



**CITY COUNCIL AGENDA  
JANUARY 6, 2015**

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**Ken Smith, Mayor ~ At-Large  
Michael McEachern, Vice-Mayor ~ Ward 4  
Richard Russell, Council Member ~ Ward 1  
John Alberts, Council Member ~ Ward 2  
Donna Yanda, Council Member ~ Ward 3  
Grayson Bottom, City Manager**

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Yukon City Council / Yukon Municipal Authority Work Session  
Conference Room - Centennial Building - 12 South 5<sup>th</sup> Street  
January 6, 2015 – 6:00 p.m.

**1. Discussion of Project Priority List.**

# City Council - Municipal Authority Agendas

January 6, 2015 - 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, January 5, 2015.

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## **Invocation:**

## **Flag Salute:**

**Roll Call:** Ken Smith, Mayor  
Michael McEachern, Vice Mayor  
John Alberts, Council Member  
Richard Russell, Council Member  
Donna Yanda, Council Member

## **Presentations and Proclamations**

Presentation of the Mayor's Christmas Essay Contest Winners

Presentation of Oklahoma Municipal League 25 years of service pins and certificates to John Corn, Kevin Jones, and Jimmy White

## **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 December 16, 2014**
- B) Payment of material claims in the amount of \$189,456.75**

## **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 December 16, 2014**
- B) Payment of material claims in the amount of \$344,216.74**
- C) Setting the date for the next regular Council meeting for January 20, 2015, 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 – Park Board, Joe Edwards, Chairman**
  
- 3. Consider approving the 2015 updates to the City of Yukon Emergency Operations Plan, as recommended by the Emergency Management Director**

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

- 4. Consider a motion authorizing Public Facilities Investment Corporation, LLC (PFIC) to execute a Letter Agreement for Professional Services with Olsson Associates, Inc., for Site Consulting, Survey, Geotechnical, Traffic Study, and Engineering Services for the Yukon Athletic Complex Park Facility, as recommended by the City Manager**

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

- 5. Consider a motion authorizing Public Facilities Investment Corporation, LLC (PFIC) to engage Conventions, Sports & Leisure International (CS&L) for the purpose of conducting a Feasibility Study and Economic Impact Analysis for a proposed sports complex in Yukon, as recommended by the City Manager**

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

- 6. Consider authorizing an expenditure of funds in an amount not to exceed \$30,000.00 for the purchase of light post hardware and banners, to be taken from the Capital Expenditures Fund, as recommended by the Assistant City Manager**

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

7. **Consider a motion to recess as Yukon City Council and convene into Executive Session, for discussing the employment of the City Manager, as provided for in 25 OS 2003, Section 307 (B) (1)**

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

8. **Consider a motion to adjourn from Executive Session and reconvene as Yukon City Council**

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

9. **Consider a motion to amend the terms of the City Manager's employment contract**

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

10. **City Manager's Report – Information items only**

- A. **Christmas in the Park Final Update**
- B. **Mid-Year Financial Report**

11. **New Business**

12. **Council Discussion**

13. **Adjournment**



*Champions for Effective Municipal Government*

November 11, 2014

Mr. Doug Shivers  
Clerk  
City of Yukon  
PO Box 850500  
Yukon, OK 73085

Dear Mr. Shivers:

The Oklahoma Municipal League (OML) is pleased to join with you in recognizing those municipal employees who have completed 25 years of service in municipal government. The names of these recipients will be entered into a permanent Honor Roll of Service, leather bound book that is maintained and on permanent display at the League office.

Serving a community for a quarter of a century is certainly an achievement that merits honoring. In many sectors of our society, employees rarely match the service record of many of our municipal officials and employees.

Please find enclosed certificates and lapel pins for your honorees. Please fill in the date of the presentation on each certificate. Also, remember if you would like for an OML board member or staff person to assist in this event, please let us know and we will make every effort to accommodate this special event.

If you have any questions, please call April Bradbury at 1-800-324-6651 or 528-7515, locally.

Sincerely,

A handwritten signature in cursive script that reads "Carolyn Stager".

Carolyn Stager  
Executive Director

CS/amb  
Enclosures

*Oklahoma Municipal League, Inc.*

*has entered upon its*

*Honor Roll of Service*

*The name of*

*John Corn*

*In recognition of a quarter century of service to the*

*City of Yukon*



*Jim D. Cook*

*President*

*Carolyn Stager*

*Executive Director*

*Date*

*Oklahoma Municipal League, Inc.*

*has entered upon its*

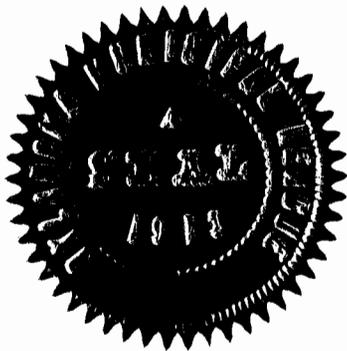
*Honor Roll of Service*

*The name of*

*Kevin Jones*

*In recognition of a quarter century of service to the*

*City of Yukon*



*Jan D Cook*

*President*

*Carolyn Stager*

*Executive Director*

*Date*

*Oklahoma Municipal League, Inc.*

*has entered upon its*

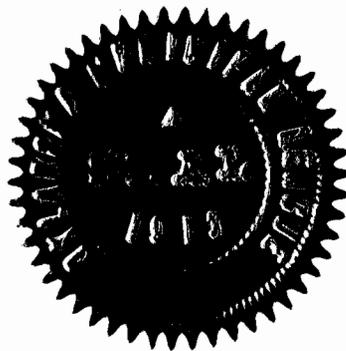
*Honor Roll of Service*

*The name of*

*Jimmy White*

*In recognition of a quarter century of service to the*

*City of Yukon*



*Jim D. Cook*

*President*

*Carolyn Stager*

*Executive Director*

*Date*

**Yukon Municipal Authority Minutes  
December 16, 2014**

ROLL CALL: (Present) Ken Smith, Chairman  
Michael McEachern, Vice Chairman  
Richard Russell, Trustee  
Donna Yanda, Trustee

(Absent) John Alberts, 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 December 2, 2014**
- B) Payment of material claims in the amount of \$159,124.27**

The motion to approve the YMA Consent Docket, consisting of the approval of the minutes of the regular meeting of December 2, 2014; and payment of material claims in the amount of \$159,124.27, was made by Trustee Russell and seconded by Trustee McEachern.

**The vote:**

**AYES: Russell, McEachern, Yanda, Smith**

**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 2013

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 March 1, 2013 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.

Brewer Construction Oklahoma LLC 82-8818-16-1  
CREDITOR TRUST NO.

ITEM	ITEM NO.
12/19/14	\$183,349.20
Prairie West Blvd.	AMOUNT
DATE	PURPOSE

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

Date

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

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

Attest:

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

Authorized Officer

\_\_\_\_\_  
Secretary

Submit in triplicate: 1 to Bank, 1 to General Manager, 1 to City



December 19, 2014

Grayson Bottom  
City Manager  
City of Yukon  
P.O. Box 850500  
Yukon, OK 73085

**Re: Prairie West Blvd  
Water, Sanitary Sewer, Storm Sewer and Paving  
Estimate 1**

Dear Mr.Bottom:

Please find attached Brewer Construction Oklahoma, LLC, Estimate No. 1 for the above reference project in an amount of \$183,349.20 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: Larry Mitchell, YEDA  
Arnold Adams, Yukon PWD  
J.I. Johnson, Yukon City Treasurer  
File E234

**Brewer Construction Oklahoma, LLC**

1501 SW 8th

P.O. Box 82457 • Oklahoma City, OK 73148-0457

405-787-4968

Fax: 405-495-8972

December 19th, 2014

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

RE: Prairie West Blvd. & Health Center Pkwy.  
Water, Sewer Storm Sewer & Paving

Yukon Claim # 2014 - 52

Estimate # 1

Waterline Description	Planned Quantity	Current Quantity's	Previous Quantity's	Total Quantity's	Unit Bid Price	Unit Bid Total
ODOT Type A Agg Base	238 Ton	18.5	0	18.5	\$ 37.50	\$ 693.75
Trenching 0-10'	1419 L.F.	840		840	\$ 16.00	\$ 13,440.00
6" Gate Valve & Box	3 Ea.			0	\$ 882.00	\$ -
8" Gate Valve & Box	2 Ea.			0	\$ 1,275.00	\$ -
12" Gate Valve & Box	1 Ea.	0		0	\$ 2,250.00	\$ -
6" Waterline C-900	15 L.F.			0	\$ 19.50	\$ -
8" Waterline C-900	192 L.F.			0	\$ 26.00	\$ -
12" Waterline C-900	1212 L.F.	840		840	\$ 38.50	\$ 32,340.00
Ductile Iron Fittings	1023 Lbs.	448		448	\$ 7.30	\$ 3,270.40
6" PVC Mega Lugs	9 Ea.			0	\$ 86.00	\$ -
8" PVC Mega Lugs	8 Ea.			0	\$ 110.00	\$ -
12" PVC Mega Lugs	22 Ea.	8		8	\$ 195.00	\$ 1,560.00
12" Tapping Sleeve Valve & Tap	1 Ea.			0	\$ 4,350.00	\$ -

Fire Hydrant Complete	3 Ea.	1	1 \$	2,880.00 \$	2,880.00
Testing & Disinfection	1419 L.F.		0 \$	1.80 \$	-
2" Air Vaccum Release Valve	1 Ea.		0 \$	1,866.00 \$	-
Solid Slab Sodding 200sy +	473 S.Y.		0 \$	2.25 \$	-
Washed River Sand	635 Ton	345.35	345.35 \$	16.00 \$	5,525.60
Sanitary Sewer				\$	-
ODOT Type A Agg Base	1141 Ton		0 \$	37.50 \$	-
Trenching 0 - 10'	1172 L.F.		0 \$	16.00 \$	-
Trenching 10 - 15'	280 L.F.		0 \$	24.00 \$	-
4' Dia. Manhole	5 Ea.		0 \$	1,250.00 \$	-
8" Sanitary Sewer Pipe	1462 L.F.		0 \$	18.50 \$	-
Extra Depth Manhole	20 V.F.		0 \$	120.00 \$	-
Sanitary Sewer Testing	1462 L.F.		0 \$	1.10 \$	-
Solid Slab Sod 200sy +	813 S.Y.		0 \$	2.25 \$	-
Storm Sewer & Paving				\$	-
Unclassified Excavation	5964 C.Y.	4500	4500 \$	17.00 \$	76,500.00
Select Borrow	3743 C.Y.		0 \$	20.00 \$	-
Silt Fence	11227 L.F.	2457	2457 \$	2.40 \$	5,896.80
Lime	274 Ton		0 \$	120.00 \$	-
6" Lime Treated Subgrade	25342 S.Y.		0 \$	4.40 \$	-
Type A Agg Base	993 Ton	46.97	46.97 \$	31.50 \$	1,479.56
6" PC Concrete Paving ( Dowelled )	11119 S.Y.		0 \$	40.00 \$	-
1" Add'l 6" PC Concrete Paving	22238 S.Y.		0 \$	40.00 \$	-
Structual Excavation Unclassified	23 C.Y.		0 \$	17.00 \$	-
3500 PSI Concrete	102 C.Y.		0 \$	450.00 \$	-
Flowable Fill	11 C.Y.		0 \$	125.00 \$	-
Reinforcing Steel	77884 Lbs.		0 \$	1.25 \$	-
Type 1 Plain Rip Rap	3 C.Y.		0 \$	58.00 \$	-
6" Integral Curb	377 L.F.		0 \$	8.00 \$	-
8" Integral Curb	6599 L.F.		0 \$	10.00 \$	-
4" Sidewalk	1230 S.Y.		0 \$	42.00 \$	-
Handicap Ramp	129 S.Y.		0 \$	220.00 \$	-
Driveway	128.5 S.Y.		0 \$	72.00 \$	-
Concrete Pavement Removal	2808 S.Y.	2808	2808 \$	7.50 \$	21,060.00
Curb Removal	2371 L.F.	2371	2371 \$	8.80 \$	20,864.80
Saw Cutting	259 L.F.	259	259 \$	6.75 \$	1,748.25
CICI Des 2-0	2 Ea.		0 \$	2,090.00 \$	-

CICI Des 2-1	6 Ea.		0 \$	2,790.00 \$	-
CICI Des 2-2	2 Ea.		0 \$	3,250.00 \$	-
18" RCP 22x13 Equivalent	516 L.F.		0 \$	58.00 \$	-
24" RCP 28x18 Equivalent	260 L.F.		0 \$	69.00 \$	-
30" PVC Sewer Pipe 36x22 Equiv.	244 L.F.		0 \$	90.00 \$	-
36" RCP 43x28 Equivalent	316 L.F.		0 \$	105.00 \$	-
6" Sewer Pipe	648 L.F.		0 \$	16.50 \$	-
Crushed Rock 1 1/2"	556 Ton		0 \$	31.50 \$	-
Washed River Sand	350 Ton		0 \$	15.00 \$	-
Trenching 0 -10'	3577 L.F.		0 \$	16.00 \$	-
2" PVC Sch. 80	1493 L.F.		0 \$	6.00 \$	-
3" Steel Handrail	7 L.F.		0 \$	88.25 \$	-
Okl. Registered Surveyor	41 Hrs.	19	19 \$	110.00 \$	2,090.00
Traffic Control	1 L.S.	0.25	0.25 \$	1,400.00 \$	350.00
<b>Extra Work No Pay Items</b>					
<u>ODEQ Permit</u>	1 L.S.	1	1 \$	2,400.00 \$	2,400.00
Mail Box Remove & Replace	4 Ea.	1.5	1.5 \$	600.00 \$	900.00
Colored & Stamped Concrete	2275 L.F.		0 \$	18.00 \$	-

<b>Total Completed</b>	<b>\$</b>	<b>189,699.16</b>
<hr/>		
	<b>\$</b>	<b>3,300.00</b>

<b>Total Completed</b>	<b>\$</b>	<b>192,999.16</b>
<b>Less 5 % Retainage</b>	<b>\$</b>	<b>(9,649.96)</b>
<b>Less Previously Paid</b>		<b>0</b>
<b>Total Due Estimate # 1</b>	<b>\$</b>	<b>183,349.20</b>

Thank You  
 Brewer Construction Oklahoma LLC



Kevin Brewer

*VOKrews*

EXHIBIT A  
 YUKON MUNICIPAL AUTHORITY  
 (Yukon, Oklahoma)  
 SALES TAX AND UTILITY SYSTEM REVENUE BONDS  
 SERIES 2013

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 March 1, 2013 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>Triad Design Group</u>	<u>82-8818-16-1</u>
CREDITOR	TRUST NO.

ITEM		ITEM NO.
<u>12/29/14</u>	<u>Community Center roof</u>	<u>\$ 1,700.00</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

Date

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

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

Authorized Officer

Submit in triplicate: 1 to Bank, 1 to General Manager, 1 to City

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

Attest:

\_\_\_\_\_  
 Secretary



City of Yukon  
Attn: City Treasurer  
Mr. J.I. Johnson  
P. O. Box 850500  
Yukon, Oklahoma 73085

Invoice No. 9109  
Project No. E095.00  
Statement #: 3  
Date: December 29, 2014  
CIT220

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Re: Yukon City Engineer - Community Center Roof Replacement Project

Estimated Construction Cost:       \$325,000.00  
Architectural Fee:                    \$17,000.00

Engineering Services through December 25, 2014

Design Fee - \$17,000.00 (Final Plans and Specifications)

Completed to Date:                    \$17,000.00 x       100%       =       \$17,000.00

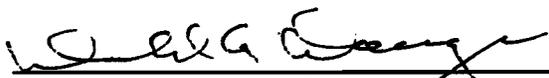
	<u>17,000.00</u>
Less Previous Billing:	<u>15,300.00</u>
Amount Due:	\$1,700.00

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

Yukon City Engineer  
Community Center Roof Replacement

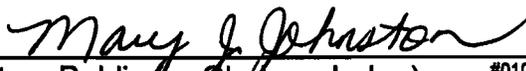
STATE OF OKLAHOMA SS  
COUNTY OF OKLAHOMA

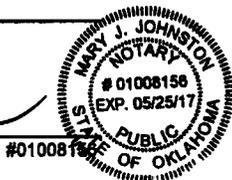
The undersigned (architect, contractor, supplier, or engineer) of lawful age, being first duly sworn on oath, says that this invoice or claim is truth and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed, or supplied) in accordance 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

29th day of December, 2014

  
\_\_\_\_\_  
Notary Public (or Clerk or Judge)



My Commission Expires: May 25, 2017

EXHIBIT A  
 YUKON MUNICIPAL AUTHORITY  
 (Yukon, Oklahoma)  
 SALES TAX AND UTILITY SYSTEM REVENUE BONDS  
 SERIES 2013

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 March 1, 2013 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>Triad Design Group</u>	<u>82-8818-16-1</u>	
CREDITOR	TRUST NO.	
<hr/>		
ITEM		ITEM NO.
<u>12/29/14</u>	<u>concrete, asphalt paving projects</u>	<u>\$973.78</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.

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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

Date \_\_\_\_\_  
 Date Approved: \_\_\_\_\_  
 Date Paid \_\_\_\_\_  
 Authorized Officer \_\_\_\_\_

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

Attest:

\_\_\_\_\_  
 Secretary

Submit in triplicate: 1 to Bank, 1 to General Manager, 1 to City



City of Yukon  
Attn: City Treasurer  
Mr. J.I. Johnson  
P. O. Box 850500  
Yukon, Oklahoma 73085

Invoice No. 9112  
Project No. E234.00 BG 05  
Statement No. 2  
Date: December 29, 2014  
CIT220

-----  
Re: 2014 Concrete and Asphalt Paving, Drainage, Water, and Sewer Projects

Architectural and Engineering Services through December 25, 2014

11th & Wagner Drainage Improvements

Sr. Engineer	2.00	Hrs.	x	\$144.22	=	288.44
Engineer	1.00	Hrs.	x	\$119.54	=	119.54
Technician	50.00	Hrs.	x	\$69.13	=	3,456.50

	<u>\$3,864.48</u>
Less Previous Billings	<u>2,890.70</u>
Amount Due	\$973.78

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

2014 Concrete and Asphalt Paving, Drainage,  
Water, and Sewer Projects

11th & Wagner Drainage Improvements

STATE OF OKLAHOMA

SS

COUNTY OF OKLAHOMA

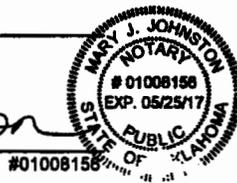
The undersigned (architect, contractor, supplier, or engineer) of lawful age, being first duly sworn on oath, says that this invoice or claim is truth and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed, or supplied) in accordance 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.

*Wesley A. Deane*  
Architect, Supplier, Contractor, Engineer

Subscribed and sworn to before me this

29th day of December, 2014

*Mary J. Johnston*  
Notary Public (or Clerk or Judge)



My Commission Expires:

May 25, 2017

EXHIBIT A  
 YUKON MUNICIPAL AUTHORITY  
 (Yukon, Oklahoma)  
 SALES TAX AND UTILITY SYSTEM REVENUE BONDS  
 SERIES 2013

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 March 1, 2013 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>Triad Design Group</u>	82-8818-16-1
CREDITOR	TRUST NO.

ITEM		ITEM NO.
<u>12/29/14</u>	<u>concrete, asphalt paving projects</u>	<u>\$ 3,433.77</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

Date

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

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

Authorized Officer

Submit in triplicate: 1 to Bank, 1 to General Manager, 1 to City

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

Attest:

\_\_\_\_\_  
 Secretary



City of Yukon  
 Attn: City Treasurer  
 Mr. J.I. Johnson  
 P. O. Box 850500  
 Yukon, Oklahoma 73085

Invoice No. 9111  
 Project No. E234.00 BG 03  
 Statement No. 7  
 Date: December 29, 2014  
 CIT220

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 Re: 2014 Concrete and Asphalt Paving, Drainage, Water, and Sewer Projects

Architectural and Engineering Services through December 25, 2014

Ranchwood Park Improvements

Sr. Engineer	7.00	Hrs.	x	\$144.22	=	1,009.54
Engineer	79.00	Hrs.	x	\$97.66		7,715.14
Sr. Technician	5.00	Hrs.	x	\$103.66	=	518.30
Technician	5.00	Hrs.	x	\$69.13	=	345.65
Technician	122.00	Hrs.	x	\$66.41	=	8,102.02

	<u>\$17,690.65</u>
Less Previous Billings	<u>14,256.88</u>
Amount Due	\$3,433.77

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

2014 Concrete and Asphalt Paving, Drainage,  
Water, and Sewer Projects

Ranchwood Park Improvements

STATE OF OKLAHOMA

SS

COUNTY OF OKLAHOMA

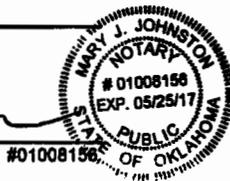
The undersigned (architect, contractor, supplier, or engineer) of lawful age, being first duly sworn on oath, says that this invoice or claim is truth and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed, or supplied) in accordance 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.

*Wanda Gandy*  
Architect, Supplier, Contractor, Engineer

Subscribed and sworn to before me this

29th day of December, 2014

*Mary J. Johnston*  
Notary Public (or Clerk or Judge)



My Commission Expires:

May 25, 2017

**Yukon City Council Minutes  
December 16, 2014**

The Yukon City Council met in regular session December 16, 2014 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 Thomas Buckley, Judah Worship Center  
The flag salute was given in unison.

ROLL CALL: (Present)     Ken Smith, Mayor  
                                 Michael McEachern, Vice Mayor  
                                 Richard Russell, Council Member  
                                 Donna Yanda, Council Member

(Absent)     John Alberts, Council Member

**OTHERS PRESENT:**

Grayson Bottom, City Manager	Doug Shivers, City Clerk
Tammy Despain, Assistant City Manager	Robbie Williams, City Engineer
Mark Osby, Acting City Attorney	Larry Mitchell, Economic Dev. Director
Arnold Adams, Public Works Director	John Corn, Police Chief
Gary Cooper, Information Technology Dir.	Dana Deckard, Admin. Coordinator
Mitchell Hort, Development Services Dir.	Jerome Brown, Information Technology
Jenna Roberson, Public Info. Officer	Bill Stover, Sanitation Director
Sara Schieman, Librarian	Jl Johnson, Treasurer

**Presentations and Proclamations**

There were no Presentations or Proclamations.

**Visitors**

Barbara Waller, 111 S. K, El Reno, owner of 300 Walnut, is working daily on project in good faith. She handed out packets to Council. She is interested in community feedback, please contact her with ideas. Have a Happy Holiday.

(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 December 2, 2014**
- B) Payment of material claims in the amount of \$159,124.27**

The motion to approve the YMA Consent Docket, consisting of the approval of the minutes of the regular meeting of December 2, 2014; and payment of material claims in the amount of \$159,124.27, was made by Trustee Russell and seconded by Trustee McEachern.

**The vote:**

**AYES: Russell, McEachern, Yanda, Smith**

**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 December 2, 2014**
- B) Payment of material claims in the amount of \$600,336.03**
- C) Designating the items on the attached list from the Technology Department as surplus and authorizing their sale, donation or trade**
- D) Setting the date for the next regular Council meeting for January 6, 2015, 7:00 p.m., in the Council Chambers of the Centennial Building, 12 S. Fifth St.**

The motion to approve the Consent Docket, consisting of the approval of the minutes of the regular meeting of December 2, 2014; Payment of material claims in the amount of \$600,336.03; Designating the items on the attached list from the Technology Department as surplus and authorizing their sale, donation or trade; and Setting the date for the next regular Council meeting for January 6, 2015, 7:00 p.m., in the Council Chambers of the Centennial Building, 12 S. Fifth St., was made by Council Member McEachern and seconded by Council Member Yanda.

**The vote:**

**AYES: Yanda, McEachern, Smith, Russell**

**NAYS: None**

**VOTE: 4-0**

**MOTION CARRIED**

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

## 3. Consider approving a Final Plat for Raising Cane's Restaurant, a tract or parcel of land being a part of Lot One (1), Block Nineteen (19), Canadian Heights 6<sup>th</sup> Addition to the City of Yukon, Canadian County, Oklahoma (1127 Garth Brooks Blvd.), as recommended by the Planning Commission

The motion to approve a Final Plat for Raising Cane's Restaurant, a tract or parcel of land being a part of Lot One (1), Block Nineteen (19), Canadian Heights 6<sup>th</sup> Addition to the City of Yukon, Canadian County, Oklahoma (1127 Garth Brooks Blvd.), as recommended by the Planning Commission, was made by Council Member McEachern and seconded by Council Member Russell.

**The vote:**

**AYES: Yanda, Smith, McEachern, Russell**

**NAYS: None**

**VOTE: 4-0**

**MOTION CARRIED**

## 4. Consider approving a fee-in-lieu of on-site detention in the amount of \$2,500.00 for Raising Cane's Restaurant located at 1127 Garth Brooks Blvd., as recommended by the City Engineer

The motion to approve a fee-in-lieu of on-site detention in the amount of \$2,500.00 for Raising Cane's Restaurant located at 1127 Garth Brooks Blvd., as recommended by the City Engineer, was made by Council Member Yanda and seconded by Council Member McEachern.

**The vote:**

**AYES: Russell, Yanda, Smith, McEachern**

**NAYS: None**

**VOTE: 4-0**

**MOTION CARRIED**

- 5. Consider approving a Final Plat for Bounce Academy Gymnastics LLC, a tract of land situated within the Southwest Quarter (SW/4) of Section Nineteen (19), Township Twelve (12) North, Range Five (5) West of the Indian Meridian, Canadian County, Oklahoma (1901 W Vandament), as recommended by the Planning Commission**

The motion to approve a Final Plat for Bounce Academy Gymnastics LLC, a tract of land situated within the Southwest Quarter (SW/4) of Section Nineteen (19), Township Twelve (12) North, Range Five (5) West of the Indian Meridian, Canadian County, Oklahoma (1901 W Vandament), as recommended by the Planning Commission, was made by Council Member Russell and seconded by Council Member Yanda.

**The vote:**

**AYES: Yanda, Smith, Russell, McEachern**

**NAYS: None**

**VOTE: 4-0**

**MOTION CARRIED**

- 6. Consider approving Resolution No. 2014-23, a Resolution to be submitted to ACOG for Surface Transportation Program Urbanized Area (STP-UZA) Project (adding a third lane on Garth Brooks Blvd. from Andrew Dr. to Health Center Parkway)**

The motion to approve Resolution No. 2014-23, a Resolution to be submitted to ACOG for Surface Transportation Program Urbanized Area (STP-UZA) Project (adding a third lane on Garth Brooks Blvd. from Andrew Dr. to Health Center Parkway), was made by Council Member Yanda and seconded by Council Member McEachern.

**The vote:**

**AYES: McEachern, Yanda, Russell, Smith**

**NAYS: None**

**VOTE: 4-0**

**MOTION CARRIED**

- 7. Consider approving Resolution No. 2014-24, a Resolution authorizing the calling and holding of an Election in the City of Yukon, Canadian County, Oklahoma, for the purpose of electing one Council Member At-Large for a four-year term ending in May, 2019**

The motion to approve Resolution No. 2014-24, a Resolution authorizing the calling and holding of an Election in the City of Yukon, Canadian County, Oklahoma, for the purpose of electing one Council Member At-Large for a four-year term ending in May, 2019, as recommended by the Planning Commission, was made by Council Member McEachern and seconded by Council Member Russell.

**The vote:**

**AYES: Yanda, Smith, Russell, McEachern**

**NAYS: None**

**VOTE: 4-0**

**MOTION CARRIED**

- 8. Consider approving Resolution No. 2014-25, a Resolution directing the City Manager to make application to the City of Oklahoma City requesting de-annexation from the limits of the City of Oklahoma City that certain property located in the north half of Section 24, Township 12 North Range 6 West, I.M. and to take whatever action is necessary to accomplish the same**

The motion to approve Resolution No. 2014-25, a Resolution directing the City Manager to make application to the City of Oklahoma City requesting de-annexation from the limits of the City of Oklahoma City that certain property located in the north half of Section 24, Township 12 North Range 6 West, I.M. and to take

whatever action is necessary to accomplish the same, was made by Council Member McEachern and seconded by Council Member Yanda.

Mayor Smith told Mr. Bottom he deserves a pat on the back and to do everything possible to help this take place.

**The vote:**

**AYES: Smith, Russell, McEachern, Yanda**

**NAYS: None**

**VOTE: 4-0**

**MOTION CARRIED**

**9. City Manager's Report – Information items only**

**A. Sales Tax Report**

**B. Events Report**

Mr. Bottom stated Sales Tax is up 11.5% this month and 2.1% year to date. He anticipated rebound and is encouraged it happened before highway reopened. There is lots of increased activity, long lines and full parking lots. There has been a lot of out of town shoppers. We are very encouraged.

Thursday is Sounds of the Season at the Fine Arts Center. Oklahoma City Philharmonic will be there as well. Tammy has two reserved single tickets still available, as well as general admission. Please come out and enjoy.

Christmas in the Park has been open for 21 days. 28,000 cars have been through the park. It is remarkable. We appreciate the patience and tolerance of all the area residents. There also has been over 6,300 train riders to date. Mr. Bottom anticipates a strong finish.

**10. New Business - None**

**11. Council Discussion**

Council Member Yanda wished all a Happy and Safe Holiday Season.

Council Member McEachern wished all a Merry Christmas. It is a blessing that roads are open.

Council Member Russell wished all a Merry Christmas and thanks for coming.

Council Member Smith stated the Sales Tax makes him smile. He will not be the lead vocalist at Sounds of the Season. However, he did get invited to speak at the Governor's First Annual Healthy Aging Summit. There is some good information available on their website. He was able to inform them of the programs we offer to our aging citizens in our community. Merry Christmas and God Bless.

**12. Adjournment**

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**Ken Smith, Mayor**

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**Doug Shivers, City Clerk**



RECAP OF CLAIMS

FUND #			
01	General Fund Claims	\$	126,092.71
36	Sales Tax Claims		51,544.02
64	Special Revenue Fund		25,847.37
70	Water & Sewer Enterprise		120,155.79
71	Sanitation Enterprise		9,411.84
73	Storm Water Enterprise		1,221.50
74	Grant Fund		9,943.51
			<hr/>
		\$	<u>344,216.74</u>

The above foregoing claims have been passed and approved  
this 6th day of January 2015 by the Yukon City Council.

