Authority

See Section IX, Basic Plan

B. References

FEMA, Principles of Warning and Criteria Governing Eligibility for National Warning System Service, CPG 1-14, Washington , D.C.

FEMA, National Warning System (NAWAS) Operations Manual, CPG 1-16, Washington, D.C.

FEMA, Outdoor Warning System Guide, CPG 1-17, Washington, D.C.

## APPENDICES

APPENDIX 1 – Yukon Master Warning Organizational Chart

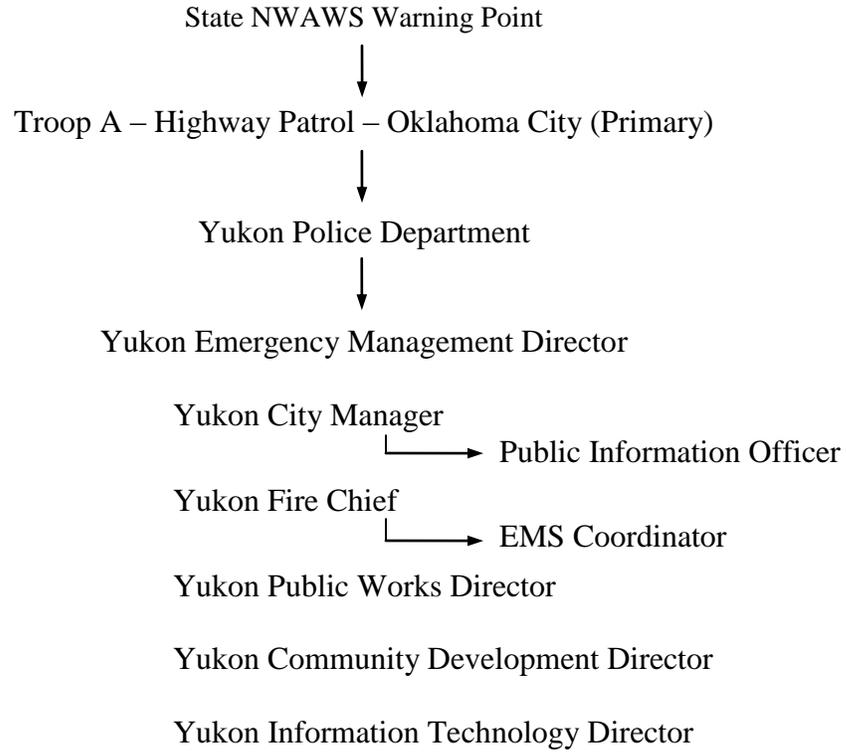
APPENDIX 2 - Community Warning

APPENDIX 3 – Warning Device Decision SOP

APPENDIX 4 - Siren Locations

APPENDIX 1 TO ANNEX C

YUKON MASTER WARNING ORGANIZATIONAL CHART



## APPENDIX 2 TO ANNEX C

### COMMUNITY WARNING

The National Weather Service is responsible for issuing severe weather warnings to the public. When weather conditions develop which may produce local storms, a weather watch is issued. The objective of the watch is to alert the citizens that weather conditions are developing in specified areas which may result in severe storms during a specified time interval.

Two types of alerts are issued: a Severe Thunderstorm Watch and a Tornado Watch. When a severe thunderstorm has developed and its course and intensity are predictable, a Severe Thunderstorm or Tornado Warning is issued.

When a severe weather watch of either variety is issued for an area that includes the City of Yukon, the Emergency Management Director, will, at least one hour before (when time permits) a storm approaches the City of Yukon, will report to the EOC and notify:

1. The City Manger
2. Chief of Police
3. Fire Chief
4. EMS Coordinator
5. Public Works Director
6. Community Development Director
7. Information Technology Director

Upon receipt of a danger to the community such as a Hazardous Material Spill, Wildfire, Terrorist Attack, Nuclear Attack or any Danger Warning, the Connect-CTY Operations Group must be notified as soon as possible by the Communications Center. This group includes:

<u>Name</u>	<u>Cell Phone</u>	<u>Home Phone</u>
1. Grayson Bottom	205-1978	265-2909
2. Tammy Kretchmar DeSpain	210-0742	350-3215
3. Frosty Peak	823-0544	577-6822
4. John Corn	409-8698	354-5247
5. Kevin Jones	409-8363	381-3594

6. John Bridges	850-9769	373-2698
7. Arnold Adams	316-0564	503-7993
8. Mitchell Hort	409-8402	354-7703
9. Gary Cooper	816-0670	354-7534
10. Doug Shivers	833-2558	354-0225
11. Kelli Reese	206-0577	256-0897
12. Lori Adams	503-7993	

## APPENDIX 3 TO ANNEX C

### WARNING DEVICE DECISION SOP FOR CITY OF YUKON, OKLAHOMA

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

- A. Activating the warning devices will be done through the authority of the Emergency Management Director, or the next in the chain of command.
- B. The chain of command is as follows:
  - 1. Emergency Management Director
  - 2. Chief of Police
  - 3. Fire Chief
  - 4. EMS Coordinator
- C. If an incident occurs when the EOC is not manned or radio and telephone contact cannot be established in a relatively short period of time with one of the persons on the above list, then the on duty police shift commander (OIC), has the authority to activate the outdoor storm warning devices.
- D. All information received from the public, OHP, police, commercial radio and television stations, weather instruments, or any other source should be passed on to Emergency Management Director or EOC Staff and verified before any action is taken. However, the tornado warning will be sounded at the earliest possible time when reports of imminent danger are received from any reliable source.

#### **II. ATTACK**

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

- 1. Chief of Police
- 2. Fire Chief
- 3. EMS Coordinator

## APPENDIX 4 TO ANNEX C

### SIREN LOCATIONS WITHIN INCORPORATED CITY LIMITS OF YUKON

Eight (8) sirens are located within the incorporated city limits of Yukon, Oklahoma. They are located at:

1. Centennial Building  
5<sup>th</sup> and Elm
2. Shedeck Elementary School  
2100 South Holly
3. Independence Middle School  
500 East Vandament
4. Skyview Elementary School  
2600 North Mustang Road
5. Sara and Wagner Roads
6. Post Office  
1100 First Place Blvd
7. Welch Park  
500 Annawood
8. 1700 South Garth Brooks
9. Frisco and Highway 66

# ANNEX D

## EMERGENCY PUBLIC INFORMATION

### **I. PURPOSE**

This annex provides procedures for the effective collection, control, and dissemination of emergency public information. Long-term public educational efforts related to hazard awareness are also outlined in this annex. All information should come from the Public Information Officer unless it is deemed time critical by the Emergency Management Director or Incident Commander.

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

See Section II, Basic Plan

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

General

- A. Emergency information efforts will focus on specific incident-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter. It is also important to keep the public informed of the general progress of incidents. A special effort will be made to report positive information regarding emergency response in order to reassure the community that the situation is under control. Rumor control will be a major aspect of the informational effectiveness. Education efforts will be directed toward increasing public awareness about potential hazards and how people can deal with them. All information and education efforts will rely heavily on the cooperation of commercial media organizations.
- B. See Public Information Operating Procedures Manual for “fill-in-the-blank” public news releases written as world tensions, weather phenomena, or other hazards/accidents are in the process of occurring or have occurred.

### **III. TASK ORGANIZATION AND RESPONSIBILITIES**

#### **A. Policy Group**

The Policy Group and the On Scene Incident Commander will jointly appoint a Public Information Officer or delegate the authority to appoint a PIO.

**B. Public Information Officer (PIO)**

1. Maintain public information operating procedures manual.
2. Direct all emergency public information efforts.
3. Designate a public information section within the EOC as the single official point of contact for the media during an emergency.
4. Provide news releases, which have been cleared by the Incident Commander, for the media.
5. Check all print media for accuracy of reports.
6. Investigate rumors.
7. Check Television and Radio broadcasts for accuracy of reports.
8. Maintain a recent record of events.

**V. DIRECTION AND CONTROL**

The Public Information Officer is responsible for all education and information programs conducted by the Policy Group or any other segment of the Incident Command System.

**VI. CONTINUITY OF GOVERNMENT**

See Basic Plan. Section VI

**VII. ADMINISTRATION AND LOGISTICS**

See Basic Plan. Section VII

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

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

**IX. AUTHORITIES AND REFERENCES**

A. Authorities

See Section IX , Basic Plan

B. References

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

C. Publications, Pamphlets, and Leaflets

- a. REFERENCE: FEMA 20 – PUBLICATION CATALOG, for others.
- b. FEMA CPG 1-6 Disaster Operations Handbook for Local Governments
- c. FEMA CPG 2-18 State and Local Earthquake Hazards Reduction; Implementations of FEMA Funding and Support.
- d. Leaflet (L) 96 – Safety Tips for Winter Storms.
- e. Leaflet (L) 111 – Safety Tips for Earthquakes

## APPENDICES

APPENDIX 1 – News Media Organizations

APPENDIX 2 – Media Access

APPENDIX 1 TO ANNEX D

NEWS MEDIA ORGANIZATIONS

**KEY EAS RADIO BROADCAST STATIONS:**

WWLS	640 AM	Bethany	848-0100
KQCV	800 AM	OKC	521-0800
KTLR	890 AM	OKC	616-5500
WKY	930 AM	OKC	858-1400
KTOK	1000 AM	OKC	840-5271
KEBC	1340 AM	OKC	528-5543
KOKC	1520 AM	OKC	282-1490
KYLV	88.9 FM	OKC	707-528-9236
KOMA	92.5 FM	OKC	478-5104
KKNG	93.3 FM	Newcastle	616-5500
KSPI	9307 FM	Stillwater	405-372-7800
KHBZ-FM	94.7 FM	OKC	840-5271
KQVC	95.1 FM	OKC	521-0800
KXXY	96.1 FM	OKC	528-5543
KKWD	97.9 FM	Edmond	848-0100
KYIS	98.9 FM	OKC	848-0100
KATT	100.5 FM	OKC	848-0100
KTST	101.9 FM	OKC	528-5543
KJYO	102.7 FM	OKC	840-5271
KMGL	104.1 FM	OKC	478-5104
WWLS	104.9 FM	OKC	848-0100
KTUZ	106.7 FM	Okarche	616-9900
KRXO	107.7 FM	OKC	794-4000
OCC Eagle Broadcasting		Internet	425-5850

**KEY EAS TELEVISION BROADCAST STATIONS**

KAUT CHANNEL 43		478-4300
KOKH CHANNEL 25		843-2525
	after hours (unlisted)	478-7261
	newsroom	475-9100
KWTV CHANNEL 9		843-6641
	Newsroom after 10:00 PM	841-9953 or 841-9956
KOCB CHANNEL 34		478-3434
	After hours (unlisted)	478-7262
KOCO CHANNEL 5		478-3000
	24 hour line (unlisted)	478-6604 or 478-6632
KTVY CHANNEL 4		424-4444
	24 hour line (unlisted)	478-6397
OETA CHANNEL 13		848-8501
	(unlisted)	848-6054

NEWS MEDIA ORGANIZATIONS

**NEWS SERVICE**

Associated Press 525-2121

**NEWSPAPERS**

The Yukon Review 354-5264  
The Daily Oklahoman 475-3940

**CABLE TV PROVIDER**

Cox Communications 286-2200 / 600-8282  
Master Control 600-6298

LOCAL CABLE TV **OVERRIDE** IS AVAILABLE:  
Emergency Management Director or designee can activate from any telephone.

Cable Over-Ride 354-1084 x 911

**WEATHER STATION – NORMAN**

Lead Forecaster 366-6580

## APPENDIX 2 TO ANNEX D

### MEDIA ACCESS

#### **I. PURPOSE**

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

#### **II. CONCEPT OF OPERATIONS**

A. The following types of information shall be provided to the public by the Public Information Officer as soon as possible in as much detail as possible.

1. Nature of the incident.
2. Location of the incident.
3. Time of the incident.
4. Approximate number of injuries and casualties.
5. Where transported.
6. Agencies involved in response.
7. Scope of agency involvement.

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

### III. COLLECTION AND DISSEMINATION OF INFORMATION

The types of information outlined in Section II A, above, shall be collected and disseminated as soon as possible by the Public Information Officer:

- A. Incident Commander, or their designated representative, will provide a timely evaluation of the disaster to the **Public Information Officer**, to be followed, as appropriate, by additional details as they are available.
- B. Public Information Officer, will be responsible for collection of information from the Incident Command Post, hospitals, and other sources and agencies, and for the dissemination of information directly to the news media, for preparation of news releases, and, where appropriate, for making announcement directly to the public via radio and/or television hookups. **Under no circumstances should the names of any injured person, injury type or condition be released. The names of casualties can only be released after next of kin notification by appropriate authority..**

### IV. ACCESS FOR NEWS MEDIA REPRESENTATIVES

In recognition of the public's right to know as much information as possible about a incident / disaster, the Public Information Officer will cooperate by allowing certified representatives of legitimate news media escorted access to the scene and information pertaining to response activities as appropriate. News media representatives are likewise required to cooperate with agency personnel as directed for safety and efficient operation.

- A. Incident Commander, will approve ALL access as consistent with safety and efficient operation.
- B. EOC Public Information Officer will establish rules for media access to the EOC as appropriate to conditions.



## ANNEX E

### EVACUATION

#### **I. PURPOSE**

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

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

See Section II, Basic Plan

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

##### A. General

1. When local conditions warrant evacuation, the Emergency Management Director, after conferring the Policy Group, Coordination Group, Floodplain Administrator, and the Public Works Director will alert the Yukon Police Department to warn all residents within the endangered area and the need to evacuate. It is also necessary to establish a system for the acquisition and effective use of available transportation in Yukon during disasters. (SEE CITY OF YUKON EVACUATION PLAN – included at end of this section)
2. If a dam breach is imminent or occurring at any of the numerous dams in or affecting Yukon, the Yukon Police Department dispatcher will notify the Emergency Management Director, the Police Chief, Fire Chief and the Public Works Director of the affected areas so that appropriate actions may be taken to protect lives and property.

##### B. Considerations

There are several factors which must be considered when planning for . magnitude, intensity and duration. These factors determine the number of people to be evacuated and available time. Another consideration is the availability of evacuation routes, their capacity, and vulnerability to the hazard. Consideration will be given to other jurisdictions and their needs. The Regional Evacuation Plan (attached) will be followed to avoid uncoordinated traffic flow.

1. If communities adjacent to Yukon are unaffected by a major disaster, it is possible that these other communities may be used as a reception area to provide food and lodging to those evacuated.

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

##### **A. Task Assignments**

###### **1. Coordination Group**

- a. After coordinating with the Policy Group, the Floodplain Administrator and the Emergency Management Director, decide which areas of the city need to be evacuated.
- b. Advise the Red Cross Director of the need for shelters and coordinated use of pre-designated shelters.
- c. Issue evacuation order through emergency service personnel, and the media.
- d. Make press release to the media of the evacuation, area to be evacuated, and shelter(s) to be activated.
- e. Coordinate evacuation following the Regional Evacuation Plan.
- f. Establish a Disaster Assistance Center as needed
- g. Provide transportation and other resources required to aid evacuation following the City of Yukon Mass Patient Evacuation Plan
- h. Request needed assistance from Oklahoma Department of Emergency Management

###### **2. EMS Coordinator**

- a. Responsible for identifying and assigning emergency and non-emergency transportation to the requesting organizations or emergency services coordinators and dispatching vehicles to work sites or staging areas to provide the emergency transportation as requested.
- b. Schedule and manage the use of vehicles provided from all sources with a qualified driver for the equipment
- c. Establish/coordinate pickup points in the area and advise the Emergency Management Director, Police Department, and the Public Information Officer who will notify the public.
- d. Assist the Emergency Management Director in planning the scheduled Evacuation of hospital, nursing homes or other healthcare facility in the event of hazards or other threats to these institutions following the Mass Patient Evacuation Plan.
- e. Provide maintenance service and fuel to all equipment used to support emergency operations.