\_\_\_\_\_  
Doug Shivers, City Clerk

\_\_\_\_\_  
Ken Smith, Mayor

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 101		LEGISLATIVE				
15-57870	01-00101	City of Yukon (BankOne)ADM	Memorial Flowers	12/2014	YukonFlower 118586	67.50
15-60060	01-00101	City of Yukon (BankOne)ADM	Travel Expense-KS/DY/MM	11/2014	MM NLC 11-21-14	562.26
			Travel Expense-KS/DY/MM	11/2014	KS NLC 11-21-14	911.45
			Travel Expense-KS/DY/MM	11/2014	DY NLC 11-21-14	1,291.97
15-60306	01-00102	City of Yukon (BankOne)FIN	Council Dinner	12/2014	Logans 12/02/14	250.66
15-60307	01-00102	City of Yukon (BankOne)FIN	copy paper	12/2014	Staples 7128916858	242.45
			office supplies	12/2014	Staples 7128916858	102.81
15-60313	01-05386	Capitol Decisions	Prof Services-Dec'14	11/2014	8542	7,500.00
			expense retainer	11/2014	8543	500.00
15-60184	01-31424	Michael McEachern	Out of Pocket Expense-NLC	11/2014	11-21-14	386.29
15-60244	01-33450	Municipal Code Corp.	Supplement #25	12/2014	00250389	228.50
15-60223	01-37495	OK Toursim &	Mailing CIP Brochures	12/2014	1351-11936	394.94
15-60209	01-48160	Ken Smith	Out of Pocket Travel Exp	11/2014	11-23-14	74.98
15-60326	01-50700	Triad Design Group	A/E Srvcs-12/25/14	12/2014	9110	2,693.66
15-60328	01-62200	Yukon Chamber of Commerce	Contractual Srvcs-JA15	1/2015	9711	1,500.00
15-60022	01-62900	Yukon Review Inc.	Advertising Christmas	12/2014	YR82946	378.00
15-60329	01-62900	Yukon Review Inc.	ad-ThinkBeforeYouDrink	12/2014	YR83225	1,512.00
15-60330	01-62900	Yukon Review Inc.	ad-City offices closed	12/2014	YR83329	60.00
15-60199	01-91521	OTIA	Membership Renewal	12/2014	M2015123	250.00
DEPARTMENT TOTAL:						18,907.47
DEPARTMENT: 102		ADMINSTRATION				
15-59936	01-00101	City of Yukon (BankOne)ADM	Office Chair	10/2014	L&M 8750-0A	778.61
			Delivery	10/2014	L&M 8750-0A	15.63
15-60056	01-00101	City of Yukon (BankOne)ADM	Travel Expenses JR	12/2014	AmerAir 12-03-14	329.20
15-60325	01-47660	Shred-it Oklahoma	Doc.destruction	12/2014	9404663594	9.62
15-59821	01-62200	Yukon Chamber of Commerce	Chamber Lunches	12/2014	9699	36.00
DEPARTMENT TOTAL:						1,169.06
DEPARTMENT: 103		INSURANCE				
15-60324	01-37468	OK Municipal Assurance	Loss Deductible #139651ME	12/2014	139651-ME	1,000.00
DEPARTMENT TOTAL:						1,000.00

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 104 FINANCE						
15-60309	01-37485	Oklahoma State University	OMCTFOA conf reg-CD	12/2014	V0000342	199.00
			OMCTFOA conf reg-JJ	12/2014	V0000342	199.00
			OMCTFOA conf reg-PM	12/2014	V0000342	199.00
15-60325	01-47660	Shred-it Oklahoma	Doc.destruction	12/2014	9404663594	4.81
DEPARTMENT TOTAL:						601.81
DEPARTMENT: 105 CITY CLERK						
15-60308	01-00102	City of Yukon (BankOne)FIN	heater	12/2014	Lowes 09977	59.98
15-60309	01-37485	Oklahoma State University	OMCTFOA conf reg-SH	10/2014	V0000216	199.00
			OMCTFOA conf reg-DS	12/2014	V0000342	199.00
15-60325	01-47660	Shred-it Oklahoma	Doc.destruction	12/2014	9404663594	4.80
DEPARTMENT TOTAL:						462.78
DEPARTMENT: 106 FIRE DEPARTMENT						
15-59363	01-00105	City of Yukon (BankOne)FD	Mayhew Blue Card Renewal	11/2014	Bshift 11-24-14	90.00
15-59516	01-00105	City of Yukon (BankOne)FD	Gallegos - Nike shoes	12/2014	Nike 0979593726	146.95
15-59891	01-00105	City of Yukon (BankOne)FD	flowers for funeral	11/2014	YukonFlower 118256	57.50
15-60182	01-00105	City of Yukon (BankOne)FD	motor for hot water	12/2014	FedCorp 0674020	498.47
15-60153	01-31280	Massco Maintenance Compan	cleaning supplies	12/2014	2303676	404.69
15-59366	01-72800	Kent Long	Reimb Meals-FireStudioCla	12/2014	12-01-14	12.51
15-59365	01-76120	Kyle Trumbly	Reimb Meals-FireStudioCla	12/2014	12-01-14	16.41
DEPARTMENT TOTAL:						1,226.53
DEPARTMENT: 107 POLICE DEPARTMENT						
15-58909	01-00111	City of Yukon (BankOne)PD	office supplies	9/2014	Staples 7124718820	214.99
			office supplies	11/2014	Staples 7127406626	84.86
			return wrong calendar	11/2014	Staples 7127406626	5.98-
15-58983	01-00111	City of Yukon (BankOne)PD	J.Corn clothing allowance	11/2014	JosABank 11-19-14	4.36
			J.Corn clothing allowance	11/2014	Dillardards 11-19-14	119.99
15-59135	01-00111	City of Yukon (BankOne)PD	prisoner meals	10/2014	Walmart 04881	40.00
			prisoner meals	11/2014	Walmart 09885	87.47
			prisoner meals	12/2014	Walmart 06553	70.00
15-59311	01-00111	City of Yukon (BankOne)PD	dog food for shelter	12/2014	Walmart 00239	90.79
15-59467	01-00111	City of Yukon (BankOne)PD	med supplies-hazmat bags	10/2014	NorthSa 0100637861	656.76
15-59584	01-00111	City of Yukon (BankOne)PD	James uniform pants	11/2014	LAPG 2368382	119.96
15-59586	01-00111	City of Yukon (BankOne)PD	Smith uniform pants	11/2014	Baysinger 95937	184.49
15-59942	01-00111	City of Yukon (BankOne)PD	John Corn clothing	11/2014	JosABank 11-19-14	686.78
15-59986	01-00111	City of Yukon (BankOne)PD	shoulder patches	12/2014	PPettibone 32144	596.75
15-59988	01-00111	City of Yukon (BankOne)PD	postage-send kit to OSBI	11/2014	USPS 603	3.04
15-60000	01-00111	City of Yukon (BankOne)PD	clock for admin	12/2014	HobLob 12-09-14	86.46
			clock for admin	12/2014	HobLob 12-11-14	22.49
			return clock	12/2014	HobLob 12-11-14CR	29.48-
15-60050	01-00111	City of Yukon (BankOne)PD	lunch oral board	12/2014	Subway 12-10-14	70.50
15-60051	01-00111	City of Yukon (BankOne)PD	Brown boots	12/2014	Oakley 1843919	84.00
15-60112	01-00111	City of Yukon (BankOne)PD	shipping-return pants	12/2014	Staples 47957	16.22

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 107 POLICE DEPARTMENT						
15-60113	01-00111	City of Yukon (BankOne)PD	training ammo	12/2014	LawEnforce 0266070	241.89
15-60177	01-00111	City of Yukon (BankOne)PD	flash drives/batteries	12/2014	Staples 7128830026	196.78
15-59828	01-02795	Baysinger Police Supply	Wells holster	11/2014	95938	94.99
15-60190	01-02795	Baysinger Police Supply	Wells holster	12/2014	97176	34.99
15-60189	01-04175	BoundTree Medical, LLC	medical supplies	10/2014	81589466	168.48
15-60176	01-07900	Custom Printing	Parking violation sticker	12/2014	135401	417.90
15-60119	01-11640	EmbroidMe	logos James/Smith	12/2014	E5796	166.50
15-59627	01-47660	Shred-it Oklahoma	Document destruction	12/2014	9404591554	18.79
15-60117	01-48410	Special Ops Uniforms, Inc	Rogers ike jacket	11/2014	223986	32.99
15-59585	01-48845	Stitch Design	James/Smith shirts	12/2014	27700	292.00
15-59692	01-48845	Stitch Design	Franklin uniform shirts	12/2014	27713	104.00
15-60188	01-71515	Todd Hawthorne	reimburs boots	12/2014	12-12-14	100.00
15-60192	01-74510	Clay Rush	reimb boots	12/2014	12-16-14	86.50
15-59987	01-90321	C.O.P.S. Products LLC	Wells mag pouch	12/2014	20142567	36.09
15-60097	01-90321	C.O.P.S. Products LLC	vests for new hires	10/2014	20142300	2,380.00
15-58191	01-90700	GT Distributors, Inc	Duty/Qualification ammo	12/2014	INV0517972	5,280.00
DEPARTMENT TOTAL:						12,856.35
DEPARTMENT: 108 STREET DEPARTMENT						
15-60087	01-00180	City of Yukon (BankOne)PW	case yellow paint	12/2014	Maxwell 416735	42.67
			case white paint	12/2014	Maxwell 416735	42.67
15-60100	01-00180	City of Yukon (BankOne)PW	bead dispenser	12/2014	PMSI I0162109	859.00
15-60101	01-00180	City of Yukon (BankOne)PW	glass beads	12/2014	PMSI S0163258	135.00
15-60146	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	12/2014	Clean 50684161	61.03
15-60147	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	12/2014	Clean 50685307	61.01
15-60259	01-00180	City of Yukon (BankOne)PW	ornamental/turf workshop	11/2014	OSUOKC 11-18-14	120.00
15-60040	01-09525	Dolese Bros. Company	screened fill sand	12/2014	AG14140299	94.78
			screened fill sand	12/2014	AG14140798	367.55
			screened fill sand	12/2014	AG14142095	196.64
			screened fill sand	12/2014	AG14142764	49.32
15-60102	01-30600	Lowe's Companies, Inc.	trash bags	12/2014	02333A	56.88
15-60246	01-30600	Lowe's Companies, Inc.	screws, adhesive, tape	12/2014	02675A	65.27
15-60095	01-47670	SignalTek, Inc.	repair signal light	12/2014	10241	935.00
			monthly maintenance	12/2014	10241	775.00
15-59856	01-90200	Bill Frank's Trucking	rock salt	12/2014	78994	3,967.20
DEPARTMENT TOTAL:						7,829.02

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 109		MUNICIPAL COURT				
15-60206	01-00106	City of Yukon (BankOne)	CRT Meals-Cash Handling wkshp	12/2014	Tarahumaras 00055	27.56
15-60205	01-37474	OK Municipal Court	Clerk's Cash Handling workshop	11/2014	1530	220.00
15-60327	01-58115	Wheatley Segler Osby & MillMun	Prosecution-Nov14	12/2014	15215	1,140.07
DEPARTMENT TOTAL:						1,387.63
DEPARTMENT: 111		TECHNOLOGY				
15-60171	01-00105	City of Yukon (BankOne)	FD PDF Expert 5 app	12/2014	iTunes 12-10-14	9.99
			FormConnect Pro APP	12/2014	iTunes 12-10-14	14.99
15-60052	01-00123	City of Yukon (BankOne)	TEC Internet Connection Lib	12/2014	Cox 12-01-14	77.98
15-60053	01-00123	City of Yukon (BankOne)	TEC Auction Fees NV'14	11/2014	PublicSurplus 5957	25.18
15-60120	01-00123	City of Yukon (BankOne)	TEC Office Supplies	12/2014	Staples 17303	58.50
15-60169	01-00123	City of Yukon (BankOne)	TEC iPhone 5S Case	12/2014	Amazon 12-17-14	27.99
15-60181	01-00123	City of Yukon (BankOne)	TEC Acrobat Pro License	12/2014	CDW-G RK02287	344.02
15-60193	01-00123	City of Yukon (BankOne)	TEC Ultratech Battery shipping	12/2014	BatteryShark 20647	20.94
				12/2014	BatteryShark 20647	9.70
15-60196	01-00123	City of Yukon (BankOne)	TEC Connection Card Plan	12/2014	Sprint 12-12-14	75.00
15-60197	01-00123	City of Yukon (BankOne)	TEC Service Plan Renewal	12/2014	Brickhouse 902156	74.85
15-60211	01-00123	City of Yukon (BankOne)	TEC Acer Monitor	12/2014	CDW-G RK77301	526.32
15-60212	01-00123	City of Yukon (BankOne)	TEC Mob Phone Srvc-NV'14	12/2014	Verizon 9736751567	5,035.17
15-60234	01-00123	City of Yukon (BankOne)	TEC iPad ServiceNV'14	12/2014	Verizon 9736751571	269.60
15-60268	01-00123	City of Yukon (BankOne)	TEC HDMI Cable Adapter	12/2014	CDW-G RM93992	10.41
15-60310	01-01050	Assoc of Central OK Govt	Lang.Line Usage JN14	7/2014	1983	12.60
15-59883	01-02237	BMI Systems Corporation	Laserfiche LSAP Renewal	12/2014	ARIN096456BMI	7,870.13
15-60172	01-06710	Coast To Coast Computer Pro	HP Ink	12/2014	1260696	348.00
15-60195	01-27720	Kronos, Inc.	Sft Usage fee NV'14	12/2014	10907106	931.50
15-60231	01-48885	Superior Office Systems	Copier Rental Charge	12/2014	7216	825.00
			Per Page Copy Charge	12/2014	7216	229.04
15-60173	01-51740	Tyler Technologies, Inc.	System Managment Srvc	12/2014	025-112966	578.81
15-60213	01-51740	Tyler Technologies, Inc.	Crt Case Management	1/2015	025-112448	8,308.60
			Brazos Sft Maint	1/2015	025-112448	2,100.00
			Custom Payroll	1/2015	025-112448	289.41
15-58812	01-70235	Jerome Brown	Tuition Reimb-Fall'14	12/2014	Fall '14	1,846.95
DEPARTMENT TOTAL:						29,920.68

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 112 DEVELOPMENT SERVICES						
15-60158	01-00107	City of Yukon (BankOne)CMD	IAEI Renewal	12/2014	IAEI 37558	45.00
15-60164	01-00107	City of Yukon (BankOne)CMD	Printing Paper	12/2014	Staples 7128654234	77.25
15-59911	01-25500	JVH Marketing	Winter Shirts Inspectors	12/2014	121114	859.50
15-59595	01-30600	Lowe's Companies, Inc.	Misc tools-Code Inspector	12/2014	02069A	122.68
15-60156	01-30600	Lowe's Companies, Inc.	Batteries,lumber crayon	12/2014	02309	44.36
15-60160	01-41440	ProStar Service-Oklahoma	Coffee	12/2014	134302	30.38
15-60159	01-47660	Shred-it Oklahoma	document destruction	11/2014	9404507808	9.44
15-60157	01-71222	Audrey Fitzsimmons	Lunch - OML Wkshp	12/2014	12-05-14	10.05
15-60163	01-71222	Audrey Fitzsimmons	Lunch - Grant Wkshp	12/2014	12-04-14	13.96
DEPARTMENT TOTAL:						1,212.62
DEPARTMENT: 113 LIBRARY						
15-59583	01-00108	City of Yukon (BankOne)LIB	Program Supplies	12/2014	Walmart 00770	29.64
			Program Supplies	12/2014	HobbLobb 12-09-14	21.92
15-59646	01-00108	City of Yukon (BankOne)LIB	Postage for ILL & Stamps	12/2014	USPS 146A	53.40
			Postage for ILL & Stamps	12/2014	USPS 556	109.66
15-60168	01-00108	City of Yukon (BankOne)LIB	Alcohol to clean computer	12/2014	Walmart 00771	19.60
15-60166	01-01080	Advanced Door Controls	Handicapped Door Repair	12/2014	005813	405.00
15-59579	01-71552	Carla Hickey	Mileage Oct.-Dec. 2014	12/2014	December '14	77.84
DEPARTMENT TOTAL:						717.06
DEPARTMENT: 114 PROPERTY MAINTENANCE						
15-60123	01-00112	City of Yukon (BankOne)PROP	Chamber HVAC Repairs	12/2014	Locke 24661567-00	99.76
15-60200	01-00112	City of Yukon (BankOne)PROP	Air Filters for Spring	12/2014	Locke 24745961-00	16.24
15-60201	01-00112	City of Yukon (BankOne)PROP	Air Line Material	12/2014	Locke 24745796-00	24.20
			Air Line Material	12/2014	Locke 24745449-00	193.79
15-60217	01-00112	City of Yukon (BankOne)PROP	Plumbing Supplies	12/2014	Locke 24758696-00	13.53
			Plumbing Supplies	12/2014	Locke 24728251-00	532.60
			Plumbing Supplies	12/2014	Locke 24755542-00	479.81
15-60218	01-00112	City of Yukon (BankOne)PROP	Durable Tools	12/2014	HarborFr 04114750	510.69
15-60219	01-00112	City of Yukon (BankOne)PROP	Light Bulbs-HR Office	12/2014	Locke 24735505-00	229.76
15-60220	01-00112	City of Yukon (BankOne)PROP	Floor Mats for Truck	12/2014	Walmart 07785	59.92
15-60146	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	12/2014	Clean 50684161	34.90
15-60147	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	12/2014	Clean 50685307	34.40
15-60316	01-06750	Clearwater Enterprises, LLC	SrvCty Bldgs-11/14	12/2014	84761411	1,992.86
15-60221	01-30600	Lowe's Companies, Inc.	Shelving for PM	12/2014	03661	569.92
15-60222	01-30600	Lowe's Companies, Inc.	Airline Accessory Kits	12/2014	01836	39.80
15-59376	01-32790	Mother Nature's Exterminati	Pest Control Service	12/2014	Dec '14	566.01
15-60317	01-37200	OK Gas & Electric	Service-550SYukonPkw	12/2014	12/10/14 550 S Yuk	694.72
15-60318	01-37200	OK Gas & Electric	SrvC-Comb.Bill-Nov14	12/2014	12/11/14	28,199.49
15-60319	01-37200	OK Gas & Electric	Service-951 Industrial	12/2014	12/12/14 951 Indus	126.25
15-60320	01-37200	OK Gas & Electric	Service-334 Elm	12/2014	12/22/14 334 Elm	266.64
15-60321	01-37200	OK Gas & Electric	Service-501 Ash-SecLight	12/2014	12/26/14 501 ASH-S	69.57
15-60322	01-37600	OK Natural Gas Co	TranspChrg-1035 Indu	12/2014	12/12/14 1035 Indu	223.14
15-60323	01-37600	OK Natural Gas Co	TranspChrg-501 Ash	12/2014	12/12/14 501 Ash	278.04
DEPARTMENT TOTAL:						35,256.04

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 115 HUMAN RESOURCES						
15-60214	01-00117	City of Yukon (BankOne)HR	lodging-CALT	12/2014	Comfort 369530457	83.00
			travel expense-CALT	12/2014	EZGO 143103	27.65
15-60254	01-00117	City of Yukon (BankOne)HR	Lunch-Amer Fidelity	12/2014	GreenChil 12-10-14	96.84
15-60312	01-05385	Suzanne R. Cannon, LPC, LADEAP	Contract-Dec'14	12/2014	Dec '14	826.00
15-60094	01-32077	MTM Recognition Corporation	Service Pins	12/2014	5750905	1,168.85
15-60325	01-47660	Shred-it Oklahoma	Doc.destruction	12/2014	9404663594	9.62
15-60248	01-62900	Yukon Review Inc.	Calssified Ad	12/2014	YR82961	60.00
15-60279	01-62900	Yukon Review Inc.	Classified Ad	12/2014	YR83255	60.00
15-60215	01-75300	Cindi Shivers	Mileage-CALT	12/2014	12-12-14	159.16
DEPARTMENT TOTAL:						2,491.12
DEPARTMENT: 116 PARK ADMINISTRATION						
15-59270	01-00110	City of Yukon (BankOne)REC	ads for craft fair	11/2014	DailyOK 11-30-14	333.00
15-59700	01-00110	City of Yukon (BankOne)REC	Christmas /park board	11/2014	PartyGalaxy 162625	40.94
			Christmas /park board	11/2014	HobLob 11-19-14	43.36
			Christmas /park board	12/2014	Homeland 12-16-14	100.94
			Christmas /park board	12/2014	Walmart 01391	9.40
			Christmas /park board	12/2014	CiCis 12-12-14	24.00
			Christmas /park board	12/2014	Ace 12-18-14	14.99
			Christmas /park board	12/2014	Ace 873449	7.21
15-60072	01-00110	City of Yukon (BankOne)REC	office supplies	10/2014	Staples 37903	14.99
			office supplies	12/2014	Staples 48023	144.46
			office supplies	12/2014	Staples 48600	13.79
15-60216	01-1	Ronnie Kaye	Daddy Daughter Dance	1/2015	K 01-31-15	600.00
15-59705	01-30600	Lowe's Companies, Inc.	Christmas Fuel	12/2014	10385	75.88
15-59766	01-32660	Mobile Mini, Inc.	Mobile Mini Christmas	11/2014	168341A	344.23
			Mobile Mini Christmas	11/2014	168341A	154.31
15-59446	01-46940	Sam's Club Direct-G.E.Capit	candy for Christmas	11/2014	0562	49.90
			candy for Christmas	12/2014	0731	31.84
15-59699	01-46940	Sam's Club Direct-G.E.Capit	Christmas in the Park	12/2014	9964	45.41
			Christmas in the Park	12/2014	12-16-14	3.51-
15-59868	01-62900	Yukon Review Inc.	Patriot Proj thank you ad	12/2014	YR82950	189.00
DEPARTMENT TOTAL:						2,234.14

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 117 PARK MAINTENANCE						
15-58645	01-00110	City of Yukon (BankOne)REC	Flush valves sink parts	10/2014	Locke 24345043-00	161.02
			Flush valves sink parts	11/2014	Locke 24587016-00	16.24
15-59301	01-00110	City of Yukon (BankOne)REC	Patriot Project supplies	11/2014	Sunbelt 11-05-14	221.25
			Patriot Project supplies	11/2014	Walmart 06511A	111.57
			Patriot Project supplies	11/2014	ForeWheeler 12560	190.00
			Patriot Project supplies	11/2014	Ace 873152	275.94
15-60146	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	12/2014	Clean 50684161	32.54
15-60147	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	12/2014	Clean 50685307	32.54
15-60091	01-1	Little River Tree Service	Move Trees	12/2014	L 5769	1,400.00
15-59302	01-30600	Lowe's Companies, Inc.	Patriot Project supplies	10/2014	19376	46.12
			Patriot Project supplies	11/2014	02562A	441.98
			Patriot Project supplies	11/2014	02144	314.68
15-59704	01-30600	Lowe's Companies, Inc.	lightsm gloves misc	12/2014	01738	25.59
			lightsm gloves misc	12/2014	01924	18.88
15-59804	01-30600	Lowe's Companies, Inc.	supplies patriot project	11/2014	14095	188.11
15-59901	01-30600	Lowe's Companies, Inc.	misc for CIP	11/2014	02404	8.79
			misc for CIP	11/2014	02501	30.46
			misc for CIP	11/2014	01069A	72.32
			misc for CIP	11/2014	02246	52.92
15-59303	01-32600	Minick Materials Co.	Patriot Project	11/2014	642562	355.00
			Patriot Project	11/2014	642536	382.30
15-59765	01-32660	Mobile Mini, Inc.	mobile mini Christmas	12/2014	111445902	176.87
15-59703	01-47110	Schwarz Asphalt, LLC	Asphalt millings	10/2014	42689	650.28
15-59803	01-47110	Schwarz Asphalt, LLC	millings for Train truck	10/2014	42689	600.00
15-60240	01-91811	Richard Butler Trucking, LL	rock for Patriot Project	11/2014	328497	675.00
DEPARTMENT TOTAL:						6,480.40
DEPARTMENT: 118 RECREATION FACILITIES						
15-59701	01-00110	City of Yukon (BankOne)REC	Balasts for Bathroom	10/2014	Locke 24316823-00	18.67
			Balasts for Bathroom	11/2014	Locke 24545372-00	83.32
			Balasts for Bathroom	11/2014	Locke 24582030-00	34.27
			Balasts for Bathroom	12/2014	Ace 873350	3.78
15-59801	01-00110	City of Yukon (BankOne)REC	ballast for YCC & JCG	10/2014	Locke 24375951-00	113.04
15-59903	01-00110	City of Yukon (BankOne)REC	NETA Certification	12/2014	NETA 853453	309.50
15-60070	01-00110	City of Yukon (BankOne)REC	food for DRC	11/2014	Buy4Less 11-26-14	51.06
			food for DRC	12/2014	Buy4Less 12-9-14	64.64
15-60073	01-00110	City of Yukon (BankOne)REC	TLC Christmas supplies	12/2014	HobLob 12-05-14	40.92
			TLC Christmas supplies	12/2014	Walmart 09454	80.33
15-60074	01-00110	City of Yukon (BankOne)REC	Arm knitting supplies	11/2014	Walmart 04723	90.21
15-60075	01-00110	City of Yukon (BankOne)REC	chef masters supplies	11/2014	Walmart 06073	167.82
15-60104	01-00110	City of Yukon (BankOne)REC	DRC Food	12/2014	Buy4Less 12-22-14	15.42
			DRC Food	12/2014	Buy4Less 12-15-14	23.59
15-60105	01-00110	City of Yukon (BankOne)REC	Bunko supplies	12/2014	Walmart 04822	102.20
15-60243	01-00110	City of Yukon (BankOne)REC	supplies for Christmas	12/2014	Walmart 01294A	68.35
			supplies for Christmas	12/2014	HobLob 12-18-14	55.37
15-59302	01-30600	Lowe's Companies, Inc.	Patriot Project supplies	11/2014	11618	208.90
			Patriot Project supplies	12/2014	09489	235.00

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 118		RECREATION FACILITIES				
15-59863	01-30600	Lowe's Companies, Inc.	space heaters splash pad	11/2014	09557	140.60
			space heaters splash pad	11/2014	02226	230.67
			return	11/2014	11-10-14CR	94.05-
15-60011	01-46940	Sam's Club Direct-G.E.Capit	Coffee Supplies	12/2014	3682	91.97
15-60241	01-53450	United Linen - Uniform Re	linens for DRC	12/2014	S1781393	77.55
			linens for DRC	12/2014	S1782671	59.40
			linens for DRC	12/2014	1783422	67.47
DEPARTMENT TOTAL:						2,340.00
FUND TOTAL:						126,092.71

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 501		SALES TAX CAPITAL IMPROV				
15-58094	01-00108	City of Yukon (BankOne)LIB	Books-local purchased/onl	12/2014	Hastings 5601415	112.16
15-60093	01-00110	City of Yukon (BankOne)REC	Steel for Display storage	12/2014	Albright 12-12-14	2,165.85
15-60032	01-00123	City of Yukon (BankOne)TEC	ASUS Vivo PC VM60	12/2014	CDW-G RD87036	538.93
15-60033	01-00123	City of Yukon (BankOne)TEC	Memory	12/2014	CDW-G RD85616	79.90
			Memory	12/2014	CDW-G RD54320	79.90
15-60170	01-00123	City of Yukon (BankOne)TEC	ASUS E810-B0114 PC	12/2014	CDW-G FTLN636	705.35
15-60255	01-00136	City of Yukon (BankOne)ED	M.S. booth merchandise	12/2014	Michaels 12-18-14	41.61
			M.S. booth merchandise	12/2014	Baker 53473	68.58
			M.S. booth merchandise	12/2014	Baker 53520	71.40
15-60203	01-00180	City of Yukon (BankOne)PW	2x12 brass nipple	12/2014	HDSupply D371704	76.00
15-60227	01-00180	City of Yukon (BankOne)PW	bolts	12/2014	HDSupply D374682	20.00
15-60076	01-01015	A Weldors Supply	welding wire	12/2014	7047562	314.20
15-60311	01-02782	Bank of Oklahoma	Bond Trustee Fee	12/2014	5084041	2,000.00
15-58282	01-04450	Brodart	Standing Order Books	10/2014	B3717789	7.28
			Standing Order Books	11/2014	B3722914	12.30
			Standing Order Books	11/2014	B3728598	12.63
15-58284	01-04450	Brodart	Adult Fiction/non fiction	12/2014	B3748596	56.85
15-58367	01-04450	Brodart	Children's Fiction/non fi	11/2014	B3736883	11.68
			Children's Fiction/non fi	12/2014	B3746249	14.44
			Children's Fiction/non fi	12/2014	B3752626	11.28
15-58804	01-04450	Brodart	Children's Fiction/non fi	11/2014	B3736884	55.02
			Children's Fiction/non fi	12/2014	B3742898	80.55
			Children's Fiction/non fi	12/2014	B3752627	41.31
			Children's Fiction/non fi	12/2014	B3752628	26.57
15-59096	01-04450	Brodart	Adult Fiction/non fiction	12/2014	B3753735	200.11
15-59576	01-04450	Brodart	YA Fiction/non fiction	12/2014	B3743903	171.79
15-59647	01-04450	Brodart	Children's fiction/non fi	12/2014	B3746250	498.17
			Children's fiction/non fi	12/2014	B3753736	33.34
15-60167	01-04450	Brodart	Adult Standing Order	11/2014	B3729781	16.23
			Adult Standing Order	11/2014	B3730965	16.35
			Adult Standing Order	11/2014	B3733592	16.87
			Adult Standing Order	12/2014	B3741864	15.24
			Adult Standing Order	12/2014	B3741865	14.70
			Adult Standing Order	12/2014	B3752629	31.54
			Adult Standing Order	12/2014	B3752630	11.39
15-59160	01-16230	Gale Group Inc	Large Print Standiing Ord	11/2014	53730575	149.92
15-60066	01-16230	Gale Group Inc	Opposing Viewpoints	12/2014	363465	834.75
15-60225	01-16230	Gale Group Inc	Large Print Standing Orde	12/2014	53780757	71.22
			Large Print Standing Orde	12/2014	53858561	147.14
			Large Print Standing Orde	12/2014	53880094	260.13
			Large Print Standing Orde	12/2014	53910347	28.79
15-60077	01-30600	Lowe's Companies, Inc.	Christmas Display storage	12/2014	02995A	68.10
15-60185	01-37670	OKC Office Furniture	Office Furniture	12/2014	1086-OKC	4,444.50
15-59717	01-40740	Possum Grape RHK	Adult non fiction	12/2014	226 RHK-9401	959.95
15-59810	01-40840	Presidio Networked	CON-SNT-WSC296PS	12/2014	40462758	250.92
15-59946	01-44395	Recorded Books, LLC	Audio Book Standing Order	10/2014	75029576	272.20
			Audio Book Standing Order	12/2014	75053140	173.40
			Audio Book Standing Order	12/2014	75048611	112.50

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 501		SALES TAX CAPITAL IMPROV				
15-59398	01-90111	All State Fence, LLC	fencing	12/2014	250	3,481.00
15-59017	01-90318	citEcar Electric Vehicles	electric shuttles-deposit	9/2014	09-04-14	27,216.00
15-59888	01-92011	Triple AAA Soda Co.	case of pop	11/2014	1099	52.00
			case of pop holders	11/2014	1099	21.00
15-60278	01-92011	Triple AAA Soda Co.	Pop to sell in MS booth	12/2014	1157	78.00
DEPARTMENT TOTAL:						46,251.04
DEPARTMENT: 502		ECONOMIC DEVELOPMENT				
15-60175	01-00101	City of Yukon (BankOne)ADM	Membership & Conf. Reg	12/2014	ICSC 12-12-14	50.00
			Membership & Conf. Reg	12/2014	ICSC 12-12-14	530.00
			Membership & Conf. Reg	12/2014	ICSC 12-12-14	2,120.00
15-60179	01-00136	City of Yukon (BankOne)ED	Travel exp. CALT	12/2014	Comfort 369530458	83.00
15-60204	01-00136	City of Yukon (BankOne)ED	Project photo book	12/2014	HobLob 12-16-14	12.48
15-60314	01-05642	The Center for Economic	Consult-PotentialFriscoPr	12/2014	11175	2,497.50
DEPARTMENT TOTAL:						5,292.98
FUND TOTAL:						51,544.02

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 120		SPECIAL REVENUE-GRANTS				
15-59393	01-00105	City of Yukon (BankOne)FD	Long - lodging	11/2014	Fairfield 313	689.35
			McDoulett- lodging	11/2014	Fairfield 315	689.35
15-60054	01-72800	Kent Long	Meal Reimb. for Blue Card	11/2014	11-22-14	89.00
15-60055	01-72880	Caleb McDoulett	Meal Reimb.	11/2014	11-22-14	72.86
DEPARTMENT TOTAL:						1,540.56
DEPARTMENT: 123		SPECIAL EVENT REVENUE				
15-58406	01-00101	City of Yukon (BankOne)ADM	Christmas Party Supplies	12/2014	Walmart 05605	122.15
			Christmas Party Supplies	12/2014	Baker 53207	60.00
			Christmas Party Supplies	12/2014	Walmart 05818	45.64
			Christmas Party Supplies	12/2014	Walmart 00125	53.88
			Christmas Party Supplies	12/2014	Hancock 12-09-14	23.94
15-59631	01-00101	City of Yukon (BankOne)ADM	CIP Supplies & Decoration	10/2014	AutoFol 0139207-IN	362.82
15-59718	01-00101	City of Yukon (BankOne)ADM	Christmas Gifts City Coun	12/2014	Mantel 12-11-14	750.00
15-60020	01-00101	City of Yukon (BankOne)ADM	Christmas Decor CH	11/2014	A&BWhole 26370	86.00
			Christmas Decor CH	11/2014	Ace 11-29-14	9.76
15-60061	01-00101	City of Yukon (BankOne)ADM	Travel Exp-Atlanta Market	12/2014	SWAir FFXQIQ	1,058.80
15-60121	01-00101	City of Yukon (BankOne)ADM	Catering-CommCoffee-CH	12/2014	Sniders 3332	1,425.00
15-60122	01-00101	City of Yukon (BankOne)ADM	Catering-Council Dinner	12/2014	Sniders 12-16-14	640.00
15-60236	01-00101	City of Yukon (BankOne)ADM	extra table service	12/2014	Mariannes 86380	67.67
15-60106	01-00110	City of Yukon (BankOne)REC	Food for Philharmonic	12/2014	Homeland 12-18-14	202.44
			Food for Philharmonic	12/2014	Locke 24719363-00	31.63
			Flowers Philharmonic	12/2014	TheArrange 3903	80.00
			Flowers Philharmonic	12/2014	Locke 24719465-00	1.14
15-60238	01-00110	City of Yukon (BankOne)REC	House Contest	12/2014	EmbroidMe E5783	60.08
			House Contest	12/2014	YukonTroph 1214195	25.00
			House Contest	12/2014	HobLob 12-04-14	8.99
15-59930	01-1	Chishom Trail Heritage	Sponsorship	12/2014	C 161215	2,000.00
15-60235	01-30600	Lowe's Companies, Inc.	Christmas Party Supplies	12/2014	02758	15.40
			Christmas Party Supplies	12/2014	09854	28.86
15-60107	01-46940	Sam's Club Direct-G.E.Capit	food for Philharmonic	12/2014	9963	113.80
15-59719	01-53450	United Linen - Uniform Re	Linens for events	12/2014	S1769907	536.45
			Linens for events	12/2014	S1769461	22.00
15-60237	01-62300	Yukon Comm Support Fdn	Catering Christmas Party	12/2014	3339	6,560.97
DEPARTMENT TOTAL:						14,392.42

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 128 PARK & EVENTS SPEC REVENU						
15-59608	01-32077	MTM Recognition Corporation	plaques for Trees, statue	12/2014	5894138	2,910.00
DEPARTMENT TOTAL:						2,910.00
DEPARTMENT: 142 INSURANCE REIMBURSEMENTS						
15-59942	01-00111	City of Yukon (BankOne)PD	John Corn clothing	11/2014	JosABank 11-19-14	264.22
15-60254	01-00117	City of Yukon (BankOne)HR	Card charge error	12/2014	Zappos 12-03-14	114.00
15-60098	01-00180	City of Yukon (BankOne)PW	credit card chrg in error	11/2014	PetSmart 11-8-14	110.44
DEPARTMENT TOTAL:						488.66
DEPARTMENT: 143 MABEL FRY						
15-59945	01-04450	Brodart	Books-CCCJC	12/2014	B3744986	76.20
			Books-CCCJC	12/2014	B3753737	153.28
DEPARTMENT TOTAL:						229.48
DEPARTMENT: 167 POLICE DEPT SPECIAL REVEN						
15-57822	01-00111	City of Yukon (BankOne)PD	Daugherty training	8/2014	GoldenCorral F0567	49.87
			Daugherty training	8/2014	HardRock 8809	23.21
			Daugherty training	8/2014	HardRock 713796	394.32
15-58046	01-00111	City of Yukon (BankOne)PD	Patterson conference	8/2014	HardRock 713790	394.32
15-58047	01-00111	City of Yukon (BankOne)PD	Carroll conference	8/2014	TobyKeiths 8-4-14	54.76
			Carroll conference	8/2014	IHOP 5028	44.54
			Carroll conference	8/2014	EliteQuila 8-5-14	42.80
			Carroll conference	8/2014	HardRock 713937	394.32
15-59904	01-00111	City of Yukon (BankOne)PD	Christmas Decorations	11/2014	HobLob 11-20-14	97.85
			Christmas Decorations	11/2014	AtHome 11-21-14	91.77
15-60001	01-00111	City of Yukon (BankOne)PD	CWAC gifts	12/2014	Target 12-06-14	2,567.02
			CWAC gifts	12/2014	Target 12-06-14	1,871.76
15-60048	01-00111	City of Yukon (BankOne)PD	binders for property room	12/2014	Staples 7128812570	199.71
15-59388	01-91506	OSU-OKC Training &	M.Knight training	12/2014	2014IOIS1114	60.00
DEPARTMENT TOTAL:						6,286.25
FUND TOTAL:						25,847.37