- f. Keep records of equipment use, man-hours, and associated costs. Provide this data to the Emergency Management Director during and after the disaster.

3. Resource Coordinator

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

4 Superintendent of Schools

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

5. County / State / Federal Departments and Agencies

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

6. Local Churches and Business Firms

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

emergency situations.

**V. DIRECTION AND CONTROL**

A. Flooding, Fire or Other Threat

The Mayor is the overall authority for evacuation efforts. All activities will be coordinated in the activated EOC or the incident site command post. Evacuations will follow the established Regional Evacuation Plan.

B. Hazardous Material or Transportation Accidents

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

**VI. CONTINUITY OF GOVERNMENT**

See Section VI, Basic Plan

**VII. ADMINISTRATION AND LOGISTICS.**

See Section VII, Basic Plan

**VIII PLAN DEVELOPMENT AND MAINTENANCE**

Responsibility for updating and revising this Annex rests with the Emergency Management Director and the EMS Coordinator. Support in this effort of all participating departments and agencies is required.

**X. AUTHORITIES AND REFERENCES**

A. See Section IX, Basic Plan

B. Federal Insurance Administration (FIA), FIA –2, Questions and Answers on the Flood Insurance Program.

C. FIA –3, Flood Emergency and Residential Repair Handbook.

D. City of Yukon Evacuation Plan

E. Regional Evacuation Plan

D. References:

1. A Guide for Emergency Highway Traffic Regulation, FHWA-SA-88-023, US Department of Transportation, Federal Highway Administration, Office of Traffic Operations.
2. Glossary of Terms and Abbreviations, Transportation Preparedness Planning, DOT P 1945.1C; US Department of Transportation, Research and Special Programs Administration, Office of Emergency Transportation, Washington, D.C. 20590
3. Department of Transportation, Crisis Action Plan, Order 1900.7D; US Department of Transportation, Office of the Secretary of Transportation.
4. US Department of Transportation, Region VI, Plan for Civil Transportation in a Defense Emergency, DOT RETCO VI Order 1900.1C.
5. CPG 2-15 Transportation Planning Guidelines for the Evacuation of Large Populations.

C. EVACUATION PLAN

**1.0 Purpose**

This annex address large-scale evacuations of the City of Yukon, Oklahoma.

**2.0 Situations and Assumptions**

The City of Yukon incorporates 26 square miles in eastern Canadian County. The City of Yukon has a population of over 25,000 and the Oklahoma City metropolitan area has a population of approximately 1.1 million. The City of Yukon has emergency response procedures in the Police, Fire and Public Works Departments that can be activated in emergencies. If needed, assistance from other municipal, county, state, and federal agencies can be requested.

**2.1 Natural Hazards**

The City of Yukon identified potential natural hazards that present the greatest risk to the City during the development of the City's Hazard Mitigation Plan. Hazards identified during this process include tornadoes, high winds, severe thunderstorms including hail, winter storms, flooding, extreme heat, drought, rural and urban fires, earthquakes and dam failures.

**2.1.1 Tornadoes**

Although tornadoes can cause major damage along their path, the damage is limited to the immediate area along that path and would not warrant large-scale evacuation of the City. Localized spontaneous evacuations have occurred during past events where sufficient warning

times, usually 20 minutes or more, have allowed residents to leave the projected path of the tornadoes. Because tornado paths often vary significantly from projections, recommendations for residents in the path of the tornado are to shelter in place unless they are in a mobile home or other unsubstantial structure.

### **2.1.2 Severe Storms**

Severe thunderstorms including hail, high wind events, winter storms can affect large areas, including the entire city or region. These events can and have caused significant damage to property, but historically have not created a significant threat to the lives of City residents. It is recommended that residents shelter in place during these events. Depending on the type and severity of the storm, it may be necessary to evacuate some at-risk residents due to power outages or heavy snowfall.

### **2.1.3 Flooding**

Yukon has experienced flooding due to heavy rainfall in the past, but in relatively limited and scattered areas, requiring only localized evacuations of less than 50 homes. There have not been any flooding events in the City's recent history that required larger-scale evacuations.

### **2.1.4 Heat and Drought**

Extreme heat and drought are common throughout the State of Oklahoma, but have not required large-scale evacuations. Evacuation of at-risk residents without air conditioning to local shelters may be required during periods of extreme heat.

### **2.1.5 Fires**

Rural fires occur often in the Yukon area during the summer and fall months when drought and strong winds can create conditions favorable to fast-moving grass and brush fires. Rural fires may require evacuation of some rural residents, or in some situations, entire neighborhoods. Residents with limited mobility may require assistance in evacuation. Due to the often fast-moving nature of rural fires, there may be limited notice before evacuation is required. Urban fires in Yukon may require evacuation of downwind residents due to heavy smoke and/or toxic fumes. Urban fires will often provide limited notice before evacuation is required.

### **2.1.6 Earthquakes**

Yukon experiences a low to moderate risk for seismic activity due to its relative proximity to the Meers Fault, located near Lawton, Oklahoma and the Madrid Fault to the northeast, centered in the Missouri boot heel region. The probability of a destructive earthquake affecting Yukon is low. As earthquakes are relatively unpredictable in both occurrence and strength, evacuation prior to a seismic event is unlikely.

### **2.1.7 Dam Failure**

The City of Yukon has no dams within city limits. The Oklahoma City area has seven dams that are considered to have a High-Hazard potential. All of these dams are required to have Emergency Action Plan's in place, which are reviewed annually. Oklahoma City also has an ongoing dam inspection program that inspects each dam annually. Over (insert number) Oklahoma City residents live immediately downstream of a Dam. The largest three of these are Hefner, Overholser and Draper Lakes. The dam at Lake Overholser is less than 10 miles from downtown Yukon. Dam failure may be associated with a seismic event, in which case little or no notice of the impending failure may be received. Dam failures can also be the result of heavy

rainfall causing the spillway to fail or the dam to overtop. These situations provide some warning, but still generally less than a few hours notice. If it is determined that a dam may potentially fail, immediate evacuation of downstream residents in the inundation area is necessary.

## **2.2 Accidental Release of Hazardous Materials**

The City of Yukon has an interstate, a turnpike, three state highways and railroad that carry a large amount of truck and rail traffic, many of which contain hazardous materials. A traffic accident could potentially cause the release of a significant amount of hazardous material, requiring localized evacuations dependent on location, weather conditions and wind speed and direction.

## **2.3 Acts of Terrorism, Weapons of Mass Destruction**

Acts of terrorism do not typically provide sufficient warning time to implement a planned evacuation of the City's population. Biological attacks require quarantine, not evacuation. Chemical or nuclear attacks could require evacuation of affected areas after the event. These could potentially include large portions of the City dependent on location, weather conditions and wind speed and direction.

## **2.4 Police Actions**

There are numerous police actions that would require evacuations of portions of the City. These include such events as shootings or sniper attacks, bomb threats and barricaded suspects. These would typically require only the temporary evacuation of the immediate area around the event.

## **2.5 Assumptions**

The probability of The City of Yukon requiring a complete evacuation is low. It is however, very likely that the City will require local evacuations in response to natural or man-made events such as those identified in this section. This annex assumes that resources, personnel and equipment would be left relatively intact to respond to a large-scale evacuation. If that were not the situation, the City would have to rely on mutual aid and state and federal assistance.

## **3.0 Concept of Operations**

### **3.1 General**

A number of factors, including the type of event, anticipated duration, weather conditions and magnitude of the event may determine extent of the area to be evacuated, the direction they should be evacuated and the amount of time provided for evacuation. For planning purposes, it may be assumed that there are three scenarios, extended notice (1 to 3 days warning) short notice (less than 24 hours) and immediate evacuation, including evacuation after an event.

### **3.2 Notification**

Residents in affected areas may be notified of the need for evacuation by television and/or radio announcements, warning sirens, announcements by Police and Fire vehicles through PA systems or door-to-door visits by Police and/or Fire personnel. The City of Yukon also has a dedicated City cable channel that can be used to provide evacuation information to residents in emergency situations.

### **3.3 Evacuation**

This annex assumes that resources, personnel and equipment would be left intact to respond to a large-scale evacuation. If that were not the situation, the City would have to rely on mutual aid, state and federal assistance.

### **3.3.1 Routes and Capacity**

Yukon has one interstate highway, one turnpike, two state highways and one main city street that would be available for evacuation routes. These are, I-40 (E-W), the Kilpatrick Turnpike N-S to E-W), Cemetery Road (S), SH 4 (N-S), and SH 66 (E-W).

Evacuation routes recommended would depend on the type of event, location and weather conditions. According to the “Highway Capacity Manual” by the Transportation Research Board, maximum service volumes for freeways and expressways are approximately 4,000 vehicles per hour for two lanes, one direction. Utilizing just the interstate with 4 lanes leaving the City and assuming two persons per car, 16,000 persons would be evacuated per hour. Using state highways, which include both two and four lane roads, for secondary evacuation routes would provide at least an additional 6 traffic lanes available for evacuation. At an estimated 1200 vehicles per hour per lane, the secondary routes would provide for the evacuation of an additional 7,200 persons per hour.

### **3.3.2 Coordination**

The City would coordinate with the Oklahoma Department of Transportation, Oklahoma Turnpike Authority, the Oklahoma Highway Patrol, and other local law enforcement agencies to keep highways open and moving as freely as possible. This may include moving disabled vehicles from the traffic lanes, providing traffic control barricades, signage and barriers and providing some roadside assistance if necessary.

### **3.3.3 Destinations**

Destinations for evacuees that are along these interstate highways would include to the east, Oklahoma City, Shawnee, Ft. Smith, Little Rock, AR. To the west, Weatherford, Clinton, Elk City, Amarillo, TX. To the south, Chickasha, Lawton and Wichita Falls, Tx. To the north, Kingfisher, and Enid.

### **3.3.4 Evacuees**

Residents who are able to evacuate themselves would be directed to recommended evacuation routes and provided with information on time and distance of travel necessary to insure their safety. Residents unable to evacuate themselves would be directed to move to the nearest Public School or Church, where they would be picked up by buses and transported to a designated safe site for shelter. Buses used to transport these individuals would be local school buses and possibly charter buses if available or buses from local churches. If available, The City of Oklahoma City operates 60 commuter type buses with an average capacity of 35 passengers each. While these would not be able to remove large numbers of residents from the city, they would provide transportation from collection points to a safe location for shelter or transportation from the City. Residents with impaired health or limited mobility would be evacuated to a designated site by ambulance. If ambulances were not available, these residents would be evacuated by Police or Fire personnel using buses and other compatible vehicles.

### **3.3.5 Special Needs Evacuees**

There are currently four (4) special needs care facilities in the Yukon area.

*Day care centers, nursing home residents (long term), handicapped, non-English speaking, institutionalized individuals (hospitals, mental health facilities, nursing homes (short term)), incarcerated residents (jails and prisons, juvenile facilities, drug treatment facilities???????) Yukon may need to establish a voluntary telephone registration for residents who would be unable to evacuate themselves, so City staff would be able to identify those locations and their special needs.*

### **3.3.6 Schools**

In situations where there is extended notice, children in school will be dismissed from class and returned home by their normal means of transportation to evacuate with their parents. During situations where there is short notice or immediate evacuation is required, children will be transported to a designated safe site where they would be released to their parents. Children not picked up by their parents within a designated amount of time may be evacuated to a safe point for future reunification with parents.

**3.3.7 Mass Care** - Yukon has several sites that would be suitable for temporary shelters for evacuees, operating as collection and/or transfer sites for bussing and as mass casualty sites. These include the Jackie Cooper Gym, Community Center, and the Dale Robertson Center. A combination of public and private facilities such as schools and churches may be utilized to provide temporary shelter for evacuees during a partial evacuation.

Plans call for coordination with Red Cross, the Salvation Army and other charitable agencies to facilitate establishment and operation of assistance centers and shelters and to distribute food, clothing and personal items to evacuees.

### **3.4 Security**

Law Enforcement agencies will provide security at collection and transportation areas. Public Works personnel would use traffic control devices such as Jersey barriers or other barricades to close traffic lanes and/or redirect traffic around evacuated areas, cordoning off these areas of the City. Police will secure the perimeter of evacuated areas and provide patrolling security if possible within the evacuated zone. If needed and approved, National Guard troops will be used to supplement and assist the Police in securing the perimeter and patrolling of the evacuated areas.

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

This section describes the evacuation responsibilities that are assigned to tasked organizations.

### **4.1 Incident Commander**

The Incident Commander (IC) is responsible for issuing a statement on the City's policy to people that don't comply with evacuation instructions. This statement will address the consequences for not evacuating and the services (food, medical, utilities, sanitation, etc.) that will be discontinued or interrupted in the evacuation area. The IC is also responsible for issuing evacuation instructions or an evacuation order when appropriate.

### **4.2 Evacuation Coordinator**

The Evacuation Coordinator (EC) will report to the EOC immediately upon notification of an emergency situation. Upon arrival at the EOC, the EC reviews known information about the emergency situation and makes recommendations to the IC on the appropriate evacuation options to implement. The EC will also review situation reports to determine any scene(s) where IC(s) may have already evacuated and, if so, identifies perimeters and verify extent of abandonment.

The EC also identifies locations for use as safe assembly areas for the collection and evacuation of people that do not have their own transportation.

The EC identifies evacuation routes and prepares the evacuation movement control plan. This process includes review of predetermined estimates of traffic capacity of each designated evacuation routes, selection of evacuation routes from the risk area to designated mass care facilities reviews access to designated evacuation routes from each part of the risk area.

The EC coordinates with law enforcement and public works officials to provide traffic control, to ensure that evacuation routes and assembly areas have proper security and evacuation routes remain clear.

The EC will assist, as appropriate, the animal care and control agency's efforts to evacuate animals at risk during catastrophic emergency situations.

#### **4.3 Emergency Management Coordinator (EMC)**

The EMC ensures that functional coordinators are clear on location of mass care facilities outside of the risk area that will be used to house evacuees. The EMC will also coordinate with various local, county and state agencies to ensure that all involved organizations are informed of evacuation status. The EM also coordinates with and assists the animal care and control agency staff to identify facilities that may be used to house evacuated animals.

#### **4.4 Police Department**

The Police Department will coordinate with the EC, state and other local law enforcement agencies and Public Works to assist in providing traffic control during evacuation operations. Operational considerations include route assignment departure scheduling, entry control for outbound routes and perimeter control on inbound routes. Law Enforcement will assist in the evacuation of the risk area as necessary, protect property in and control access to the evacuated area.

Law Enforcement will also be responsible for coordinating transportation, housing and securing those prisoners that must be evacuated.

Law Enforcement will also assist Public Works with road capacity expansion, determining locations for traffic control devices and promoting smooth traffic flow, including dealing with breakdowns

#### **4.5 Public Works**

Public Works will coordinate road capacity expansion, determine locations for traffic control devices to promote the evacuation of the risk area and encourage smooth traffic flow, including dealing with vehicle breakdowns. Other operational considerations include route assignment departure scheduling, entry control for outbound routes and perimeter control on inbound routes. Public Works will review evacuation routes to ensure construction projects do not restrict traffic

flow, verify the structural safety of evacuation routes and review road capacities with the EC. Public Works will also coordinate with agencies such as Red Cross and the Oklahoma Department of Transportation in the establishment of rest areas for evacuees.

#### **4.6 Public Information Officer**

The Public Information Officer (PIO) is responsible for disseminating the following types of instructional materials and information to evacuees and keeping evacuees and the general public informed on evacuation activities and the specific actions they should take:

- Identification of the specific area(s) to be evacuated
- List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, sleeping bags).
- Departure times.
- Pick-up points (local schools or churches) for people requiring transportation assistance.
- Evacuation routes. (Give easy to understand instructions using major roads, streets, highways, rivers, etc.)
- Location of mass care facilities outside of the evacuation area.  
.

#### **4.7 Mass Care Coordinator**

Activates staff and opens mass care facilities outside the evacuation area when directed to do so by appropriate authority. Disseminates information on appropriate actions to protect and care for companion and farm animals that are to be evacuated or left behind.

#### **4.8 Health and Medical – EMS Coordinator**

- Ensures patient population is reduced in hospitals, nursing homes, and other health care facilities, if evacuation becomes necessary.
- Ensures transport and medical care are provided for the patients being evacuated.
- Ensures continued medical care is provided for patients who cannot be moved when hospitals, nursing homes, and other health care facilities are evacuated.

#### **4.9 Education Department/School Superintendent**

- Evacuates students from school buildings when the situation warrants or when directed to do so by appropriate authority.  
Closes school facilities and releases students from school when directed to do so by appropriate authority.
- Coordinates, where appropriate, the use of school buses/drivers to support the overall evacuation effort.

#### **4.10 Animal Control**

**4.10.1** Based on information from the Evacuation Coordinator on the high hazard areas in the jurisdiction, makes an initial estimate of the numbers and types of animals that may need to be evacuated.

**4.10.2** Coordinates with the Evacuation Coordinator to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, veterinary hospitals, and animal shelters.

**4.10.3** As appropriate, mobilizes transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals.

**4.10.4** Implements evacuation by sending evacuation team(s) to load and transport the animals being evacuated.

**4.10.5** As appropriate, dispatches search and rescue teams to look for animals left behind by their owners, stray animals, and others needing transport to a safe location.

**4.10.6** Maintains records of animals found, including locations and descriptions, to facilitate the return of the animals to their owners

## **5.0 Administration and Logistics**

This section addresses the administrative, logistical and general support requirements for the evacuation function.

### **5.1 Administration**

**5.1.1** Administration is responsible for maintaining records and reports associated with tracking the status (evacuation notices, number evacuated, number of evacuees in mass care facilities, etc.) of evacuation events.

**5.1.2** Administration will provide for the purchase of necessary materials and supplies needed to properly support evacuation operations. Administration will also provide information and maps that depict the routes that have been designated as primary and alternate evacuation routes and information about established shelter to the PIO for distribution.

**5.1.3** Administration is also responsible for developing and maintaining mutual aid agreements with neighboring jurisdictions that address the support (law enforcement personnel, vehicles to transport evacuees, mass care staff and facilities to shelter evacuees, etc.) to be provided by the jurisdictions to facilitate evacuation operations.

### **5.2 Logistics**

**5.2.1** Logistics will maintain inventories of materials and supplies available for disaster response activities.

**5.2.2** Logistics will determine necessary materials and supplies needed to properly support evacuation operations and initiate procurement of those materials and supplies not in inventory.

**5.2.3** Logistics will provide for the removal and relocation of all essential supplies and equipment that may be needed to sustain operations and to meet the needs of evacuees from the area being evacuated to a safe site. Typical items include:

- Food.
- Water and water trailers.
- Medical supplies.
- Food, carriers, leashes, etc. for animals.
- Sanitation devices.
- Portable generators and lighting devices.
- Gas and diesel fuel.
- Public works equipment and vehicles such as bulldozers, graders, dump trucks, snowplows, etc.,
- Police and fire fighting vehicles, etc.
- Buses and other vehicles that may be used to transport evacuees

## **6.0 Plan Development and Maintenance**

The Emergency Management Director or his designee will be responsible to ensure this section is maintained and consistent with the Regional Evacuation Plan. The EMS Coordinator will ensure that sections that pertain to evacuation of medical patients or those with special needs are addressed.



## ANNEX F

### HUMAN RESOURCES

#### **I. PURPOSE**

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

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

See Section II, Basic Plan

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

- A. Primary responsibility for welfare services to disaster victims is assigned to the Canadian County Chapter of the American Red Cross (ARC). Welfare services will be provided through the coordinated efforts of the ARC, Department of Human Services (DHS) County Office, and other volunteer groups. This concept envisions emergency registration, congregate care, clothing distribution, and other assistance to be decentralized into the community requiring support if possible, or from adjacent communities if damage precludes operating in the disaster area.
- B. Reliance cannot be placed entirely on any single means for individual protection or shelters. A balanced combination of several methods must be utilized in a comprehensive shelter program. Normally, shelter will be assigned or utilized as follows: Government Buildings, Churches, Public Schools, and Private Buildings.
- C. In the event it becomes necessary to occupy emergency shelters, the primary mode of transportation will be walking, supplemented by private vehicles. Transportation from staging area(s) to designed shelters, if needed, will be provided by the Resource Coordinator.
- D. The following criteria is recommended to be used when selecting buildings for public Use:
  - 1. For tornado shelter, use basements of concrete construction which have a minimum number of windows.
  - 2. For flood/storm shelter, consider elevation, surrounding topography and structural integrity.
  - 3. For chemical and biological shelter, consider the location of the hazard, the wind direction, the hazard duration, as well as the ability to “seal off” the the structure from the outside hazard combined with the structure’s internal ventilation system’s capability to operate over long periods of time.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

See Appendix 1 to Annex A

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

###### **1. Coordination Group**

- a. Development of a complete shelter program. This includes an in-place plan for sheltering local residents and emergency shelter plan for displaced persons in the event of natural disaster or technological accident.
- b. Shelter activities such as:
  - (1) Activating reception centers for registration, lodging, feeding and sheltering of the local population.
  - (2) Shelter surveys.
  - (3) Marking of shelters.
  - (4) Training of shelter managers.
  - (5) Providing shelter management kits and certain supplies.
  - (6) Providing public information and education.
  - (7) Activating and deactivating shelters as needed.
  - (8) Providing communications capabilities.

###### **2. Canadian County American Red Cross Executive**

- a. Coordinating all emergency welfare service with the City Policy Group.
- b. Develop and maintain emergency aid agreements with volunteer agencies.
- c. Identify buildings suitable for use as lodging/shelters and make arrangements for their use in emergency.
- d. Ensure all lodging/shelters have appropriate staffing to provide necessary services, including care of unaccompanied children, the aged, and others needing special care.
- e. Supply shelters with water, food, bedding, clothing, and other supplies as required.

- f. Refer person(s) in need of medical care to EMS Coordinator for evaluation and transportation to the appropriate facility if required
- g. Register all persons in shelters or Registration Centers.
- h. Coordinate activities with state and federal agencies as necessary, request assistance from Oklahoma Emergency Management EOC when local resources are depleted.
- i. Maintain communications with other emergency service organizations and operating emergency management emergency operations centers (EOC's).
- j. Provide volunteers adequate training for emergency operations.
- k. Coordinate welfare service planning with Shelter Managers and EOC.
- l. Assist in shelter management and control.
- m. Identify facilities to be used for mass feeding.
- n. Notify participating agencies of mass feeding locations, when operational.
- o. Coordinate activities of all volunteer agencies during emergency response.
- p. Establish procedures to receipt and account for supplies procured.
- q. Keep all emergency management EOC's informed of welfare service activities.
- r. See Appendix 2 Annex A for Disaster Contact for Canadian County American Red Cross.

### 3. Shelter / Mass Care Coordinator

- a. In coordination with the American Red Cross Executive (coordinator may be the ARC executive), the DHS County Director, and/or the Salvation Army Representative, is responsible for organizing, establishing, directing and monitoring the reception activities for processing the local population prior to and during a crisis.
- b. Organize and operate lodging and feeding facilities.
- c. Supervise operations of emergency shelters, when necessary.
- d. Coordinate requirements for volunteers, supplies, materials and financial assistance with ARC and the DHS County Director.
- e. Coordinating emergency welfare activities with ongoing emergency operations and the EOC staff.

4. Superintendent of Schools

Ensure contract or memorandums of agreement are prepared with City representatives for the use of buses for transport of evacuees as requested by the Emergency Management Director. (See Annex A, Appendix 2 for name and telephone number of superintendent.)

5. County DHS Director

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

6. Salvation Army (as available)

The Salvation Army is also a key agency in and out of the city when shelters and shelter support are required. City representatives should make full use of their capabilities and experience.

- a. Support shelter operations, particularly food service.
- b. Provide clothing and other necessities to relocatees/displaced persons.

7. Oklahoma Volunteer Disaster Response Organizations (See Appendix 2).

An affiliation of Oklahoma Conference of Churches which can respond to disasters with:

- a. Food.
- b. Clothing.
- c. Shelter.
- d. Equipment and goods.
- e. Communications.

- f. Cleanup and reconstruction assistance.
- g. Transportation.
- h. Notification.
- i. Counseling
- j. Follow-up care after the emergency.
- k. Advocacy for victims (To assure that existing services and help are available to all who need them and qualify).

**V. DIRECTION AND CONTROL**

Emergency Shelters

Local residents will be sheltered as directed by city officials.

**VI. CONTINUITY OF GOVERNMENT**

See Section VI, Basic Plan

**VII. ADMINISTRATION AND LOGISTICS**

A. Shelter Management

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

B. Communications

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

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

The Emergency Management Director and Shelter Coordinator are responsible for maintaining and updating this Annex. They must closely coordinate changes with the American Red Cross Chapter Executive serving Canadian County and the DHS County Director.

## **IX. AUTHORITIES AND REFERENCES**

### A. Authorities

See Section IX, Basic Plan

### B. References

FEMA, Guidance for Development of an Emergency Shelter Stocking Plan, CPG 1-19.

FEMA, Sheltering and Care Operations, CPG 2-8.

FEMA, Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis; State and Local Guide (SLG) 100. Section 6 is Illustrations of Shelter Upgrading Techniques. Section 13 is Actions to Increase Inventory of Public Shelter. Section 17 is Actions to Increase Operations Readiness of Public Shelter.

FEMA, Shelter Supplies, CPC 83-1

FEMA, Architectural Design Techniques for Emergency Protection and Energy Conservation, TR 86.

FEMA, How to Manage Congregate Lodging Facilities and Emergency Shelters, SM-11.

FEMA, Shelter System Officer Course, SM-355

FEMA, Shelter Management Handbook, FEMA-59

## **APPENDICES**

Appendix 1 – Tornado / Severe Weather Shelters  
Tab A - City of Yukon Shelters

Appendix 2 - Oklahoma Volunteer Disaster Response Organizations Communications Chain (VOAD).

## APPENDIX 1 TO ANNEX F

### TORNADO / SEVERE WEATHER SHELTERS

#### General

Since a function of the Emergency Management Director is to maintain a list of private residential tornado shelters, evaluate new construction for suitability and answer questions from the public concerning tornado shelters, the following criteria are listed for tornado shelters:

- A. Only space located in fully or partially below-ground basements or Sub-basements must be concrete.
- B. Two types of potential tornado space are distinguished.
  1. Primary: The basement must be fully buried, and the floor over the basement must be concrete.
  2. Secondary: The basement may be either:
    - (a) Fully buried but with a wood floor over the basement,  
  
or,
    - (b) Partially buried with a concrete floor over the basement but with no more than approximately 25% of the wall height exposed at any point other than at occasional stairwells, window wells, or area ways. No above ground wall may be of wood or metal stud construction.
    - (c) In secondary tornado shelter basements, areas not shielded from exterior windows by interior walls will not be considered as shelter space.
- C. The number of shelter spaces can be calculated from the useable floor area divided by six square feet per person.
- D. Citizens should be advised to plan for and prepare emergency shelters in or near the home. Local government facilities should not be relied upon for shelter because of liability issues and the difficulty of obtaining access after normal business hours.

## APPENDIX 2 TO ANNEX F

### OKLAHOMA VOLUNTEER DISASTER RESPONSE ORGANIZATIONS

#### COMMUNICATIONS CHAIN

#### VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER (VOAD)

Donnita Dewey, Oklahoma VOAD, Oklahoma Department of Emergency Management  
P.O. Box 53365  
Oklahoma City, OK 73152-3365  
Telephone (405) 521-2481  
(800) 800-2481 – 24 hour telephone number  
FAX (405) 405-522-0851

#### MEMBER ORGANIZATIONS AND THEIR SERVICES:

1. Adventist Community Services – Provides emergency feeding, clothing, bedding, counseling, child care and manages centers to handle donated goods.
2. American Radio Relay League – Provides emergency communications.
3. American Red Cross – Provides feeding stations, mass or individual shelter, first aid, first aid, supplementary medical care and comfort kits.
4. Baptist General Convention of Oklahoma – Provides mobile/mass feeding, child care and communications services to disaster victims.
5. Catholic Disaster Relief – Provides monetary help to disaster victims.
6. Christian Church (Disciples of Christ) – Provides monetary help to disaster victims.
7. Church of Jesus Christ of Latter Day Saints – Provides volunteers to help disaster victims.
8. Church of the Brethren – Provides cleanup and rebuilding services.
9. Episcopalian Church – Provides monetary help to disaster victims.
10. Oklahoma Mennonite Disaster Services – Provides cleanup and rebuilding services to disaster victims.
11. Oklahoma Conference of Churches – Provides monetary help to disaster victims.
12. Oklahoma REACT Teams – Provides communications, crowd and traffic control.

13. Presbyterian Church – Provides organization and funding services to disaster victims.
14. The Salvation Army – Provides spiritual counseling, registration, medical assistance, temporary shelter, mobile and mass feeding, bedding and communications.
15. United Methodist Church – Provides spiritual and emotional counseling and cash grants to disaster victims.



**ANNEX G  
MEDICAL and HEALTH**

**I. PURPOSE**

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

**II. SITUATION AND ASSUMPTIONS**

See Section II, Basic Plan

**III. CONCEPT OF OPERATION**

General

- A. Emergency medical and public health service will be an extension of normal duties. Health/medical care will be adjusted to the size and type of incident / disaster.
- B. One of the primary concerns of public health officials is disease control. This involves the detection and control of disease causing agents, maintaining a source of pure water, and continuation of waste-water disposal under disaster conditions.
- C. In mass casualty situations, pastors and funeral home directors can be extremely useful for counseling victims of a disaster and the personnel conducting the response and recovery operations.

**IV. TASK ORGANIZATION AND RESPONSIBILITIES**

A. Organization

- 1. The City of Yukon Emergency Medical and health organizational structure will remain as it currently exists. Each medical organization will operate as part of the city wide organization, rendering and receiving support and assistance in accordance with existing mutual aid agreements. The City of Yukon EMS Coordinator will coordinate the actions of medical personnel/facilities with each other and with other medical resources.
- 2. Supporting organizations
  - a. County Health Department.
  - b. Area hospitals.
  - c. Medical clinics.

- d. Medical, dental, veterinarian, nursing and medical technical personnel residing in Yukon.
- e. Pharmacies.
- f. Funeral homes.
- g. Red Cross personnel and other resources.
- h. State agencies as required.
- i. Companies which own and service Portable Toilets.