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 201		WATER DISTRIBUTION				
15-57898	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	12/2014	Napa 586232	177.59
			credit fittings, cplngs	12/2014	Napa 585661	74.65-
15-57899	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	12/2014	OReilly 0343-453453	105.84
			fitting, cping	12/2014	Napa 586872	74.45-
15-59981	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	12/2014	HOW 82524	225.00
15-59982	01-00180	City of Yukon (BankOne)PW	oils, lubricants etc	12/2014	Fentress 699252	37.98
15-59984	01-00180	City of Yukon (BankOne)PW	parts water lines	12/2014	HDSupply D339082	212.80
			parts water lines	12/2014	HDSupply D374690	390.00
15-60084	01-00180	City of Yukon (BankOne)PW	pike pass fees	10/2014	PikePass 10-29-14	3.70
15-60085	01-00180	City of Yukon (BankOne)PW	pike pass fees	11/2014	PikePass 11-17-14	1.20
15-60146	01-00180	City of Yukon (BankOne)PW	uniform cleaning, ren	12/2014	Clean 50684161	46.09
15-60147	01-00180	City of Yukon (BankOne)PW	uniform cleaning, ren	12/2014	Clean 50685307	46.15
15-60148	01-00180	City of Yukon (BankOne)PW	bulbs	12/2014	Locke 24694129-00	24.10
15-60256	01-00180	City of Yukon (BankOne)PW	app fee for license	8/2014	DEQ OE4528333	124.00
15-60257	01-00180	City of Yukon (BankOne)PW	app fee for license	8/2014	DEQ OE4528327	124.00
15-60258	01-00180	City of Yukon (BankOne)PW	app fee for license	8/2014	DEQ OE4528332	124.00
			wastewater D class	9/2014	RoseState WFD4896	179.00
			water D class	9/2014	RoseState WFD4896	179.00
15-59976	01-30600	Lowe's Companies, Inc.	lumber, screws	12/2014	02298	383.58
15-60186	01-39550	Paul Penley Oil Company, In	unleaded fuel	12/2014	0106232-IN	482.96
			diesel fuel	12/2014	0106232-IN	87.68
15-60326	01-50700	Triad Design Group	Eng Srvcs-12/25/14	12/2014	9110	1,075.86
DEPARTMENT TOTAL:						3,881.43
DEPARTMENT: 202		UTILITY BILLING				
15-60232	01-00123	City of Yukon (BankOne)TEC	MR Phone Srvcs-NV'14	12/2014	Verizon 9736751568	166.99
15-60065	01-00170	City of Yukon (BankOne)UB	office supplies	12/2014	Staples 7128604521	28.05
			Door hangers	12/2014	Staples 7128604521	119.13
15-60146	01-00180	City of Yukon (BankOne)PW	uniform cleaning, rental	12/2014	Clean 50684161	21.51
15-60147	01-00180	City of Yukon (BankOne)PW	uniform cleaning, rental	12/2014	Clean 50685307	21.51
15-60186	01-39550	Paul Penley Oil Company, In	unleaded fuel	12/2014	0106232-IN	320.91
15-60247	01-39960	Pitney Bowes	Mail Sys lease-Sched406	12/2014	1960963-DC14	2,229.00
			Mail Sys lease-Sched407	12/2014	1960963-DC14	726.00
15-60325	01-47660	Shred-it Oklahoma	Doc.destruction	12/2014	9404663594	9.61
15-60213	01-51740	Tyler Technologies, Inc.	Custom Penalty calc	1/2015	025-112448	935.52
			Acucorp Acuserver ma	1/2015	025-112448	247.60
DEPARTMENT TOTAL:						4,825.83

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 203		TREATMENT AND SUPPLY				
15-60315	01-06375	City of Oklahoma City	Water Usage - Nov'14	12/2014	12/10/14	92,895.81
15-60228	01-90111	All State Fence, LLC	slats for fence	12/2014	246	324.00
DEPARTMENT TOTAL:						93,219.81
DEPARTMENT: 204		FLEET MAINTENANCE				
15-57898	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	12/2014	Napa 586232	150.00
			parts to repair vehicles	12/2014	Napa 585661	42.30
15-57899	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	11/2014	OReily 0343-451383	178.03
			parts to repair vehicles	12/2014	OReily 0343-451826	8.76
			parts to repair vehicles	12/2014	OReily 0343-451759	47.99
			parts to repair vehicles	12/2014	OReily 0343-453703	145.00
			parts to repair vehicles	12/2014	OReily 0343-454149	204.78
			parts to repair vehicles	12/2014	Napa 586872	214.13
15-57904	01-00180	City of Yukon (BankOne)PW	CNG fuel for vehicles	12/2014	OnCue 8149	33.29
			CNG fuel for vehicles	12/2014	OnCue 8221	25.78
			CNG fuel for vehicles	12/2014	OnCue 8413	16.29
			CNG fuel for vehicles	12/2014	OnCue 8599	11.96
			CNG fuel for vehicles	12/2014	OnCue 8598	0.95
			CNG fuel for vehicles	12/2014	Loves 99727	33.97
15-59593	01-00180	City of Yukon (BankOne)PW	office supplies	12/2014	Walmart 07651	51.88
15-59796	01-00180	City of Yukon (BankOne)PW	tires for loader	11/2014	Goodyea 2551003525	4,589.50
15-59974	01-00180	City of Yukon (BankOne)PW	hand cleaner-case	12/2014	H&H 50912	160.00
15-59981	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	11/2014	Conrad 495187	95.49
			parts to repair vehicles	12/2014	BigO 036034-63482	79.99
			parts to repair vehicles	12/2014	Phil's 12-09-14	20.18
			parts to repair vehicles	12/2014	IndRubber 120914	14.18
			parts to repair vehicles	12/2014	SmithF&G 521911	97.22
			parts to repair vehicles	12/2014	SmithF&G 521910	199.80
			parts to repair vehicles	12/2014	Bobcat P22091	140.36
			parts to repair vehicles	12/2014	Goodyea 2551003730	223.78
			parts to repair vehicles	12/2014	FleetPrid 65396446	47.48
			parts to repair vehicles	12/2014	JoeCooper 76477Y	14.14
			parts to repair vehicles	12/2014	P&KEquip 1762907	66.91
			parts to repair vehicles	12/2014	Frontier 141212YUK	55.54
			parts to repair vehicles	12/2014	Chappell 0405028	36.18
15-59982	01-00180	City of Yukon (BankOne)PW	oils, lubricants etc	12/2014	Fentress 699252	424.94
			oils, lubricants etc	12/2014	OReily 0343-453870	9.41
15-59983	01-00180	City of Yukon (BankOne)PW	tires for vehicles	12/2014	Goodyea 2551003801	431.56
			tires for vehicles	12/2014	Goodyea 2551003787	179.00
			tires for vehicles	12/2014	Goodyea 2551003763	1,378.95
15-60099	01-00180	City of Yukon (BankOne)PW	filters	12/2014	Locke 24686676-00	48.63
15-60146	01-00180	City of Yukon (BankOne)PW	red oil rag rental	12/2014	Clean 50684161	19.78
			uniform cleaning,ren	12/2014	Clean 50684161	17.61
15-60147	01-00180	City of Yukon (BankOne)PW	red oil rag rental	12/2014	Clean 50685307	29.54
			uniform cleaning,ren	12/2014	Clean 50685307	17.61
15-60245	01-00180	City of Yukon (BankOne)PW	steel tubing	12/2014	Barker 150634	168.00
15-60186	01-39550	Paul Penley Oil Company,	Inunleaded fuel	12/2014	0106232-IN	6,540.06

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 204		FLEET MAINTENANCE				
			diesel fuel	12/2014	0106232-IN	1,957.77
					DEPARTMENT TOTAL:	18,228.72
					FUND TOTAL:	120,155.79

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 301		SANITATION				
15-60233	01-00123	City of Yukon (BankOne)TEC	Sant Svcs Tablets	12/2014	Verizon 9736751569	160.04
15-60151	01-00171	City of Yukon (BankOne)SAN	department dinner	12/2014	Walmart 04043	13.64
			department dinner	12/2014	BadBrads 12-23-14	264.80
15-57898	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	12/2014	Napa 585661	52.66
15-57899	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	2/2014	OReily 0343-453261	307.17
			parts to repair vehicles	12/2014	OReily 0343-454916	9.08
			parts to repair vehicles	12/2014	Napa 586872	77.44
15-59981	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	1/2014	FleetPrid 65208241	34.54
			parts to repair vehicles	11/2014	J&REquip 26991	21.86
			parts to repair vehicles	11/2014	Summit 405108670	172.28
			parts to repair vehicles	12/2014	Bruckner 440868C	28.67
			parts to repair vehicles	12/2014	Summit 405110203	171.35
			parts to repair vehicles	12/2014	Goodyea 2551003716	40.67
			parts to repair vehicles	12/2014	Goodyea 2551003698	40.67
			parts to repair vehicles	12/2014	FleetPrid 65559261	69.50
			parts to repair vehicles	12/2014	ATC 120142356	565.52
			parts to repair vehicles	12/2014	ATC 120142537	6.92
15-60146	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	12/2014	Clean 50684161	46.97
15-60147	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	12/2014	Clean 50685307	42.84
15-60090	01-16565	Goodyear	tires	12/2014	255-1003782	1,884.00
15-60186	01-39550	Paul Penley Oil Company,	Inunleaded fuel	12/2014	0106232-IN	109.99
			diesel fuel	12/2014	0106232-IN	3,592.62
15-59823	01-41440	ProStar Service-Oklahoma	coffee service	12/2014	134944	78.61
15-59313	01-48366	Southern Tire Mart	retreads	12/2014	47145938	1,155.00
15-60088	01-57425	Waste Connections of Oklahor	rolloff hauling	12/2014	1452729	380.00
15-60089	01-91904	Scudder Service & Supply	service call	12/2014	22667	85.00
DEPARTMENT TOTAL:						9,411.84
FUND TOTAL:						9,411.84

FUND: 73 - Storm Water Enterprise

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 401		STORMWATER				
15-60186	01-39550	Paul Penley Oil Company,	Inunleaded fuel	12/2014	0106232-IN	21.50
15-60198	01-90301	CBI Systems, Ltd	MS4 Pro Renewal	12/2014	971	1,200.00
					DEPARTMENT TOTAL:	1,221.50
					FUND TOTAL:	1,221.50

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 120      Emergency Mgmt Grants						
15-60239	01-70045	Lori Adams	Reimb Motel	12/2014	12-09-14	94.21
			Reimb Meals	12/2014	12-09-14	16.34
			Reimb Mileage	12/2014	12-09-14	232.96
DEPARTMENT TOTAL:						343.51
DEPARTMENT: 132      ** INVALID DEPARTMENT **						
15-60178	01-91001	Jackson Fabrication	Yukon Bicycle Rack	7/2014	07-01-14	9,600.00
DEPARTMENT TOTAL:						9,600.00
FUND TOTAL:						9,943.51
GRAND TOTAL:						344,216.74

# 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	2018
Larry Taylor	Ward 2	2018
Ed Hatley	Ward AL	2015
Bill Baker	Ward 3	2016
Robert Davis	Ward 4	2016

## Board of Adjustment/Board of Appeal

Sherry Huston	Ward 1	2018
Rena Holland	Ward 2	2018
Buddy Carpenter	Ward AL	2015
Joe Horn	Ward 3	2016
Russ Kline	Ward 4	2016

## Park Board

Joe Edwards	Ward 1	2018
Nick Grba	Ward 2	2018
Dayton Betts	Ward AL	2015
Cathy Wright	Ward 3	2016
Joe Baumann	Ward 4	2016

## Library Board

Charlotte Novak*		
Inez Andrews*		
Lee Wells	Ward 2/1	2018
Joyce Roman	Ward 2	2018
Ginger LaCroix	Ward AL	2015
Jeanne Riggs	Ward 3	2016
Margaret Albrecht	Ward 4	2016

## Traffic Commission

Charles Lee	Ward 1	2018
James Montgomery	Ward 2	2018
John Knuppel	Ward AL	2015
Jay Tallant	Ward 3	2016
Darrell R. Goulden	Ward 4	2016

## Spanish Cove

Larry Taylor, Representative

## OK Environmental Management Auth.

Richard Russell, Representative  
Ken Smith, Alternate

## Senior Citizens

Ray Wright, Representative  
John Alberts, Alternate

## ACOG

Ken Smith, Member  
Richard Russell, Alternate

## COWRA

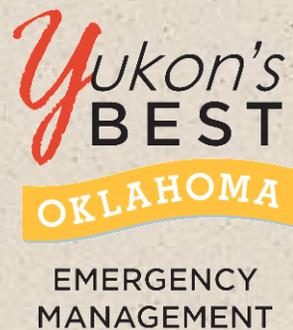
Genie Vinson, Representative  
Larry Taylor, Alternate

## Sister City Committee

Illona Morris  
Terry Beaver  
Nancy Novosad  
Edwin Shedeck

## 

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



**DATE:** December 12, 2014

**FROM:** Frosty Peak, Emergency Manager Director

**TO:** Grayson Bottom, City Manager

**RE:** Emergency Operations Plan 2015 Updates

**MEMORANDUM**

Attached for review and council approval are the 2015 updates for the City of Yukon Emergency Operations Plan. We will be asking Council to approve it at the January 6, 2015 City Council meeting.

**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 statutes. 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 \_\_\_\_\_ day of \_\_\_\_\_, 2015 at \_\_\_\_\_ o'clock \_\_\_\_m.

\_\_\_\_\_  
Mayor

ATTEST:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## 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:

1. After the weather event has passed, the Communications Department will be responsible for sounding the all clear signal.

#### SHOULD READ:

Remove statement : Annex C , Concept of Operation, Weather Warning , B. Pg. 2

Not Applicable to City of Yukon Emergency Operation Plan ; Request statement to be removed . Recommendation *not* to use the “*All Clear*” signal due to multiple jurisdictions using the “All clear” signal for weather events can cause a resident confusion if they are in close proximity to other jurisdictions sirens, such as Oklahoma City, Piedmont, and Mustang, OK.

Submitted by: (Name)Lorinda Adams

(Date) 12/11/14 (Phone)405-350-5413

- d. EMS Coordinator
- e. Public Works Director
- f. Development Services 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.

## 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: Updated names in Plan

1. Updated : Change name of Community Development (Director)
2. Updated: Added name Jenna Roberson Public Information Officer

SHOULD READ:

1. Development Services (Director) to: Pg2,pg 5, Basic plan Pg4, , Annex A pg30,31  
32, Annex C pg 9
2. Added Public Information Officer Jenna Roberson 515-6125 to: Annex A pg.32

Submitted by: (Name) Lorinda Adams , Adm. Assitant Emergency Management  
(Date) 11/26/2014 (Phone) 405-350-5413

## DISTRIBUTION

### CITY OF YUKON

Copies of the Electronic Version 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	2
City Clerk	1
Fire Department	3
EMS Coordinator	1
PIO	1
Public Works	2
Police Department	5
Yukon EOC	4
Development Services 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>30</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.

## PLANNING COMMITTEE

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

- |     |                            |                                                                                                                                                                                                                                                            |
|-----|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | 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 Development Services 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>                                                                                                             |

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

Development Services Director

Shelter/Mass Care Coordinator

EMS/Health & Med. Serv. Coordinator

Animal Care Coordinator

Public Information

Resource 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

Development Services

APPENDIX 2 TO ANNEX A  
ORGANIZATION ASSIGNMENT ROSTER  
CITY OF YUKON

**Policy Group**

Mayor	Ken Smith	350-0689
Council Member	Donna Yanda	350-0790
Council Member	John Alberts	354-1991
Vice- Mayor	Michael McEachern	354-5884
Council Member	Richard Russell	350-0448

**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
Development Services	Mitch Hort	354-7703
Information Tech Director	Gary Cooper	354-7534
EMS Coordinator	Kyle Trumbly	626-6644
Public Information Officer	Jenna Roberson	505-6125
Animal Care	Rodney Spiva	922-3468

**Yukon Public Schools**

Superintendent	James Simeroth	615-3000
Assistant Superintendent	Sheli McAdoo	627-5477

- d. EMS Coordinator
  - e. Public Works Director
  - f. Development Services 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

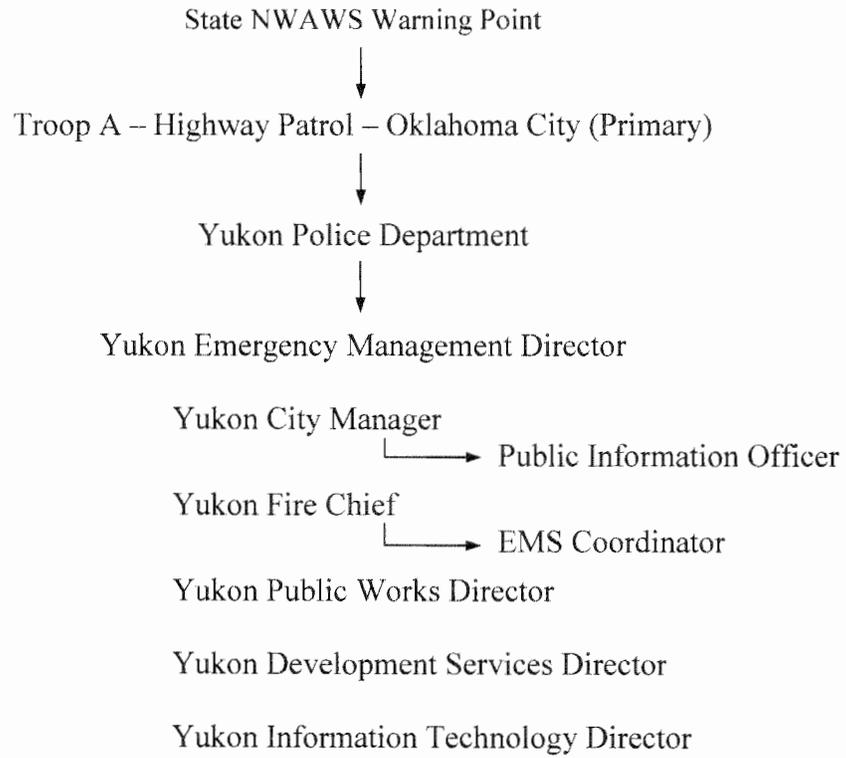
Warning will be made for hazardous material incident/accidents such as oil, chemical or radiological material spills when the incident presents a hazard to the public. This warning will be announced on radio/television, cable television, and Blackboard Connect-CTY City Watch System when deemed necessary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

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. Development Services 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

## 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:

1. Update Snow and Ice Plan for 2015

#### SHOULD READ:

1. PW Provide updated version of Snow and Ice Plan, Annex I Snow and Ice Plan update pg 12

Submitted by: (Name)Lorinda Adams

(Date)11/26/14 (Phone)405-350-5413

*2015 Update*



**EMERGENCY  
MANAGEMENT**

**City of Yukon**

**Emergency Operations Plan**

*Rev. July 2007*

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APPROVAL PAGE

CITY OF YUKON  
EMERGENCY OPERATIONS PLAN

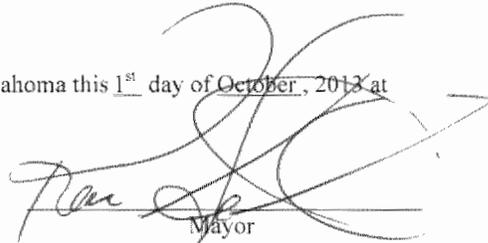
To All Recipients:

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, 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 7:00 o'clock p.m.

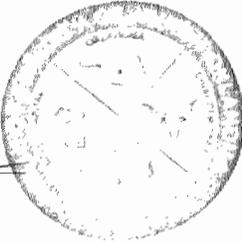


Mayor

ATTEST:



City Clerk



10/1/13  
Date

Oklahoma Department of Emergency Management

Date

DISTRIBUTION  
CITY OF YUKON

Copies of the Electronic Version 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	2
City Clerk	1
Fire Department	3
EMS Coordinator	1
PIO	1
Public Works	2
Police Department	5
Yukon EOC	4
Development Services Director	1
Personnel Director	1
Information Technology Director	1
Director, OK Dept. of Emergency Management	1
Canadian County Office of Emergency Management	1
TOTAL COPIES:	30

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

RECORD OF CHANGES

<b>DATE</b>	<b>SUBJECT AREA</b>	<b>Location of Chg.</b>	<b>Init.</b>
<b>01/17/13</b>	Updated Planning Committee and Operation Group names	<b>Page 5</b>	<b>La</b>
<b>04/2013</b>	Updated Snow and Ice Control plan	<b>Annex I</b>	<b>La</b>
<b>06/06/13</b>	Update the Yukon Logo	<b>Title page</b>	<b>La</b>
<b>06/11/13</b>	Updated names and phones numbers	<b>Annex C</b>	<b>la</b>
<b>09/12/13</b>	Removed phrase; city employee alerting software	<b>Annex C</b>	<b>La</b>
<b>09/12/13</b>	Removed phrase; Initiate warning system in city of Yukon	<b>Annex H</b>	<b>la</b>
<b>09/12/13</b>	Added #9 siren location	<b>Annex C</b>	<b>La</b>
<b>09/12/13</b>	Removed Phrase; the public safety director	<b>Annex C</b>	<b>La</b>
<b>09/12/13</b>	Added phrase; Developing response and recovery plan	<b>Annex G</b>	<b>La</b>
<b>09/12/13</b>	Removed Resource list names	<b>Annex F,H,L,J</b>	<b>La</b>
<b>12/12/13</b>	Updated names	<b>Planning group</b>	<b>La</b>
<b>12/12/13</b>	Updated names	<b>Annex A</b>	<b>la</b>
<b>11/26/14</b>	Updated names and Plan		<b>LA</b>
<b>11/26/14</b>	Updated Snow and Ice Control plan	<b>Annex I</b>	<b>La</b>

--	--	--	--

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. Kyle Trumbly – City EMS Coordinator
5. Arnold Adams – Public Works Director
6. Mitchell Hort – Development Services 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 2013 census of population for Yukon is nearly 24,162. 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. Development Services: Development Services 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 Mangers 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 Development Services Department Yukon Information Technology Department, and City Council</b> |
| 8.  | Health & Medical Services<br><br>Emergency 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><br><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

Development Services Director

Shelter/Mass Care Coordinator

EMS/Health & Med. Serv. Coordinator

Animal Care Coordinator

Public Information

Resource Coordinator

TAB B TO APPENDIX I 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

Development Services

APPENDIX 2 TO ANNEX A  
ORGANIZATION ASSIGNMENT ROSTER  
CITY OF YUKON

**Policy Group**

Mayor	Ken Smith	350-0689
Council Member	Donna Yanda	350-0790
Council Member	John Alberts	354-1991
Vice- Mayor	Michael McEachern	354-5884
Council Member	Richard Russell	350-0448

**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
Development Services	Mitch Hort	354-7703
Information Tech Director	Gary Cooper	354-7534
EMS Coordinator	Kyle Trumbly	626-6644
Public Information Officer	Jenna Roberson	505-6125
Animal Care	Rodney Spiva	922-3468

**Yukon Public Schools**

Superintendent	James Simeroth	615-3000
Assistant Superintendent	Sheli McAdoo	627-5477

**Public Utilities**

Oklahoma Gas & Electric

Oklahoma Natural Gas

AT&T

Cox Communication

**Shelter**

Canadian County Red Cross

Canadian County Health Department

**Emergency Numbers**

553-8593

551-6601 or 551-6603

1-800-870-8390

286-2200 or 600-8282

623-4892

350-6203 or 354-4872

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



**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. Development Services 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

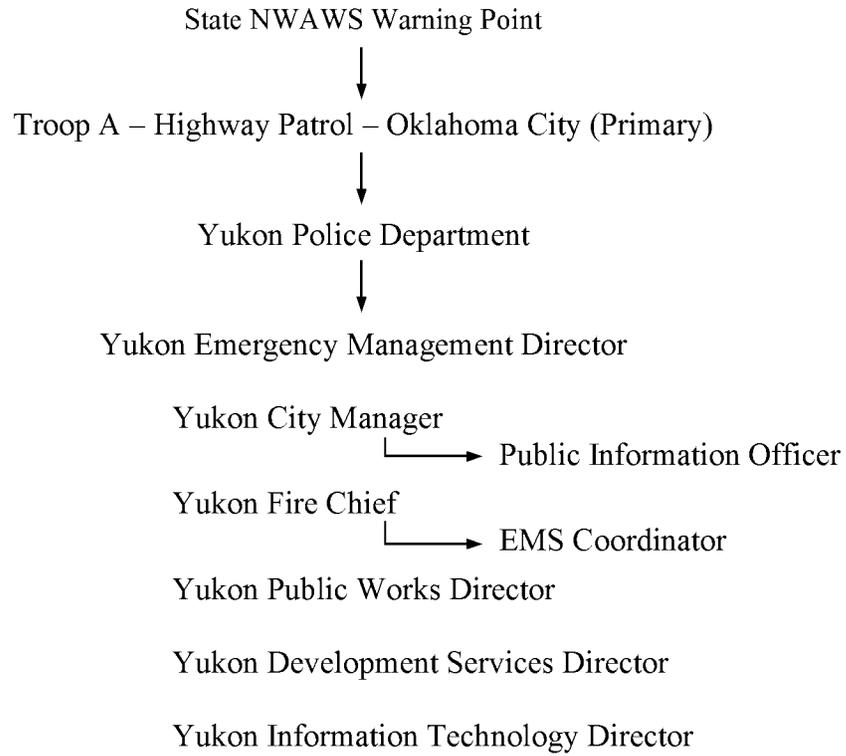
APPENDIX 2 - Community Warning

APPENDIX 3 – Warning Device Decision SOP

APPENDIX 4 - Siren Locations

APPENDIX I 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. Development Services 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

<u>Name</u>	<u>Cell Phone</u>	<u>Home Phone</u>
6. Kyle Trumbly	626-6644	691-2199
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	354-1902
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

Nine (9) 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 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)

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.

I. Resources

See EMS/Fire Binder in EOC.



## 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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## **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 3:30 PM), the Street Supervisor will monitor weather conditions and respond accordingly.

Each day during the hours of 3:30 PM -6:00 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

weather

or ice with continued snow in the 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 6AM to 6PM and then 6PM to 6AM 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 6 PM. At this time, the 12 hours work shift is established. The second crew will be immediately relieved from duty and later report at 6 PM and work until 6 AM. This 12 hour shift rotation will continue until it is no longer required.

#### IV. SNOW & ICE CONTROL EQUIPMENT

##### STREET DEPARTMENT:

<b>108-2012-6395</b>	2012 5 Ton Dump Truck
Plow	2012 10' Monroe Power Reversible
capacity	2012 14' Monroe Spreader w/ 91 yd
<b>108-2006-4888:</b>	2006 Sterling 5 Ton dump truck
<b>3SS5/108-2006-4672</b>	1996 Henderson 11' spreader 6.5yd
<b>3S7</b>	capacity
	10' Flink power reversible snow plows
<b>108-1997-3236:</b>	1997 Galion 850 Motor Grader 14'
blade	
<b>108-82-2876:</b>	1994 Ford 545 Tractor 1cy bucket
capacity	With 6' box blade
<b>108-2005-8730:</b>	2005 John Deere 624J Loader 3.5cy
<b>108-2005-5657:</b>	2005 Bobcat Skid Steer loader, S300
<b>108-1990-30/7:</b>	1990 JCB Backhoe with 1cy bucket

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

**WATER & WASTEWATER DISTRIBUTION:**

**201-2004-9241**                      2004 John Deere Backhoe 1.3 cy  
bucket

**201-2013-1164**                      2013 John Deere Backhoe 1.3 cy  
bucket

**PARKS DEPARTMENT:**

**117-2005-1167:**                      2005 Chevy 4500 Pickup  
**3SS4/108-2006-5796:**                      2006 8' Warren Sand Spreader

**117-2005-0660:**                      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 ½ W Wagner Rd – Wastewater Treatment Plant 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

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 / Robertson Activity 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  
Stonemill  
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 10<sup>th</sup>

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 10<sup>th</sup>

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 & 11<sup>th</sup>

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 10<sup>th</sup> & 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 advise 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)

<u>Federal Assistance</u>	<u>Telephone Number</u>
1. National Response Center	1-800-424-8802 *(1 <sup>st</sup> Contact) 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) Fort Sill, Oklahoma	1-580-442-2313 *
3. Federal Aviation Administration, Ft. Worth Aviation Operations Center	1-817-222-5006
4. US Environmental Protection Agency	1-866-EPA SPIL (372-7745)
5. US Department of Transportation (Enforcement) Federal Railroad Administration	(INFO.) 1-202-366-4000 (Night) 1-800-759-7243 page #805-7850 1-817-862-2200
6. US Department of Energy National Labs Incident Commander Emergency Operations Center Radiation Emergency Assistance Center/Training Site (REAC/TS) (FOR MEDICAL INFORMATION ON EFFECTS OF RADIATION EXPOSURE)	1-505-845-4487 * 202-586-8100 * 865-576-3131 865-576-1005 *
7. Nuclear Regulatory Commission Operations Center Region IV – Arlington, TX	1-301-816-5100 * 1-817-860-8100 *

Private Assistance

CHEMTREC ( Operated by Chemical Manufacturers Association)	1-800-424-9300 *
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.	

**\*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

# WEAPONS OF MASS DESTRUCTION THREAT AND INCIDENT RESPONSE

# FBI

DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

A weapon of mass destruction includes biological, chemical, nuclear or explosive materials/devices and any combination thereof. The following steps are recommended for first responders to incidents involving a WMD:

## NOTIFICATION

- 911/dispatch to alert police/bomb squad and fire/hazmat.
- FBI Oklahoma City Field Office at (405) 290-7770 (24 hr).
- Local/County/State Office of Emergency Management.
- Local/County/State Health Department.

- Approach and set up incident command upwind of the hazard area. Avoid being contaminated at the scene or through transfer from a victim who has been exposed to the hazard.
  - Suspicious packages and containers should not be moved. Avoid using cell phones, radios, etc., within 300 ft. of a suspect device. Evacuation distance will depend on device size and contents.
  - Areas in which an unknown material has been released must be evacuated and secured for analysis of the material. Air handling systems should be shut down for airborne hazards.
- 
- Individuals potentially exposed to a hazardous material should be evacuated and isolated from others. Limit access to the hazardous crime scene area to only those responsible for the rescue of victims or the analysis of unknown materials or devices.
  - Telephonic or written threats with no apparent package, device or unknown material which can be found, should be assessed using the following factors: Signs of tampering with ventilation systems, containers which do not belong in an area, foreign materials which have been dispersed, abnormal physical reactions of people in the area and corroborating law enforcement intelligence information are all factors which can be checked to help determine if an evacuation is needed.
  - Unknown material/device identification and 24 hour conference calls with WMD field experts should be coordinated through the FBI.

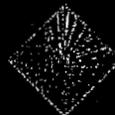
FBI OKLAHOMA CITY (405) 290-7770 (24 hr)

BIOLOGICAL



RADIOACTIVE

◆ CHEMICAL



# FBI

DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

BOMB /  
EXPLOSIVE

APPENDIX 3 TO ANNEX N

HOMELAND DEFENSE OPERATION CONDITIONS PLAN

# City of Yukon

## TERRORISM THREAT CONDITIONS MATRIX

### PURPOSE and GENERAL INFORMATION

- This matrix is a locally developed extension of the **Homeland Security Advisory System (HSAS)** intended to provide recommended guidelines and a general action checklist for all levels of emergency response to guide actions during each specific **Homeland Security Advisory System (HSAS)** Threat Condition. The **Protective Measures** prescribed by the HSAS are listed at the top of each individual Threat Condition Matrix. The recommended **Agency Action Checklist** is intended to be generic in nature to allow all agencies within the City of Yukon Operational Area to use it as a basis to develop their expanded detailed action checklists.
- Additionally, the matrix is intended to provide agencies from all disciplines a clear picture as to what actions can be expected from other emergency services agencies. This is intended to enhance inter-agency operational coordination and cooperation.
- The **Protective Measures** table of the matrix is taken directly from the **Homeland Security Advisory System (HSAS)**. It is quoted intact and is unmodified.
- The **Agency Action Checklist** table provides local amplification of the Protective Measures. The items listed therein are considered a minimum level of action for the listed condition. At their discretion, agencies may institute actions from a higher threat condition while the overall situation remains at a lower threat condition. Nothing in this matrix is intended to preempt or modify the prerogatives of local jurisdictions or their representatives. Action items from higher condition levels may be undertaken at the discretion of local jurisdictions.
- Checklist actions are intended to be undertaken by the cognizant agencies upon notification of any change in Threat Condition.

*The United States Homeland Security office has established five threat conditions, the levels are:*

	Low Condition	Low risk of terrorist attacks.
	Guarded Condition	When there is general information, but no specific threat of possible terrorist activity or violent protest or any other significant event.
Yellow	Elevated Condition	When there is a significant risk, but no specific threat of possible terrorist activity, violent protest or some other significant event.
	High Condition	Where there is a specific threat or an imminent likelihood of terrorist activity or violent protest or other significant event.
	Severe Condition	When a terrorist attack, violent protest or other significant event has or is occurring.

**CITY OF YUKON OPERATIONAL AREA  
LOW CONDITION**



**PROTECTIVE MEASURES**

**LOW RISK OF TERRORIST ATTACKS:** The following Protective Measures may be applied:

- Refining and exercising Protective Measures.
- Ensuring personnel receive training on HSAS, departmental, or agency-specific Protective Measures.
- Regularly assessing facilities for vulnerabilities and taking measures to reduce (mitigate) them.

**AGENCY ACTION CHECKLIST**

**EOC:**

- Normal operations and routine.
- Review existing counter-terrorism plans.
- Continue to update personnel training in counter-terrorism (active vs. passive).
- EOC in a standby status (Deactivated).
- Maintain routine liaison and referrals with the media.
- Promulgate Threat Condition changes and applicable amplifying details.

**LAW:**

- Conduct routine operations and patrols.
- Conduct routine patrols of critical facilities.
- Continue to update personnel training in counter-terrorism (active vs. passive).

**FIRE:**

- Conduct routine operations.
- Continue to update personnel training in counter-terrorism (active vs. passive).

**HEALTH:**

- Conduct routine medical surveillance through hospitals and treatment facilities.
- Attend training by other disciplines in counter-terrorism and weapons of mass destruction procedures.

**EMERGENCY MEDICAL:**

- Conduct routine operations.

**COMMUNICATIONS CENTER:**

- Conduct routine operations.
- Train personnel in counter-terrorism communications protocols and procedures, including notification protocols.

**PUBLIC WORKS:**

- Maintain minimum inventories of support equipment and material.
- Maintain routine communications and liaison with other disciplines.
- Review the action parameters and contents of this matrix with all staff.

**CITY OF YUKON OPERATIONAL AREA  
GUARDED CONDITION**

**PROTECTIVE MEASURES**

**GENERAL RISK OF TERRORIST ATTACK:** In addition to the previously outlined Protective Measures, the following may be applied:

- Checking communications with designated emergency response or command locations.
- Reviewing and updating emergency response procedures.
- Providing the public with necessary information.

**AGENCY ACTION CHECKLIST**

**EOC:**

- Conduct routine communications checks with the State EMO and with the other EOC's in the area.
- Review and update Emergency Operations Plan, applicable CERP's, and other applicable Response procedures as needed.
- Participate in daily briefings/conference calls with the REOC. Promulgate information obtained to cognizant agencies.
- Conduct training for EOC Staff members.
- EOC in a "standby" status/Deactivated).
- Maintain liaison with County and State Emergency Management Offices.
- Forward Reports to all cognizant departments as required.
- Provide general situation preparedness information to the public.

**LAW:**

- Check applicable inventories and equipment, and ensure operational readiness.
- Review applicable plans.
- Coordinate preparedness levels among all local law enforcement agencies.
- Review applicable information and reports provided by local, state and federal agencies and promulgate to staff.

**FIRE:**

- Check applicable inventories and equipment, and ensure operational readiness.
- Review applicable plans.
- Review applicable information and reports provided by local, state and federal agencies and promulgate to staff.

**HEALTH:**

- Sustain previously implemented actions.

**EMERGENCY MEDICAL:**

- Check applicable inventories and equipment, and ensure operational readiness.
- Review applicable plans.
- Review applicable information and reports provided by local, state and federal agencies and promulgate to staff.

**COMMUNICATION CENTER:**

- Review applicable plans.
- Review condition and status with all staff.
- Ensure notification of EOC any status change or the occurrence of any status related incident.

**PUBLIC WORKS:**

- Check applicable inventories and equipment, and ensure operational readiness.
- Review applicable plans.
- Review applicable information and reports provided by local, state and federal agencies and promulgate to appropriate staff.

**ALL:**

- Screen and/or deny any requests for information regarding emergency vehicles or other response equipment from unofficial or unverified sources.
- Check communications with designated emergency response or command locations.
- Review and update emergency response procedures.

**CITY OF YUKON OPERATIONAL AREA  
ELEVATED CONDITION  
YELLOW**

**PROTECTIVE MEASURES**

**SIGNIFICANT RISK OF TERRORIST ATTACKS:** In addition to the previously outlined Protective Measures, the following may be applied:

- Increasing surveillance of critical locations.
- Coordinating emergency plans with nearby jurisdictions.
- Assessing further refinement of Protective Measures with the context of the current threat information.
- Implementing, as appropriate, contingency and emergency response plan.

**AGENCY ACTION CHECKLIST**

**EOC:**

- Activate EOC if required by a specific local threat.
- Assess individual availability of EOC Staff members, and alert them for possible activation.
- Promulgate Situation Updates as required by the situation.
- Maintain liaison with local media.
- Maintain liaison with utility companies within the Operational Area.
- Maintain liaison with the Water Resource Agencies, (WRA).
- Maintain liaison with school districts through the Yukon Schools Board of Education.
- Maintain liaison with ODOT and other applicable State agencies.
- Maintain liaison with applicable federal agencies, Secret Service, FBI, OHS etc.).
- Maintain liaison with American Red Cross Chapters regarding shelters and response capabilities.

**W:**

- Increase Patrols of critical locations within specific jurisdiction.
- Enhance security of law enforcement facilities and vehicles.

**FIRE:**

- Enhance security of fire stations.

**HEALTH:**

- Enhance security of hospitals and other medical facilities.

**EMERGENCY MEDICAL:**

- Enhance security of ambulance facilities.

**COMMUNICATIONS CENTER:**

- Sustain previously implemented actions.

**PUBLIC WORKS:**

- Sustain previously implemented actions.
- Enhance security of facilities.

**ALL:**

- Enhance security measures instituted for all emergency response vehicles and equipment.
- Review all previous level requirements.
- Report suspicious activities or incidents to local, state and federal agencies and applicable disciplines.



CITY OF YUKON OPERATIONAL AREA  
**HIGH CONDITION**



**PROTECTIVE MEASURES**

**HIGH RISK OF TERRORIST ATTACKS:** In addition to the previously outlined Protective Measures, the following may be applied:

- Coordinating necessary security efforts with armed forces or law enforcement agencies.
- Taking additional precaution at public events.
- Preparing to work at an alternate site or with a dispersed workforce.
- Restricting access to essential personnel only.

**AGENCY ACTION CHECKLIST**

**EOC:**

- Activate EOC if required by a specific local threat.
- Brief City Manager and City Council as required.
- Assess EOC Staff availability and assign personnel to fill vacancies.
- Conduct "Pre-Event Briefing" of key Staff members as appropriate.
- Place all employees on standby for activation.
- Promulgate Emergency Bulletins as required.
- Expand liaison with local media as required.
- Conduct media briefings as appropriate to the threat.
- Assess potential for local environmental threats.
- Establish liaison with applicable local businesses and business organizations.

**LAW:**

- Restrict access to court houses, city halls, and other county/local government facilities to essential personnel.
- Ensure enhanced security measures at public events.
- Plan for cancellation of public events if the situation warrants.
- As appropriate, coordinate with military installations within specific jurisdictions.
- Coordinate enhanced security of vulnerable potential targets and essential services facilities as required.
- Coordinate enhanced security of facilities with utility companies as required.
- Coordinate enhanced security of school facilities with school districts as required.
- Coordinate enhanced security of bridges, overpasses, and key transportation facilities with ODOT as required.
- Coordinate enhanced security of railroads as required.
- Coordinate enhanced security of hazardous material facilities/chemical plants as required.

**FIRE:**

- Communicate mutual aid resource status with the other mutual aid departments.

**HEALTH:**

- Sustain previously implemented actions.

**EMERGENCY MEDICAL:**

- Sustain previously implemented actions.

**COMMUNICATIONS CENTER:**

- Designate direct liaison with other local, state and federal agencies
- Enhance CAD assessment and incident analysis.
- Initiate regular security checks of remote radio sites and installations.

**PUBLIC WORKS:**

- Sustain previously implemented actions.

**ALL:**

- Establish identity checks for access. Restrict facility access.
- Take appropriate precautions as predicated by the specific threat.
- Assess canceling of vacations, days off, and out-of-area training. Increase working hours staffing as required.
- All departments report operational status to EOC as applicable.
- City Manager and City Council jointly review emergency action plans, to include evacuation plans as applicable.

**CITY OF YUKON OPERATIONAL AREA  
SEVERE CONDITION**

**PROTECTIVE MEASURES**

**SEVERE RISK OF TERRORIST ATTACKS:** In addition to the previously outlined Protective Measures, the following may be applied:

- Assigning emergency response personnel and pre-positioning specialist trained teams.
- Monitoring, redirecting or constraining transportation systems.
- Increasing or redirecting personnel to address critical emergency needs.

**AGENCY ACTION CHECKLIST**

**EOC:**

- Activate EOC.
- Activate EOC Security Plan.
- Coordinate requests for additional resources as required.
- Coordinate emergency public information.
- Prepare to activate Shelter Operations and provide security as required by the threat.
- Coordinate with FAA regarding air space restrictions and/or closings as applicable.
- Review applicability of declaring a local State of Emergency.

**LAW:**

- Establish "Unified Incident Command" as applicable.
- Close court houses, city halls, and other county/local government facilities to public access as directed.
- Close schools as directed.
- Close shopping centers, and theatres as applicable.
- Close public gathering places as applicable.
- Cancel or curtail public events.
- Undertake protection of local area VIP's consistent with the threat.
- Undertake protection of agricultural processing and hazardous material facilities as required/directed.
- Undertake protection of essential facilities as required/directed.
- Coordinate with ODOT/Union Pacific and/or undertake protection of bridges and railroads as required/directed.
- Issue protective clothing and/or equipment as required.

**FIRE:**

- Establish "Unified Incident Command" as applicable.
- Issue protective clothing and/or equipment as required.

**HEALTH:**

- Establish "Unified Incident Command" as applicable.
- Ensure maximum coordination with hospitals and other health care facilities.
- Establish maximum security for hospitals. (With Law.)

**EMERGENCY MEDICAL:**

- Establish "Unified Incident Command" as applicable.
- Issue protective clothing and/or equipment as required.

**COMMUNICATION CENTER:**

- Establish maximum facility security.
- Refer public inquiry calls to EOC. Triage calls as applicable.

**PUBLIC WORKS:**

- Preposition support logistical resources as directed.

**ALL:**

- Activate emergency plans as appropriate.
- Cancel vacations, days off, and out-of-area training. Increase shift staffing as required.
- Report readiness status to City/County EOC. This information will in turn be forwarded to the Operational Area EOC.
- Establish a "wartime" footing.
- Maximum security of facilities, vehicles, and all rolling stock.
- Take appropriate action as predicated by the specific threat.

**NOTES:**

- *At their discretion, agencies may institute actions from a higher threat condition while the overall situation remains at a lower threat condition. In the event this action is undertaken, the Operational Area Emergency Operations Center (EOC) will be advised.*
- *Nothing within this checklist is intended to preempt the prerogatives of local officials.*

## APPENDIX 4 TO ANNEX N

### CRITICAL FACILITY LIST

#### Critical Facilities:

- Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic and/or water-reactive materials;
- Hospitals, nursing homes, and housing likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a flood;
- Police stations, fire stations, vehicle and equipment storage facilities, and emergency operations centers that are needed for flood response activities before, during, and after a flood; and
- Public and private utility facilities that are vital to maintaining or restoring normal services to flooded areas before, during, and after a flood.”

APPENDIX 5 TO ANNEX N

SCHOOL EMERGENCY STANDARD OPERATING INSTRUCTIONS

**STANDARD EMERGENCY OPERATING PROCEDURES**  
**For**  
**YUKON PUBLIC SCHOOLS**

**INTRODUCTION**

Natural and man-made emergencies and disasters are a fact of life in Oklahoma. Their effects are not only felt by those individuals who suffer the direct physical impact of the events, but also by a much larger number of people who must contend with the loss of family, friends or the disruption of lives due to destruction of their homes or work place and the interruption of necessary public and governmental services. As demonstrated by the April 1995 Murrah building bombing, these disasters are not restricted to acts of nature. For the past few years, the level of violence in our public schools has risen dramatically. School invasions by outside sources and large numbers of weapons being introduced into the school environment by the students themselves, is unfortunately a very real and increasingly common problem.

As employees of the Yukon Public Schools, we are responsible for the safety and welfare of the students while in our care. We also bear a responsibility to the community and families of our students to insure that following any disaster we are prepared to restore normal educational services quickly and efficiently. To this end the Emergency Policy and Procedures contained within this document have been established.

**POLICY**

It is the policy of the Yukon Public School System, to insure its students and employees have:

1. A safe environment in which to learn and work.
2. A program and system of operational procedures designed to limit or reduce the potential impact of a disaster, on the lives of those students and employees and the services we provide to the People of Yukon.

**SCOPE**

The guidance and procedures contained within this document are to be used by all Departments and schools of Yukon Public Schools, their employees and students.

**PURPOSE**

Provide the guidance and operational procedures required to eliminate or reduce the potential harm to the Yukon Public Schools system from the effects of all potential disasters and to limit the interruption of educational services to the People of Yukon.

## GENERAL

### **I. Situation and Assumptions:**

#### **A. Situation:**

All Yukon Public Schools are vulnerable to natural, technological, and terrorist initiated emergencies and disasters.

#### **B. Assumptions:**

1. A disaster which directly affects the public school system and its personnel can occur at any time with little or no advanced warning.
2. Educational facilities and personnel impacted by a disaster can adversely affect or interrupt the continuity of educational services provided to the public.

### **II. Emergency/ Disaster Operational Phases:**

#### **A. Preparedness:**

The primary goals of this phase are the formulation, testing and revision of plans and procedures together with the education and training of personnel responsible for implementation and oversight of the program. Specific elements which will be accomplished during this phase include:

1. Appoint a District Emergency Manager, for overall program management, and sufficient numbers of teachers and administrative personnel to act as Emergency Coordinators to ensure the smooth and coordinated execution of the procedures outlined herein. (*These duties will normally be performed by the school principal, classroom teachers and other administrative/support personnel as required.*)
2. Schedule emergency operational training for all Emergency Coordinators and emergency procedures orientation and exercises for all students and administrative/support personnel. (*Exercises should be scheduled a minimum of twice per calendar year and include all assigned personnel.*)
3. Post evacuation routes, shelter areas, alarm and fire extinguisher locations at prominent locations and in each classroom. (*This information should be displayed in a color coded floor plan format as shown at Annex A*)

4. Update, distribute, and post key emergency personnel names and phone numbers. (*See Annex E, Emergency Personnel Directory*)
5. Furnish each employee, Emergency / Disaster Personal Procedures Card. (*See Annex B, Employee Emergency Procedures Card.*)
6. Distribute copies of this plan and the Emergency Procedures Quick Index File to all School/Administrative Emergency Coordinators. (*The Emergency Procedures Quick Index File, Appendix C, provides guidance for any potential emergency situation.*)
7. Establish the means (phone, intercom, public address systems, messengers) and procedures for distributing emergency warning and instructions to all employees, students and visitors. (*Equipment and procedures should be tested on a quarterly basis. In the event a power failure renders electronic communications unreliable, a backup method, such as messengers, must be in place.*)
8. When a situation requires sheltering within or evacuation from the facility, designated personnel and preparations must be in place to assist those employees or visitors requiring special help, due to disability or other limiting condition.
9. Establish primary and secondary locations, within and outside the facility, where the School Principal, (or senior administrative official present), together with the school's assistant Emergency Manager and other staff as deemed appropriate, will establish a temporary Command Post to oversee and manage the operation.
10. Designate personnel to be responsible for removal and transport of critical materials, e.g. first aid kits, cellular phones, and important records which may be required to support disaster recovery operations.
11. Review, update and post changes to emergency procedures, personnel rosters, evacuation and shelter plans, communications and alert notification plans and personnel training programs.

## **B. Warning:**

The Warning phase is characterized by those actions taken upon receipt of an internal or external warning of an impending emergency. They are directed by the School Principal or other authorized authority.

1. Notify Emergency Coordinators (teachers) to initiate the appropriate response procedures for the specified emergency.
2. Activate the temporary Command Post to oversee the operation.
3. Monitor emergency communications and response agencies, e.g.; radio and television broadcasts, police and fire announcements, and established emergency communications nets.
4. Notify the Superintendent, Yukon Public Schools and the appropriate educational Director of the emergency situation and the actions being initiated.
5. Control the access into and out of the facility.
6. Keep students, employees and visitors calm, and updated on the status of the emergency and the measures taken to insure their safety.

## **C. Response:**

This phase includes those actions taken as the emergency is actually occurring. These actions will normally be directed by the School Principal, coordinated by the School Assistant Emergency Manager, and implemented by classroom teachers and other administrative personnel designated as Emergency Coordinators.

1. Complete actions from Preparedness and Warning phases.
2. Fully activate the Emergency Command Post and conduct necessary operations to insure coordination of emergency functions including:
  - a. Personnel accountability.
  - b. Medical care and evacuation of injured.
  - c. Communications with Yukon Public Schools

Administration and the District Emergency Manager.

d. Coordination and communication with emergency services (*police, fire/rescue, Red Cross, and Emergency Medical Services.*)

f. Control of access to shelter or evacuation areas.

g. Communications with Emergency Coordinators and students.

#### **D. POST EMERGENCY / RECOVERY:**

This phase is characterized by those actions taken by the Superintendent, District Emergency Manager and School Principals to restore normal operations and reestablish educational services to the community.

1. Advise the Superintendent of Yukon Public Schools or District Emergency Manager, of steps being taken to reestablish normal operations.

2. Contact the Yukon Superintendent of Schools as required. *See Annex D, Emergency Assistance Directory for important offices and phone numbers.*

3. Insure that the District designated Public Information Officer, provides information to the media concerning suspension or relocation of educational services/school closings and any other information as may be appropriate, to insure that the public and employees of the Yukon Public School System, are kept informed of important changes in the operations of the District/School.

4. Provide for post-crisis counseling for students and employees as needed.

5. Conduct an after-action analysis, (as soon as possible following the event), with all Emergency and supervisory personnel, for the purpose of evaluating the effectiveness of emergency procedures and actions taken during the event. *A copy of that analysis and any recommendations will be forwarded to the Superintendent's Office for dissemination as lessons learned to other schools within the District and as appropriate, in revision of the policies and procedures contained herein.*

### III. ORGANIZATION AND RESPONSIBILITIES:

#### A. Superintendent, Yukon Public Schools:

The Office of the Superintendent, Yukon Public Schools is the lead agency for emergency management within the Yukon School District and as such is responsible for:

1. Development and maintenance of Emergency Management programs, plans and procedures to include the updating and distribution of Standard Emergency Operating Procedures documents and training programs.
2. Developing and administering initial programs to train selected administrative personnel and teachers in the duties and responsibilities of Emergency Management. *(Personnel receiving training will form a training cadre, within their respective schools, for the purposes of training additional staff and faculty in the duties and responsibilities for emergency management appropriate to their positions.)*
3. Overseeing the implementation of the Emergency Procedures Program described herein, to include; annual reports to the Yukon School Board on the status of the program within the schools of the District and recommendations for improvements and corrective measures as appropriate. *(Day to day oversight of the program will be accomplished through written reports submitted annually by School Principals to their Superintendent and on site evaluations of exercises and staff assistance visits conducted by School Administrators. (See Annex H, School Principals Annual Emergency Management Program Status Report)*
4. Coordinating District assets to assist response/recovery efforts of those schools impacted by an actual disaster.
5. Providing technical support and guidance to School Principals in the preparation of emergency plans, exercises and training.

## **B. School District Emergency Manager**

The School District Emergency Manager is responsible for the overall implementation, direction, and control of disaster planning and operations for the schools and personnel under their control. Specific duties and activities include the following:

1. Insure that all School Principals, teachers, administrative personnel and students receive training in their responsibilities as designated by these Yukon Public Schools Emergency Standard Operating Procedures.
2. Conduct quarterly staff assistance visits to schools under their jurisdiction for the purpose of evaluating the emergency preparedness of those institutions.
3. Assist School Principals in the preparation and evaluation of emergency exercises to include at least one no notice emergency exercise per school per year.
4. During an actual disaster situation, render all possible assistance to impacted schools by acting as a central coordinating agency between response units and the school/s affected.
5. Facilitate post disaster recovery operations.

## **C. School Principals:**

School Principals are responsible for day to day oversight, operation and management of the emergency program for their school. Duties include:

1. Insuring that all teachers and the appropriate number of administrative /support staff have been designated as emergency coordinators. (*One teacher per classroom and one admin/support personnel per 10, non-teaching, staff.*)
2. Insuring that sheltering and evacuation diagrams are posted at all emergency exits and shelter locations.
3. Insuring that emergency/disaster training for teachers, support staff and students is conducted annually and that at least two emergency preparedness exercises, not to

include the unannounced exercise, are conducted during the school year. *(Exercises will test both sheltering and evacuation procedures.)*

4. Controlling and coordinating emergency response procedures during an actual emergency. *(These operations will be carried out from a designated emergency command center selected by the School Principal to manage that particular disaster. Response units could include police, fire, EMS and volunteers.)*

5. Maintaining control and accountability of all personnel and students.

6. Controlling access into and out of school facilities.

7. Advising the School Superintendent, in an annual report, of the status of the school's emergency program including: recommendations for changes, improvements, exercises, training, and facilities/equipment enhancements.

#### **D. Teachers and Designated Administrative/Support Staff:**

Classroom teachers and those designated administrative or support personnel will perform the duties of Emergency Coordinators (ECs) in the event of a disaster or emergency situation. They shall be responsible for implementation of emergency procedures as directed by the School Principal and established by this document. Teachers will be responsible for the students assigned to their classroom while designated administrative/support personnel will exercise responsible over a particular group of personnel. Specific responsibilities include:

1. Providing emergency procedures orientation and cards, *(to adults only)*, to all students and personnel for whom responsibility has been assigned.

2. Insuring the orderly movement of students/personnel to designated shelters or evacuation assembly areas when instructed to do so.

3. Assisting visitors and other personnel requiring special help when directed.

4. Accounting for students/personnel and reporting their status to the Emergency Command Center or School Principal.

5. Conducting damage assessments of area of responsibility and submitting the report, Annex G, to the School Principal as soon as possible following the termination of the Emergency.

6. Other such duties as may be directed by the School Principal.

**E. Students and Employees:**

Students and employees are responsible for following the directions of and assisting as requested, assigned Emergency Coordinators during exercises and actual emergencies.

**GENERAL RESPONSE PROCEDURES**

**I. Notification & Warning:**

School Principals or those personnel responsible for Yukon Public Schools administrative facilities, are responsible for monitoring emergency notification and warning broadcast stations when a potential emergency situation develops. Upon receipt of a warning of imminent danger, the School Principal or other facility Emergency Manager will issue the directive to either move to designated shelters or evacuate the school/facility as appropriate.

**II. Evacuation or Sheltering:**

Response to an emergency will normally take the form of either evacuating the facility to predetermined safe areas or sheltering within the facility. A determination of which action is to be taken is a function of the time available and the nature of the emergency. *( E.g. Should a fire occur in the facility the normal procedure would be to immediately evacuate the building. However, if the emergency is a hazardous material incident involving a toxic vapor threat, with insufficient time available to evacuate the danger area, the decision could be to shelter in place until the cloud has passed over the facility. )*

**III. Personnel Accountability:**

In any emergency situation, a key factor in limiting potential injuries is the control and accountability of all personnel in the affected area. Accountability of students, employees and outside visitors in schools or other administrative facilities at the time of an emergency will be the responsibility of the Emergency Coordinators. Emergency Coordinators, (teachers/other personnel as assigned), will be responsible for students/personnel in their assigned area. As outlined above, the EC will report to the School Principal or other designated official on the status and condition of

students, staff and visitors as soon as possible upon completing movement to evacuation assembly areas or designated shelters. Students or staff members may also be requested to assist in the movement and control of visitors or other students/personnel within the classroom/area who may require special assistance or aid. Visitors will be expected to follow the directions of designated Emergency Coordinators until the emergency has passed.

#### **IV. Restoration of Operations and Services:**

Restoration of operations and services begin immediately after the emergency has passed. These operations will include the return of students or personnel to the classroom or work, movement of any injured personnel to treatment facilities, and the reestablishment of normal activities. In the event that classrooms or facilities cannot be immediately occupied, the School Principal will contact the Superintendent of Schools. Operations to arrange for temporary relocation to alternate facilities until such time as permanent facilities are restored. ECs will provide initial damage assessments to the School Principal for their respective areas. (See Annex G, Damage Assessment Checklist.)

### **EMERGENCY SPECIFIC RESPONSE PROCEDURES**

#### **I. NATURAL DISASTERS:**

**A. TYPES:** Tornados, Severe Thunder and Lightning Storms, Floods, Winter Storms.

#### **B. RESPONSE:**

1. **GENERAL:** *Shelter in Designated Areas.* In most cases, sheltering in designated areas within the facility will provide the greatest protection for personnel. If located outside or in temporary buildings at the time of a warning, move immediately inside the permanent structure to appropriate shelter locations.

2. **EXCEPTIONS:** *Shelter in Place.* If insufficient warning time does not permit personnel to move to the designated shelter areas, **drop and cover** away from windows, under or behind heavy furniture or in other interior locations which provide protection from airborne projectiles and debris created by the storm.

**FLOODS:** Under most circumstances, sufficient warning of an impending flood hazard will be available to allow *evacuation* to a safe location. If, however, insufficient time exists in which to conduct a safe evacuation, individuals should seek safety in the

upper levels of the facility and wait for emergency personnel.

**3. WARNINGS: Under no circumstances should evacuation, in lieu of sheltering in place, be considered if in doing so students and employees would be exposed to the direct effects of the event. If in a school bus when a tornado appears, the driver should not attempt to outrun the tornado but should stop, under a bridge if possible, evacuate the bus, dropping and covering in a low area, ditch or ravine away from the vehicle.**

## II. FIRE:

A. TYPES: Structural.

### B. RESPONSE:

1. GENERAL: *Evacuation.* Standard procedure for structural fires is to evacuate the facility by designated evacuation routes, to assembly areas located a safe distance from the building and upwind from smoke and fumes.

2. EXCEPTIONS: *Shelter in Place.* In those cases where people in multi-story facilities with no outside fire escapes find themselves trapped on floors above the fire and all evacuation routes inside the building blocked by fire or smoke they should:

(a.) Seek safe areas as far removed from the fire as possible;

(b.) Close the inside doors;

(c.) Block the base of the doors and air vents with wet cloths or other materials to prevent the shelter site from becoming inundated with smoke.

Trapped personnel should use all means available, (phone, voice, and visible signals) to communicate to fire and rescue officials their location and need of assistance. If the shelter location has an outside window, personnel should place a visible signal in the window to alert rescue crews.

**3. WARNINGS: Use of elevators should be avoided. Check all doors for heat prior to leaving or entering a new area. If forced to pass through a smoke filled area, keep low and move quickly.**

### III. HAZARDOUS MATERIALS:

**A. TYPES:** Any chemical spill, release, or combustion which produces a harmful/lethal vapor or contact hazard.

**B. RESPONSE:**

1. **GENERAL:** *Evacuation.* In the event a hazardous material incident occurs within a facility, personnel should be immediately evacuated from the affected area and any other areas which could become contaminated by a spreading of the spill or toxic vapors. Normal evacuation routes and procedures will be utilized when vacating the building. Assembly areas may require adjustment to insure that personnel are not moved into positions downwind, or in the path of, a vapor hazard.

2. **EXCEPTIONS:** *Shelter in Place.* If a hazardous material spill outside the facility creates a toxic cloud that envelops the building, immediate action should be taken to close and seal all outside windows and doors opening to the outside and turn off air conditioning or other ventilation systems. After the outside threat has dispersed, personnel should be evacuated from the facility to allow it to be cleared of residual toxins.

3. **WARNINGS:** **Do not attempt to evacuate a facility threatened by a toxic cloud unless sufficient time is available to move completely outside the region of the projected cloud plume. If forced to move through a toxic spill or cloud, move at right angles to the movement of the spill or vapor, protect exposed skin and cover the nose and mouth to reduce risk of respiratory injury. Decontamination of clothing and exposed portions of the body may be required.**

### IV. VIOLENCE IN THE WORKPLACE:

**A. TYPES:** The most likely type violence at school come from weapons being introduced into the school by students, school invasions by outside personnel and explosive devices planted within the facility. Toxic chemicals or biological pathogens could also be introduced into the environment by students or other persons.

**B. RESPONSE:**

1. **BOMB THREAT:** *Evacuation.* Upon receipt of a bomb threat, (see Annex F, Receipt of Telephonic Bomb Threat), students and staff should be evacuated from the facility using normal evacuation procedures. In high rise buildings, elevators can be used to facilitate the movement of

those personnel with physical disabilities. Assembly areas must be of sufficient distance from the building to protect people from the concussion and shrapnel effects of an explosion. Notify law enforcement officials. Re-enter the facility only when cleared by proper authority.

Should an explosive device be initiated in the facility without warning, drop and cover until the immediate effects of the blast have past, then evacuate, by normal or expedient means to designated assembly areas.

2. **ARMED ASSAULT:** *Evacuation.* When faced with armed assailants, inside the facility, personnel should attempt to evacuate the facility by any route which does not expose them to the threat. After reaching a position of safety outside the building do not attempt to re-enter the facility until the threat has been neutralized. If evacuation is impossible, Emergency Coordinators should secure their classrooms or work areas by locking or barricading doors and sheltering students/employees behind bookcases or under desks and tables or other furnishings out of the line of sight of the assailant. If weapons fire is heard in close vicinity, drop and cover. If outside, and gunfire is heard at a distance, evacuate students/employees into the facility and initiate lockdown procedures.

3. **WARNINGS:**

(a) **Bomb Threat:** Under no circumstances should untrained personnel attempt to move or disarm a suspected bomb. Note the location of the suspect device and report it to appropriate supervisory or law enforcement personnel.

(b) **Workplace Violence:** Do not attempt to subdue armed assailants if such actions could result in increased danger or injury to other personnel.

## **V. EARTHQUAKE:**

**A. TYPE:** Any seismic activity of sufficient intensity to cause injury or damage to structures. Earthquakes normally occur without warning.

### **B. RESPONSE:**

1. **GENERAL:** If inside a facility: Drop and cover. Take shelter under tables, desks, doorways or other areas providing reinforced overhead support. Move away from overhead lighting, bookcases,





## 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

# **City of Yukon Medical Response System**

## **Pre- Hospital Plan**

(Responding to a Chemical, Radiological, Nuclear or explosive WMD Event)  
Deliverable # 5

Major Kyle Trumbly, EMS Coordinator Yukon Fire Department  
405-626-6644 cell phone

2015

## INTRODUCTION

The rescue, evacuation, decontamination, triage, treatment and appropriate transport of patients from a mass casualty incident holds the highest priority amongst public safety response personnel during the initial moments following the incident. Experience has shown that there are many challenges facing responders upon arrival. Addressing these challenges while organizing the medical response to a large incident will require the coordination of all initial responders to the incident.

This plan addresses the triage, treatment, and transport of the prehospital patients only. It will function as an operational guide for personnel from the Yukon Fire Department and the Emergency Medical Services; it is intended to augment the existing Prehospital Operational Standards.

### Plan Format

The Prehospital Operational Plan will be divided into the following sections:

- Section 1 General Mass Casualty Response Overview
- Section 2 Mass Casualty Incident Operations
- Section 3 Special Situations: Hazardous Materials Incident Operations
- Section 4 Special Situations: Biological Incident Operations
- Section 5 Special Situations: Radiological Incidents

It is understood that the prehospital operations will be performed as a segment of the overall city response to the incident and that this plan will also augment and integrate with other sections of the MMRS System Plan

## Section 1

### City of Yukon Prehospital Mass Casualty Incident Management Overview

#### A. Purpose:

The Oklahoma City area experienced two large mass casualty incidents in the 1990's and is as familiar as any jurisdiction with the challenges facing responders. Despite invaluable lessons learned and gained experience, The City of Yukon must continue to prepare and exercise. Natural and technological hazards still exist along with the threat of terrorist activity.

The intent of the prehospital plan is to efficiently and effectively identify, organize, treat and/or transport victims of a mass casualty incident in order to reduce pain, suffering, morbidity and mortality.

#### B. Definitions:

A **Disaster** is an unforeseen and/or unpreventable event that disrupts the entire community and requires more resources than are available at that time.

A **Medical Disaster** is an incident where the resource needs required to adequately treat patients exceeds those available at that time.

A **Major Incident** is any natural or technological event, civil disturbance, or any other occurrence of unusual or severe nature, that threatens to cause, or causes the loss of life or injury to citizens and/or severe damage to property and requires extraordinary measures to protect lives, meet human needs and achieve recovery.

A **Mass Casualty Incident (MCI)** is an event that produces numerous casualties in one specific area that may or may not disrupt the entire community. (Usually 10 plus non-critical and 5 plus critical patients)

A **Multiple Patient Incident (MPI)** is an event that produces than five critical patients or less than ten non-critical patients.

### **C. On-Scene Authority**

The unified command structure will be followed at all large emergency scenes and during times of disasters. The Emergency Medical Services Authority (EMSA) provides Advanced Life Support treatment and transport to the prehospital patients in Yukon. The Yukon Fire Department (YFD) provides Intermediate Life Support (ILS) first response. Within the Incident Command System, EMSA Field Operations Supervisor or Director of Operations (if available) will function as the Medical Branch Director (Medical Command). This function may be delegated to the Yukon Fire Department EMS Coordinator. The Medical Branch Director (Medical Command) will oversee the triage, treatment and transport of patients in close conjunction with the Yukon Fire Department. It is recognized that YFD can provide a significant resource in manpower and medical assistance. The successful conclusion of any mass casualty incident will depend upon close cooperation between these two agencies.

The **Office of the Medical Director** will provide clinical oversight for all prehospital patients from a mass casualty incident in Yukon.

The size, nature and potential of the situation will dictate the medical representation at the scene. The primary objective of Medical Branch Director (Medical Command) during emergency operations is to assist and effectively interface with other emergency agencies, while commanding, controlling and concluding the medical aspect of the incident.

### **D. Administrative Notification**

During times of disaster or large incidents, medical administrative personnel need to be notified as soon as possible. All appropriate administrative personnel shall be contacted per the City of Yukon Emergency Operations Manual. The City of Yukon Fire Department EMS Coordinator will ensure contact with the EMSA on-duty Field Operations Supervisor (FOS). A decision will then be made whether or not to activate the Medical Emergency Response Center and which administrative individuals to notify. EMSA will have the responsibility to ensure all pertinent components of the healthcare system are notified and update on an as needed basis.

### **E. EMSA Stage Alerts:**

In order to facilitate a timely response of units and personnel, EMSA will issue Alerts based upon information received about an incident. These alerts will allow the various medical agencies to follow internal responses to the alerts.

A **Stage I Alert** will be activated in the case of an event or incident, in which there is a reasonable likelihood, or probability that an MCI situation may develop. Example: Standby for an aircraft in trouble or a response to a Haz-Mat incident with the Fire Department.

A **Stage II Alert** will be activated in the case of a confirmed MCI or in the case of an incident or event in which the probability or confidence that a MCI will occur or has occurred is high.

Example: A tornado striking a major congested highway during rush hour.

A **Stage III Alert** will be activated, in the event that the incident is so large, that it becomes apparent to the MIC that casualties from the incident are going to be so high, that it will be impossible to transport the volume of patients and adequately provide ambulance coverage for the service area, with the resources currently available. The MIC (usually FOS) may request a Stage III Alert, be activated.

Example: Confirmed aircraft accident with numerous souls on board

A **Stage IV Alert** will be activated in the event an incident or disaster is of such massive proportions, that it is evident that the entire EMS system will be overloaded, possibly to the point of collapse.