B. Task Assignment and Responsibilities

1. Yukon EMS Coordinator is responsible for:
  - a. Developing response and recovery plans:
    - EMSA/ MERC and other emergency response agencies
    - County medical society, nursing association and other professional groups.
    - All hospitals, clinics, and other related medical facilities.
    - Red Cross and other related volunteer organizations.
  - b. Planning and coordinating emergency medical services to include:
    - Sorting and evacuation of ill, injured or mass casualties.
    - Care of sick and injured
    - Patient transfer between facilities and the appropriate transportation.
    - Responsible for providing medical, transportation, and other related support to handicapped and elderly persons during emergencies.
  - c. Work with County and State Health Department Officials to plan and supervise health services to include:
    - Immunization programs following established MIPS plans
    - Insect and rodent control and other health measures to reduce the threat of disease.
    - Inspect food and water supplies as needed
    - Environmental health services as needed.
  - d. Coordinate with Medical Reserve Corp. to ensure adequate medical staff in shelters and evacuation points. Coordination with the Emergency Management Director responsible for the shelter is critical.
  - e. Coordinate with pharmacist and distributors of pharmaceuticals on the protection, movement, and distribution of critical medical supplies.

- f. Develop a system to assemble medical personnel and equipment needed in an Emergency.
2. The City's EMS Coordinator is responsible for coordinating all medical and health service activities within the City. He will inform the MMRS Coordinator of all actions taken to ensure complete coordination of medical relief efforts.
    - a. He will also coordinate all support requirements, such as transportation or communication, with the EOC staff to ensure prompt support of medical requirements.
    - b. He will maintain current personnel rosters, facility lists and material location needed in emergency to meet medical needs. A copy will be maintained in the City's Resource Data Book and another will be provided to the County Health Coordinator for information and reference.

**V. DIRECTION AND CONTROL**

The Canadian County Health Director is responsible for the direction and control of public health activities. The City of Yukon EMS Coordinator will work with the County Health Director to assist / coordinate public health activities if needed.

**VI. CONTINUITY OF GOVERNMENT**

A. Lines of Succession

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

B. Indispensable Operating Records

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

**VII. ADMINISTRATION AND LOGISTICS**

A. Health Statistics

1. Vital Statistics. The Health Department will continue to collect vital statistics as under normal operating procedures.
2. Disease Statistics. Data related to disease outbreak will be collected and forwarded to state and federal officials.

B. Testing and Inspection

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

#### **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

The County Health Director will coordinate with the City Emergency Medical Services Coordinator, and Emergency Management Director, medical personnel and other agencies specified in this annex for this plan's development and maintenance. This will also include development of the Mass Immunization Plan.

#### **IX. AUTHORITIES AND REFERENCES**

A. Authorities. See Section IX, Basic Plan

B. References

1. FEMA SLG 100, Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.
2. FEMA, CPG 1-6 Disaster Operations – A handbook for Local Governments.

#### **X. IMPLEMENTATION**

This annex will be implemented upon occurrence of a local disaster at which time a declaration of emergency may be made by City authorities.



## ANNEX H

### LAW ENFORCEMENT

#### **I. PURPOSE**

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

#### **II. SITUATION AND ASSUMPTION**

See Section II, Basic Plan

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

General

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

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

##### A. Organization

See Section II, Basic Plan

##### B. Task Assignments and Responsibilities

###### 1. Yukon Police Department

- a. Maintain law and order.
- b. Monitor communications for warnings.
- c. Assist Sheriff by disseminating warning to other communities.
- d. Provide mobile units for warning and evacuation.
- e. Provide traffic control during shelter operations or other emergencies.
- f. Provide crowd control as required.
- g. Provide police officers to larger shelters for law enforcement and communications.
- h. Provide for the security, protection, and relocation of jail inmates.

## **V. DIRECTION AND CONTROL**

The Yukon Police Department is responsible for coordinating all law enforcement activities within the applicable jurisdiction. Mutual aid or other police support will function under the direction of the Yukon Police Chief while operating in the City of Yukon. Law enforcement operations will be directed from the EOC by the Chief of Police or his designated representative. Routine operations will be handled by Standard Operating Procedures within the Incident Command System Structure. State and Federal support may be called upon after all local police capability and mutual aid support has been exhausted.

## **VI. CONTINUITY OF GOVERNMENT**

See Section VI, Basic Plan

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. Passes**

1. Experience has proven that there are instances where special passes are needed in a disaster area to control access to those with legitimate reasons for being in the area. Only under extraordinary circumstances will passes be required after a disaster. The decision to require passes will rest with the Policy Group and direction for use passes will be given through the EOC. Police personnel will issue passes, or direct those seeking admittance to the Police Department to obtain them. Common sense and discretion must be used in issuing/not issuing passes as over enforcement can severely hamper relief efforts as much as under enforcement.
2. The following vehicles and their occupants are exempt from pass requirement: Marked utility company vehicles, military, city, county, state government vehicles, and relief agencies (Red Cross, Salvation Army, etc.) vehicles. Many emergency passes are already in existence (press cards and medical personnel identification, etc.) and they will be honored unless a reasonable question arises as to their authenticity. If such questions arise, the party should be directed to the Police Department for consideration of a temporary pass.

### **B. Communications**

Law enforcement communications network information is contained in Annex B. The Police Department will operate a base station in the EOC communications center during the emergency.

### **C. Resources**

See Law Enforcement Binder in EOC.

D. Key Facilities

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

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

The Police Department will continue the planning of all law enforcement operations related to emergency management within the city. A review and update of this Annex will be conducted annually.

**IX. AUTHORITY AND REFERENCES**

A. Authorities

See Section IX, Basic Plan

B. References

FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.

Law and Order Training for Civil Defense Emergency, Student Manual – Part A SM-2

Law and Order Training for Emergency Management – Part A Instructor Guide (IG) IG-2.

Law and Order Training for Civil Defense Emergencies – Part B IG – 2.1

ANNEX I  
PUBLIC WORKS

**I. PURPOSE**

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

**II. SITUATION AND ASSUMPTIONS**

See Section II, Basic Plan

**III. CONCEPT OF OPERATIONS**

City Maintenance and/or Public Works Department responsibilities during periods of emergency requires them to take necessary actions to prevent or reduce damage to public services, facilities and streets, and to restore them to normal operations, if damaged. City maintenance and/or Public Works must also support Emergency Service Departments with traffic control, debris removal to allow access, and assist with providing services that prevent loss of life. Priority of work for city Maintenance and/or Public Works during an emergency is the maintenance, or restoration, of water systems, sewage systems, and main transportation routes and other life safety functions, in that order.

**IV. TASK ORGANIZATION AND RESPONSIBILITIES**

A. General

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

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

Mutual aid agreements should be arranged with neighboring communities and neighboring counties to provide personnel and equipment.

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

B. Task Organization

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

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

**V. DIRECTION AND CONTROL**

See Section V, Basic Plan

**VI. CONTINUITY OF GOVERNMENT**

See Section VI, Basic Plan

**VII. ADMINISTRATION AND LOGISTICS**

See Section VII, Basic Plan

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

See Section VIII, Basic Plan

**IX. AUTHORITIES AND REFERENCES**

See Section IX, Basic Plan

**APPENDICES**

- Appendix 1 – Debris Management
- Appendix 2 – Snow & Ice Control Plan

## **APPENDIX 1 TO ANNEX I DEBRIS MANAGEMENT PLAN**

### **MISSION**

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster to mitigate against any potential threat to the health, safety and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to public or private property.

### **SITUATION**

Natural and man-made disasters can cause a variety of debris that includes, but is not limited to such things as trees, sand, gravel, building/construction materials, vehicles, personal property, etc.

The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed.

In a major or catastrophic disaster, many State agencies and local government have difficulty in locating staff, equipment, and funds for debris removal, in the short as well as long term.

Private contractors play a significant role in debris removal, collection, reduction and disposal process of State agencies and local governments.

The debris management program implemented by State agencies and local governments are generally based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration, and land filling.

### **ORGANIZATION**

The City of Yukon Public Works Department is responsible for the debris removal function. The Department of Public Works will work in conjunction with designated support agencies, utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs of the City of Yukon following a disaster.

Because of the limited quantity of resources and service commitments following the disaster The City of Yukon could possibly rely on private contractors to remove, collect, and manage debris for reuse, resource recovery, reduction and disposal. The entire process (i.e., clearance, collection, transporting, reduction, and disposal, etc.) or segments of the process could be contracted out.

## **CONCEPT OF OPERATIONS**

The Department of Public Works will be responsible for coordinating debris removal operations for the City of Yukon. The City of Yukon will be responsible for removing debris from property under its own authority, as well as from private property when it is deemed in the public interest. To the end, Public Works may stage equipment in strategic locations to protect the equipment from damage, preserve the decision maker's flexibility for employment of the equipment, and allow for the clearing crews to begin work immediately after the storm.

### **Contracts and Cooperative Agreements**

Sample contracts with a menu of services and generic scopes of work will be developed prior to the disaster to allow the City of Yukon to more closely tailor its contracts to its needs, as well as expedite their implementation in a prompt and effective manner.

The Public Works Department may advertise bid and award contracts for debris removal to companies with the ability and necessary assets to conduct debris removal operations in a prompt and effective manner. Public Works staff will administrate these debris removal contracts including monitoring contractor performance, contract modifications, inspections, acceptance, payment and closing out of activities.

If the scale of the disaster is beyond the City's response and/or management resources, the City will request designation as a federal disaster area through the Oklahoma Department of Emergency Management and FEMA. If status as a disaster area is granted, the City of Yukon Emergency Management Director and Public Works will then work with the State and FEMA to help coordinate the disaster response.

### **Site Selection**

Potential debris storage and reduction sites will be identified and evaluated by Public Works staff. A listing of appropriate local, State, and Federal agency contacts, such as DEQ and EPA, will be developed. The Public Works Director will determine debris storage site(s). Initially, debris may be placed in temporary holding areas until such time as a detailed plan of debris collection and disposal is prepared. This is not anticipated until after the local traffic has been restored. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. If Public property is not available, the use of private property, with the owner's permission, could be used. Activation of sites will be under the control of the Public Works Director and will be coordinated with other recovery efforts through the emergency operations center.

Site selection criteria will be developed into a checklist format for use by Public Works staff to facilitate identification and assessment of potential sites. Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site.

### **Debris Removal Priorities**

The debris removal process must be initiated promptly and conducted in an orderly, effective manner to protect public health and safety following a major or catastrophic event. To achieve this objective, the first priority is to clear debris from key roads to provide access for emergency vehicles and resources into the impacted area. The need and demand for critical services will be increased significantly following a disaster.

Therefore, the second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified by State and local governments. The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety. This will include such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public. Any actions taken to mitigate or eliminate the threat to public health and safety must be closely coordinated with the owner or responsible party. If access to the area can be controlled, the removal activities may be deferred.

### **Debris Classification**

To facilitate the debris management process, debris should be segregated by type. It is recommended the categories of debris established for recovery operations are standardized. The State has adapted the categories established for recovery operations by the U.S. Army Corps of Engineers following Hurricane Andrew. The categories of debris appear on the following pages.

## **DEBRIS CLASSIFICATIONS \***

Definition of classifications of debris is as follows:

- A.** Vegetative Material-trees and shrubs. (To be ground and recycled as mulch)
- B.** Construction Debris-lumber and other wood products, sheetrock, shingles and other roofing materials, carpet, furniture and other materials designated by the coordinating agency representative. (To be disposed of at a landfill)
- C.** Concrete, brick and stone building materials. (To be ground and recycled)
- D.** Metals-structural steel, car bodies, mobile home frames and other materials designated by the coordinating agency representative. (To be recycled)
- E.** White Goods-refrigerators, washers, dryers, air conditioning equipment and other Similar goods designated by the coordinating agency representative. (To be recycled)
- F.** Hazardous Materials-including but not limited to chemicals, petroleum products, Insecticides, herbicides, paint and any other material classified as hazardous or toxic or as designated by the coordinating agency representative. Hazardous materials may also include soils contaminated by any of these materials. (To be disposed of in accordance with EPA guidelines for the particular hazardous material)

## **DEBRIS MANAGEMENT ACTIONS**

### **Normal Operations**

Develop sample contracts with generic scopes of work to expedite the implementation of their debris management strategies.

Develop mutual aid agreements with other State agencies and local governments, as appropriate.

Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event.

Pre-identify local and regional critical routes in cooperation with contiguous and regional jurisdictions.

Develop site selection criteria checklists to assist in identifying potential debris storage sites.

Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs.

Develop the necessary right of entry and hold harmless agreements indemnifying all levels of government against any potential claims.

Establish debris assessment process to define scope of problem.

Award contracts for debris removal and processing, if needed.

### **Increased Readiness**

(A natural or man-made disaster is threatening the local area)

Review and update plans, standard operating procedures, generic contracts, and checklists relating to debris removal, storage, reduction, and disposal process.

Alert local departments that have debris removal responsibilities ensuring that personnel, facilities, and equipment are ready and available for emergency use.

Relocate personnel and resources out of harm's way and stage in areas where they can be effectively mobilized.

Review potential local, regional, and debris staging and reduction sites that may be used in the response and recovery phases in the context of the impending threat.

Review resource listing of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of the disaster.

## **Response**

Activate debris management plan, coordinate with needs assessment team. Plan activation includes utilization and operations following the Incident Command System requirements and guidelines.

Begin documenting costs.

Coordinate and track resources (public and private).

Establish priorities regarding allocation and use of available resources.

Identify and establish debris temporary storage and disposal sites (local, regional).

Address any legal, environmental, and health issues relating to the debris removal process.

Continue to keep public informed through the PIO.

## **Recovery**

Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.

Continue to document costs.

Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site restoration actions.

Perform necessary audits of operation and submit claim for Federal assistance.

# CITY OF YUKON



## SNOW & ICE CONTROL PLAN

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*Rev. April 2013*

# INTRODUCTION

The Snow & Ice Control plan for the City of Yukon provides standard operating procedures for a coordinated maximum response to a severe winter storm.

Only when heavy snow falls occur do Oklahomans seriously consider snow and ice control procedures. This plan is intended as a ready reference for all employees engaged in snow and ice control operations and includes specific instructions for salt/sand application procedures, the designation of snow/ice control routes, blizzard conditions and emergency routes.

# I. SNOW & ICE CONTROL OPERATIONS

## **WEATHER INFORMATION:**

Monitored from EOC, National Weather Service, radio, and television broadcasts.

## **ACTIVATION OF OPERATIONS:**

During regular working hours (Monday through Friday, 7:00 AM through 4:00 PM), the Street Supervisor will monitor weather conditions and respond accordingly.

Each day during the hours of 4:00 PM -7:00 AM, the Police Department will monitor the weather conditions and notify the Street Department stand-by personnel when icing conditions are imminent. The stand-by person will be responsible for calling the other shift members at once. The Police Department will notify the Fire Department of conditions of the streets.

## **ACTIVATION OF PUBLIC WORKS RESPONSE:**

The Parks Department, Sanitation, and the Water & Sewer Distribution Departments under certain conditions will be asked to augment the Street Department personnel with manpower and equipment. The Public Works Director will contact all Department Supervisors who will respond with manpower and equipment as conditions dictate. The Public Works Director, or his/her designee, will decide on total city response including contract needs with the City Manager and Emergency Management Director.

## **SNOW & ICE CONTROL OPERATIONS:**

Depending on type and duration of the winter storm, snow/ice control operations will be implemented in the following order:

1. Salt/Sanding Operation
2. Snow Plowing Operation
3. Loading and Hauling Operation



## II. SNOW & ICE CONTROL GUIDELINES

### CONDITION I:

Temperature:	Near 32 degrees and falling
Precipitation:	Snow, sleet, and freezing rain
Road Surface:	Wet or sticky

Apply salt/sand mixture 1:1 ratio at all major intersections, bridges, and inclines/declines.