Example: Tornado striking large populated area

Early notification of hospitals with as much accurate information as possible is crucial. The notification needs to be made as early in the incident as possible, but not later than immediately following the Stage II Alert. As additional resources become available in the Communications Center, the Transport Coordinator(TC) will coordinate with hospitals for the dissemination of information and timely updates. The TC will have to keep extremely accurate records and be a liaison with the appropriate sections' officers at the scene.

Notify the closest hospital to the MCI site first and follow geographic sequence with the furthest being notified last. Notification will be accomplished by phone, radio or EMSsystem messaging.

Provide the following information:

- Confirmed or Unconfirmed MCI/Disaster
- Cause of the MCI, if known
- Approximate number of patients
- Location
- ETA, if known, when patients should be arriving.

Each hospital will be advised to have someone monitor their Med radio and HEAR radio and keep a dedicated phone line open for all further updates, once the MCI is confirmed.

#### **F. Management Structure**

Two main positions of responsibility will be needed to ensure effective operations during a mass casualty incident.

1. Medical Command: Responsible for the overall prehospital medical response to an incident. Oversees the following:
  - a. MERC Liaison
  - b. Public Health Liaison
  - c. Canadian County Medical Liaison
  - d. Medical Safety
  - e. Medical Public Information Officer
  - f. Medical Logistics
  - g. Medical Planning Function
  - h. Medical Finance Function
  - i. Medical Operations
2. Yukon Fire - EMS Medical Officer: Responsible for overseeing all fire medical operations within the department
  - a. Fire Medical Liaison
  - b. Fire medical operations personnel
  - c. Search and rescue medical support
  - d. Fire rehabilitation medical support
  - e. Confined space medical support
  - f. Hazardous Materials Incident: Hot/Warm zone medical support and decontamination procedures

#### **G. Triage and Treatment Protocols**

Triage and treatment protocols will follow those outlined in the Prehospital Operating Procedures and Standards (POPS) for both EMSA and the YFD.

1. During a mass casualty incident all procedures and protocols will be considered as Level 1 orders

2. Triage will follow the standards set by the Medical Control Board.
  - a. Red: Needs care within 30 minutes
  - b. Yellow: Needs care within 30-120 minutes
  - c. Green: Care can be delayed
  - d. Black: Deceased

Special situations such as a hazardous materials incident may call for a modification in triage and treatment emphasis

3. Triage categories will be denoted by either surveyor ribbon or triage tags in accordance with the Medical Control Board
4. The emphasis will be on rapid extrication, evacuation, triage and transport. Therefore, field procedures should be as limited as possible and should not delay transport.
5. Medical personnel augmenting the field response will operate under the supervision of the highest level EMSA or YFD provider.

#### **H. Patient Destination**

The transporting paramedic will determine patient destination until the Transport Officer sector has been established. The transport Officer, in coordination with the MERC will determine the most appropriate destination for the patient(s).

## Section 2

### City of Yukon Prehospital Operations

#### A. Operational Unified Command Functions

1. **Medical Command:** EMSA Operations Director or FOS (If unavailable), this function can be deligated to the Yukon Fire EMS Coordinator: Responsible for the overall prehospital medical response and Unified Command representative.
2. **Medical System Liaison:** Person responsible for communicating with the MERC and updating on progress of incident and any special needs required in the field. Also responsible for obtaining and passing on information requested by the MERC. Also responsible for acting as a liaison with Oklahoma City/County Health and Oklahoma County Medical Society representatives present at the scene.
3. **Public Health Representative:** Person for Canadian County Health Department present to provide information and resources in area of expertise and to assess present and future public health needs.
4. **Medical Finance Officer:** Person present to provide expense authorizations and record keeping of financial needs and expenditures (if required).
5. **Medical Planning Officer:** Person responsible for long-range planning of future needs in a protracted incident (if required).
6. **Medical Logistics Officer:** Person responsible for obtaining and tracking personnel, equipment and supplies requested and used during an incident. Located at EMSA Operations Facility.
7. **Medical Operations Command:** (FOS or FTO) Responsible for overseeing triage, treatment, and transport of all patients at an incident and transmitting information and needs to Medical Command. Located at or near the area where patients are being treated and transported.



**LETTER AGREEMENT  
FOR PROFESSIONAL SERVICES**

December 8, 2014

PFIC  
Attn: Mr. Jeff Tamkin, President  
11755 Wilshire Blvd  
Los Angeles, CA 90025

Re: **LETTER AGREEMENT FOR PROFESSIONAL SERVICES**  
Yukon Athletic Complex (the "Project")  
Design Development – Yukon, OK

Dear Mr. Tamkin:

It is our understanding that PFIC ("Client") requests Olsson Associates, Inc. ("Olsson") to perform the services described herein pursuant to the terms of this Letter Agreement for Professional Services, Olsson's General Provisions and any exhibits attached hereto (all documents constitute and are referred to herein as the "Agreement") for the Project.

Olsson has acquainted itself with the information provided by Client relative to the Project and based upon such information offers to provide the services described below for the Project. Client warrants that it is either the legal owner of the property to be improved by this Project or that Client is acting as the duly authorized agent of the legal owner of such property. Client acknowledges that it has reviewed the General Provisions and any exhibits attached hereto, which are expressly made a part of and incorporated into the Agreement by this reference. In the event of any conflict or inconsistency between this Letter Agreement, and the General Provisions regarding the services to be performed by Olsson, the terms of the General Provisions shall take precedence.

Olsson shall provide the following services ("Scope of Services") to Client for the Project as more specifically described in "Scope of Services" attached hereto. Should Client request work in addition to the Scope of Services, Olsson shall invoice Client for such additional services (Optional Additional Services) at the standard hourly billing labor rate charged for those employees actually performing the work, plus reimbursable expenses if any. Olsson shall not commence work on Optional Additional Services without Client's prior written approval.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope.

**SCHEDULE FOR OLSSON'S SERVICES**

Unless otherwise agreed, Olsson expects to perform its services under the Agreement when directed by the client. This is assumed to be immediately upon notice to proceed.

**COMPENSATION**

Client shall pay to Olsson a fixed fee for the performance of the Scope of Services attached. Plus Olsson's reimbursable expenses as noted in scope of services and general provisions. Olsson shall submit invoices on a monthly basis and payment is due within 30 calendar days of invoice date.

**TERMS AND CONDITIONS OF SERVICE**

We have discussed with you the risks, rewards and benefits of the Project, the Scope of Services, and our fees for such services and the Agreement represents the entire understanding between Client and Olsson with respect to the Project. The Agreement may only be modified in writing signed by both parties.

Client's designated Project Representative(s) shall be Jeff Tamkin and Kyle Hines.

If this Agreement satisfactorily sets forth your understanding of our agreement, please sign in the space provided below. Retain one original for your files and return an executed original to Olsson. This proposal will be open for acceptance for a period of 30 days from the date set forth above, unless changed by us in writing.

**OLSSON ASSOCIATES, INC.**

By \_\_\_\_\_

Brett Lauritsen, PE

By \_\_\_\_\_

Mike Lally, PE, Vice President

By signing below, you acknowledge that you have full authority to bind Client to the terms of the Agreement. If you accept the terms set forth herein, please sign:

**PFIC,**

By \_\_\_\_\_

Signature

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Dated \_\_\_\_\_

- Attachments
- Scope of Services
- General Provisions
- Accompanying Exhibits

## SCOPE OF SERVICES

### PROJECT DESCRIPTION AND LOCATION

Project will be located at: SWC Frisco Road/State Route 66, Yukon, OK  
Project Description: Athletic Complex

### SCOPE OF SERVICES

Olsson shall provide the following design services (Scope of Services) to Client for the design development of a 251-acre athletic complex.

Design development scope includes investigative consulting, consultation on master plan revisions, and initial design and consulting with team to develop a preliminary project cost estimate for presentation to the City manager of Yukon.

The athletic complex plan (as of December 1, 2014) consists of:

- 14 tournament soccer fields
- 12 baseball/softball fields
- 1 Competition Soccer and 1 Competition Baseball facility
- 1 Aquatics Center
- Playgrounds, Concession Stands, Maintenance Facilities, Aesthetic Pond/Water Feature, parking, trails, and other infrastructure improvements as determined necessary in conjunction with pending phasing and master plan modifications.

Additionally, this project will require the demolition of three existing well pads and potential relocation of an existing pipeline. Should Client request work not described and included in the above Description of Services, such as Additional Services, Consultant shall prepare a supplemental agreement. OA shall not commence work on Additional Services without Client's prior approval in writing.

*Please note, this contract **excludes** construction document preparation and consulting services after the design development phase. The plan is currently being modified and will be contingent on a market feasibility study yet to be completed. MEP Design Services can be added as an addendum.*

### **Phase 100 – Site Consulting Services**

Task 101: Project and Design Coordination. As the local member of the design team, meetings and management of several aspects of development will be necessary. Olsson shall contact and coordinate initial design of the proposed complex with utility service providers, existing well pad user(s), Oklahoma Department of Transportation (ODOT) officials, Oklahoma DEQ, City officials, and designers of adjacent public improvements.

This scope includes meetings, phone calls and work necessary to aid Joe Hall Construction in determining costs and schedule from design implications of stakeholders. See attached Exhibit for a schedule of billing rates.

**Fee: Hourly, Not To Exceed (NTE)  
\$46,400.00**

## **Phase 200 – Survey Services**

Task 201: Design Topographical Survey. Olsson shall perform and prepare a Topographic Survey of approximately 251 acres in the north half of Section 24, Township 12 North, Range 6 West. The survey shall depict contours at a 1' vertical interval, all physical improvements including buildings, roads, driveways, fencing, vegetation, and visible utilities, as well as underground utilities as located by Oklahoma One-Call system. Survey shall be tied vertically to the NAVD 1988 Vertical Datum and horizontally to the Oklahoma State Plane Coordinate System NAD 83–North Zone-US Survey foot.

**Fee \$24,500.00**

Task 202: Boundary Verification. Olsson has been provided a survey performed by Kenneth Hauk, PLS #1300, dated 10/2/14, by the client with the intention of using this survey for the project. Olsson shall perform a boundary verification of this survey to check for any gross errors or blunders since the boundary will be used by Olsson Associates for site development.

**Fee \$2,900.00**

## **Phase 300 – Geotechnical Investigation**

Task 301: Geotechnical (Soil Borings) Report. Olsson will complete borings on site as indicated in an attached exhibit.

*NOTE: Fee will be reduced, depending on final master plan design and economy of scale with decreased mobilization costs. This is a solid budgetary estimate.*

**Fee \$28,500.00**

## **Phase 400 – Traffic Study & Analysis**

Task 401: Traffic Report. Olsson will complete a traffic analysis for the proposed athletic complex in coordination with surrounding improvements and the proposed I-40 interchange at Frisco Road. This analysis will include traffic generation and turn lane recommendations for the Department of Transportation and City of Yukon. Exact scope of study to be determined by Yukon and ODOT upon master plan completion. *This is a solid budgetary estimate.*

**Fee \$19,500.00**

## **Phase 500 – Civil Engineering Design Services**

Task 501: Grading Design. Olsson will develop initial grading plans and models necessary for the contractor and design team to determine optimal scheme and field locations. It is assumed there will be several iterations and site plan modifications based on the findings and design. This initial concept design can be created from either the available 2' contour file, however design should originate from data included in a full topographic survey.

**Fee \$56,800.00**

Task 502: Drainage Study. In conjunction with City of Yukon and the State of Oklahoma requirements, Olsson will analyze both existing and proposed drainage conditions. This study will include initial review of existing implications of Shell Creek. Neither a flood study, wetland determination, nor CORPS 404 permit is anticipated, as design is assumed to exclude structures and placement of fill within limitations established by FEMA and potentially sensitive areas.

**Fee \$20,400.00**

Task 503: Pond Design. A pond is anticipated in the south central region of the athletic complex site. At the time of this proposal the size, depth and footprint of said pond are undetermined. This pond will serve both as an aesthetic feature as well as provide storm water storage from site runoff. This scope includes recommendations for, and design development of the pond lining system, aeration system, and relationship to the existing creek and groundwater table.

**Fee \$39,600.00**

Task 504: Site Design. Olsson will design and create plans and documents necessary for the contractor to create a construction budget for the complex for financing and City approval purposes. Design of the site includes all amenities, parking, fields, roads and infrastructure necessary for the project, including the initial design of the aquatic center. Full Site/Civil construction documents and park signage design are excluded from this scope and it is assumed Frisco Road and public utilities are being designed by others.

**Fee \$255,600.00**

Task 505: Landscape Design. This scope includes the development of a landscaping theme and design for the 250 acre property. Landscape at the entrances, along the perimeter, near the pond and everywhere else on the complex site is included. Playground and trail concepts and placement and are also included in the design scope. This design will be coordinated with irrigation and site design.

**Fee \$104,400.00**

Task 506: Roadway (Route 66) Alteration Design. Olsson will develop design and documents necessary for pricing of improvements to existing Route 66. These will be coordinated with the Department of Transportation requirements and contingent upon the results of traffic analysis. In this scope and fee, it is anticipated that no improvements or design will be needed along Frisco Road given the pending construction project. Any design required for a traffic signal is excluded.

**Fee \$90,600.00**

### **Phase 600 – Expenses**

Task 601: Expenses. Olsson will invoice expenses at-cost in accordance with the general provisions. Expenses include, but are not limited to, vehicle mileage, printing and any application fees for design reviews, etc.

**Fee \$billed**

**TOTAL DESIGN DEVELOPMENT FEE:**  
**\$693,900.00**

**PROJECT ASSUMPTIONS**

We have made several assumptions in the preparation of this proposal. These assumption and subsequent explanations are as follows:

1. The existing well pads are, or will be, abandoned prior to construction and no additional environmental remediation will be necessary.
2. Olsson assumes the master plan will be created (revised) by HKS and provided to Olsson. This can be completed by Olsson if requested as additional scope.
3. Access to the site is unrestricted to Olsson Associates.
4. Public infrastructure upgrade design (sanitary and water utilities, Frisco Road) will be available to Olsson and determined to be efficient for the anticipated complex uses. Off-site public utility extensions and/or capacity studies are not included with this proposal less improvements required on Route 66.
5. 100% site construction documents and construction assistance and admin will be included in a subsequent proposal at a later date for scope to be more defined.

**ENGINEERING EXCLUSIONS**

The following items are excluded:

- A. Construction documents
- B. MEP Design (to be added to scope and fee in near future)
- C. Full construction estimate
- D. Public Infrastructure Design (Frisco Road, utilities)
- E. US CORPS Permitting
- F. US FEMA Flood Study
- G. US Wetland Study
- H. Environmental Studies (Re: Existing Well pads)
- I. Traffic Signal Design
- J. Platting or additional ALTA survey(s)

**OLSSON ASSOCIATES, INC.**

By \_\_\_\_\_  
Brett H. Lauritsen, P.E.

\_\_\_\_\_  
Mike Lally, PE, Vice President

If you accept this Scope of Services, please sign:

**PFIC**

By \_\_\_\_\_

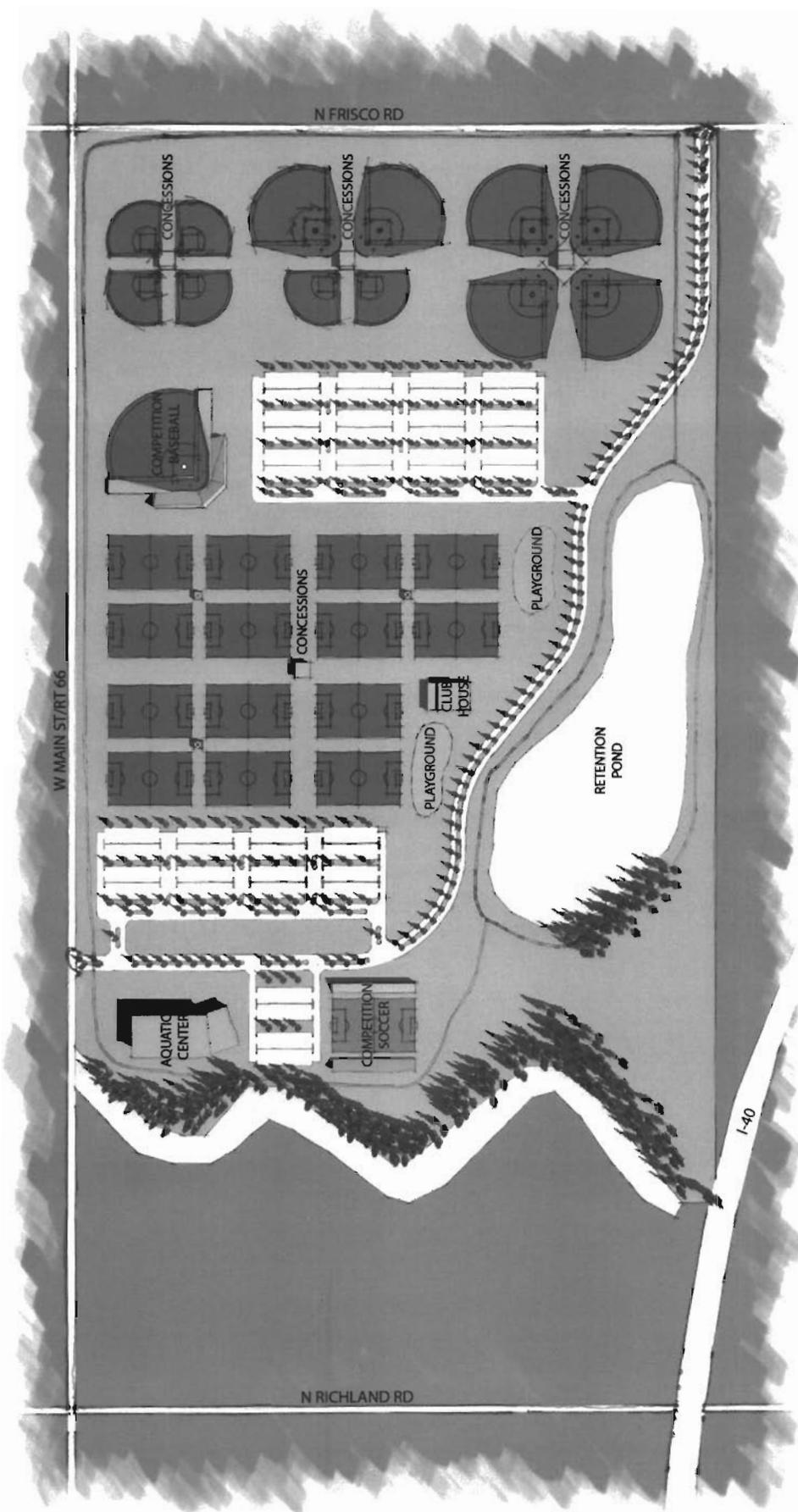
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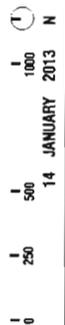
Dated: \_\_\_\_\_

If different from above,

\_\_\_\_\_  
Client's Designated Project Representative



1 mile  
 2 miles  
 20 acres  
 2,800 spaces



HKS  
 © 2013 HKS INCORPORATED, INC. 11.14.13.000001

**Yukon Sports Complex**

Yukon, Oklahoma

**PFIC**

## **GEOTECHNICAL SCOPE EXHIBIT**

At the time of this proposal, the site is in the preliminary design phase. As such, the number, size and type of playing fields, structures and parking areas have yet to be finalized. The following is based on a preliminary site layout.

1. We propose to drill the following borings at the site for the project.
  - Parking Areas – 1 boring for every 3 acres of proposed parking (a minimum of 1 boring for each general parking area regardless of size)
  - Drive Lanes – 1 boring for every 750 linear feet.
  - Soccer Fields – 1 boring for every 2 standard sized soccer fields (this assumes the fields will be in close proximity to one another)
  - Baseball/Softball Fields – 1 boring per field
  - Concession Structures – 1 boring per structure
  - Retention Pond – 1 boring for every 5 acres
  - Club House – 1 boring per every 10,000 sq. ft
  - Aquatics Center – 1 boring per every 10,000 sq ft.
  - Structural Bleachers – 1 boring per every 150 linear feet (more borings may be required for large scale, multi-tier structures)
2. We will use a truck or ATV mounted drill rig to perform the borings. The borings will generally be drilled to the depths listed below. The borings will be terminated if practical auger refusal is encountered prior to reaching the planned depths.
  - Parking/Drive Lanes – 5 to 10 feet depending on grades.
  - Playing Fields – 5 to 10 feet depending on grades.
  - Structures – 15 to 20 feet depending on structure type and grades.
  - Retention Pond – 5 feet below pond subgrade elevation at boring (assumes a maximum depth of 20 feet)
3. Samples will be obtained using split barrel or thin walled tube sampling techniques at 2.5 foot intervals in the upper 5 feet and at 5 foot intervals thereafter.
4. Water level readings will be obtained in each boring during drilling and upon completion of drilling.
5. We will contact Oklahoma public utility locating service to locate public utility lines on the site. We will also coordinate borings with the existing park personnel.

## **Laboratory Testing Services**

1. Proposed laboratory testing will include visual soil classification, unconfined compression tests, density tests, moisture content tests and Atterberg limits test.

## **Engineering Analysis and Report**

1. Upon completion of the laboratory testing program, we will prepare a geotechnical engineering report. The report will contain a discussion of the subsurface soil and bedrock conditions encountered and will provide the following geotechnical recommendations:
  - a. Foundation design parameters for the structures, including:
    - i. Allowable bearing capacity
    - ii. Estimates to total and differential settlement
    - iii. Minimum sizes and depths for frost protection
    - iv. IBC Soil Site Classification
  - b. Earthwork Recommendations, including:
    - i. Floor slab and pavement subgrade preparation
    - ii. Estimates of minimum pavement thickness
    - iii. Generalized geotechnical site preparation concerns addressing fill subgrade preparation, earthwork placement, fill compaction criteria, excavatability of any bedrock and suitability of on-site materials for use as structural fill
    - iv. Generalized subsurface drainage requirements for fill, buildings, playing fields and pavement areas.

**The fees listed below assume on mobilization to the site.**

- **Parking/Drive Lanes - \$250 per boring**
- **Playing Fields - \$250 per boring**
- **Structures - \$500 per boring**
- **Retention Pond - \$500 per boring**

Olsson is committed to providing quality service to its clients, commensurate with their wants, needs and desired level of risk. If a portion of this proposal does not meet your needs, or if those needs have changed, Olsson stands ready to consider appropriate modifications, subject to the standards of care to which we adhere as professionals. If you have any questions or concerns regarding this scope of work please call.

## RATE SCHEDULE

### LABOR RATES

#### Description

Principal.....	150
Project Manager.....	125
Project Professional.....	110
Assistant Professional.....	65
Designer.....	95
CAD Operator.....	35
Survey.....	50
Construction Services.....	80
Administrative/Clerical.....	35

### REIMBURSABLE EXPENSES

The expenses incurred by Olsson or Olsson's independent professional associates or consultants directly or indirectly in connection with the Project shall be included in periodic billing as follows:

<u>Classification</u>	<u>Costs</u>
Automobiles	\$0.565/mile*
Suburbans and Pick-Ups	\$0.75/mile*
Duplication	
In-house	Actual Cost
Outside	Actual Cost+10%
Meals	Actual Cost
Postage & Shipping Charges for Project Related Materials	Actual Cost
Film and Photo Developing	Actual Cost+10%
Telephone and Fax Transmissions	Actual Cost+10%
Miscellaneous Materials & Supplies applicable only to this Project	Actual Cost+10%
Subconsultants	Actual Cost+10%

\* Rates consistent with the IRS Mileage Rate Reimbursement Guidelines (Subject to Change).

## GENERAL PROVISIONS

These General Provisions are attached to and made a part of the respective Letter Agreement or Master Agreement, dated December 8, 2014 between PFIC ("Client") and Olsson Associates, Inc. ("Olsson") for professional services in connection with the project or projects arising under such Letter Agreement or Master Agreement (the "Project(s)").

As used herein, the term "this Agreement" refers to these General Provisions, the applicable Letter Agreement or Master Agreement, and any other exhibits or attachments thereto as if they were part of one and the same document.

### **SECTION 1—OLSSON'S SCOPE OF SERVICES**

Olsson's scope of services for the Project(s) is set forth in the applicable Letter Agreement or Master Agreement ("Scope of Services").

### **SECTION 2—ADDITIONAL SERVICES**

2.1 Unless otherwise expressly included, Scope of Services does not include the categories of additional services set forth in Sections 2.2 and 2.3.

2.2 If Client and Olsson mutually agree for Olsson to perform any optional additional services as set forth in this Section 2.2 ("Optional Additional Services"), Client will provide written approval of the agreed-upon Optional Additional Services, and Olsson shall perform or obtain from others such services and will be entitled to an increase in compensation at rates provided in this Agreement. Olsson may elect not to perform all or any of the Optional Additional Services without cause or explanation:

2.2.1 Preparation of applications and supporting documents for governmental financial support of the Project(s); preparation or review of environmental studies and related services; and assistance in obtaining environmental approvals.

2.2.2 Services to make measured drawings of or to investigate existing conditions of facilities.

2.2.3 Services resulting from changes in the general scope, extent or character of the Project(s) or major changes in documentation previously accepted by Client where changes are due to causes beyond Olsson's control.

2.2.4 Services resulting from the discovery of conditions or circumstances which were not contemplated by Olsson at the commencement of this Agreement. Olsson shall notify Client of the newly discovered conditions or circumstances and Client and Olsson shall renegotiate, in good faith, the compensation for this Agreement, if amended terms cannot be agreed upon, Olsson may terminate this Agreement and Olsson shall be paid for its services through the date of termination.

2.2.5 Providing renderings or models.

2.2.6 Preparing documents for alternate bids requested by Client.

2.2.7 Analysis of operations, maintenance or overhead expenses; value engineering; the preparation of rate schedules; earnings or expense statements; cash flow or

economic evaluations or; feasibility studies, appraisals or valuations.

2.2.8 Furnishing the services of independent professional associates or consultants for work beyond the Scope of Services.

2.2.9 Services necessary due to the Client's award of more than one prime contract for the Project(s); services necessary due to the construction contract containing cost plus or incentive-savings provisions; services necessary in order to arrange for performance by persons other than the prime contractor; or those services necessary to administer Client's contract(s).

2.2.10 Services in connection with staking out the work of contractor(s).

2.2.11 Services during out-of-town travel or visits to the site beyond those specifically identified in this Agreement.

2.2.12 Preparation of operating and maintenance manuals.

2.2.13 Services to redesign some or all of the Project(s).

2.2.14 Preparing to serve or serving as a consultant or witness or assisting Client with any litigation, arbitration or other legal or administrative proceeding.

2.2.15 Services relating to Construction Observation, Certification, Inspection, Construction Cost Estimating, project observation, construction management, construction scheduling, construction phasing or review of Contractor's performance means or methods.

2.3 Whenever, in its sole discretion, Olsson determines additional services as set forth in this Section 2.3 are necessary to avoid a delay in the completion of the Project(s) ("Necessary Additional Services"), Olsson shall perform or obtain from others such services without waiting for specific instructions from Client, and Olsson will be entitled to an increase in compensation for such services at the standard hourly billing rate charged for those employees performing the services, plus reimbursable expenses, if any:

2.3.1 Services in connection with work directive changes and/or change orders directed by the Client to any contractors.

2.3.2 Services in making revisions to drawings and specifications occasioned by the acceptance of substitutions proposed by contractor(s); services after the award of each contract in evaluating and determining the acceptability of an unreasonable or excessive number of substitutions proposed by contractor(s); or evaluating an unreasonable or extensive number of claims submitted by contractor(s) or others in connection with the Project(s).

2.3.3 Services resulting from significant delays, changes or price increases occurring as a direct or indirect result of material, equipment or energy shortages.

2.3.4 Additional or extended services during construction made necessary by (1) work damaged during construction, (2) a defective, inefficient or neglected work by any contractor, (3) acceleration of the progress schedule involving services beyond normal working hours, or (4) default by any contractor.

### **SECTION 3—CLIENT'S RESPONSIBILITIES**

3.1. Client shall provide all criteria and full information as to Client's requirements for the Project(s); designate and identify in writing a person to act with authority on Client's behalf in respect of all aspects of the Project(s); examine and respond promptly to Olsson's submissions; and give prompt written notice to Olsson whenever Client observes or otherwise becomes aware of any defect in the Olsson's services.

3.2 Client agrees to pay Olsson the amounts due for services rendered and expenses within thirty (30) days after Olsson has provided its invoice for such services. In the event Client disputes any invoice item, Client shall give Olsson written notice of such disputed item within fifteen (15) days after receipt of such invoice and shall pay to Olsson the undisputed portion of the invoice according to the provisions hereof. If Client fails to pay any invoiced amounts when due, interest will accrue on each unpaid amount at the rate of thirteen percent (13%) per annum from the date due until paid according to the provisions of this Agreement. Interest shall not be charged on any disputed invoice item which is finally resolved in Client's favor. Payment of interest shall not excuse or cure any default or delay in payment of amounts due.

3.2.1 If Client fails to make any payment due Olsson for services and expenses within thirty (30) days after receipt of Olsson's statement therefore, Olsson may, after giving seven (7) days written notice to Client, suspend services to Client under this Agreement until Olsson has been paid in full all amounts due for services, expenses and charges and Client will not obtain any license to any Work Product or be entitled to retain or use any Work Product pursuant to Section 7.1 unless and until Olsson has been paid in full and Client has fully satisfied all of its obligations under this Agreement.

3.3 Payments to Olsson shall not be withheld, postponed or made contingent on the construction, completion or success of the Project(s) or upon receipt by the Client of offsetting reimbursements or credit from other parties who may have caused the need for additional services. No withholdings, deductions or offsets shall be made from Olsson's compensation for any reason unless and until Olsson has been found to be legally liable for such amounts.

3.4 Client shall also do the following and pay all costs incident thereto:

3.4.1 Furnish to Olsson any existing and/or required borings, probings or subsurface explorations; hydrographic surveys; laboratory tests or inspections of samples, materials or equipment; appropriate professional interpretations of any of the foregoing; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic or utility surveys; property descriptions; and/or zoning or deed restrictions; all of which Olsson may rely upon in performing services hereunder.

3.4.2 Guarantee access to and make all provisions for Olsson to enter upon public and private property reasonably necessary to perform its services on the Project(s).

3.4.3 Provide such legal, accounting, independent cost estimating or insurance counseling services as may be required for the Project(s); any auditing service required in respect of contractor(s)' applications for payment; and/or any inspection services to determine if contractor(s) are performing the work legally.

3.4.4 Provide engineering surveys to establish reference points for construction unless specifically included in Olsson's Scope of Services.

3.4.5 Furnish approvals and permits from all governmental authorities having jurisdiction over the Project(s).

3.4.6 If more than one prime contractor is to be awarded the contract for construction, designate a party to have responsibility and authority for coordinating and interfacing the activities of the various prime contractors.

3.5 Client shall pay all costs incident to obtaining bids or proposals from contractor(s).

3.6 Client shall pay all permit application review costs for government authorities having jurisdiction over the Project(s).

3.7 Contemporaneously with the execution of this Agreement, Client shall designate in writing an individual to act as its duly authorized Project(s) representative.

3.8 Client shall bear sole responsibility for:

3.8.1 Jobsite safety. Neither the professional activities of Olsson, nor the presence of Olsson or its employees or sub-consultants at the Project shall impose any duty on Olsson relating to any health or safety laws, regulations, rules, programs or procedures.

3.8.2 Notifying third parties including any governmental agency or prospective purchaser, of the existence of any hazardous or dangerous materials located in or around the Project(s) site.

3.8.3 Providing and updating Olsson with accurate information regarding existing conditions, including the existence of hazardous or dangerous materials, proposed Project(s) site uses, any change in Project(s) plans, and all subsurface installations, such as pipes, tanks, cables and utilities within the Project(s) site.

3.9 Client releases Olsson from liability for any incorrect advice, judgment or decision based on inaccurate information furnished by Client or others.

3.10 If reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including hazardous materials, encountered on the site, Olsson may immediately stop work in the affected area and report the condition to Client. Client shall be solely responsible for retaining independent consultant(s) to determine the nature of the material and to abate or remove the material. Olsson shall not be required to perform any services or work relating to or in the area of such material until

the material has been removed or rendered harmless and only after approval, if necessary of the government agency with jurisdiction.

3.11 Providing and assuming all responsibility for: interpretation of contract documents; Construction Observations; Certifications; Inspections; Construction Cost Estimating; project observations; construction management; construction scheduling; construction phasing; and review of Contractor's performance, means and methods. Client waives any claims against Olsson and releases Olsson from liability relating to or arising out of such services and agrees, to the fullest extent permitted by law, to indemnify and hold Olsson harmless from any and all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, relating to such actions and services.

#### **SECTION 4—MEANING OF TERMS**

4.1 The "Cost of Construction" of the entire Project(s) (herein referred to as "Cost of Construction") means the total cost to Client of those portions of the entire Project(s) designed and specified by Olsson, but it will not include Olsson's compensation and expenses, the cost of land, rights-of-way, or compensation for or damages to, properties unless this Agreement so specifies, nor will it include Client's legal, accounting, insurance counseling or auditing services, or interest and financing charges incurred in connection with the Project(s) or the cost of other services to be provided by others to Client pursuant to Section 3.

4.2 The "Salary Costs": Used as a basis for payment mean salaries and wages (base and incentive) paid to all Olsson's personnel engaged directly on the Project(s), including, but not limited to, engineers, architects, surveyors, designers, draftsmen, specification writers, estimators, other technical and business personnel; plus the cost of customary and statutory benefits, including, but not limited to, social security contributions, unemployment, excise and payroll taxes, workers' compensation, health and retirement benefits, sick leave, vacation and holiday pay and other group benefits.

4.3 "Certify" or "a Certification": If included in the Scope of Services, such services shall be limited to a statement of Olsson's opinion, to the best of Olsson's professional knowledge, information and belief, based upon its periodic observations and reasonable review of reports and tests created by Olsson or provided to Olsson. Olsson shall not be responsible for constant or exhaustive observation of the work. Client understands and agrees that any certifications based upon discrete sampling observations and that such observations indicate conditions that exist only at the locations and times the observations were performed. Performance of such observation services and certification does not constitute a warranty or guarantee of any type, since even with diligent observation, some construction defects, deficiencies or omissions in the work may occur. Olsson shall have no responsibility for the means, methods, techniques, sequences or procedures selected by the contractor(s) or for the contractor's safety precautions and programs nor for failure by the contractor(s) to comply with any laws or regulations relating to the performance or furnishing of any work by the contractor(s). Client shall hold its contractor(s) solely responsible for the quality and completion of the Project(s), including construction in accordance with the construction documents. Any duty under this Agreement is for the sole benefit of the Client and not for any third party, including the

contractor(s) or any subcontractor(s). Olsson shall sign pre-printed form certifications only if (a) Olsson approves the form of such certification prior to the commencement of its services, (b) such certification is expressly included in the Scope of Services, (c) the certification is limited to a statement of professional opinion and does not constitute a warranty or guarantee, express or implied. It is understood that any certification by Olsson shall not relieve the Client or the Client's contractors of any responsibility or obligation they may have by industry custom or under any contract.

4.4 "Construction Cost Estimate": An opinion of probable construction cost made by Olsson. In providing opinions of probable construction cost, it is recognized that neither the Client nor Olsson has control over the costs of labor, equipment or materials, or over the contractor's methods of determining prices or bidding. The opinion of probable construction costs is based on Olsson's reasonable professional judgment and experience and does not constitute a warranty, express or implied, that the contractor's bids or the negotiated price of the work on the Project(s) will not vary from the Client's budget or from any opinion of probable cost prepared by Olsson.

4.5 "Day": A calendar day of 24 hours. The term "days" shall mean consecutive calendar days of 24 hours each, or fraction thereof.

4.6 "Construction Observation": If included in the Scope of Services, such services during construction shall be limited to periodic visual observation and testing of the work to determine that the observed work generally conforms to the contract documents. Olsson shall not be responsible for constant or exhaustive observation of the work. Client understands and agrees that such visual observations are discrete sampling procedures and that such procedures indicate conditions that exist only at the locations and times the observations were performed. Performance of Construction Observation services does not constitute a warranty or guarantee of any type, since even with diligent observation, some construction defects, deficiencies or omissions in the work may occur. Olsson shall have no responsibility for the means, methods, techniques, sequences or procedures selected by the contractor or for the contractor's safety precautions and programs nor for failure by the contractor to comply with any laws or regulations relating to the performance or furnishing of any work by the contractor. Client shall hold its contractor(s) solely responsible for the quality and completion of the Project(s), including construction in accordance with the construction documents. Any duty under this Agreement is for the sole benefit of the Client and not for any third party, including the contractor or any subcontractor. Client, or its designees shall notify Olsson at least twenty-four (24) hours in advance of any field tests and observations required by the construction documents.

4.7 "Inspect" or "Inspection": If included in the Scope of Services, such services shall be limited to the periodic visual observation of the contractor's completed work to permit Olsson, as an experienced and qualified professional, to determine that the observed work, generally conforms to the contract documents. Olsson shall not be responsible for constant or exhaustive observation of the work. Client understands and agrees that such visual observations are discrete sampling procedures and that such procedures indicate conditions that exist only at the locations and times the observations were performed. Performance of such

observation services does not constitute a warranty or guarantee of any type, since even with diligent observation, some construction defects, deficiencies or omissions in the work may occur. Olsson shall have no responsibility for the means, methods, techniques, sequences or procedures selected by the contractor(s) or for the contractor's safety precautions and programs nor for failure by the contractor(s) to comply with any laws or regulations relating to the performance or furnishing of any work by the contractor(s). Client shall hold its contractor(s) solely responsible for the quality and completion of the Project(s), including construction in accordance with the construction documents. Any duty under this Agreement is for the sole benefit of the Client and not for any third party, including the contractor(s) or any subcontractor(s). Client, or its designees, shall notify Olsson at least twenty-four (24) hours in advance of any inspections required by the construction documents.

4.8 "Record Documents": Drawings prepared by Olsson upon the completion of construction based upon the drawings and other data furnished to Olsson by the Contractor and others showing significant changes in the work on the Project(s) made during construction. Because Record Documents are prepared based on unverified information provided by others, Olsson makes no warranty of the accuracy or completeness of the Record Documents.

## **SECTION 5—TERMINATION**

5.1 Either party may terminate this Agreement, for cause upon giving the other party not less than seven (7) calendar days written notice of default for any of the following reasons; provided, however, that the notified party shall have the same seven (7) calendar day period in which to cure the default:

5.1.1 Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;

5.1.2 Assignment of this Agreement or transfer of the Project(s) by either party to any other entity without the prior written consent of the other party;

5.1.3 Suspension of the Project(s) or Olsson's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate.

5.2 In the event of a "for cause" termination of this Agreement by either party, the Client shall, within fifteen (15) calendar days after receiving Olsson's final invoice, pay Olsson for all services rendered and all reimbursable costs incurred by Olsson up to the date of termination, in accordance with the payment provisions of this Agreement.

5.2.1 In the event of a "for cause" termination of this Agreement by Client and (a) a final determination of default is entered against Olsson under Section 6.2 and (b) Client has fully satisfied all of its obligations under this Agreement, Olsson shall grant Client a limited license to use the Work Product pursuant to Section 7.1.

5.3 The Client may terminate this Agreement for the Client's convenience and without cause upon giving Olsson not less than seven (7) calendar days written notice. In the event of any termination that is not the fault of Olsson, the Client shall pay Olsson, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably

incurred by Olsson in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs, any fees, costs or expenses incurred by Olsson in preparing or negotiating any proposals submitted to Client for Olsson's Scope of Services or Optional Additional Services under this Agreement and all other expenses directly resulting from the termination and a reasonable profit of ten percent (10%) of Olsson's actual costs (including overhead) incurred.

## **SECTION 6—DISPUTE RESOLUTION**

### **6.1. Mediation**

6.1.1 All questions in dispute under this Agreement shall be submitted to mediation. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate their representatives and shall meet within ten (10) days after the service of the notice. The parties themselves shall then attempt to resolve the dispute within ten (10) days of meeting.

6.1.2 Should the parties themselves be unable to agree on a resolution of the dispute, and then the parties shall appoint a third party who shall be a competent and impartial party and who shall be acceptable to each party, to mediate the dispute. Any third party mediator shall be qualified to evaluate the performance of both of the parties, and shall be familiar with the design and construction progress. The third party shall meet to hear the dispute within ten (10) days of their selection and shall attempt to resolve the dispute within fifteen (15) days of first meeting.

6.1.3 Each party shall pay the fees and expenses of the third party mediator and such costs shall be borne equally by both parties.

### **6.2 Arbitration or Litigation**

6.2.1 Olsson and Client agree that from time to time, there may be conflicts, disputes and/or disagreements between them, arising out of or relating to the services of Olsson, the Project(s), or this Agreement (hereinafter collectively referred to as "Disputes") which may not be resolved through mediation. Therefore, Olsson and Client agree that all Disputes shall be resolved by binding arbitration or litigation at the sole discretion and choice of Olsson. If Olsson chooses arbitration, the arbitration proceeding shall proceed in accordance with the Construction Industry Arbitration Rules of the AAA.

6.2.2 Client hereby agrees that Olsson shall have the right to include Client, by consolidation, joinder or other manner, in any arbitration or litigation involving Olsson and a subconsultant or subcontractor of Olsson or Olsson and any other person or entity, regardless of who originally initiated such proceedings.

6.2.3 If Olsson chooses arbitration or litigation, either may be commenced at any time prior to or after completion of the Project(s), provided that if arbitration or litigation is commenced prior to the completion of the Project(s), the obligations of the parties under the terms of this Agreement shall not be altered by reason of the arbitration or litigation being conducted. Any arbitration hearings or litigation shall take place in Lincoln, Nebraska, the location of Olsson's home office.

6.2.4 The prevailing party in any arbitration or litigation relating to any Dispute shall be entitled to recover from the other party those reasonable attorney fees, costs and expenses incurred by the prevailing party in connection with the Dispute.

## **SECTION 7—MISCELLANEOUS**

### **7.1 Reuse of Documents**

All documents, including drawings, specifications, reports, boring logs, maps, field data, data, test results, information, recommendations, or opinions prepared or furnished by Olsson (and Olsson's independent professional associates and consultants) pursuant to this Agreement ("Work Product"), are all Olsson's instruments of service, do not constitute goods or products, and are copyrighted works of Olsson. Olsson shall retain an ownership and property interest in such Work Product whether or not the Project(s) is completed. If Client has fully satisfied all of its obligations under this Agreement, Olsson shall grant Client a limited license to use the Work Product and Client may make and retain copies of Work Product for use in connection with the Project(s); however, such Work Product is for the exclusive use and benefit of Client or its agents in connection with the Project(s), are not intended to inform, guide or otherwise influence any other entities or persons with respect to any particular business transactions, and should not be relied upon by any entities or persons other than Client or its agents for any purpose other than the Project(s). Such Work Product is not intended or represented to be suitable for reuse by Client or others on extensions of the Project(s) or on any other Project(s). Client will not distribute or convey such Work Product to any other persons or entities without Olsson's prior written consent which shall include a release of Olsson from liability and indemnification by the third party. Any reuse of Work Product without written verification or adaptation by Olsson for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to Olsson, or to Olsson's independent professional associates or consultants, and Client shall indemnify and hold harmless Olsson and Olsson's independent professional associates and consultants from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation of Work Product will entitle Olsson to further compensation at rates to be agreed upon by Client and Olsson.

### **7.2 Electronic Files**

By accepting and utilizing any electronic file of any Work Product or other data transmitted by Olsson, the Client agrees for itself, its successors, assigns, insurers and all those claiming under or through it, that by using any of the information contained in the attached electronic file, all users agree to be bound by the following terms. All of the information contained in any electronic file is the work product and instrument of service of Olsson, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights, unless the same have previously been transferred in writing to the Client. The information contained in any electronic file is provided for the convenience to the Client and is provided in "as is" condition. The Client is aware that differences may exist between the electronic files transferred and the printed hard-copy original signed and stamped drawings or reports. In the event of a conflict between the signed original documents prepared by Olsson and the electronic files, which may be transferred, the

signed and sealed original documents shall govern. Olsson specifically disclaims all warranties, expressed or implied, including without limitation, and any warranty of merchantability or fitness for a particular purpose with respect to any electronic files. It shall be Client's responsibility to confirm the accuracy of the information contained in the electronic file and that it accurately reflects the information needed by the Client. Client shall not retransmit any electronic files, or any portion thereof, without including this disclaimer as part of any such transmissions. In addition, Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Olsson, its officers, directors, employees and sub consultants against any and all damages, liabilities, claims or costs, including reasonable attorney's and expert witness fees and defense costs, arising from any changes made by anyone other than Olsson or from any reuse of the electronic files without the prior written consent of Olsson.

### **7.3 Construction Cost Estimate**

Since Olsson has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s)' methods of determining prices, or over competitive bidding or market conditions, Olsson's Construction Cost Estimate provided for herein is made on the basis of Olsson's experience and qualifications and represent Olsson's best judgment as an experienced and qualified professional engineer, familiar with the construction industry. Client acknowledges and agrees that Olsson cannot and does not guarantee proposals or bids and that actual total Project(s) or construction costs may reasonably vary from Olsson's Construction Cost Estimate. If prior to the bidding or negotiating phase Client wishes greater assurance as to total Project(s) or construction costs, Client shall employ an independent cost estimator as provided in paragraph 3.4.3. If Olsson's Construction Cost Estimate was performed in accordance with its standard of care and was reasonable under the total circumstances, any services performed by Olsson to modify the contract documents to bring the construction cost within any limitation established by Client will be considered Optional Additional Services and paid for as such by Client. If, however, Olsson's Construction Cost Estimate was not performed in accordance with its standard of care and was unreasonable under the total circumstances and the lowest negotiated bid for construction of the Project(s) unreasonably exceeds Olsson's Construction Cost Estimate, Olsson shall modify its work as necessary to adjust the Project(s)' size, and/or quality to reasonably comply with the Client's budget at no additional cost to Client. Under such circumstances, Olsson's modification of its work at no cost shall be the limit of Olsson's responsibility with regard to any unreasonable Construction Cost Estimate.

### **7.4 Prevailing Wages**

It is Client's responsibility to determine whether the Project(s) is covered under any prevailing wage regulations. Unless Client specifically informs Olsson in writing that the Project(s) is a prevailing wage project and is identified as such in the Scope of Services, Client agrees to reimburse Olsson and to defend, indemnify and hold harmless Olsson from and against any liability, including costs, fines and attorneys' fees, resulting from a subsequent determination that the Project(s) was covered under any prevailing wage regulations.

## 7.5 Samples

All material testing samples shall remain the property of the Client. If appropriate, Olsson shall preserve samples obtained no longer than forty-five (45) days after the issuance of any document that includes the data obtained from those samples. After that date, Olsson may dispose of the samples or return them to Client at Client's cost.

## 7.6 Standard of Care

Olsson will strive to perform its services in a manner consistent with that level of care and skill ordinarily exercised by members of Olsson's profession providing similar services in the same locality under similar circumstances at the time Olsson's services are performed. This Agreement creates no other representation, warranty or guarantee, express or implied.

## 7.7 Force Majeure

Any delay in the performance of any of the duties or obligations of either party hereto (except the payment of money) shall not be considered a breach of this Agreement and the time required for performance shall be extended for a period equal to the period of such delay, provided that such delay has been caused by or is the result of any acts of God, acts of the public enemy, insurrections, riots, embargoes, labor disputes, including strikes, lockouts, job actions, boycotts, fires, explosions, floods, shortages of material or energy, or other unforeseeable causes beyond the control and without the fault or negligence of the party so affected. The affected party shall give prompt notice to the other party of such cause, and shall take promptly whatever reasonable steps are necessary to relieve the effect of such cause.

## 7.8 Confidentiality

In performing this Agreement, the parties may disclose to each other written or oral non-public, confidential or proprietary information, including but not limited to, information of a business, planning, marketing or technical nature and models, tools, hardware and software, and any documents, reports, memoranda, notes, files or analyses that contain, summarize or are based upon any proprietary or confidential information (hereafter referred to as the "Information").

7.8.1 Therefore, Olsson and Client agree that the party receiving Information from the other party to this Agreement (the "Receiving Party") shall keep Information confidential and not use the Information in any manner other than in the performance of this Agreement without prior written approval of the party disclosing Information (the "Disclosing Party") unless Client is a public entity and the release of Information is required by law or legal process.

7.8.2 The existence of discussions between the parties, the purpose of this Agreement, and this Agreement shall be considered Information subject to the confidentiality provisions of this Agreement.

7.8.3 Notwithstanding anything to the contrary herein, the Receiving Party shall have no obligation to preserve the confidentiality of any Information which:

7.8.3.1 was previously known to the Receiving Party free of any obligation to keep it confidential; or

7.8.3.2 is or becomes publicly available by other than unauthorized disclosures; or

7.8.3.3 is independently developed by the Receiving Party without a breach of this Agreement; or

7.8.3.4 is disclosed to third parties by the Disclosing Party without restrictions; or

7.8.3.5 is received from a third party not subject to any confidentiality obligations.

7.8.4 In the event that the Receiving Party is required by law or legal process to disclose any of Information of the Disclosing Party, the Receiving Party required to disclose such Information shall provide the Disclosing Party with prompt oral and written notice, unless notice is prohibited by law (in which case such notice shall be provided as early as may be legally permissible), of any such requirement so that the Disclosing Party may seek a protective order or other appropriate remedy.

7.8.5 Nothing contained in this Agreement shall be construed as altering any rights that the Disclosing Party has in the Information exchanged with or disclosed to the Receiving Party, and upon request, the Receiving Party will return all Information received in tangible form to the Disclosing Party, or at the Receiving Party's option, destroy all such Information. If the Receiving Party exercises its option to destroy the Information, the Receiving Party shall certify such destruction to the Disclosing Party.

7.8.6 The parties acknowledge that disclosure or use of Information in violation of this Agreement could cause irreparable harm for which monetary damages may be difficult to ascertain or constitute an inadequate remedy. Each party therefore agrees that the Disclosing Party shall be entitled in addition to its other rights to seek injunctive relief for any violation of this Agreement.

7.8.7 The obligations of confidentiality set forth herein shall survive termination of this Agreement, but shall only remain in effect for a period of one (1) year from the date the Information is first disclosed.

## 7.9 Damage or Injury to Subterranean Structures or Utilities, Hazardous Materials, Pollution and Contamination

7.9.1 To the extent that work pursuant to this Agreement requires any sampling, boring, excavation, ditching or other disruption of the soil or subsurface at the Site, Olsson shall confer with Client prior to such activity and Client will be responsible for identifying, locating and marking, as necessary, any private subterranean structures or utilities and Olsson shall be responsible for arranging investigation of public subterranean structures or utilities through an appropriate utility one-call provider. Thereafter, Olsson shall take all reasonable precautions to avoid damage or injury to subterranean structures or utilities which were identified by Client or the one-call provider. Olsson shall not be responsible for any damage, liability or costs, for any property damage, injury or economic loss arising or allegedly arising from damages to subterranean structures or utilities caused by subsurface penetrations in locations approved by Client and/or the one call provider or not correctly shown on any plans, drawings or utility clearance provided to Olsson, except for

damages caused by the negligence of Olsson in the use of such information.

7.9.2 It is understood and agreed that any assistance Olsson may provide Client in the disposal of waste materials shall not result in Olsson being deemed as a generator, arranger, transporter or disposer of hazardous materials or hazardous waste as defined under any law or regulation. Title to all samples and waste materials remains with Client, and at no time shall Olsson take title to the above material. Client may authorize Olsson to execute Hazardous Waste Manifest, Bill of Lading or other forms as agent of Client. If Client requests Olsson to execute such documents as its agent, the Hazardous Waste Manifest, Bill of Lading or other similar documents shall be completed in the name of the Client. Client agrees to indemnify and hold Olsson harmless from any and all claims that Olsson is a generator, arranger, transporter, or disposer of hazardous waste as a result of any actions of Olsson, including, but not limited to, Olsson signing a Hazardous Waste Manifest, Bill of Lading or other form on behalf of Client.

7.9.3 At any time, Olsson can request in writing that Client remove samples, cuttings and hazardous substances generated by the Project(s) from the project site or other location. Client shall promptly comply with such request, and pay and be responsible for the removal and lawful disposal of samples, cuttings and hazardous substances, unless other arrangements are mutually agreed upon in writing.

7.9.4 Client shall release Olsson of any liability for, and shall defend and indemnify Olsson against any and all claims, liability and expense resulting from operations under this Agreement on account of injury to, destruction of, or loss or impairment of any property right in or to oil, gas, or other mineral substance or water, if at the time of the act or omission causing such injury, destruction, loss or impairment, said substance had not been reduced to physical possession above the surface of the earth, and for any loss or damage to any formation, strata, reservoir beneath the surface of the earth.

7.9.5 Notwithstanding anything to the contrary contained herein, it is understood and agreed by and between Olsson and Client that the responsibility for pollution and contamination shall be as follows:

7.9.5.1 Unless otherwise provided herein, Client shall assume all responsibility for, including control and removal of, and protect, defend and save harmless Olsson from and against all claims, demands and causes of action of every kind and character arising from pollution or contamination (including naturally occurring radioactive material) which originates above the surface of the land or water from spills of fuels, lubricants, motor oils, pipe dope, paints, solvents, ballast, bilge and garbage, except unavoidable pollution from reserve pits, wholly in Olsson's possession and control and directly associated with Olsson's equipment.

7.9.5.2 In the event a third party commits an act or omission which results in pollution or contamination for which either Olsson or Client, for whom such party is performing work, is held to be legally liable, the responsibility therefore shall be considered as between Olsson and Client, to be the same as if the party for whom the work was performed had performed the same and all of the obligations regarding defense, indemnity, holding harmless and limitation of

responsibility and liability, as set forth herein, shall be specifically applied.

## 7.10 Controlling Law and Venue

The parties agree that this Agreement and any legal actions concerning its validity, interpretation or performance shall be governed by the laws of the State of Nebraska. It is further agreed that any legal action between the parties arising out of this Agreement or the performance of services shall be brought in a court of competent jurisdiction in Nebraska.

## 7.11 Subconsultants

Olsson may utilize as necessary in its discretion subconsultants and other subcontractors. Olsson will be paid for all services rendered by its subconsultants and other subconsultants as set forth in this Agreement.

## 7.12 Assignment

7.12.1 Client and Olsson each are hereby bound and the partners, successors, executors, administrators and legal representatives of Client and Olsson (and to the extent permitted by paragraph 7.12.2 the assigns of Client and Olsson) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this Agreement.

7.12.2 Neither Client nor Olsson shall assign, sublet or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Olsson from employing such subconsultants and other subcontractors as Olsson may deem appropriate to assist in the performance of services under this Agreement.

7.12.3 Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than Client and Olsson, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and Olsson and not for the benefit of any other party. There are no third-party beneficiaries of this Agreement.

## 7.13 Indemnity

Olsson and Client mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, relating to third party personal injury or third party property damage and arising from their own negligent acts, errors or omissions in the performance of their services under this Agreement, but only to the extent that each party is responsible for such damages, liabilities or costs on a comparative basis of fault.

## **7.14 Limitation on Damages**

7.14.1 Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither party's individual employees, principals, officers or directors shall be subject to personal liability or damages arising out of or connected in any way to the Project(s) or to this Agreement.

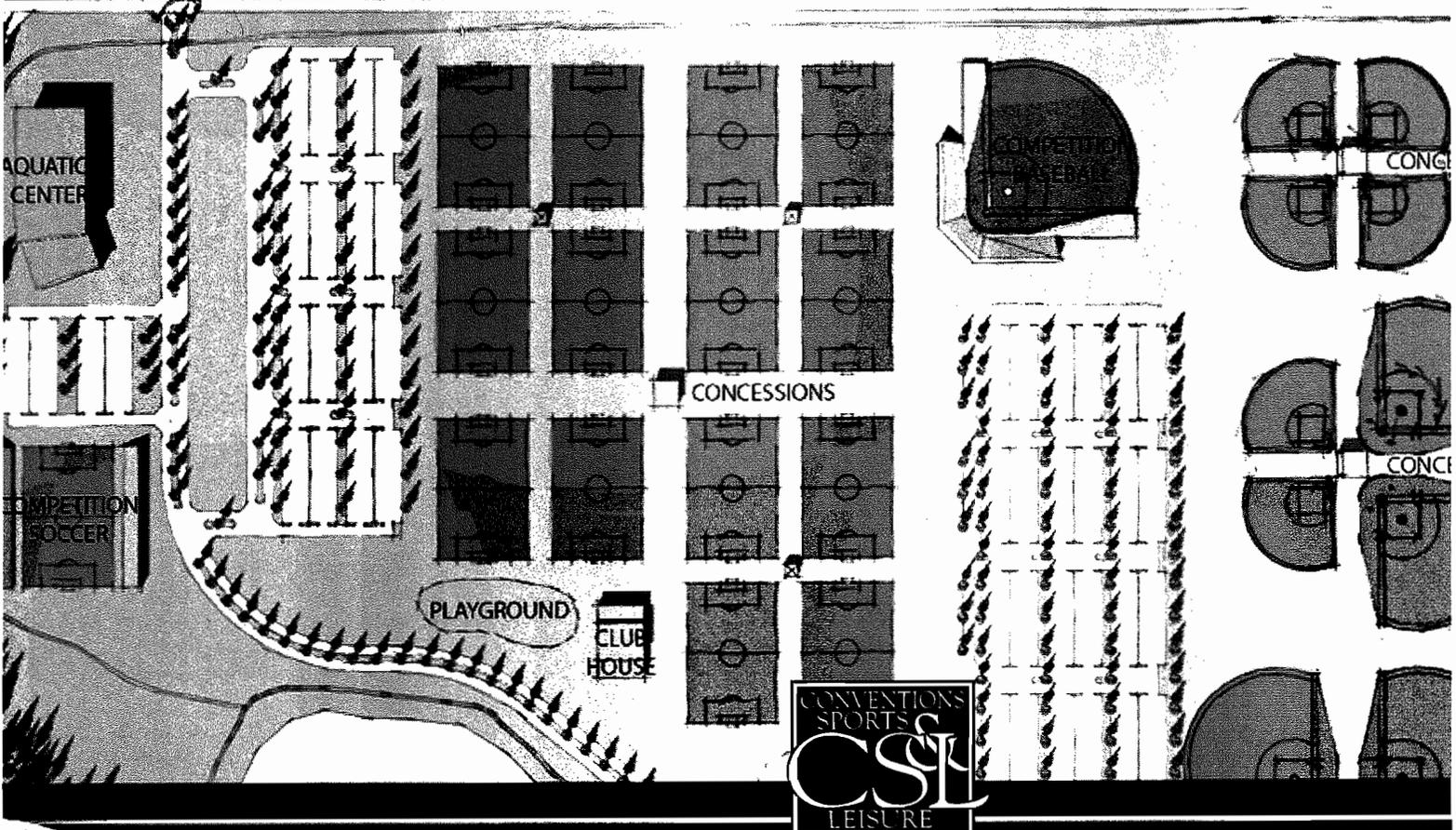
7.14.2 Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither Client nor Olsson, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any delay damages, any punitive damages or any incidental, indirect or consequential damages arising out of or connected in any way to the Project(s) or to this Agreement. This mutual waiver of delay damages and consequential damages shall include, but is not limited to, disruptions, accelerations, inefficiencies, increased construction costs, increased home office overhead, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other delay or consequential damages that either party may have incurred from any cause of action including, but not limited to, negligence, statutory violations, misrepresentation, fraud, deceptive trade practices, breach of fiduciary duties, strict liability, breach of contract and/or breach of strict or implied warranty. Both the Client and Olsson shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in the Project(s).

7.14.3 Notwithstanding any other provision of this Agreement, Client agrees that, to the fullest extent permitted by law, Olsson's total liability to the Client for any and all injuries, claims, losses, expenses, damages, or claims expenses of any kind arising from any services provided by or through Olsson under this Agreement, shall not exceed the amount of Olsson's fee earned under this Agreement. Client acknowledges that such causes include, but are not limited to, negligence, statutory violations, misrepresentation, fraud, deceptive trade practices, breach of fiduciary duties, strict liability, breach of contract and/or breach of strict or implied warranty. This limitation of liability shall apply to all phases of Olsson's services performed in connection with the Project(s), whether subsequent to or prior to the execution of this Agreement.

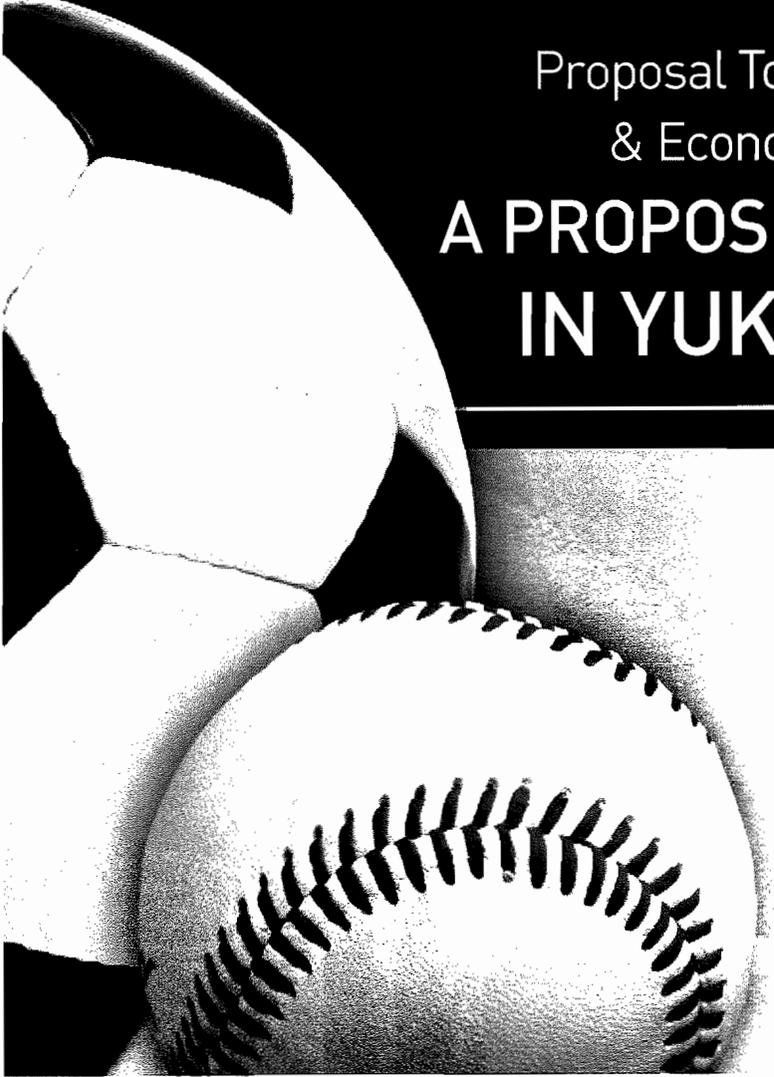
## **7.15 Entire Agreement**

This Agreement supersedes all prior communications, understandings and agreements, whether oral or written. Amendments to this Agreement must be in writing and signed by the Client and Olsson.

W MAIN ST/RT 66



Proposal To Conduct A Feasibility Study  
& Economic Impact Analysis For  
**A PROPOSED SPORTS COMPLEX  
IN YUKON, OKLAHOMA**





December 19, 2014

Mr. Kyle J. Hines  
Vice President  
PFIC  
11755 Wilshire Boulevard  
Suite 2350  
Los Angeles, CA 90025

Dear Mr. Hines:

Conventions, Sports & Leisure International ("CSL") is pleased to submit this proposal to conduct a feasibility study and economic impact analysis for a proposed sports complex in Yukon, Oklahoma. Our team looks forward to the opportunity to work with you and other community leaders on this important project, and we believe this proposal demonstrates our qualifications, capabilities and sincere interest in serving you.

Within the attached proposal, we have presented background information regarding our company; the scope of services we have designed specifically for this project; our industry expertise and similar project experience; qualifications of the personnel assigned to this study; professional fees; and timing for the proposed study.

As you review our proposal, there are several key areas that distinguish our team from the competition, including:

- Our team has collectively provided more than 1,000 feasibility studies for sports and entertainment facilities in the United States and throughout the world....more than any other firm that specializes in sports and entertainment facility feasibility studies.
- Our team brings over 150 years of collective sports and entertainment facility feasibility experience to your project.
- Our team members are very familiar with the Oklahoma City area and the State of Oklahoma, having consulted on the following sports, entertainment and convention center projects over the years:
  - o Chickasaw Bricktown Ballpark (Oklahoma City, OK);
  - o Cox Communications Center (Oklahoma City, OK);
  - o Chesapeake Energy Arena (Oklahoma City, OK);
  - o Energy FC Stadium (Oklahoma City, OK);
  - o Gaylord Family-Oklahoma Memorial Stadium (Norman, OK);
  - o Lloyd Noble Center (Norman, OK);
  - o Proposed Expo Center (Norman, OK);
  - o Bartlesville Convention Center (Bartlesville, OK);
  - o BOK Center (Tulsa, OK);
  - o ONEOK Field (Tulsa, OK);
  - o Proposed MLS Stadium (Tulsa, OK);
  - o WNBA Franchise Relocation (Tulsa, OK); and,
  - o Tulsa Convention Center (Tulsa, OK).
- We have completed a number of studies similar to the proposed sports complex in Yukon, including:
  - o Madison Sports Complex (Madison, MI);
  - o Marble Falls Sports Complex (Marble Falls, TX);
  - o Olathe Soccer Complex (Olathe, KS);
  - o Rock Chalk Park (Lawrence, KS);
  - o Rocky Top Sports World (Gatlinburg, TN);
  - o Toyota Stadium and Soccer Complex (Frisco, TX); and
  - o Woodside Sports Complex (Mauston, WI).

- Our team has a proven track record of market research and recommendations that have proven to be supportable in the marketplace.

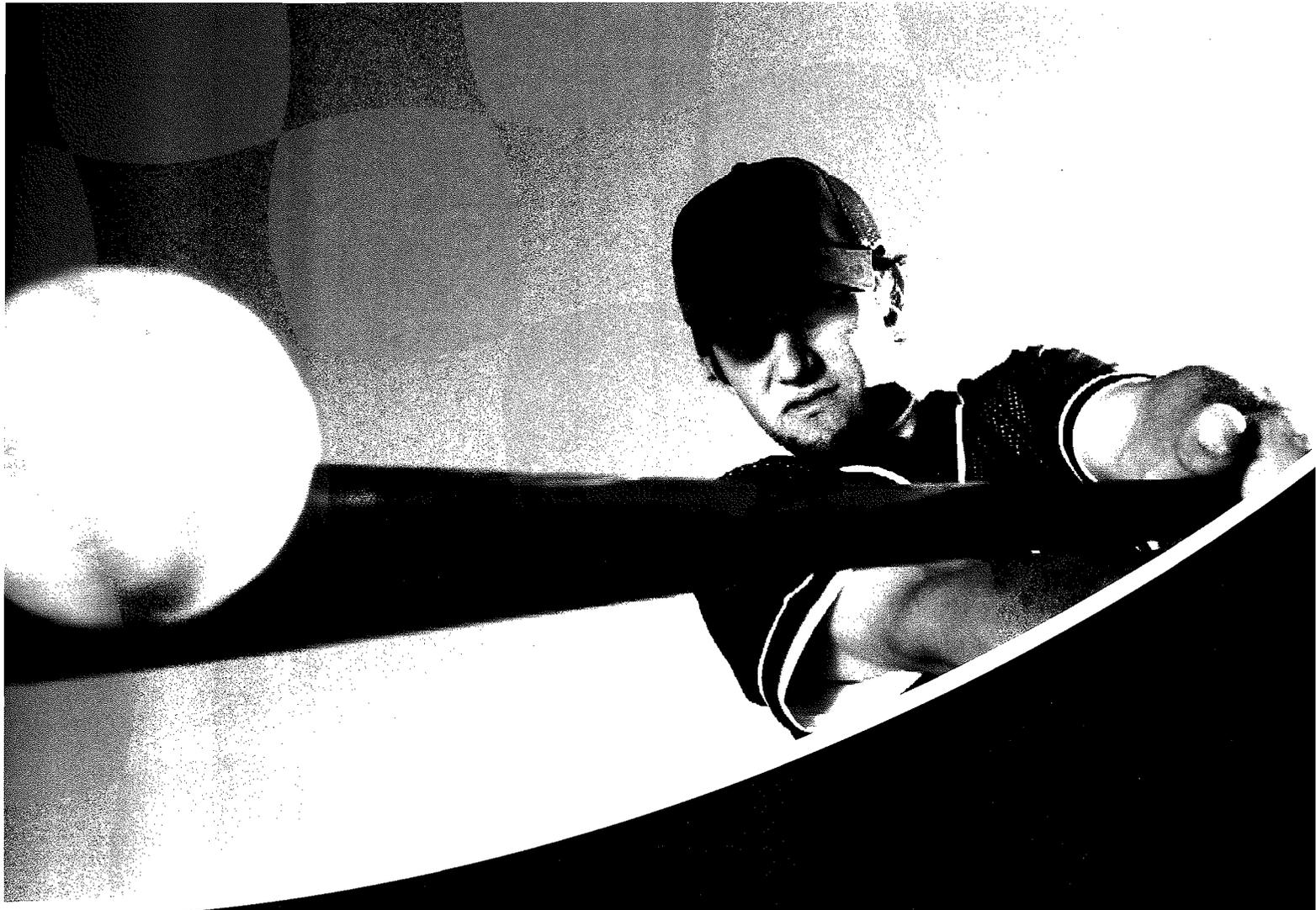
We are enthusiastic about the prospect of working on this project. As you review our proposal, we encourage you to directly compare our project team to those of other competing proposals. We are confident that you will find that our project team will provide you with the most experienced, proven services available in the industry. Should we be given the opportunity to provide you with our consulting services, you will receive the highest level of innovation, dedication and effort on our part.