### CONDITION II:

Temperature:	Near 32 degrees and falling
Precipitation:	Snow, sleet and freezing rain
Road Surface:	Accumulation of up to 4" of snow

Plow major heavily traveled streets. Continue to plow and patrol to check for wet, packed, or icy spots. Treat major intersections, bridges and inclines/declines with salt/sand mixture.

### CONDITION III:

Temperature:	Below 32 degrees and falling
Precipitation:	Snow, sleet, and freezing rain
Road Surface:	Accumulation of over 4" of packed snow or ice with continued snow in the weather forecast.

Plow and salt/sand all heavily traveled streets and major intersections simultaneously. Repeat application and plowing as necessary. Continue until safe pavement is achieved.

### **III. SNOW & ICE CONTROL WORK SHIFTS**

#### **FORMULATION OF 12 HOUR SHIFT:**

The equitable distribution of overtime may require a 12 hour shift rotation which consists of 7AM to 7PM and then 7PM to 7AM time periods.

#### **ACTIVATION OF 12 HOUR SHIFT DURING/AFTER NORMAL WORKING HOURS:**

If weather conditions call for activation of a 12 hour shift snow crew during normally scheduled work hours (7 AM-3:30 PM), the first crew assigned to snow removal operations will continue working beyond the 3:30 PM time until 7 PM. At this time, the 12 hours work shift is established. The second crew will be immediately relieved from duty and later report at 7 PM and work until 7 AM. This 12 hour shift rotation will continue until it is no longer required.

## **IV. SNOW & ICE CONTROL EQUIPMENT**

### **STREET DEPARTMENT:**

<b>19-12-6395</b>	2012 5 Ton Dump Truck 2012 10' Monroe Power Reversible Plow 2012 14' Monroe Spreader w/ 91 yd capacity
<b>3T7/19-06-4888: 3SS5/19-06-4672 3S7</b>	2006 Sterling 5 Ton dump truck 1996 Henderson 11' spreader 6.5yd capacity 10' Flink power reversible snow plow
<b>3G1/19-97-3236:</b>	1997 Galion 850 Motor Grader 14' blade
<b>3L1/19-82-2876:</b>	1994 Ford 545 Tractor 1cy bucket capacity With 6' box blade
<b>3L2/19-05-8730:</b>	2005 John Deere 624J Loader 3.5cy
<b>3-10/19-05-5657:</b>	2005 Bobcat Skid Steer loader, S300
<b>3-12/19-85-8412:</b>	1985 Ford 555A Backhoe with 1cy bucket

### **SNOW & ICE CONTROL EQUIPMENT – continued:**

### **WATER & SEWER DISTRIBUTION:**

<b>2-8/02-90-3017</b>	1990 JCB Backhoe with 1.25 cy bucket
<b>2-18/02-04-9241</b>	2004 John Deere Backhoe 1.3 cy bucket
<b>02-13-1164</b>	2013 John Deere Backhoe 1.3 cy bucket

### **PARKS DEPARTMENT:**

<b>4-38/03-05-1167: 3SS4/19-06-5796</b>	2005 Chevy 4500 Pickup 2006 8' Warren Sand Spreader
<b>4-37/03-05-0660:</b>	2005 Utility Tractor 5205 with .5cy bucket and 6' box blade.

## **V. SNOW & ICE CONTROL STAGING AREAS**

The City of Yukon Public Works Department uses multiple staging locations for their equipment, for the contractor's equipment and for the materials to assist with the snow and ice. This will make it more accessible for us to cut down on the response time in an emergency situation. There is no particular order that we use them in.

### **STAGING AREAS FOR EQUIPMENT:**

1. 1035 Industrial /848 E Main – Equipment Maintenance Facility / Parks Dept
2. 501 Ash – Old City Garage
3. 500 W Vandament – Chisholm Trail Park
4. S.E. Corner of N.W. 10<sup>th</sup> Street & Cornwell

### **STORAGE / RESTOCK AREAS FOR MATERIALS:**

1. 501 Ash – Old City Garage is where the mixture of salt and sand will be kept. Minimum requirement is a 3 day stock pile. Additional salt will be added to sand/salt mixture when needed or when cold temperatures are causing snow and/or ice not to melt. Current mixture ratio is 1:1 salt/sand.
2. 848 E. Main – Parks Building is where most of the Urea will be kept to assist with the walkways, sidewalks, and pathways of the all City Buildings, Parks etc. Every Public Works Building should have at least 1 bag.

## **VI. SNOW & ICE CONTROL ROUTES**

Intersections will be sanded 75' from the center of the intersections on each approach. Inclines/declines will be sanded 50' before the approach and 50' beyond. Bridges will be sanded 50' before each approach. All mixtures will be 1:1 salt/sand. Add extra salt if needed.

### **SNOW & ICE CONTROL ROUTES – CONDITION I:**

#### **SANDING UNIT I:**

Integris Canadian Valley Regional Hospital - They will do the emergency entrance and exits to the hospital along with all of Health Center Parkway

Fire Station # 1 entrances, exits and ramps

South on 5<sup>th</sup> Street in front of Fire Department

Police Department & Fire Station # 2 entrances, exits and ramps and in front of both buildings on Highway 4

Sand from City yard south on 5<sup>th</sup> Street, both lanes, to Main Street

Intersection of 5<sup>th</sup> & Main

Incline/decline portion on Main Street between 5<sup>th</sup> & 3<sup>rd</sup> Streets

Intersection of 4<sup>th</sup> & Main Street

Intersection of Cornwell & Main Streets

North Canadian River bridge on 11<sup>th</sup> Street

Intersection of Main and Ranchwood Boulevard

East and west bound lanes on Annawood in front of Ranchwood Elementary.

**SANDING UNIT I continued:**

Intersection of Main and Yukon Parkway

North and south bound lanes on Yukon Parkway in front of Skyview Elementary (from Linn Lane to the church parking lot on the east side)

The Dale Robertson Center

Intersection of Yukon Parkway and Vandament

Intersection of Yukon Parkway and Highway 4

Intersection of Highway 4 and Vandament

Yukon Parkway at the High School

East and west bound lanes on Vandament in front of Independence Elementary School (starting at Cherrywood and Ridgeway)

Intersection at Ridgeway and Vandament

Incline/decline on Vandament from Ridgeway to Cornwell

North and south bound lanes on Cornwell in front of Parkland Elementary (from Von Elm Ave to West Platt)

Intersection of 10<sup>th</sup> & Cornwell

Bridge on 10<sup>th</sup> Street at Holly

Community Center entrance and circle drive

Repeat route and sand as necessary

**SANDING UNIT II:**

Leave yard south on 5<sup>th</sup> to Main Street

Incline/decline east and west bound lanes between 5<sup>th</sup> & 9<sup>th</sup> Streets

Yukon City Hall

Total block area around Central Elementary

Intersection of Main and Garth Brooks Blvd

Intersection of Inla and Garth Brooks Blvd

Garth Brooks Blvd from Hwy 66 to NW 10<sup>th</sup> Street

North Canadian River bridge on Garth Brooks Blvd

Bridge just south of Foreman Road

North and south bound lanes in front of Mid High School on Garth Brooks Blvd (50' prior to Yukon Avenue and up to City Bites)

Intersection of Garth Brooks Blvd and Vandament

Intersection of Vandament and Holly

Incline on Holly between Montreal and John F. Kroutil

Springcreek Addition out to Holly

North and south bound lanes on Holly in front of Shedeck Elementary (Victoria to Park Drive)

Incline from Holly to Cornwell on Vandament

Both lanes on Vandament in front of Myers Elementary

Both lanes on 1<sup>st</sup> Street in front of Myers Elementary

Both lanes on Asbill in front of Myers Elementary

NW 10<sup>th</sup> Street, Yukon Parkway to Health Center Pkwy

Repeat route and sand as necessary

## **VII. SNOW & ICE CONTROL ROUTES – CONDITIONS II OR III:**

All residents are responsible to clear the plow wind row of snow from their private driveways.

Snow removal personnel will clear plowed wind rows from intersections and storm drain inlets.

As of November 18, 1987, in accordance with House Bill 1061, Section 901, the State of Oklahoma, Department of Transportation, is responsible for two major streets in the City of Yukon. These are Highway 66/Main Street, Highway 4/Ranchwood Boulevard. The following route is designed with the assumption that these streets (Highways 66, and 4) will be cleared by the State Department of Transportation.

### **PRIORITY I LOCATIONS:**

Health Center Parkway

Integris Canadian Valley Regional Hospital

Fire Station #1 parking lot

Fire Station #2/Police Department parking lots

Ash & 5<sup>th</sup> Street to Poplar

Ash & 5<sup>th</sup> to Ash & Hwy 4

City Hall

5<sup>th</sup> & Poplar to Holly

5<sup>th</sup> & Oak to Holly

Holly from Oak to Northwest 10<sup>th</sup> Street

Yukon Community Center

Cornwell from Northwest 10<sup>th</sup> to Main Street

Vandament from Frisco to Yukon Parkway

Dale Robertson Center

Yukon Parkway from NW 10<sup>th</sup> Street to Wagner

Sara Road from Wagner to Highway 66

Wagner Road from 11<sup>th</sup> Street to Sara Road

11<sup>th</sup> Street from Main to Wilshire

Garth Brooks Blvd. & Main to Garth Brooks Blvd & NW 10<sup>th</sup>

**PRIORITY II LOCATIONS:**

After plowing and sanding of Priority I is completed and State crews have not yet started plowing the state highways, Yukon city crews will begin plowing the state highways in the immediate Yukon area, as directed by the City Manager or designee.

**PRIORITY III LOCATIONS:**

The following are through secondary streets in residential areas which will allow access to main streets and highways. These streets will be plowed only after main streets and intersections have been completed, and at the direction of the City Manager.

Residential citizens will be asked to remove all parked vehicles from residential streets before city crews can plow in designated areas.

**SECONDARY STREETS:**

Poplar  
Yukon Ave  
Kingston Drive  
4<sup>th</sup> Street between Oak and Main  
Montreal  
Woodlawn Drive  
Sequoia Park  
Snowmass  
Red Bud  
Ridgeway  
Brookhurst  
Mable Fry  
Arlington  
Annawood  
Briarwood  
Ranchwood Boulevard North  
Smoking Oaks  
Skytrail  
Von Elm (Von Elm Addition)  
West End Point, Shedeck Pkwy, Professional Cir  
Westport  
Etc.

**PLOWING INSTRUCTIONS:**

On four-lane streets, snow should be plowed from the center to the outer edges.

On two-lane streets, snow should be plowed from the center to the outer edges.

**LOADING AND HAULING OPERATION:**

If accumulation of wind rowed snow requires removal, it will be loaded and hauled by truck to a snow dump area decided by the Public Works Director and the City Manager or his/her designee.

### **VIII. GPS LOCATIONS FOR PLOWING PRIORITY I STREETS:**

5<sup>th</sup> & Ash to 5<sup>th</sup> & Poplar

Start: 35°30'39.98"N, 97°45'01.73"W

Stop: 35°30'13.26"N, 97°45'02.02"W

5<sup>th</sup> & Ash to Hwy 4 & Ash

Start: 35°30'39.98"N, 97°45'01.73"W

Stop: 35°30'39.93"N, 97°44'33.17"W

5<sup>th</sup> & Oak to Holly & Oak

Start: 35°30'17.10"N, 97°45'02.07"W

Stop: 35°30'17.10"N, 97°45'04.89"W

5<sup>th</sup> & Poplar to Holly & Poplar

Start: 35°30'13.26"N, 97°45'02.02"W

Stop: 35°30'13.28"N, 97°45'04.90"W

Holly & Oak to Holly & NW 10th

Start: 35°30'17.10"N, 97°45'04.89"W

Stop: 35°28'44.06"N, 97°44'41.74"W

Cornwell & Main to Cornwell & NW 10th

Start: 35°30'28.10"N, 97°44'33.09"W

Stop: 35°28'44.04"N, 97°44'33.14"W

Yukon Parkway & Wagner to Yukon Parkway & NW 10<sup>th</sup>

Start: 35°31'20.51"N, 97°43'28.65"W

Stop: 35°28'44.02"N, 97°43'28.65"W

Main & 11<sup>th</sup> to Wilshire & 11th

Start: 35°30'28.49"N, 97°45'36.91"W

Stop: 35°33'03.88"N, 97°45'36.38"W

Main & Garth Brooks Blvd. to NW 10th & Garth Brooks Blvd.

Start: 35°30'28.49"N, 97°45'36.91"W

Stop: 35°28'44.16"N, 97°45'36.84"W

**GPS LOCATIONS FOR PLOWING PRIORITY I STREETS continued:**

Sara & Wagner to Sara & Hwy 66  
Start: 35°31'20.42"N, 97°42'25.03"W  
Stop: 35°30'52.85"N, 97°42'24.87"W

Wagner & 11<sup>th</sup> to Wagner & Sara  
Start: 35°31'52.85"N, 97°45'36.69"W  
Stop: 35°31'20.42"N, 97°42'25.03"W

Vandament & Frisco to Vandament & Yukon Parkway  
Start: 35°29'48.96"N, 97°46'39.37"W  
Stop: 35°29'36.24"N, 97°43'28.84"W

Health Center Parkway & Garth Brooks Blvd. to Health Center Parkway & NW 10<sup>th</sup>  
Start: 35°29'01.09"N, 97°45'36.93"W  
Stop: 35°28'44.14"N, 97°45'57.87"W

NW 10<sup>th</sup> & Professional Circle to NW 10<sup>th</sup> & Yukon Parkway  
Start: 35°28'44.14"N, 97°46'02.60"W  
Stop: 35°28'44.02"N, 97°43'28.65"W

## ANNEX J

### FIRE AND RESCUE

#### **I. PURPOSE**

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

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

See Section II, Basic Plan

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

General

The responsibilities of a Fire Department in disaster situations are basically the same as those they perform daily. Their primary responsibility is to save lives, reduce personal injuries and damage to property. In addition selected fire personnel may be trained in specialized skills in search and rescue, water rescue and hazardous materials.

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

##### A. Fire Department

1. Fire suppression
2. Provide Emergency Medical Care to the Sick and or Injured
3. Respond to hazardous material accidents/incidents
4. Assist radiological protection measures.
5. Enforce fire codes and provide fire prevention programs.
6. Conduct search and rescue operations.
7. Assist in evacuations.

##### B. Mutual Aid Fire Department

Provide fire units and manpower to assist in any of the above functions in accordance with mutual aid agreements or response request.

##### C. County Fire Task Force

The Yukon Fire Department participates in the Canadian County Task Force designed for wild land / brush, large commercial fires and other disaster responses throughout Oklahoma.

**V. DIRECTION AND CONTROL**

See Section V, Basic Plan .

**VI. CONTINUITY OF GOVERNMENT**

- A. Lines of succession for fire department(s) responding will be in accordance to each department's established procedures.
- B. Each responding Fire Officer will maintain control of their unit(s).

**VII. ADMINISTRATION AND LOGISTICS**

- A. Communications

Fire communications networks are shown in Annex B.

- B. Resources

See list in EOC Fire Department Binder.

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Fire Chief will coordinate the planning of all fire services related to emergency management operations.
- B. Responsibility for development and maintenance of this Annex rests with the Fire Chief and Emergency Management Director.

**IX. AUTHORITIES AND REFERENCES**

FEMA – 127, Attack Environment Manual, Chapter 3; What the Planner Needs to Know About Fire Ignition and Spread.

FEMA, Student Manual (SM) 9.2A Support Assistance for Fire Emergencies.

FEMA, SM 9, Rescue Skills and Techniques.