Please contact Jay Lenhardt at [972] 491-6901 if you have any questions regarding this proposal or would like to discuss our qualifications and study approach in detail.

Sincerely,

A handwritten signature in black ink that reads "CSL International". The signature is written in a cursive, flowing style.

CSL International



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# 1 Firm Background

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CONVENTIONS  
SPORTS  
**CSL**  
LEISURE

## FIRM INFO

**THE LEADING ADVISORY AND PLANNING FIRM  
SPECIALIZING IN PROVIDING CONSULTING SERVICES TO  
THE SPORTS, ENTERTAINMENT & LEISURE INDUSTRIES.**

CSL was established for the specific purpose of providing a source of focused research and expertise in the sports, entertainment, hospitality and leisure industries. Members of our firm have been providing services to these specialized industries since the mid-1980's and have been involved in over 1,000 engagements. We assist our clients from the earliest stages of project planning, ensuring that all decisions are informed ones. Our consultants provide in-depth information, creative solutions to underlying issues, a thorough analysis of financial implications, and various measurements of risk and return surrounding alternative courses of action.

CSL has built its reputation on meeting client needs by delivering quality services that have credibility in the marketplace. Our firm is able to provide these services by drawing upon the years of experience of its professional staff. Being consistently involved in many major transactions allows our professionals to obtain knowledge of both tangible and intangible components of completed transactions, the reasons for failed efforts, and changes in the marketplace affecting revenue streams for a variety of sports teams, leagues and facilities.

Our project team has extensive experience in providing assistance for a variety of teams, facilities and entities in the sports, entertainment, hospitality and leisure industries. Collectively, with over 150 years of specific consulting experience, no other competing firm has the depth or breadth of experience to match CSL. This level of broad and extensive experience is unmatched and provides CSL with a platform from which to assist our clients from a base of working knowledge in every major U.S. market, each of the major sports leagues, collegiate facilities and municipal venues. Our diversity of experience provides us with a broad and comprehensive perspective of the issues facing our clients.

CSL brings the experience of numerous prior engagements to the planning phases of your project. This experience will help you recognize the issues your project will be facing and efficiently identify solutions to each. Our experience will ensure that you are maximizing the potential revenues from your development project.



BUSINESS PLANNING  
IMPLEMENTATION STRATEGY

BUILDING PROGRAM

LOCAL MARKET  
FOCUS GROUPS  
TELEPHONE SURVEYS  
EMAIL SURVEYS  
COMPARABLES  
COMPETITIVE

## MARKET DEMAND

In nearly all of our projects, MARKET DEMAND forms the basis of the evaluation of a facility project, development initiative, or strategic planning exercise. Without a clear and accurate understanding of demand potential unique to a specific market and project, all later analysis of programmatic, financial, economic and implementation issues may be misdirected. As such, we utilize the most comprehensive set of research and analysis tools and techniques in the industry to comprehensively evaluate and estimate the unique market demand and potential for each project. Our methods have been employed and refined through hundreds of diverse projects over the past 20 years.

## FINANCIAL

Building on market conclusions, FINANCIAL and ECONOMIC issues are often central to the consideration of facility development, performance enhancement, and economic development projects. Our extensive database of comparable projects collected over hundreds of engagements is a critical asset during our analysis of project financial and economic issues. Being consistently involved in many projects and transactions throughout North America allows our professionals to obtain knowledge of both tangible and intangible components of successful projects/transactions, the reasons for failed efforts, and changes in the marketplace affecting financial and economic characteristics.

## ECONOMIC

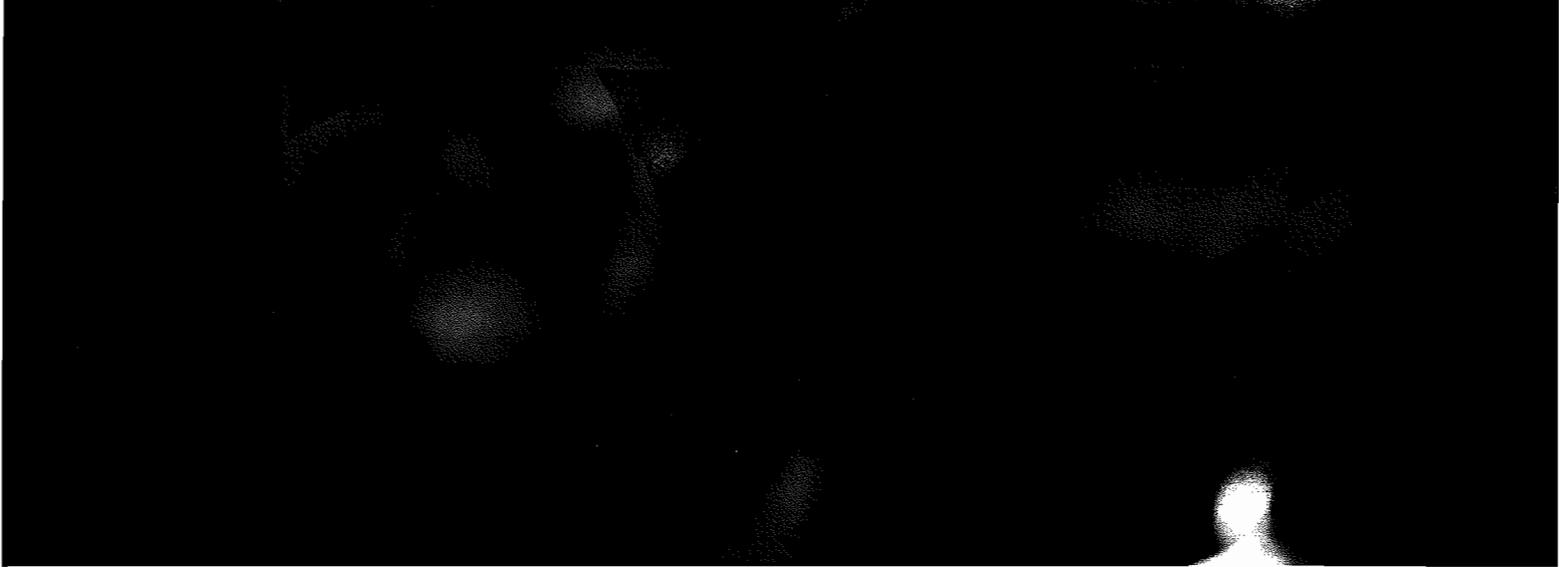
## IMPLEMENTATION

IMPLEMENTATION is key to any successful project. Our professionals bring a wealth of industry-specific experience to every one of our engagements, delivering objective answers, creative solutions and focused recommendations to complex projects. We provide our clients with the detailed information they need to make informed decisions regarding project implementation.



The following provides a brief summary of services that CSL provides with regard to feasibility planning:

- **STRATEGIC PROJECT PLANNING** – Establish the framework for the initial planning phases of a project and to design an action plan to bring a project from planning to successful operation.
- **MARKET FEASIBILITY** – Estimate probable market demand for sports teams, leagues and facilities projects and identify appropriate market(s) in which to compete.
- **FACILITY DESIGN CRITERIA** – Assist in defining optimal size and configuration criteria for a sports or entertainment facility within a given market.
- **FINANCIAL ANALYSIS** – Develop a financial model based upon estimated levels of utilization and patron spending that will reflect important variables that will impact the cash flow of a sports team, league, conference and/or facility.
- **ECONOMIC IMPACT ANALYSIS** – Provide an estimate of the quantitative and qualitative short and long-term economic and fiscal impacts of the construction and operations of a project or entity on the local area. This analysis will produce estimates of the employment, earnings, total output and tax revenues generated by the project.
- **FACILITY FUNDING ANALYSIS** – Identify funding alternatives that could be available to support various initiatives and to develop a strategic funding plan. This analysis can also be used to initiate the process of identifying prospective interest in all components of the financing plan and to evaluate the level of private or public sector funding that may be necessary.
- **PREFERENTIAL AMENITIES ANALYSIS** – Assist in the evaluation, market positioning, pricing, quantity, target markets and successful marketing of preferential amenities. Such amenities include private suites, club seating, loge boxes, personal seat licenses, private clubs and other related concepts.
- **LITIGATION ASSISTANCE** – Assist parties in litigation regarding economic or market issues related to the sports industry.
- **NEGOTIATION ASSISTANCE** – Assist in reaching negotiated development, relocation, lease and management agreements with a variety of parties, including facility management, concessionaire and other such parties.
- **STRATEGIC PLAN DEVELOPMENT AND IMPLEMENTATION** – Assist in the development and implementation of a strategic business plan. This includes the consideration of the organization of the development, construction, operational and legal teams. In addition, this step will assist in developing the appropriate pricing and inventories for general and premium seating, establishing a marketing plan, and selecting various facility contractors [i.e. concessionaires, media, etc.].
- **VALUATION ANALYSIS** – Develop a valuation of a sports franchise or facility based on industry acceptable valuation methods, including the market and income approaches.



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# 2 Relevant Experience





## ROCKY TOP SPORTS WORLD

Gatlinburg, Tennessee



CSL was engaged by Sevier County Economic Development Council to provide a feasibility study and master plan for a proposed tournament sports complex in the Gatlinburg/Pigeon Forge area. The area is home to the Dollywood theme park and the Smoky Mountains and is a considerable tourist destination. Project representatives proposed the development of a major tournament sports complex as a means of further diversifying the tourism economy in the area and to create synergies with existing tourism assets (hotels, restaurants, theme parks, family vacation activities, etc.)

CSL reviewed the local visitor industry assets, reviewed sports participation trends in the region, interviewed potential complex users and assessed the competitive environment in which the sports complex would operate in order to determine demand, building program, development costs, financial operations and funding options.

Opened June of 2014, the \$20 million, 80-acre complex includes consist of seven synthetic, soccer/multisport fields and an 86,000-square foot indoor facility.



## TOYOTA SOCCER PARK

Frisco, Texas

Collin County hired CSL International to evaluate the feasibility of a Major League Soccer stadium as one component of a larger sports complex that was envisioned to also include a multi-purpose arena, an indoor soccer facility, an ice center, soccer fields, baseball/softball fields and a health club. In addition to FC Dallas, it was envisioned that the complex would become the home of North Texas Soccer, U.S. Youth Soccer, and the Dallas Cup international youth soccer tournament. Upon completion of the study, CSL assisted Collin County during the negotiation process that led to the financing and construction of the \$108 million Toyota Stadium and Toyota Soccer Park in Frisco, Texas.

The complex was completed in 2005 and includes a 20,000-seat stadium and 17 tournament-quality soccer fields. The complex was funded via a public-private partnership that included contributions from the City of Frisco, Collin County, the Frisco Independent Schools District and the Hunt Sports Group.



## OLATHE SOCCER COMPLEX

Olathe, Kansas



CSL was retained by the City of Olathe, Kansas to provide an independent review of the assumptions outlined in a private developer's proposal to develop a 75-acre youth multi-sport complex in Olathe. The complex would include 11 tournament quality, synthetic turf soccer fields and a 40,000 square foot indoor facility that would offer basketball/volleyball courts, office and retail space. CSL conducted an analysis of local market characteristics such as demographics, visitor industry amenities and competition. CSL also reviewed utilization estimates provided by the developer and conducted interviews with representatives of various local, regional and national sports organizations that could potentially utilize the complex. Based on this research, CSL developed independent estimates of potential utilization and visitation levels. This included an analysis of the number of non-local visitors the complex could attract to Olathe, and the resulting hotel room nights and economic impacts that could be generated.



## ROCK CHALK PARK

LAWRENCE, KANSAS

The City of Lawrence, Kansas engaged CSL to provide a market demand and economic impact analysis of the Lawrence Sports Village. The Lawrence Sports Villages is a "Town and Gown" partnership between the City of Lawrence and the University of Kansas developed as a multi-use sports complex including an 181,000 square foot indoor recreation center, including 8 full-size basketball courts/16 half-size basketball courts, 16 full-size volleyball courts, and a 175' x 75' regulation indoor turf field, as well as a 5,000 seat competition soccer stadium, 5,000 seat competition softball stadium and a 10,000-seat track and field stadium. CSL conducted a detailed market demand analysis to estimate potential utilization and attendance and developed financial and economic impact projections.

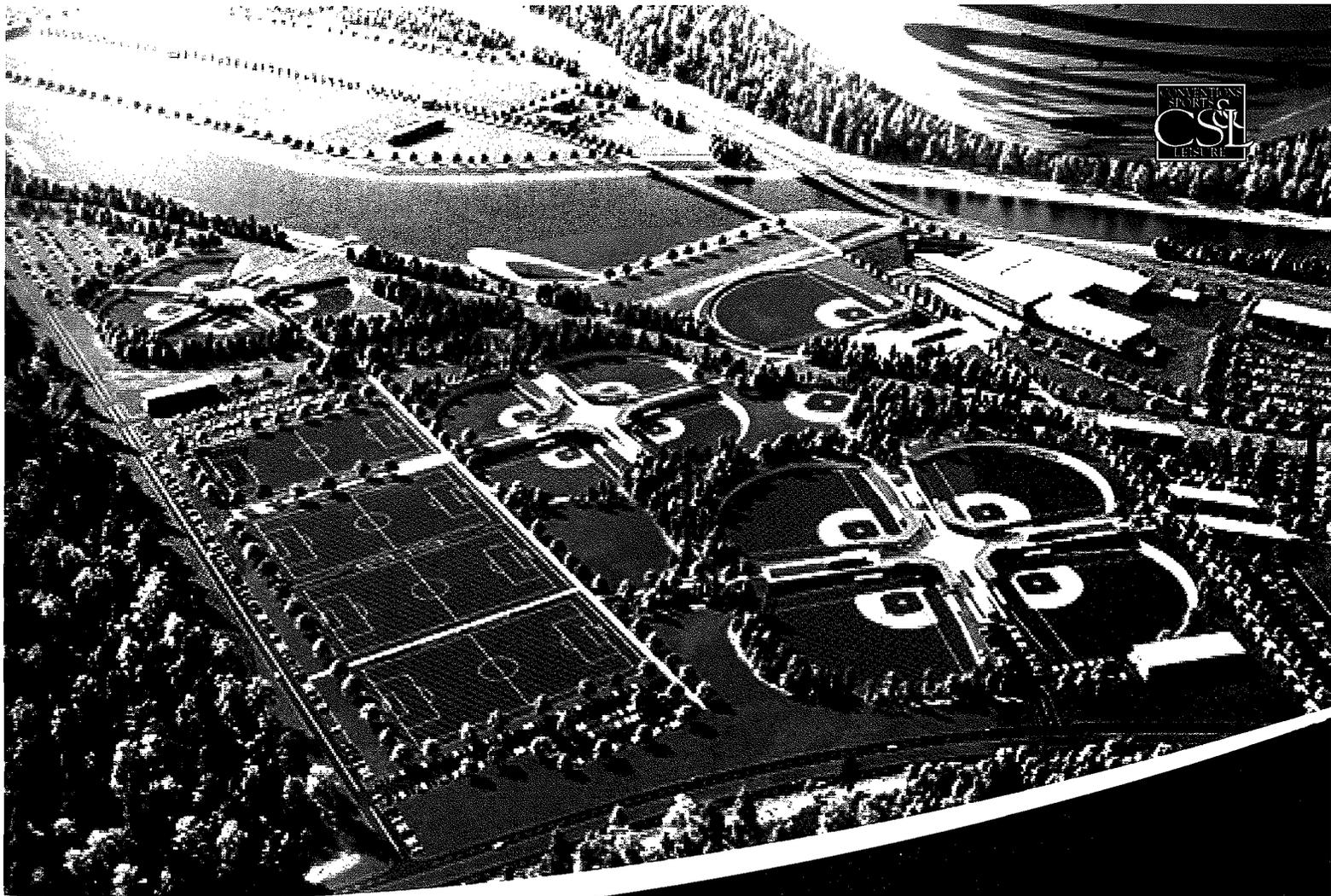
The \$52.5 million Rock Chalk Park opened in the Fall of 2014.



## NATIONAL SPORTS CENTER

Blaine, Minnesota

CSL was retained by the Minnesota Amateur Sports Commission to provide a market, financial and economic impact analyses related to potential sports facility expansion and development scenarios at the National Sports Center ("NSC") in Blaine, Minnesota. Two primary development scenarios are being considered. The first option consisted of 16-field baseball and softball fields (resulting in a total of 20 available fields including the four city-owned fields adjacent to the site), a small exhibition stadium, an indoor baseball training center, and six soccer fields. The second option consisted of 22 soccer fields. CSL evaluated the market demand for both options based on factors such as the demographics of the local and regional market, historical operations of the existing complex, comparable and competitive facility operating information, and surveys of potential users. Estimates of demand, utilization, financial operations and economic impacts were developed for each scenario, providing project representatives with a clear picture of the costs and benefits associated with each potential development option.



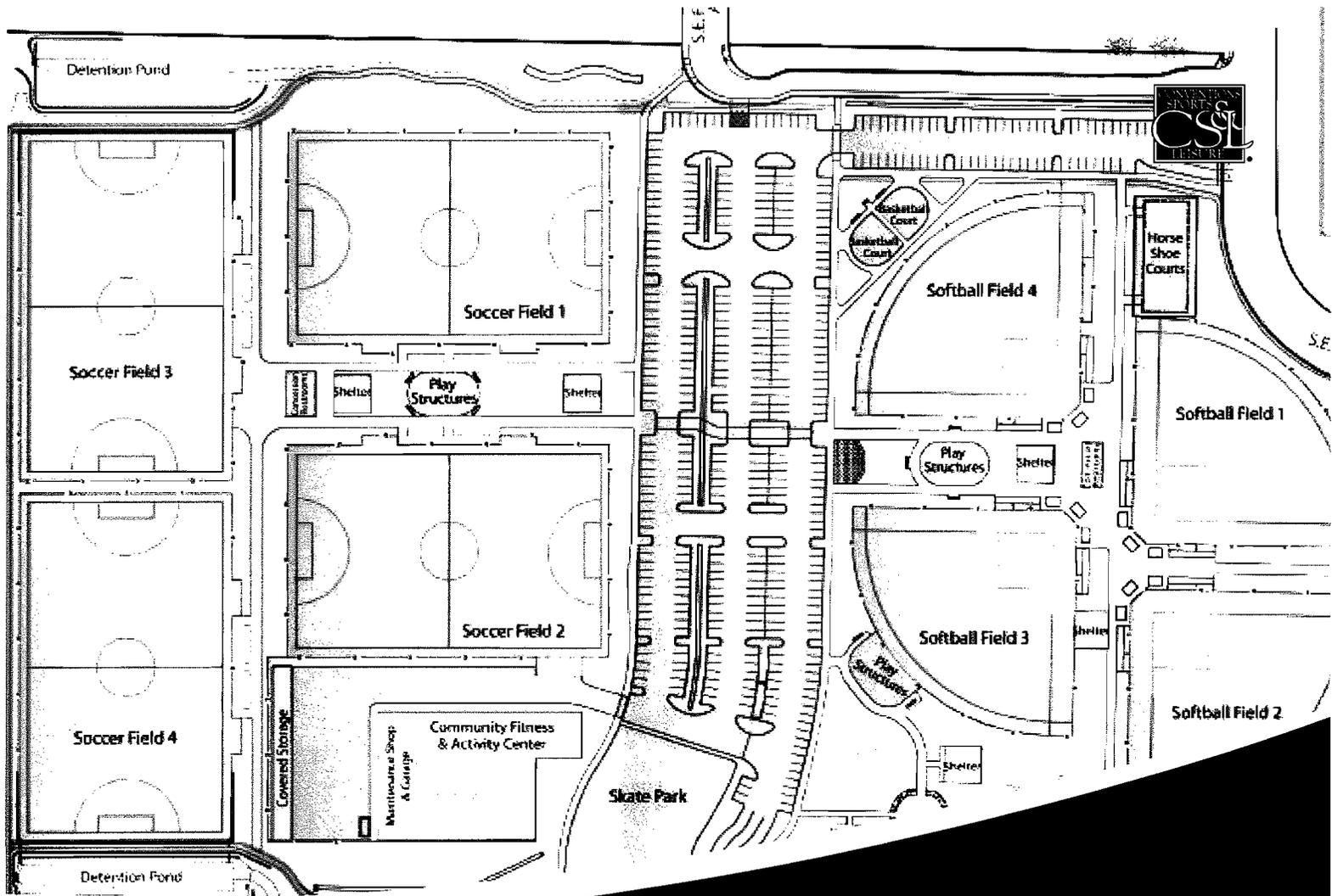
## MADISON COUNTY SPORTS COMPLEX

Jackson, Mississippi



St. Dominic Health Services engaged CSL to develop a program and concept plan for a comprehensive 250-acre sports complex that would include 16 baseball/softball fields, eight full-size soccer fields, and a 60,000 square foot indoor training facility accommodating two indoor soccer fields, eight batting cages, pitching mounds, concessions, retail and other components. The sports complex represents the first phase of a long range strategy to develop an integrated campus using the property for multiple uses. In addition to the sports complex, the campus is to provide for a 75 bed sub-acute hospital, medical office building (MOB), outpatient services including rehab, ambulatory surgery center (ASC), day care, sports medicine, wellness center including space for a strength, speed and agility training facility, spa, hotels, restaurants and retail.

CSL conducted primary market research to identify the target markets and the individual sports program elements to determine the appropriate building program for the proposed sports complex. The team provided an independent assessment of identified sites in terms of suitability for proposed uses, site preparation costs, financial operations, accessibility and potential to accommodate future expansion of services. CSL identified land requirements and prepared a concept plan, incorporating the sports program and complex facilities within the larger Campus Plan including health care facilities. CSL also estimated the economic impacts that could be generated by the development on the city, county and state in terms of direct, indirect and induced spending, jobs, wages and tax revenues.



## GRADIN COMMUNITY SPORTS PARK

Gresham, Oregon

The City of Gresham, a suburb of Portland, retained CSL to conduct a comprehensive feasibility study and assist in developing a business plan for a youth sports park that would offer soccer, softball, baseball and other outdoor activities as well as an indoor community center. CSL conducted interviews with numerous youth sports organizations in the Portland region to assess interest in using the proposed complex and developed detailed utilization estimates for each programming component. CSL developed recommendations related to rental rates, staff size, in-house versus outsourced labor and other key operational considerations, and developed a financial model to reflect the impacts of various operating scenarios. Finally, we estimated the annual economic impacts that could result from the development and operations of the Sports Park.

The 32.3 acre Gradin Community Sports Park opened in June 2009 and includes two fenced, irrigated soccer fields, two fenced, irrigated softball fields, an arboretum and parking and support facilities. This represents Phase I of the sports complex which, is envisioned to eventually include additional sports fields, a skate park, picnic shelters, a playground and other support facilities.



## WOODSIDE SPORTS COMPLEX

Mauston, Wisconsin



CSL was engaged by Juneau County to provide an independent review of a private developer's plan to construct and operate a sports complex. The \$38 million sports complex is envisioned to include 10 synthetic turf baseball and softball fields; 8 synthetic surface soccer/multi-purpose fields; an indoor gymnasium for basketball, volleyball and other events; dormitories; and other support facilities. The developer will fund the majority of construction costs but asked the County to contribute \$7 million to the project via general obligation bonds. CSL conducted market research, developed financial projections and calculated the economic benefits to determine the County's potential return on investment and project risks.

The Woodside Sports Complex opened in 2013.

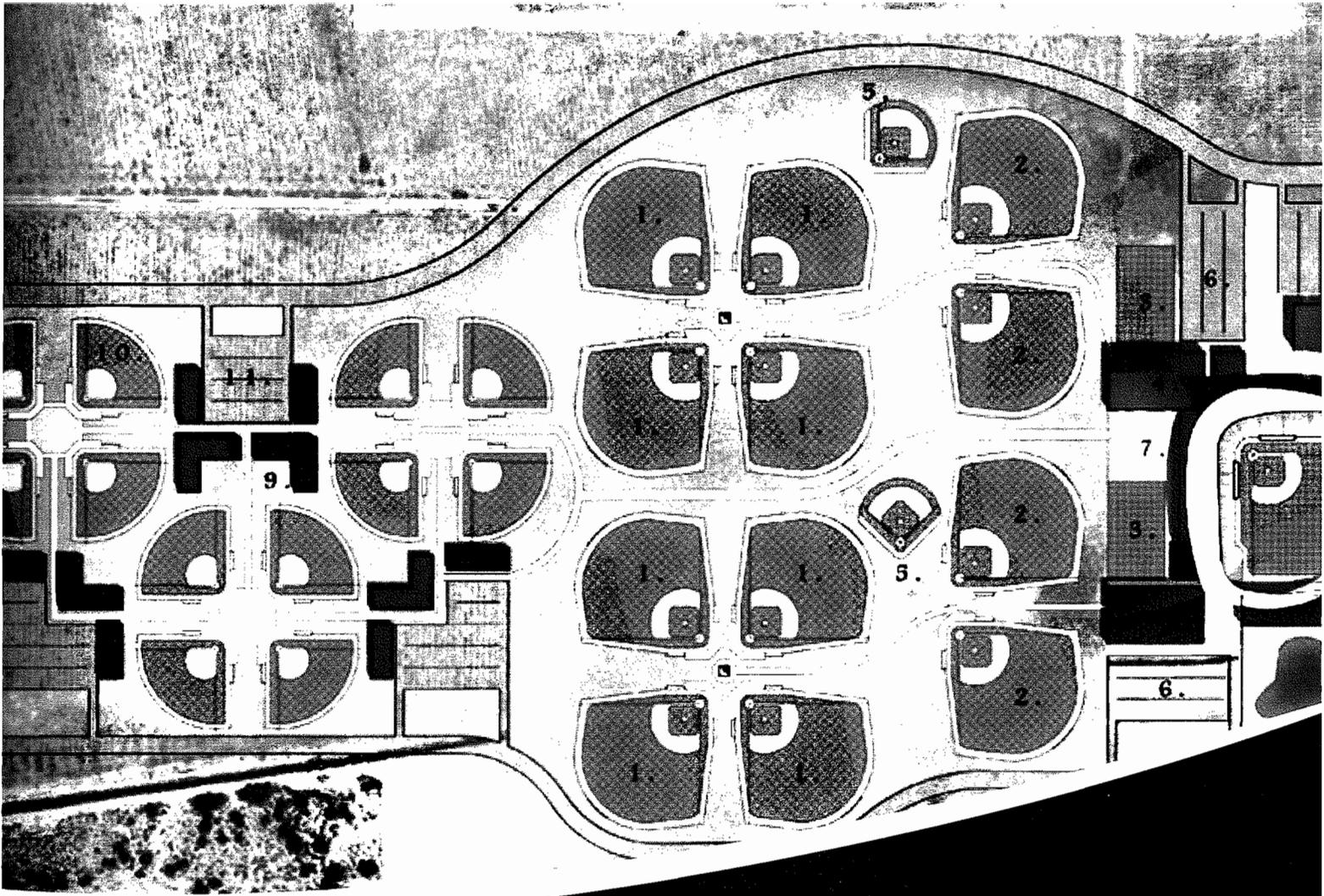


## **PARKVILLE SOCCER COMPLEX**

Parkville, Missouri

CSL was engaged by the City of Parkville to conduct a study to investigate the market feasibility and economic impacts associated with the construction and operation of a youth sports park with complimentary commercial/retail development. As part of the study, CSL analyzed the characteristics of the local market, assessed various amateur sports, recreation and leisure trends, assessed the physical, operational and financial characteristics of comparable facilities, identified and analyzed existing and/or planned facilities within the local and regional marketplace, and conducted interviews with a variety of potential local, regional and national users and organizations.

Based on the results of the market analysis, CSL developed estimates of potential utilization demand, defined the general building program elements necessary to accommodate demand, analyzed the potential financial operations, and estimated the economic and fiscal impacts associated with the construction and ongoing operations of the new development.



## WILD HORSE PASS BASEBALL COMPLEX

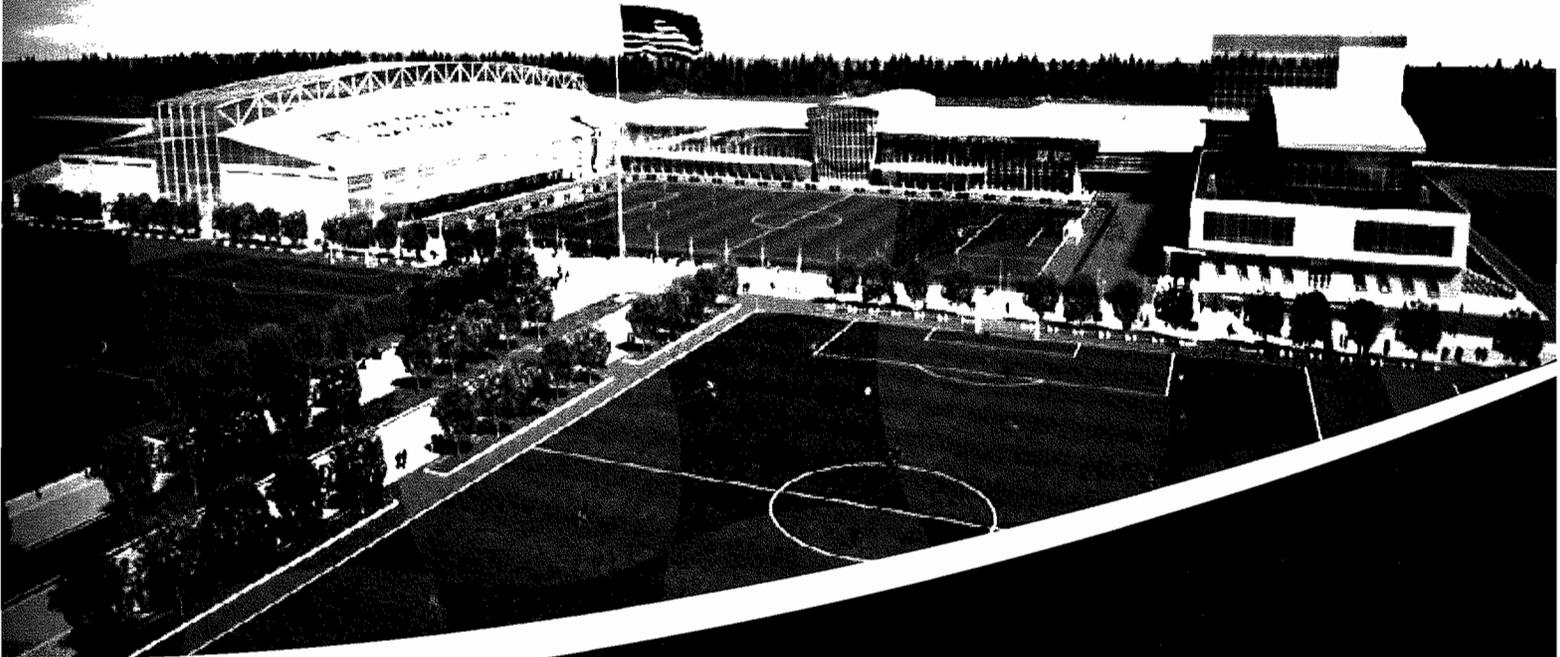
Chandler, Arizona



CSL was engaged by the Gila River Indian Community to provide a feasibility study for an MLB Spring Training and youth / amateur sports complex, including mixed-use developments to include hotel, retail and other developments.

The Spring Training Complex is envisioned to include a 10,000-seat stadium, 12 professional fields, batting cages, pitching tunnels and other support facilities. It is envisioned that youth sports complex would feature upwards of 12 softball/youth fields and 8 full-sized baseball fields could be available to host tournaments, league play, camps and clinics.

As part of this engagement, CSL reviewed a third party feasibility study and provided comments on the study's findings and conclusions including operating revenues, operating expenses and construction costs. Additionally, CSL reviewed the proposed facility programs and uses and provided recommendations for optimal facility programming. CSL also provided the Authority with data related to existing MLB spring training facility development agreements and use/lease agreements as well as made recommendations regarding various governance and management issues. CSL also conducted a feasibility study of the amateur youth sports complex that included an assessment of demographic data, analysis of competitive facilities, benchmark data from comparable facilities and interviews with various baseball organizations locally, regionally and nationally. Finally, CSL provided comparative analysis/sensitivity analysis of additional MLB teams as potential tenants for the site including potential international teams.



## U.S. SOCCER NATIONAL TRAINING & COACHING DEVELOPMENT CENTER

LAWRENCE, KANSAS



Sporting KC engaged Conventions, Sports & Leisure International to quantify the potential economic and fiscal impacts associated with the construction and operations of the proposed National Training & Coaching Development Center to be located in Kansas City, Kansas.

In April 2013, Sporting KC and U.S. Soccer announced plans to explore the development of a state-of-the-art campus that would be designed, developed and operated as a world-class training facility dedicated to the future of American soccer. The National Training & Coaching Development Center is anticipated to include an approximate 100,000 square foot state-of-the-art indoor facility with a practice area, hydrotherapy suites, biomechanics and training gyms, video analysis amenities, educational and coaching suites and medical and sport science facilities. In addition, the complex is envisioned to include seven to eight regulation-sized soccer fields, including one synthetic field and six to seven natural grass fields as well as a 125-room full-service hotel.