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

## ANNEX K

### ANIMAL CARE

#### **I. PURPOSE**

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

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

See Section II, Basic Plan

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

General

- A. Emergency animal care will be an extension of private and public professionals normal duties. Additional animal medical care professionals are available and will be utilized according to the size and type of disaster.
- B. Animal Control services will be an extension of normal Licensed Animal Control Officers duties. In the event that no such officers are present, responsibility will be local law enforcement personnel coordinating with local animal care professionals.
- C. Private shelters, local humane associations and local animal related groups can be an excellent source for both manpower and material resources.

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

##### A. Organization

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

2. Supporting Organizations:
  - a. Area veterinary clinics
  - b. Area Humane and volunteer groups
  - c. Area boarding and grooming facilities
  - d. Area animal products supply stores
  - e. State agencies as required
  - f. District veterinarian representatives
  - g. State veterinary, technician and animal control associations
  - h. AZA and wildlife control personnel

B. Task Assignment and responsibilities

1. Animal Care Coordinator is responsible for:
  - a. Coordination between county authorities and local animal control and local animal care professionals.
  - b. Coordination between local animal control, local animal care professionals and State/Federal organizations.
  - c. Coordinate county animal relief activities including but not limited to sheltering, evacuation procedures, long-term boarding, fostering and adoption.
  - d. Responsible for coordination and collection of animal rescue and recovery data from local shelters, veterinary clinics and other sources.
2. Yukon animal control will be the coordinating lead agency for animal rescue activities. They will coordinate with local animal care professionals. They will coordinate volunteer organizations to provide needed services.
3. The Oklahoma Veterinarian Medical Association's district director, or in their absences, alternate district director shall be responsible for coordination of emergency field veterinarians.
4. In the event of a foreign animal disease outbreak, the USDA would assume lead agency role and coordinate all necessary activities.

**V. DIRECTION AND CONTROL**

Yukon animal control is responsible for animal rescue activities. They are also responsible for coordination of local volunteer organizations. In the event that local Animal control agencies are not established, these responsibilities will be local law enforcement agencies enforcement agencies that will designate this authority to local animal care professionals. Local animal care professionals are responsible for veterinary medical care for affected animals. Aid in coordination of activities will be the responsibility of the Animal Care Coordinator and the Veterinary Emergency Triad. (VET).

**V. CONTINUITY OF GOVERNMENT**

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

**VI. ADMINISTRATION AND LOGISTICS**

The Animal Care Coordinator will serve with the county and local emergency management personnel for disaster exercise as well as actual disasters.

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

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

## ANNEX L

### RESOURCE MANAGEMENT

#### **I. PURPOSE**

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

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

See Section II, Basic Plan

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

General

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

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

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

- A. Heavy Equipment
  - 1. Machinery for clearing debris
  - 2. Bulldozers
  - 3. Backhoes
  - 4. Draglines
  - 5. Cranes

B. Special Equipment

1. Chain saws
2. Fire fighting equipment
3. Water pumps
4. Rescue equipment
5. Generators
6. Portable toilets

C. Temporary Shelters

1. American Red Cross
2. Hotels and motels
3. Public facilities
  - a. Schools, colleges and universities
  - b. Clubs and resorts
  - c. Office buildings
  - d. Stores

**V. DIRECTION AND CONTROL**

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

**VI. CONTINUITY OF GOVERNMENT**

See Section VI, Basic Plan

**VII. ADMINISTRATION AND LOGISTICS**

A. Communications

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

B. Resources

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

C. Records

The Public Works Director will keep records of any material, supplies, and equipment used for private sources during an emergency and forward them to the City Clerk for settlement following the emergency, if required.

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

See Section VIII, Basic Plan

**IX. AUTHORITIES AND REFERENCES**

A. Authorities

See Section IX , of the Basic Plan

B. References

FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.

State Emergency Operations Plan, State of Oklahoma

City Resources Management Manual

APPENDICES

APPENDIX 1 – Potential Staging Areas

APPENDIX 1 TO ANNEX L  
POTENTIAL STAGING AREAS

**I. PURPOSE**

This Appendix provides the necessary information for locating Staging Areas in Yukon. The use of Staging Areas is an extension of the Incident Command System and provides for the orderly reception and dispatch of emergency resources. Use of staging areas enhances the response phase of the comprehensive emergency management system during disasters. They can be used when dealing with disasters which are within the capabilities of city government as well as receiving outside assistance from county, state, and federal governments.

**II. SITUATION AND ASSUMPTION**

See Section II, Basic Plan

**III. CONCEPT OF OPERATIONS**

A. General

Both primary and secondary staging areas are identified for the City of Yukon.

B. Staging areas should be large enough to provide for the following:

1. Accommodate parking for all wheel vehicles.
2. Two access roads; entrance and exit.
3. An administrative area for the Staging Area Coordinator and their assistant to accomplish their tasks.
4. Have two types of communication available within the Staging Area.

**IV. STAGING AREA LOCATIONS**

A. General

In view of the geographical shape of the City of Yukon, two staging areas were selected. The first (primary) is central to the city for the purpose of supporting the central and the western side of the city with intent of supporting the east portion.

B. Locations

1. Primary Staging Area

The primary staging area is located at 501 Ash .

2. Secondary Staging Area

The secondary staging area is located at 1035 Industrial Drive.

## ANNEX M

### HAZARDOUS MATERIALS

#### **I. PURPOSE**

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

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

See Section II, Basic Plan

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

General

- A. Hazardous material incidents require early identification of the hazardous material to formulate a plan of action to handle the emergency. Response should be directed toward containing the hazardous material and/or evacuating those threatened by potential exposure to the material. After the threat has been stabilized by containment and evacuation, if necessary, the next step is to safely clean up the material.
- B. The person receiving a report of a hazardous material release should obtain as much information as possible upon being notified of a spill/leak. The form at Appendix 1 serves as a guide to secure critical information which should, if possible, be passed to the emergency response personnel prior to their arrival on the scene. Frequently, additional information pertaining to the nature of the hazard is needed. Appendix 2 contains a list of sources of information and potential responding agencies. Contacts should be established early to insure these organizations or agencies can provide timely information or data.
- C. Responding units should treat all spills as hazardous until the material(s) can be identified as to their safety.
  1. At transportation accident site, hazardous materials may be identified by shipping papers, ID numbers, placards, labels on containers, or verbally by the truck driver or railroad conductor/engineer.
  2. At fixed-site incidents, pre-fire plans, NFPA 704-Diamond container labels and/or information obtained from site employees may be used to identify hazardous materials contained within the site.
- D. To the extent possible, operations should be:
  1. Upwind
  2. Uphill

3. Upstream

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

**IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. General

See Section IV, Basic Plan

B. Organization

1. The Emergency Management Director or his designee must be notified immediately if a hazardous material spill or release is large enough to require evacuation of any residences, businesses or the activation of the Emergency Response Plan.
2. Appendix 3, this annex, depicts a typical layout for a HAZMAT operation. The size of the spill, characteristics of the material, and potential threat determine the structure of the emergency response effort. A small spill may require only an Operations Commander, but a larger spill additionally may require all or part of the following:
  - a. Incident Commander
  - b. EOC activation
  - c. Decontamination site
  - d. Staging Area
  - e. Activation of Hospital Plan
3. In any case, an incident report should be submitted to the Oklahoma Department of Emergency Management.

C. Task assignment and responsibility

1. Incident Command System (ICS)

a. Incident Commander

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

Incident Commander responsibilities are:

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

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

2. Oklahoma Department of Environmental Quality 1-800-522-0206 or  
Canadian County Department of Environmental Quality 745-7120

a. Provide technical assistance as required.

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

- a. Coordinate state support as requested by on-scene responders or local EM Director.
  - b. Notifies appropriate state and federal agencies as required.
4. National Response Center and Terrorist Hotline  
1-800-424-8802 (recorded message)
- a. Notifies all appropriate federal authorities.
  - b. Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders.
5. CHEMTREC (Chemical Transportation Emergency Center)  
1-800-424-9300
- a. CHEMTREC is a public service of the Chemical Manufacturers Association and provides immediate advice for those at the scene of emergencies, then promptly contacts the shipper/generator of the hazardous materials involved for more detailed assistance and appropriate follow-up.
  - b. CHEMTREC operates 24 hours a day, seven days a week. Every effort should be made to keep a phone line open so that the shipper/generator can make contact with the on-scene leaders to provide guidance and assistance.
  - c. CHEMTREC provides advice for fixed site as well as transportation emergencies.

## **V. DIRECTION AND CONTROL**

### **A. General**

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

### **B. Procedure**

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

## **VI. CONTINUITY OF GOVERNMENT**

See Section VI, Basic Plan

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. Records and Forms**

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

### **B. Resources**

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

### **C. Training**

Local emergency response personnel will attend training as specified in 29 CFR 1910.120 (q). Each agency is responsible for its own personnel.

### **D. Post – Incident Review**

The City Emergency Management Director along with other involved should conduct a review of plans and procedures within ten days of an incident. This review should be attended by those who were directly involved in the emergency for purposes of identifying plan deficiencies and recommending changes.

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

This annex will be reviewed at least annually. It will be the responsibility of the Emergency Management Director, in coordination with other's on the team, including the Fire Chief, Police Chief and the Public Works Director, to update and maintain this plan.

## **IX. AUTHORITIES AND REFERENCES**

A. Authorities. See Section IX, Basic Plan

B. References.

1. CPG 1-6, "Disaster Operations – A Handbook for Local Governments."
2. NRT –1, "Hazardous Materials Emergency Planning Guide."
3. NRT-1A, "Criteria for Review of Hazardous Materials Emergency Plans."

4. RSPA “Emergency Response Guidebook.”
5. PL99-499, TITLE III, Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA).
6. Oklahoma Environmental Quality Act.
7. Oklahoma Hazardous Materials Planning and Notification Act.
8. Oklahoma Emergency Response Act.

#### APPENDICES

APPENDIX 1 - Hazardous Materials Release Notification

APPENDIX 2 – Federal/State Telephone List/Roster

APPENDIX 3 – HAZMAT Operations – Typical Layout

APPENDIX 4 – General Characteristics and Examples of Hazardous Materials

APPENDIX 5 – Transportation Routes of Hazardous Materials

ANNEX M  
APPENDIX 1

**HAZMAT MATERIAL RELEASE NOTIFICATION**

Caller's Name: \_\_\_\_\_

Caller's Identification: \_\_\_\_\_  
( e.g., Position in organization)

Caller's Telephone Number: (     ) \_\_\_\_\_  
(Number where someone can be reached for additional information)

Name and Address of Responsible Party \_\_\_\_\_  
(Facility Owner/Operator  
if Fixed Site) \_\_\_\_\_  
(Truck, Rail or Pipeline Operator  
if Transportation Incident) \_\_\_\_\_

Material(s) Released: \_\_\_\_\_

Is Released Material on Extremely Hazardous List? Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

Location of Release: \_\_\_\_\_

Include Legal Description Below (If Appropriate & Known)

\_\_\_ 1/4 \_\_\_ 1/4 \_\_\_ 1/4, Sec. \_\_\_ Twp. \_\_\_ Rng. \_\_\_ County \_\_\_\_\_

Quantity of Material(s) Released: \_\_\_\_\_

Released into: (Medium – Air, Water, Soil, etc.) \_\_\_\_\_

Release – Date \_\_\_\_\_ Time \_\_\_\_\_ Duration \_\_\_\_\_

Any known or anticipated health risks (acute or chronic) associated  
with the release: \_\_\_\_\_

Any medical advice or treatment deemed necessary for any exposed  
individuals: \_\_\_\_\_

Precautions that need to be taken: \_\_\_\_\_

Additional Information: Injuries \_\_\_\_\_ Deaths \_\_\_\_\_ LEPC Notified? \_\_\_\_\_

DEQ Notified? \_\_\_\_\_, NRC (800)424-8802 Notified? Other Info \_\_\_\_\_

Person Receiving Rpt: \_\_\_\_\_ Date/Time \_\_\_\_\_/\_\_\_\_\_

**NOTE:** Call Dept of Environmental Quality (405-702-6174 or 800-522-0206) if they have not  
Already been notified.

ANNEX M  
APPENDIX 2

FEDERAL AND STATE TELEPHONE LIST/ROSTER

Any of the numbers below can be called for information guidance, or assistance.

<u>State Assistance</u>	<u>Telephone Number</u>
1. Oklahoma Department of Emergency Management	405-521-2481 * 1-800-800-2481 *
2. State Department of Environmental Quality Hazardous Materials Release (Including Radioactive Materials and/or any Hazardous Wastes)	1-800-522-0206* 405-702-1616*
3. Oklahoma Highway Patrol HQ, OKC	405-425-2323* 405-424-1616*
4. State Department of Transportation	405-521-2557
5. Oklahoma National Guard	405-228-5000 405-228-5275*
6. Oklahoma Poison Control Center	1-800-222-1222 * 405-271-5454*
7. Oklahoma Water Resources Board	405-530-8800
8. Oklahoma Corporation Commission	
Oil & Gas Division	405-521-2301
Pollution Abatement	405-521-2201
Transportation Division	405-521-2251
Railroad Safety	405-521-3407
9. State LP Gas Administration	405-521-2458
10. Oklahoma Department of Wildlife	405-521-4600

\* **24 hours a day**

ANNEX M  
APPENDIX 2  
FEDERAL AND STATE TELEPHONE LIST (CONTINUED)

**Federal Assistance**

**Telephone Number**

- |  |   |
|--|---|
| 1. National Response Center  | 1-800-424-8802 *(1 <sup>st</sup> Contact)<br>202-267-2100 * Operations            |
| a. Center is staffed by Coast Guard Personnel.   |   |
| b. Notifies all appropriate Federal authorities.   |   |
| c. Maintains contact with all Federal agencies that can furnish information, direction, or assistance to on-scene responders.  |   |
| 2. US Army Explosive Ordnance Disposal (EOD)<br>Fort Sill, Oklahoma  | 1-580-442-2313 *  |
| 3. Federal Aviation Administration, Ft. Worth<br>Aviation Operations Center  | 1-817-222-5006  |
| 4. US Environmental Protection Agency  | 1-866-EPA SPIL<br>(372-7745)  |
| 5. US Department of Transportation<br>(Enforcement)<br>Federal Railroad Administration   | (INFO.) 1-202-366-4000<br>(Night) 1-800-759-7243 page #805-7850<br>1-817-862-2200 |
| 6. US Department of Energy<br>National Labs Incident Commander<br>Emergency Operations Center<br>Radiation Emergency Assistance Center/Training Site (REAC/TS)<br>(FOR MEDICAL INFORMATION ON EFFECTS OF RADIATION EXPOSURE) | 1-505-845-4487 *<br>202-586-8100 *<br>865-576-3131 865-576-1005 *                 |
| 7. Nuclear Regulatory Commission<br>Operations Center<br>Region IV – Arlington, TX   | 1-301-816-5100 *<br>1-817-860-8100 *  |

Private Assistance

- |  |                  |
|--|------------------|
| CHEMTREC ( Operated by Chemical Manufacturers Association)<br>Provides immediate advice to emergency responders on fixed-site as well as transportation emergencies. CHEMTREC contacts shipper/producer of the hazardous materials(s) involved in the emergency for more detailed assistance and appropriate follow-up. CHEMTREC also maintains contact with the Chlorine Institute for access to the Chlorine Emergency Plan (CHLORREP) and with the Pesticide Safety Team Network (PSTN) operated by the National Agricultural Chemical Association. | 1-800-424-9300 * |
|--|------------------|

**\*24 hours a day**

ANNEX M

APPENDIX 3

**HAZMAT OPERATIONS**  
(Typical Site Layout)

ANNEX M

APPENDIX 4

General Characteristics and Examples of Hazardous Materials

## APPENDIX 5 TO ANNEX M

### TRANSPORTATION ROUTES OF HAZARDOUS MATERIALS

No area of the country is exempt from being or becoming involved as a route for transportation of hazardous materials.

Maps on the locations of pipelines with the city and reports are filed with the Corporation Commission by the various corporations and companies. These are updated annually with the revision published by the Corporation Commission and distributed to all political subdivisions.

The official State of Oklahoma Road Map portrays federal and state highways, airports (public and private), and railroads which are all possible routes for the transport/delivery of hazardous materials. Maps of county roads are available at the county courthouse and the state Department of Transportation. City Street maps are available at City Hall.

APPENDIX 6 TO ANNEX M

PRINTOUT OF FACILITIES TIER I OR TIER II  
REPORTS AND REPORTED AS SUBJECT TO PLANNING  
UNDER EPCRA

The following list (see attached pages) contains names of facilities, addresses, city/town, emergency contact, phone number, 24 hour emergency phone number, and date of last report to the Department of Environmental Quality (DEQ) for facilities that store, use or handle Extremely Hazardous Materials and Hazardous Materials in reportable quantities in the county. Facilities having or using sufficient quantities of Extremely Hazardous Substances (EHS) to be required by EPCRA to participate in the LEPC planning process are indicated by ATrue@ in the EHS update column.

**This list can be obtained from**

**Tom Bergman, DEQ, Customer Service,  
707 North Robinson,  
Oklahoma City, OK 73102  
(405) 702-1013.**

## ANNEX N

### TERRORISM PREPARDNESS

#### **I. PURPOSE**

This annex provides basic guidance for dealing with the mitigation of, preparedness for, response to, and recovery from any act of terrorism within the State of Oklahoma and specifically within the City of Yukon.

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

##### A. Situation

1. The City has many potential terrorist targets. An attack on any of these targets has the potential for disrupting the community, causing major damage, and creating mass casualty situations.
2. Potential acts of terrorism which could occur in or around the city include but are not limited to political or industrial kidnapping, destruction of power and water systems, injecting communication viruses, air contamination, dam failure, fixed hazardous Material (HAZMAT) facility destruction, highway HAZMAT incident, rural or urban fires and radiological incidents.

##### B. Assumptions

1. As long as individuals or groups are dissatisfied with the activities of government religious organizations, they may commit terrorist acts to gain attention for their cause(s). These acts will target the innocent and will most often have a devastating effect on the community.
2. It is possible to prevent terrorists from being successful by promoting public awareness, training key personnel, and minimizing the effects of terrorist acts by recognizing the potential; then, taking necessary actions to safeguard the community.

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

##### A. General

In order to protect the communities from acts of terrorism, the City Emergency Manager, in conjunction with the City Policy Group must conduct a vulnerability analysis of all facilities, public and/or private.

After identifying possible targets and their relationship to the community's day to day activities; it will then be possible to take measures to protect them.

##### B. Training

1. Public awareness and training are key in the prevention of terrorism. Americans are creatures of habit and as such are easy targets for acts of terrorism. Anti-terrorism symposiums are necessary to alert the public that the threat is real. Major adjustments to individual habits and lifestyles can play a major role in the prevention of terrorists acts.
2. Revision of departmental Standard Operating Procedures (SOPs) to incorporate anti-terrorism activities into mitigation, preparedness, response, and recovery operations.
3. Assist the private sector in preparing and conducting anti-terrorism training Seminars for their employees, installations, and daily activities.

C. Exercises

Policy groups and private sector leaders, with the assistance of the emergency manager, should conduct exercises as often as is deemed necessary to insure the following:

1. Existing SOPs are valid and workable and weaknesses have been identified and corrected.
2. Everyone understands their role and can accomplish what is expected of them.
3. All necessary safeguards are in place and all supporting activities have been properly identified and coordinated.
4. Everyone understands there is a potential for terrorist activity and they are prepared to cope with it.

**IV. TASK ORGANIZATION AND RESPONSIBILITIES**

A. General

Local Law Enforcement and Fire Service organizations have the lead responsibility for terrorism preparedness, response, and recovery activities. The Oklahoma State Bureau of Investigation (OSBI) is the primary state coordinating agency. Crime prevention and enforcement, and search and rescue operations are an extension of normal duties in terrorist situations.

B. Task Assignments and Responsibilities

1. Emergency Management Director is responsible for:
  - a. Conducting and coordinating the assessment of the terrorist threat within the City which includes identification of key assets.
  - b. Developing overall anti-terrorism awareness and prevention program and

coordinating program implementation with local Policy Groups.

- c. Coordinating and developing anti-terrorism awareness training programs with agencies and departments with identified responsibilities.
- d. Identify special considerations which apply to biological, chemical, radiological, and other areas that have unique activities.
- e. Initiating, scheduling and contracting training symposiums, facilities and facilitators per instructions of the Policy Group.
- f. Initiating the Homeland Defense Operations Conditions Plan described in this Annex, Appendix 3.

2. Police Department is responsible for:

- a. Coordinating and assisting the Emergency Management Director in conducting the overall terrorism threat assessment and identify key assets from a crime prevention stand point.
- b. Making recommendations concerning access to facilities, security within site locations, and evacuation procedures.
- c. Assisting in the development of the security and crime prevention portions of the training program.
- d. Coordinating with other agencies/departments concerning response activities and responsibilities in the event of an attack.
- e. Coordinate with the Yukon School System. Review school directives concerning acts of violence or terrorist events.

3. Fire Department is responsible for:

- a. Coordinating and assisting the Emergency Management Director in conducting the threat assessment and identify key assets from an arson/fire suppression or hazardous materials release prevention stand point.
- b. Making recommendations concerning the evacuation plans, evacuation of facilities, safety and fire-fighting equipment positioning.
- c. Assisting in the development of the fire prevention, warning procedures, and search and rescue portions of the training program.
- d. Coordinating with other agencies/departments concerning response activities and responsibilities in the event of an attack.
- e. Assisting the Emergency Management Director in the development and conducting of public and private sector safety and on-site first aid training.

4. Public Works Department is responsible for:
  - a. Coordinating and assisting the Emergency Management Director in conducting the vulnerability assessment of key assets with the City.
  - b. Turning off electric and gas service if needed.
  - c. Debris clearance.
  - d. Provide engineering advice.
  - e. Maintaining roads and bridges.
  - f. Assisting with damage assessment of public property.
  - g. Assisting in radiological and biochemical decontamination operations.
5. County Health Department will:
  - a. Coordinate emergency hospital services with area hospitals and nursing facilities.
  - b. Provide victim identification and evacuation of dead and injured.
  - c. Arrange for temporary mortuary services.
  - d. Investigate sanitation conditions and establish safe standards of emergency shelter or disaster relief operations.
  - e. Inspect food and water supplies.
  - f. Coordinate medical support and epidemic control.
6. Department of Human Services County Office, when committed, is responsible for:
  - a. Providing provisions/funds for emergency aid.
  - b. Coordination with the Red Cross and other related agencies.
7. National Guard, when committed, is responsible for assisting in:
  - a. Radiological protection.
  - b. Law enforcement and traffic control.
  - c. Search and rescue operations.

- d. Providing military engineer support and assistance in debris clearance.
  - e. Providing logistical support with supply, transportation, maintenance, and food service support.
  - f. Providing communication support.
8. State and Federal Support is responsible for:
- a. Public welfare assistance.
  - b. Resources.
  - c. Law enforcement.
  - d. Health and medial.
  - e. Debris clearance.
  - f. Public information and education..
9. American Red Cross, when committed, is responsible for:
- a. Providing reception, care, food, lodging and welfare assistance throughout the city.
  - b. Coordinating all personnel relief activities for any type disaster.
  - c. Operating shelters for disaster relief.
  - d. Providing damage assessment of private property.
  - e. Providing First Aid Support and blood supply to disaster relief medical operations.
  - f. Providing counseling services.
10. Salvation Army is responsible for:
- a. Supporting shelter/congregate care operations.
  - b. Providing field canteens.
  - c. Providing counseling service.
  - d. See Section IV, Basic Plan

11. Ministerial Alliance/Church Volunteer Groups are responsible for:
  - a. Assisting with lodging, feeding and welfare operations in support of disaster relief or relocation.
  - b. Assisting with reconstruction efforts.
  - c. Providing volunteer manpower.
  - d. Providing counseling service.
12. Medical Service Providers are responsible for:
  - a. Emergency medical care for disaster victims.
  - b. Health care.
  - c. Crisis counseling.

**V. DIRECTION AND CONTROL**

- A. In the event of a terrorist attack, the Emergency Management Director will report to and activate the EOC, notify the Policy Group, and call in the Coordinating Group, and Operating Staff. The Emergency Management Director will notify the State EOC Duty Officer of the incident.
- B. The Deputy Chief of Police, or his representative, will report to the EOC. Law enforcement personnel will report to the incident location and immediately perform required law enforcement tasks in accordance with applicable standard operating procedures.
- C. The Fire Chief, or their representative, will report to the EOC. The Fire Chief, or their representative, will establish an Incident Command Post and begin Search and Rescue, and Fire Suppression operations.
- D. The Public Works Director, will report to the EOC and initiate action to have any gas lines or electrical power shut down as reported by the Incident Commander.
- E. The County Health Director, or their representative will report to the EOC and alert medical care facilities.

**VI. CONTINUITY OF GOVERNMENT**

See Section VI, Basic Plan.

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. Emergency Authority**

See Section VII, Basic Plan

### **B. Passes**

In the event of a terrorist attack within the City, the pass system described in Annex I will be employed for operational, safety and security reasons.

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

Operational records and reports will be compiled as deemed necessary by the Policy Group and their safeguard shall be the responsibility of the Emergency Manager.

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

A. The contents of this annex must be known and understood by those people responsible for its implementation. The City Emergency Management Director is responsible for briefing staff members and city officials concerning their role in emergency management and the contents of this annex.

B. The Policy Group will ensure an annual review of this annex is conducted by all officials involved in its execution. The Emergency Management Director will coordinate this review and distribute changes to the annex.

## **APPENDICES**

APPENDIX 1 – Bomb Threat Checklist

APPENDIX 2 – FBI WMB Threat and Incident Response

APPENDIX 3 – Homeland Defense Operations Conditions Plan

APPENDIX 4 – Critical Facility List

APPENDIX 5 – School Emergency Standard Operating Instructions

APPENDIX 1 TO ANNEX N

BOMB THREAT CHECKLIST

1. Keep the caller on the telephone as long as possible.
2. Write down the contents of the conversation.
3. Have another person call the Yukon Police Department at 354-2553.
4. Do not hang up the receiver of your telephone.
5. Notify your supervisor immediately.
6. Time\_\_\_\_\_ Date\_\_\_\_\_
7. Caller's Exact Words: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUESTIONS YOU SHOULD ASK**

- a. When is the bomb going to explode?\_\_\_\_\_
- b. What is the location of the bomb?\_\_\_\_\_
- c. What does the bomb look like?\_\_\_\_\_
- d. What kind of bomb is it?\_\_\_\_\_
- e. Why did you place the bomb?\_\_\_\_\_
- f. Where are you calling from?\_\_\_\_\_
- g. What is your phone number?\_\_\_\_\_

Describe the caller's voice: Check all that apply

Loud\_\_\_\_\_ Low Pitch\_\_\_\_\_ Fast\_\_\_\_\_ Slow\_\_\_\_\_ Soft\_\_\_\_\_

High Pitch\_\_\_\_\_ Distinct\_\_\_\_\_ Pleasant\_\_\_\_\_ Distorted\_\_\_\_\_

Intoxicated\_\_\_\_\_ Disguised\_\_\_\_\_ Stuttered\_\_\_\_\_ Nasal\_\_\_\_\_

Language: Excellent\_\_\_\_\_ Good\_\_\_\_\_ Fair\_\_\_\_\_ Taped\_\_\_\_\_

APPENDIX 2 TO ANNEX N  
FBI WMD THREAT AND INCIDENT RESPONSE



APPENDIX 3 TO ANNEX N  
HOMELAND DEFENSE OPERATION CONDITIONS PLAN











APPENDIX 4 TO ANNEX N  
CRITICAL FACILITY LIST







APPENDIX 5 TO ANNEX N  
SCHOOL EMERGENCY STANDARD OPERATING INSTRUCTIONS



## ANNEX O

### DAMAGE ASSESSMENT

#### **I. PURPOSE**

This annex provides guidelines for the assessment of damage resulting from disasters which may occur within the City of Yukon.

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

See Section II, Basic Plan

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

##### A. General

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

#### **III. TASK ORGANIZATION AND RESPONSIBILITIES**

##### A. General

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

##### B. Task Assignment and Responsibility

###### 1. The Policy Group

Responsible for ensuring emergency functions, both public and private, in disaster relief operations. Making or amending policies to meet the needs of response agencies and organizations.

###### 2. The Emergency Management Director

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

- b. Using information received from the Damage Assessment Officer, advise the Policy Group on resources shortfalls, and coordinate with volunteer groups, surrounding jurisdictions, and the State EOC to obtain additional resources needed by the community.
  - c. Insure that all information and structural damage assessment reports (Appendix 1, Tab A) are completed and summarized on the Structural Damage Assessment Summary Worksheet (Appendix 1, Tab B) which will be forwarded to the Oklahoma Department of Emergency Management (ODEM) as soon as they become available.
  - d. Ensure that coordination is made with ODEM and the Federal Emergency Management Agency (FEMA) in scheduling and conducting joint preliminary damage assessments if the joint surveys are required. This coordination will be made through ODEM.
3. The City Damage Assessment Officer
- a. It is recommended that the Damage Assessment Officer be located with the field Incident Commander (1<sup>st</sup>) or in the EOC and be responsible to the Emergency Management Director (2<sup>nd</sup>) for the operation of damage assessment teams and for receiving and compiling all damage reports.
  - b. Activate the teams to assess damage to public and private property; assign teams to the areas which are to be surveyed; and, coordinate the surveys with other groups.
  - c. Compile all damage assessment team reports and reports from other sources, such as the American Red Cross. Provide this information to the Emergency Management Director, (See Appendix 1).
  - d. Assist the Emergency Management Director in establishing the recommended sequence of repairs and priorities for restoration of facilities by the appropriate service organizations.
4. Damage Assessment Teams
- a. The Damage Assessment Teams, each of which should consist of a minimum of three individuals, a team leader/recorder, and observer and a driver, are responsible for particular portions (sections) of the city.
  - b. Response activities when a disaster occurs are as follows:
    - (1) Damage Assessment Teams report to EOC for assignment instructions.
    - (2) Damage Assessment Teams record damage information, plot locations on maps, and take pictures if the situation permits. **NOTE:** Team members must not interfere with First Responder personnel.

- (3) Teams return the information they collect to the Damage Assessment Officer and receive further instructions.
- (4) The Damage Assessment Officer compiles all information received from the teams and provides same to the Emergency Management Director.

5. The American Red Cross (ARC)

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

**V. DIRECTION AND CONTROL**

See Section V, Basic Plan

**VI. CONTINUITY OF GOVERNMENT**

See Section VI, Basic Plan

**VII. ADMINISTRATION AND LOGISTICS**

A. Reports and Records

1. Damage assessment report forms will be forwarded to ODEM.
2. See Appendix 1 for Damage Report Form.
3. Sufficient records will have to be maintained to document all costs to the community caused by the disaster.

B. Individual Relief Assistance

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

C. Public Relief Assistance

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

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

See Section VIII, Basic Plan

**IX. AUTHORITIES AND REFERENCE**

- A. See Section IX, Basic Plan.
- B. Oklahoma Department of Emergency Management publication: Local Government Guide to Disaster Response Operations.
- C. Oklahoma Department of Emergency Management publication: Documenting Disaster Damage for Public Assistance.

APPENDICES

Appendix 1 – Damage Assessment for Recovery Operations

Tab A – Structural Damage Assessment Form  
(ODEM Form DA – 1)

Tab B – Structural Damage Assessment Summary Worksheet  
(ODEM Form DA – 2)

Tab C – Infrastructure Damage Assessment Form Assistance  
(ODEM Form DA – 3)

Tab D – Support Documentation For Business Injury  
(ODEM Form DA – 4)

## APPENDIX 1 TO ANNEX O

### DAMAGE ASSESSMENT FOR RECOVERY OPERATIONS

#### I. PURPOSE

This appendix provides guidelines for conducting on going damage assessment and reporting operations following a disaster for the purpose of restoring the community to its pre-disaster condition and obtaining assistance from the State and/or Federal Government.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. When a disaster / emergency occurs that is of such severity and magnitude that effective response is beyond the capabilities of the affected local government, the jurisdiction can request assistance from the State and/or Federal government.
2. ODEM is the point of contact at the State level of government for communities that need assistance during emergencies or disasters.
3. In order to determine if state and/or federal recovery assistance can be made available, it is imperative that the local community/jurisdiction provide accurate and timely damage assessment information to ODEM on a continuing basis, following a disaster.

##### B. Assumptions

1. Local communities will develop and train damage assessment teams.
2. Local communities will request State or Federal assistance through ODEM, and provide copies of their damage assessment reports as a part of their requests.
3. ODEM will provide an orderly and continuing means of assistance by the State government to local governments in carrying out their responsibility to alleviate the suffering and damage that result from major disasters and emergencies.

#### III. INDIVIDUAL ASSISTANCE RECOVERY OPERATIONS

##### A. General

1. The Structural Damage Assessment Form, ODEM Form DA-1, will be used to record damage information collected by the Structural Damage Assessment Teams. These forms, the results of the survey, will be summarized by the Damage Assessment Officer on the Structural Damage Assessment Summary

Worksheet (ODEM Form DA-2) which should be provided to ODEM as soon as possible.

2. Following the initial structural damage survey that is completed shortly after the occurrence of a disaster, the damage assessment teams should conduct a Comprehensive Structural Damage Assessment Survey to get more detailed information of the type and severity of the damages as well as accurate insurance information again using ODEM Form DA-1.
3. Copies of these updated assessment forms should be forwarded to the state office soon after they are completed
4. ODEM will contact the local jurisdiction to schedule joint damage surveys if they are required.
5. Following the joint damage surveys and if a Presidential disaster declaration for individual assistance is declared, the State office will coordinate with the local jurisdiction to establish a disaster assistance center or recovery service center, and continue to work with the local government during the assistance process.

**B. Information Required By the State**

1. A Declaration of a State of Emergency (See Annex A, Appendix 4, Tab D for example) signed by the Chief Elected Official. Note: Damage Assessment Reports are used to determine if damage is sufficient to warrant a declaration of emergency.
2. Copies of all Structural Damage Assessment Reports.
3. A map of the community, marked to show the most serious areas, then the major damaged areas, and areas which received minor damage.
4. Any requests for assistance should be documented in writing.

**IV. PUBLIC ASSISTANCE RECOVERY OPERATIONS**

**A. General**

1. The Infrastructure Damage Assessment Form (ODEM Form DA-3), which is used for consolidating and reporting public sector damage (infrastructure) information (See Tab C) is the same form that will be used by the State in determining the need for setting up joint federal/state/local preliminary damage assessments.
2. Following the initial public property damage surveys, the damage assessment officer should continue to work with local department heads to get more detailed information of the type and severity of the damages that occurred to the public sector, as well as accurate insurance information.

3. As this updated information becomes available it should be forwarded to ODEM either by FAX or by Telephone. **Only the major damage and destruction needs to be reported to the State.**
4. The ODEM will contact the local jurisdiction to schedule joint damage surveys if they are required for either public assistance or individual assistance.
5. Following the joint damage surveys, and if a Presidential disaster declaration for public assistance, (or a Gubernatorial declaration for public assistance) is declared, the State office will set up applicant briefings to begin the public assistance process.

B. Information Required By The State

1. A Declaration of a State of Emergency (See Annex A, Appendix 4, Tab D for example) signed by the Chief Elected Official. Note: Damage Assessment Reports are used to determine if damage is sufficient to warrant a declaration of emergency.
2. A copy of the Notice of Interest Form, or a telephone call that provides the same type of information.
3. Requests for specific assistance may be made by telephone, by radio, FAX or E-Mail.

V. **BUSINESS AND INDUSTRY ECONOMIC INJURY**

A. General

1. The Supporting Documentation for Business and Industry (ODEM DA – 4) will be used to record information collected relating to economic loss to business and industry.
2. While the comprehensive structural damage assessment survey is being completed, information should be collected on damage to business and industry. This information will form the basis for a request to the Small Business Administration for a disaster declaration.
3. Copies of the ODEM Form DA – 4 should be forwarded to the state office as soon as they are completed.

B. Information Required By The State.

1. A Declaration of a State Emergency (See Annex A, Appendix 4, Tab E for example) signed by the Chief Elected Official. Note: Damage Assessment Reports are used to determine if damage is sufficient to warrant a declaration of emergency.
2. A copy of the Notice of Interest Form, or a phone call that provides the same type of information.
3. Requests for specific assistance may be made telephonically, by radio, FAX or E-Mail.

## TABS

Tab A – Structural Damage Assessment Form  
(ODEM Form DA – 1)

Tab B – Structural Damage Assessment Summary Worksheet  
(ODEM Form DA – 2)

Tab C – Infrastructure Damage Assessment Form Assistance  
(ODEM Form DA –3)

Tab D – Support Documentation For Business Injury  
(ODEM Form DA – 4)

TAB A TO APPENDIX 1 ANNEX O  
STRUCTURAL DAMAGE ASSESSMENT FORM

TAB B TO APPENDIX 1 ANNEX O  
STRUCTURAL DAMAGE ASSESSMENT SUMMARY WORKSHEET

TAB C TO APPENDIX 1 ANNEX O  
INFRASTRUCTURE DAMAGE ASSESSMENT FORM ASSISTANCE

TAB D TO APPENDIX 1 ANNEX O  
SUPPORT DOCUMENTAION FOR BUSINESS INJURY

ANNEX P  
MEDICAL RESPONSE SYSTEM

ORDINANCE NO. 1295

AN ORDINANCE AMENDING ORDINANCE NO. 657, APPENDIX A OF THE CODE OF THE CITY OF YUKON, OKLAHOMA, BY PROVIDING THAT THE ZONING DESIGNATION FOR LOT ONE (1), BLOCK ONE (1), YUKON PARKWAY WEST, PHASE VI, AN ADDITION TO THE CITY OF YUKON, CANADIAN COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF BE CHANGED FROM "C-5" (AUTOMOTIVE AND COMMERCIAL RECREATION DISTRICT) TO "C-3" (RESTRICTED COMMERCIAL DISTRICT); AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL FOR THE CITY OF YUKON, OKLAHOMA:

**SECTION 1.**

That Ordinance No. 657, known as the Zoning Ordinance of the City of Yukon, (Appendix A) be and the same is hereby amended to change the zoning designation of a certain tract of land in Yukon, Oklahoma from "C-5" (Automotive and Commercial Recreation Residential) to "C-3" (Restricted Commercial District), said tract of land being described as follows, to-wit:

Lot One (1), Block One (1) of Yukon Parkway West, Phase VI, an addition to the City of Yukon, Canadian County, Oklahoma, according to the recorded plat thereof

**SECTION 2.**

That the Zoning Map of the City of Yukon, Oklahoma, shall be amended to reflect the changes in zoning as reflected in Section 1 above.

**SECTION 3. Emergency.**

An emergency is declared to exist and it is necessary for the public welfare, health and safety that this ordinance take effect immediately upon passage, approval and publication according to law.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2013, with the Emergency Clause passed separately.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK  
(Seal)



Ken Smith, Mayor & Council Member At Large  
Rick Opitz, Vice Mayor & Council Member Ward III  
Nick Grba, Council Member Ward I  
Michael McEachern, Council Member Ward IV  
John Alberts, Council Member Ward II

**From the Office of the  
Community Development  
Director  
Mitchell Hort**

MEMO TO: City Manager & City Council  
FROM: Mitchell Hort, Planning Director  
DATE: September 12, 2013  
RE: Request to Rezone Yukon Parkway West Phase VI

Attached are the minutes from the September 9, 2013, Planning Commission Meeting to rezone from C5 (Automotive and Commercial Recreation District) to C3 (Restricted Commercial District) Lot 1 Block 1 of Yukon Parkway West, Phase VI



Ken Smith, Mayor & Council Member At Large  
Rick Opitz, Vice Mayor & Council Member Ward III  
Nick Grba, Council Member Ward I  
Michael McEachern, Council Member Ward IV  
John Alberts, Council Member Ward II

**Planning Commission Minutes  
September 9, 2013**

The City of Yukon Planning Commission held a meeting September 09, 2013 at 7:00 p.m. in the Centennial Building at 12 South 5<sup>th</sup> St.

Invocation was given by Commissioner Smaistrla  
Flag Salute was lead in unison by Commissioner Beaver

ROLL CALL: (Present) Larry Taylor, Chairman  
Bob Doggett, Vice-Chairman  
Robert Davis, Commissioner  
Terry Beaver, Commissioner  
Earline Smaistrla, Commissioner

OTHERS PRESENT: Gary Cooper, IT Director  
Mark Osby, City Attorney  
Mitchell Hort, Community Development Director  
Kathy Johnson, Secretary

1. ITEM: APPROVAL OF THE MINUTES OF August 12, 2013 MEETING

Commissioner Beaver motioned to approve the minutes. Seconded by Commissioner Davis.

The Vote:

Ayes: Doggett, Davis, Beaver, Taylor, Smaistrla

Nayes: None

Vote: 5-0

Motion Carried

2. ITEM: VISITORS

NONE

3. ITEM: CONSIDERATION FOR A REQUEST BY DEVELOPMENT23 L.L.C. TO REZONE FROM C5 (AUTOMOTIVE AND COMMERCIAL RECREATION DISTRICT) TO C3 (RESTRICTED COMMERCIAL DISTRICT) LOT 1 BLOCK 1 OF YUKON PARKWAY WEST, PHASE VI

Matt Miller, Development23 LLC stated we would like to rezone to a C3 with the intent of using the larger area to build an assisted living with a memory care unit; and use the smaller portion for possibly a medical office building.

Chairman Taylor asked where exactly is this located at and is that approximately 5 acres?

Mr. Miller stated it is South of the hospital and Lot 1A and Lot 1B is approximately 6 ½ acres.

Vice-Chairman Doggett asked, Lot 1A will be assisted living and Lot 1B a medical office building?

Mr. Miller stated yes, Lot 1A will definitely be an assisted living and Lot 1B will be some sort of office building.

Commissioner Beaver stated in the case of the Application for Rezoning submitted by Development23, LLC, we have read the staff report and received testimony at the public hearing. We find ourselves in agreement with staff findings including all plans and attachments cited in the staff report. I move that this item be recommended for approval to the City Council. Seconded by Commissioner Davis.

The Vote:

Ayes: Smaistrla, Taylor, Beaver, Davis, Doggett

Nayes: None

Vote: 5-0

Motion Carried

4. ITEM: CONSIDERATION FOR A REQUEST BY DEVELOPMENT23 L.L.C. FOR A FINAL PLAT ON LOT 1 OF BLOCK 1 OF YUKON PARKWAY WEST, PHASE VI.

Matt Miller stated the lot is more land than we need for an assisted living center, so we would like to split and use the remaining land for a medical office building, as I proposed earlier.

Chairman Taylor asked do you have a buyer or someone who is going to own the assisted living facility?

Mr. Miller replied we do have a developer who is ready to purchase the property, we do not have a design as of yet. We are looking at approximately 20 memory care and 80 assisted living rooms.

Vice-Chairman Doggett stated, in the case of the Application for a lot split for Lot 1, Block 1 of the Yukon Parkway West Addition, Phase VI, submitted by Development23, LLC, we have read the staff report and received testimony at the public hearing. We find ourselves in agreement with staff findings including all legal descriptions cited in the Staff Report. I move that this item be approved with the following additional conditions. (1) A revised Final Plat shall be submitted to staff a minimum of 2 weeks prior to City Council docketing and shall show the following: (a) Correct seals for all entities signing the plat. Seconded by Commissioner Smaistrla.

The Vote:

Ayes: Doggett, Davis, Beaver, Taylor, Smaistrla

Nayes: None

Vote: 5-0

Motion Carried



Ken Smith, Mayor & Council Member At Large  
Rick Opitz, Vice Mayor & Council Member Ward III  
Nick Grba, Council Member Ward I  
Michael McEachern, Council Member Ward IV  
John Alberts, Council Member Ward II

**From the Office of the  
Community Development  
Director  
Mitchell Hort**

MEMO TO: City Manager & City Council  
FROM: Mitchell Hort, Planning Director  
DATE: September 12, 2013  
RE: Final Plat being a Re-Plat of Yukon Parkway West Phase VI

Attached are the minutes from the September 9, 2013, Planning Commission Meeting for the Final Plat being a Re-Plat of Lot 1 Block 1 of Yukon Parkway West Phase VI.

Matt Miller, Development23 LLC stated we would like to rezone to a C3 with the intent of using the larger area to build an assisted living with a memory care unit; and use the smaller portion for possibly a medical office building.

Chairman Taylor asked where exactly is this located at and is that approximately 5 acres?

Mr. Miller stated it is South of the hospital and Lot 1A and Lot 1B is approximately 6 ½ acres.

Vice-Chairman Doggett asked, Lot 1A will be assisted living and Lot 1B a medical office building?

Mr. Miller stated yes, Lot 1A will definitely be an assisted living and Lot 1B will be some sort of office building.

Commissioner Beaver stated in the case of the Application for Rezoning submitted by Development23, LLC, we have read the staff report and received testimony at the public hearing. We find ourselves in agreement with staff findings including all plans and attachments cited in the staff report. I move that this item be recommended for approval to the City Council. Seconded by Commissioner Davis.

The Vote:

Ayes: Smaistrla, Taylor, Beaver, Davis, Doggett

Nays: None

Vote: 5-0

Motion Carried

4. ITEM: CONSIDERATION FOR A REQUEST BY DEVELOPMENT23 L.L.C. FOR A FINAL PLAT ON LOT 1 OF BLOCK 1 OF YUKON PARKWAY WEST, PHASE VI.

Matt Miller stated the lot is more land than we need for an assisted living center, so we would like to split and use the remaining land for a medical office building, as I proposed earlier.

Chairman Taylor asked do you have a buyer or someone who is going to own the assisted living facility?

Mr. Miller replied we do have a developer who is ready to purchase the property, we do not have a design as of yet. We are looking at approximately 20 memory care and 80 assisted living rooms.

Vice-Chairman Doggett stated, in the case of the Application for a lot split for Lot 1, Block 1 of the Yukon Parkway West Addition, Phase VI, submitted by Development23, LLC, we have read the staff report and received testimony at the public hearing. We find ourselves in agreement with staff findings including all legal descriptions cited in the Staff Report. I move that this item be approved with the following additional conditions. (1) A revised Final Plat shall be submitted to staff a minimum of 2 weeks prior to City Council docketing and shall show the following: (a) Correct seals for all entities signing the plat. Seconded by Commissioner Smaistrla.

The Vote:

Ayes: Doggett, Davis, Beaver, Taylor, Smaistrla

Nays: None

Vote: 5-0

Motion Carried