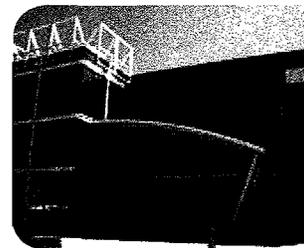
It is anticipated that the complex would serve as the premier destination in the United States for players, coaches and referees to train, develop and educate on a year round basis. The mission is to vertically integrate a system of physiological, technical, scientific, psychological and information-driven development for players, coaches and referees of all ages. The National Training & Coaching Development Center is envisioned to be the home training facility for Sporting KC and host national and local coaching courses, USSF staff meetings, player and referee focused events, NSCAA courses, and U.S. National Team camps and practices. The proposed facility will also offer a top-of-the-line training facility and centralized home base for premier international soccer clubs touring the United States. It is intended that during annual visits to the U.S., international teams will initially travel to Kansas City where they will train and participate in local matches. At the conclusion of their designated events in Kansas City, teams would then travel to participate in matches across the U.S. while regularly returning to the proposed facility to train and recuperate during their U.S. visit.

Anticipated to open in 2015, the approximate \$65 million National Training & Coaching Development Center is expected to be developed along Parallel Parkway just east of 98th Street in Kansas City, Kansas (near Sporting Park and the Village West development). Funding for land acquisition and the construction of the National Training & Coaching Development Center is anticipated to be a private-public endeavor including STAR Bond and private sector contributions. Additionally, the project is anticipated to include a \$20 million, 125-room full-service hotel that will be privately financed.

# CSL FIRM EXPERIENCE

## SAMPLE OF AMATEUR SPORTS COMPLEX EXPERIENCE

- Abilene Sports Complex (Abilene, TX) – Market, Financial, Economic & Funding Feasibility Study
- Burkburnett Baseball Complex (Burkburnett, TX) – Feasibility Study
- Bannister Mall Soccer Complex (Kansas City, MO) – Feasibility Study
- Collin County Sports Complex (McKinney, TX) – Market, Financial & Economic Impact Study
- Colorado Swim Center (Lone Tree, CO) – Feasibility Study
- Fieldhouse USA (Frisco, TX) – Naming Rights / Sponsorship Marketing
- Toyota Soccer Complex (Frisco, TX) – Market & Financial Feasibility Study
- Fremont Sports Complex (Fremont, CA) – Feasibility Study
- Gradin Community Park (Gresham, OR) – Market & Financial Feasibility Study
- Grand Junction Sports Complex (Grand Junction, KS) – Feasibility Study
- Juneau County Woodside Sports Complex (Mauston, WI) – Feasibility Study
- Kansas City Sports Complex (Kansas City, KS) – Market & Financial Feasibility Study
- Keene Fieldhouse (Keene, NH) – Market, Financial, Economic & Funding Impact Feasibility
- KSPN Sports Complex (Las Vegas, NV) – Financial Projections
- Lawrence Sports Village (Lawrence, KS) – Feasibility Study
- Madison Sports Complex (Madison, MS) – Market and Financial Feasibility Study
- Marble Falls Sports Complex (Marble Falls, TX) – Feasibility Study
- MCC Fieldhouse (Kansas City, MO) – Feasibility Study
- Olathe Soccer Complex (Olathe, KS) – Market and Economic Impact Study
- Palm Beach Gardens Spring Training Complex (Palm Beach Gardens, FL) – Feasibility Study
- Parkville Sports Complex (Parkville, MO) – Feasibility Study
- Recreation Center (Spokane, WA) – Feasibility Study
- Recreation & Wellness Center (Iowa City, IA) – Market Demand Study
- Rocky Top Sports World (Gatlinburg, TN) – Feasibility Study
- Sioux Falls Recreation Complex (Sioux Falls, SD) – Feasibility Study
- Tangipahoa Sports Complex (Hammond, LA) – Market, Financial, Economic Impact Feasibility
- Wakemed Soccer Complex (Cary, NC) – Feasibility Study
- Wild Horse Pass Baseball Complex (Chandler, AZ) – Feasibility Study



## SAMPLE OF CONVENTION CENTER & HOTEL EXPERIENCE

**Ames Convention and Events Center**  
*Ames, Iowa*

**Jackson Convention Center/Hotel**  
*Jackson, Michigan*

**New Jersey Exhibition Center**  
*East Rutherford, New Jersey*

**Anaheim Convention Center**  
*Anaheim, California*

**Kansas City Convention Center**  
*Kansas City, Missouri*

**New Orleans Morial Conv. Center**  
*New Orleans, Louisiana*

**Arlington Conference Center**  
*Arlington, Virginia*

**Kentucky Fair and Exposition Center**  
*Louisville, Kentucky*

**Northern Kentucky Convention Center**  
*Covington, Kentucky*

**Bell County Expo Center**  
*Belton, Texas*

**Knight Center/Miami Convention Ctr.**  
*Miami, Florida*

**Owatonna Conference Center**  
*Owatonna, Minnesota*

**Bemidji Event Center & Hotel**  
*Bemidji, Minnesota*

**Lake of the Ozarks Exhibition Center**  
*Osage Beach, Missouri*

**Palm Beach Convention Center**  
*Palm Beach, Florida*

**Boise Centre on the Grove**  
*Boise, Idaho*

**Lansing Center**  
*Lansing, Michigan*

**Pasadena Center**  
*Pasadena, California*

**Boulder Convention Center**  
*Boulder, Colorado*

**Laredo Convention Center**  
*Laredo, Texas*

**Pier 48 Exhibition Center**  
*San Francisco, California*

**Branson Convention Center & Hotel**  
*Branson, Missouri*

**Las Vegas Convention Center**  
*Las Vegas, Nevada*

**Pier 94 Tradeshow Center**  
*New York, New York*

**Bridgeport Arena and Event Center**  
*Bridgeport, Texas*

**Lincoln Convention Center & Hotel**  
*Lincoln, Nebraska*

**Provo Conference Center & Hotel**  
*Provo, Utah*

**Carbon County Event Center**  
*Price, Utah*

**Mexico City Convention Center**  
*Mexico City, Mexico*

**Reno-Sparks Convention Center**  
*Reno, Nevada*



## SAMPLE OF CONVENTION CENTER & HOTEL EXPERIENCE

**Century II Perf. Arts & Conv. Ctr.**  
Wichita, Kansas

**Cincinnati Convention Center**  
Cincinnati, Ohio

**Chandler Convention Center & Hotel**  
Chandler, Arizona

**Salt Palace Convention Center**  
Salt Lake City, Utah

**So. San Francisco Conference Center**  
South San Francisco, California

**St. Cloud Civic Center**  
St. Cloud, Minnesota

**St. Paul Downtown Hotel Needs**  
St. Paul, Minnesota

**Stillwater Convention Center**  
Stillwater, Oklahoma

**Tulsa Convention Ctr & Hotel Projects**  
Tulsa, Oklahoma

**Washington DC Conv. Ctr & HQ Hotel**  
Washington, DC

**Washington State Conv/Trade Center**  
Seattle, Washington

**Wilkes-Barre Exhibition Center**  
Wilkes-Barre, Pennsylvania

**Meydenbauer Center & Hotel**  
Bellevue, Washington

**Miami Beach Convention Center & Hotel**  
Miami Beach, Florida

**Charleston Civic Center & Hotel**  
Charleston, West Virginia

**Colorado Convention Center & Hotel**  
Denver, Colorado

**Cox Business Services Conv. Ctr.**  
Oklahoma City, Oklahoma

**New Conference Center & Hotel**  
Durango, Colorado

**Fort Worth Event Facilities**  
Fort Worth, Texas

**Gatlinburg Convention Center**  
Gatlinburg, Tennessee

**Grand Wayne Center**  
Fort Wayne, Indiana

**Hammond Convention Center**  
Hammond, Louisiana

**Hendricks Cty. Hotel/Conf. Center**  
Hendricks County, Indiana

**Henry B. Gonzalez Conv. Ctr.**  
San Antonio, Texas

**Reno Livestock Events Center**  
Reno, Nevada

**Sacramento Convention Center**  
Sacramento, California

**Midland Convention Center**  
Midland, Texas

**Minneapolis Convention Center**  
Minneapolis, Minnesota

**Minot Event Facilities**  
Minot, North Dakota

**Mississippi Coast Coliseum & Hotel**  
Biloxi, Mississippi

**Monterey Conference Center**  
Monterey, California

**Nashville Convention Center**  
Nashville, Tennessee

**National Western Complex**  
Denver, Colorado

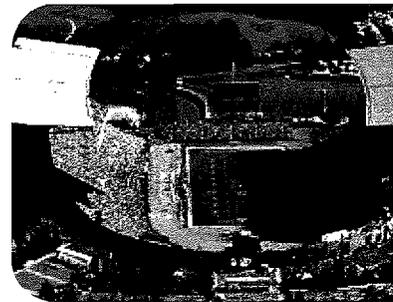
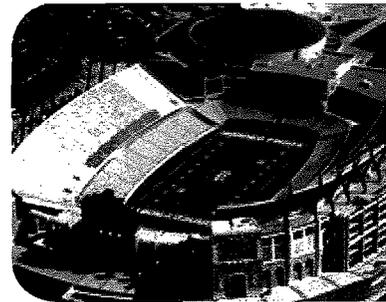
**New Braunfels Convention Center**  
New Braunfels, Texas

**New Haven Conference Center**  
New Haven, Connecticut

**New Iberia Conference Center/Hotel**  
New Iberia, Louisiana

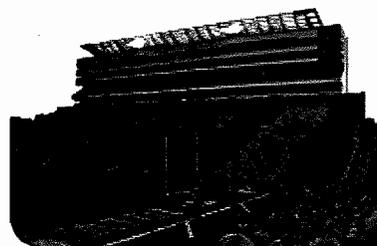
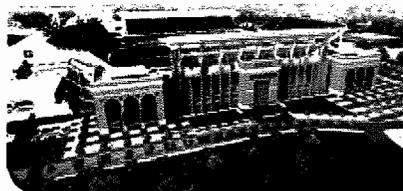
## SAMPLE OF COLLEGIATE EXPERIENCE

- Amon Carter Stadium (Fort Worth, TX) – Premium Seating Market Study
- Assembly Hall (Champagne, IL) – Renovation/New Arena Market/Financial Study
- Autzen Stadium (Eugene, OR) – Stadium Renovation/New Arena Feasibility Study
- Beaver Stadium (State College, PA) – Stadium Renovation Financing Analysis
- Bill Synder Family Stadium (Manhattan, KS) – Premium Seating & Financing Study
- Bronco Stadium (Bosie, ID) – Stadium Premium Seating Study/Renovation Feasibility
- Carrier Dome (Syracuse, NY) – Renovated or New Stadium Feasibility Study
- Carver Hawkeye Arena (Iowa City, IA) – Arena Renovation Financing Analysis
- Chaifetz Arena (St. Louis, MO) – Arena Feasibility Study
- Cintas Center (Cincinnati, OH) – Arena Renovation Financing Analysis
- Commonwealth Stadium (Lexington, KY) – Premium Seating Market Demand & Revenue Study
- Davis-Wade Stadium (Starkville, MS) – Premium Seating Demand Study
- Dean Smith Center (Chapel Hill, NC) – Renovated or New Arena Feasibility Study
- Delaware Stadium (Newark, DE) – Premium Seating Demand Study
- E.A. Diddle Arena (Bowling Green, KY) – New/Renovated Arena Study
- Fairfield University Arena (Fairfield, CT) – New Arena Viability Assessment
- FAU Stadium (Boca Raton, FL) – New Campus Stadium Study
- Folsom Field (Boulder, CO) – Premium Seating Demand Study
- Gaylord Family Memorial Stadium (Norman, OK) – Premium Seating Study
- Hilton Coliseum (Ames, IA) – Arena Improvement Feasibility Study
- Humphrey Coliseum (Starkville, MS) – Premium Seating Demand Study
- Husky Stadium (Seattle, WA) – Stadium Renovation Analysis



## SAMPLE OF COLLEGIATE EXPERIENCE

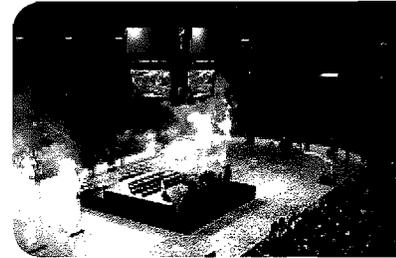
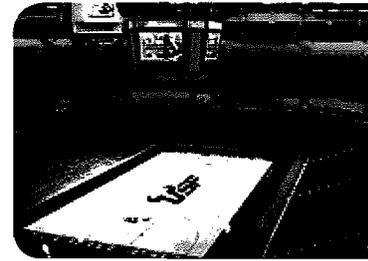
- **InfoCision Stadium** (Akron, OH) – New Campus Stadium Feasibility Study – Market & Financial
- **Jack Trice Stadium** (Ames, IA) – Premium Seating Demand Study
- **Jones AT&T Stadium** (Lubbock, TX) – Premium Seating Demand Study
- **Keenan Stadium** (Chapel Hill, NC) – Financial Projections & Funding Options
- **Kinnick Stadium** (Iowa City, Iowa) – Premium Seating Market Study
- **Kohl Center** (Madison, WI) – Feasibility Study
- **Kyle Field** (College Station, TX) – Market, Financial & Funding Analysis
- **L.A. Memorial Coliseum** (Los Angeles, CA) – Renovation Market and Financial Feasibility Study
- **Lane Stadium** (Blacksburg, VA) – Stadium Renovation/Premium Seating Study
- **Lloyd Noble Center** (Norman, OK) – Renovated or New Arena Feasibility Study
- **Louis Brown Arena** (Piscataway, NJ) – Premium Seating Study
- **Mackey Arena** (West Lafayette, IN) – Premium Seating Study & Financial Analysis
- **Mackey Stadium** (Reno, NV) – Premium Seating Market Study
- **Magness Arena** (Denver, Colorado) – New Arena Feasibility/Revenue Analysis
- **Mariucci Arena** (Minneapolis, MN) – Revenue Analysis
- **Martin Stadium Renovation** (Pullman, WA) – Premium Seating & Funding Study
- **Matthew Knight Arena** (Eugene, OR) – Feasibility Study/Site Analysis
- **McCarthy Athletic Center** (Spokane, WA) – Feasibility Study
- **Memorial Stadium** (Berkeley, CA) – Stadium Renovation/Premium Seating Study
- **Memorial Stadium at Faurot Field** (Columbia, MO) – Premium Seating Study
- **Michigan Stadium** (Ann Arbor, MI) – Stadium Renovation/Premium Seating Study
- **Milan Puskar Stadium** (Morgantown, WV) – Stadium Renovation/Premium Seating Study
- **Mizzou Arena** (Columbia, MO) – New Arena Financial Advisor
- **Moody Coliseum** (Dallas, TX) – Premium Seating & Funding Analysis
- **Morehead State Facilities** (Morehead, KY) – Athletic Master Plan Analysis
- **New Multi-Purpose Center** (Petersburg, VA) – Financial Feasibility Study
- **Nippert Stadium** (Cincinnati, OH) – Premium Seating & Funding Analysis
- **Notre Dame Stadium** (South Bend, IN) – Stadium Renovation Revenue/Financing Advisor
- **Pauley Pavilion** (Los Angeles, CA) – Sponsorship Analysis
- **Proposed BGSU Arena** (Bowling Green, OH) – Feasibility Study
- **Proposed Arena** (Northridge, CA) – New Arena Feasibility Study
- **Proposed Arena** (Statesboro, GA) – New Arena Feasibility Study
- **Proposed Arena** (Riverside, CA) – New Arena Feasibility Study
- **Proposed Convocation Center** (Washington, D.C.) – Market & Financial Advisory Services
- **Proposed UWGB Arena** (Green Bay, WI) – Feasibility Study
- **Razorback Stadium** (Fayetteville, AR) – Endzone Premium Seating Market and Funding Study
- **Reser Stadium** (Corvallis, OR) – Premium Seating & Funding Analysis
- **Robertson Stadium** (Houston, TX) – Premium Seating & Funding Analysis
- **Romney Stadium** (, UT) – Premium Seating Market Study
- **Ross-Ade Stadium** (West Lafayette, IN) – Premium Seating & Funding Analysis
- **Rupp Arena** (Lexington, KY) – Arena Valuation
- **Rutgers Stadium** (Piscataway, NJ) – Premium Seating & Funding Analysis
- **Ryan Field** (Evanston, IL) – Premium Seating & Funding Analysis
- **SBC Jones Stadium** (Lubbock, TX) – Premium Seating & Financial Analysis
- **Scott Stadium** (Charlottesville, VA) – Premium Seating Feasibility Study
- **Spartan Stadium** (Lansing, MI) – Premium Seating Feasibility Study
- **Sun Devil Stadium** (Tempe, AZ) – Premium Seating Feasibility Study
- **Sun Dome** (Tampa, FL) – Analysis of Renovation Options
- **TCF Bank Stadium** (Minneapolis, MN) – Feasibility Study / Premium Seating Demand
- **Ted Constant Conv. Center** (Norfolk, VA) – Feasibility Study
- **UCF Arena** (Orlando, FL) – Market & Financial Feasibility Study



## SAMPLE OF MUNICIPAL & ARENA EXPERIENCE

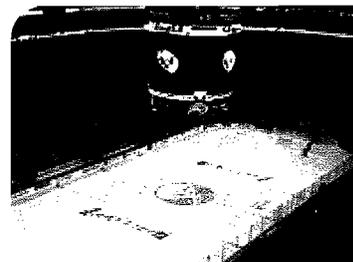
CSL's consultants have provided feasibility services for over 75 municipal sports facilities.

- 1stBank Center (Broomfield, CO) – Market, Financial & Economic Impact Study
- Abbotsford Arena (Abbotsford, BC) – Operations Review
- Allentown Arena (Allentown, PA) – Feasibility Study
- Charlotte Coliseum (Charlotte, NC) – Renovation Options
- Family Arena (St. Charles, IL) – Market & Financial Feasibility Study
- Fargodome (Fargo, ND) – Economic & Fiscal Impact Study
- Ford Center (Evansville, IN) – Feasibility Study
- Hartford Civic Center (Hartford, CT) – Operations Review/Renovation Options
- Hershey Centre (Mississauga, Ont.) – Market & Financial Feasibility Study
- Huntington Center (Toledo, OH) – Market, Financial & Economic Impact Analysis
- Kemper Arena (Kansas City, MO) – Operational Review/Renovation Options
- KFC Yum! Center (Louisville, KY) – Operational Review
- Lubbock Memorial Coliseum (Lubbock, TX) – Renovation Options
- Memorial Coliseum (Portland, OR) – Adaptive Re-Use Market & Financial Study
- Memorial Stadium (Ft. Wayne, IN) – Re-Use Opportunities
- Mississippi Coast Coliseum (Biloxi, MS) – Facility Advisor
- Myriad Arena (Oklahoma City, OK) – Facility Advisor
- Ottawa Civic Centre (Ottawa, ONT) – Premium Seating Demand
- Paul Tsongas Arena (Lowell, MA) – Market & Financial Feasibility Study
- Pinnacle Bank Arena (Lincoln, NE) – Feasibility Study
- Proposed Arena (Aurora, IL) – Feasibility Study
- Proposed Arena (Bowling Green, KY) – Feasibility Study
- Proposed Arena (Burlington, VT) – Market, Financial & Funding Analysis
- Proposed Arena (Collin County, TX) – Market, Financial & Economic Impact Analysis
- Proposed Arena (El Paso, TX) – Feasibility Study
- Proposed Arena (Fargo, ND) – Feasibility Study
- Proposed Arena (Helena, MO) – Feasibility Study
- Proposed Arena (Hickory, NC) – Feasibility Study
- Proposed Arena (Kalamazoo, MI) – Feasibility Study
- Proposed Arena (Lincoln Park, MI) – Market & Financial Feasibility Study
- Proposed Arena (Louisville, KY) – Feasibility Study
- Proposed Arena (Prospect Heights, IL) – Feasibility Study
- Proposed Arena (Columbia County, GA) – Market, Financial & Financing Study
- Proposed Arena (Las Vegas) – Feasibility Study
- Proposed Arena (Tucson, AZ) – Market, Financial & Economic Impact Study
- Proposed Events Center (Mooresville, NC) – Feasibility Study
- Resch Center (Green Bay, WI) – Feasibility Study
- Richmond Coliseum (Richmond, VA) – Operations Assessment
- Sears Centre (Hoffman Estates, IL) – Market & Financial Feasibility Study
- Student Activity Center (Tulsa, OK) – Market Demand and Building Program Assessment
- Sioux Falls Arena (Sioux Falls, SD) – Feasibility Study
- Spokane Arena (Spokane, WA) – Feasibility Study
- Stockton Arena (Stockton, CA) – Management Review/Negotiations
- Tacoma Dome (Tacoma, WA) – Assessment of Renovation Options
- Urban Plains Center (Fargo, ND) – Facility Advisory Services
- Verizon Wireless Arena (Manchester, NH) – Financing Analysis
- Will Rogers Mem. Coliseum (Fort Worth, TX) – Operations Assessment/Renovation Options



## SAMPLE OF NBA/NHL ARENA EXPERIENCE

- Air Canada Center (Toronto, ONT) – Feasibility Study
- American Airlines Arena (Miami, FL) – Private Placement Financing Study
- American Airlines Center (Dallas, TX) – New Arena Feasibility Study/Economic Impact Study
- Amway Center (Orlando, FL) – Arena Feasibility Study/On-Going Advisor to Team
- ARCO Arena/Sacramento Kings (Sacramento, CA) – Transactional Due Diligence
- AT&T Center (San Antonio, TX) – New Arena Feasibility Advisor to County
- BankAtlantic Center (Sunrise, FL) – New Arena Feasibility Study/Financing Analysis
- Barclays Center (Brooklyn, NY) – New Arena Feasibility Study for Team/Private Placement
- Bradley Center (Milwaukee, WI) – Arena Benchmark Assessment/Renovation Studies
- Boston Gardens (Boston, MA) – Transactional Due Diligence
- Colisee de Quebec (Montreal, QC) – Renovation Options Analysis
- Consol Energy Center (Pittsburgh, PA) – New Arena Advisory Services
- Delta Center/Utah Jazz (Salt Lake City, UT) – Arena/Team Valuation Analysis
- FedEx Form/Memphis Grizzlies (Memphis, TN) – Team/Arena Valuation/Transaction Services
- First Union Center (Philadelphia, PA) – New Arena Feasibility Study
- Ford Center (Oklahoma City, OK) – Premium Seating Renovation Study
- Gaylord Entertainment Center (Nashville, TN) – Feasibility Study
- GM Place (Vancouver, BC) – Facility Advisor
- HP Pavilion (San Jose, CA) – Facility Advisor
- Honda Center (Anaheim, CA) – Facility Advisor
- HSBC Center (Buffalo, NY) – Team/Arena Valuation
- Jobing.com Arena (Glendale, AZ) – Team/Arena Due Diligence/Premium Seating Analysis
- Key Arena (Seattle, WA) – Renovation Options Analysis
- L.A. Sports Arena (Los Angeles, CA) – Revenue Analysis of Potential Arena Improvements
- Madison Square Garden (New York, NY) – Analysis of Renovation Options/Transaction Valuation
- Mellon Arena (Pittsburgh, PA) – Arena Renovation Feasibility
- Nassau Coliseum (Uniondale, NY) – Analysis of Arena Redevelopment Proposals
- Nationwide Arena (Columbus, OH) – Arena Valuation
- Northlands Coliseum (Edmonton, ALB) – Renovation/New Construction Analysis
- Oracle Arena (Oakland, CA) – Arena Renovation Feasibility
- Palace at Auburn Hills (Auburn Hills, MI) – Arena Valuation for Tax Purposes
- Pepsi Center (Denver, CO) – Arena Valuation/Negotiation Assistance
- Phillips Arena (Atlanta, GA) – Feasibility Study
- Prudential Center (Newark, NJ) – Facility Development Advisor
- Quicken Loans Arena (Cleveland, OH) – Feasibility Study/Economic & Fiscal Impact Study
- Rose Garden (Portland, OR) – Economic & Fiscal Impact Study
- Scotiabank Place/Ottawa Senators (Ottawa, ONT) – Transactional Due Diligence
- Scottrade Center (St. Louis, MO) – Team/Arena Valuation/Operations Review
- Staples Center (Los Angeles, CA) – Facility Development Advisor
- St. Pete Times Forum (Tampa, FL) – Transaction Due Diligence/Arena Valuation
- Target Center (Minneapolis, MN) – Renovation Options/Economic Impact Study/Transaction
- TD Gardens (Boston, MA) – New Arena Feasibility / Arena Renovation Studies
- TD Waterhouse Center (Orlando, FL) – Renovation Options Analysis
- Time Warner Cable Arena (Charlotte, NC) – Financial Advisor
- Toyota Center (Houston, TX) – New Arena Feasibility Study
- United Center (Chicago, IL) – Feasibility Study/Financing Analysis
- U.S. Airways Center (Phoenix, AZ) – Facility Advisor
- Verizon Center (Washington D.C.) – Feasibility Study/Valuation Analysis/Purchase Price Allocation
- Wachovia Center (Philadelphia, PA) – Feasibility Study
- Winnipeg Arena (Winnepig, MB) – Facility Development Advisor
- Xcel Center (St. Paul, MN) – Facility Development Advisor



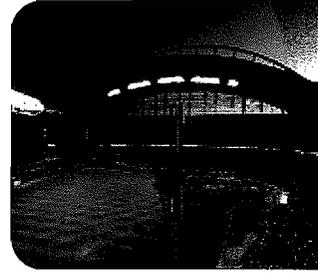
## SAMPLE OF NFL EXPERIENCE

- **Alltel Stadium** (Jacksonville, FL) – Sales Tax Projection Study for Stadium Funding
- **Arrowhead Stadium** (Kansas City, MO) – Stadium Renovation Feasibility Study
- **Browns Stadium** (Cleveland, OH) – Stadium Renovation Services/Economic Impact Study
- **Cowboys Stadium** (Arlington, TX) – Market Study/Economic Impact Study/Financial Analysis
- **Edward Jones Dome** (St. Louis, MO) – Team Operations/Stadium Development Advisory Services
- **Ford Field** (Detroit, MI) – New Stadium Development Market & Financial Advisor
- **Foxboro Stadium** (Foxboro, MA) – Team & Stadium Valuation/New Stadium Feasibility Study
- **Georgie Dome** (Atlanta, GA) – Stadium Renovation/Premium Seating Feasibility Study
- **Heinz Field** (Pittsburgh, PA) – Stadium Expansion Feasibility Study – Market Demand & Financing
- **Invesco Field** (Detroit, MI) – Stadium Development Advisor to City/Negotiation Assistance
- **Lambeau Field** (Green Bay, WI) – Stadium Redevelopment Market Research
- **Landshark Stadium** (Miami, FL) – Stadium Financing Advisor/Ticket Pricing Analysis
- **Louisiana Superdome** (New Orleans, LA) – Stadium Development Advisor to State/Negotiations
- **LP Field** (Nashville, TN) – Franchise Relocation/Stadium Development/Economic Impact Advisor
- **Lucas Oil Stadium** (Indianapolis, IN) – Stadium Renovation/New Construction Advisor
- **M&T Bank Stadium** (Baltimore, MD) – Team/Stadium Operations Assessment
- **MetLife Stadium** (East Rutherford, NJ) – Market Study/Economic Impact Study
- **Metrodome** (Minneapolis, MN) – Stadium Development Advisor to Sports Commission
- **New 49ers Stadium** (Santa Clara, CA) – Economic Impact/PSL Advisor to San Francisco 49ers
- **New Chargers Stadium** (San Diego, CA) – New Stadium Feasibility/Team Operations Assessment
- **New NFL Stadium** (McAllen, TX) – NFL Team/Stadium Development Advisor to Potential Owner
- **New NFL Stadium** (Toronto, ONT) – Stadium Development Advisor
- **New LA NFL Stadium** (Carson, CA) – NFL Team/Stadium Advisor to Potential Developer
- **New LA NFL Stadium** (Industry, CA) – Site Analysis & Market Study for Majestic Realty
- **New Redskins Stadium** (Arlington, VA) – Stadium Development Advisor
- **New/Renovated Raiders Stadium** (Oakland, CA) – Feasibility Advisor to Coliseum Authority
- **New Vikings Stadium** (Minneapolis, MN) – Market Research/Stadium Advisor to Team
- **Proposed NFL Stadium** (Hartford, CT) – Feasibility Study
- **NFL Stadiums** (Various Locations) – Economic Impact Study Performed for League Office
- **Qwest Field** (Seattle, WA) – Team/Stadium Operations Review
- **Raymond James Stadium** (Tampa, FL) – Team/Stadium Acquisition Due Diligence
- **Rich Stadium** (Buffalo, NY) – Stadium Renovation Advisor
- **RCA Dome** (Indianapolis, IN) – Stadium Renovation Advisor to County/Team
- **Reliant Stadium** (Houston, TX) – Economic Impact Study
- **Soldier Field** (Chicago, IL) – Stadium Development Advisor to Public Sector
- **Texas Stadium** (Dallas, TX) – Renovation Options Analysis
- **University of Phoenix Stadium** (Glendale, AZ) – Stadium Development Advisor to Team



## SAMPLE OF MINOR LEAGUE BALLPARK EXPERIENCE

- **Aces Ballpark** (Reno, NV) – Market and Financial Feasibility Study for Class AAA Ballpark
- **Alliance Bank Stadium** (Syracuse, NY) – Market and Financial Feasibility Study
- **Arvest Ballpark** (Springdale, AR) – Market, Financial & Funding Feasibility Study
- **AT&T Bricktown Ballpark** (Oklahoma City, OK) – Revenue Opportunity Study
- **Birmingham Barons Ballpark** (Birmingham, AL) – Downtown Ballpark Feasibility Study
- **Champion Window Field** (Florence, KY) – New Ballpark Feasibility Study
- **Classic Park** (Eastlake, OH) – New Ballpark Feasibility Study
- **Clipper Magazine Stadium** (Lancaster, PA) – New Ballpark Market & Financial Feasibility Study
- **Coolray Field** (Lawrenceville, GA) – Class AAA Ballpark Feasibility Study
- **Dickey-Stephens Park** (N. Little Rock, AR) – Downtown Class AA Ballpark Feasibility Study
- **Dillon Riverfront Stadium** (Hartford, CT) – Ballpark Feasibility Study
- **FirstEnergy Park** (Lakewood, NJ) – New Ballpark Feasibility Study
- **FirstEnergy Stadium** (Reading, PA) – Stadium Renovation Analysis
- **Ft. Lauderdale Stadium** (Ft. Lauderdale, FL) - Facility Advisor
- **Frontier Field** (Rochester, NY) – New Stadium Feasibility Study
- **GPU Energy Park** (Lakewood, NJ) – New Ballpark Feasibility Study
- **Hillsborough Stadium** (Tampa, FL) – Facility Advisor
- **Huntington Park** (Columbus, OH) – New Ballpark Feasibility Study for Class AAA Ballpark
- **John Thurman Field** (Modesto, CA) – New Ballpark Feasibility Study
- **Louisville Slugger Field** (Louisville, KY) – New Ballpark Feasibility Study for Class AAA Ballpark
- **Memorial Stadium** (Fort Wayne, IN) – Vacated Stadium Re-Use Study
- **Nashville Sounds Ballpark** (Nashville, KY) – Triple A Ballpark Feasibility Study
- **New Yakima Bears Ballpark** (Yakima, WA) – New Ballpark Feasibility Study for Class A Ballpark
- **ONEOK Field** (Tulsa, OK) – New Downtown Ballpark Feasibility Study for Class AA Ballpark
- **Onondaga County Stadium** (Syracuse, NY) – New Ballpark Feasibility Study
- **Pelican Park** (Pensacola, FL) – Market, Financial & Economic Impact Study
- **PGE Park** (Portland, OR) – Analysis of Renovation Options for Class AAA Ballpark
- **Proposed Ballpark** (Amarillo, TX) - Market, Financial, Economic Impact & Funding Study
- **Proposed Ballpark** (Springfield, MA) – Market and Financial Feasibility Study
- **Proposed Ballpark** (Apple Valley, CA) – Market & Financial Feasibility Study
- **Proposed Ballpark** (Augusta, GA) – Preliminary Market Assessment & Economic Impact Study
- **Proposed Ballpark** (Austin, TX) – Triple A Ballpark Feasibility Study
- **Proposed Ballpark** (Boise, ID) – Single A Ballpark Feasibility Study
- **Proposed Ballpark** (Buffalo, NY) - Market, Financial, Economic Impact & Funding Study
- **Proposed Ballpark** (Chillicothe, OH) - Market, Financial, & Economic Impact Study
- **Proposed Ballpark** (Dubuque, IA) - Market, Financial, Economic Impact & Funding Study
- **Proposed Ballpark** (Evansville, IN) - Market, Financial, Economic Impact & Funding Study
- **Proposed Ballpark** (Florence, KY) - Market, Financial, Economic Impact & Funding Study
- **Proposed Ballpark** (Hagerstown, MD) – Single A Ballpark Market & Financial Feasibility Study
- **Proposed Ballpark** (Hamilton, OH) - Market, Financial, Economic Impact & Funding Study
- **Proposed Ballpark** (Lone Tree, CO) - New Ballpark Feasibility Study for Independent League
- **Proposed Ballpark** (Montgomery County, TX) – Feasibility Study
- **Proposed Ballpark** (Morgantown, WV) - New Ballpark Feasibility Study for Independent League
- **Proposed Ballpark** (Mt. Clemens, MI) - New Ballpark Feasibility Study for Independent League
- **Proposed Ballpark** (Richmond, VA) – Triple AAA Ballpark Feasibility Study
- **Proposed Ballpark** (Sparks, NV) – Feasibility Study for Triple-A Ballpark
- **Sovereign Bank Stadium** (York, PA) - New Ballpark Feasibility Study
- **StarTex Power Field** (Sugar Land, TX) - New Ballpark Feasibility Study for Independent League
- **Veterans Memorial Stadium** (Cedar Rapids, IA) - New Ballpark Feasibility Study
- **Werner Park** (Sarpy County, NE) – New Ballpark Feasibility Study
- **Yakima County Stadium** (Yakima, WA) – Stadium Renovation Analysis for Class A Ballpark



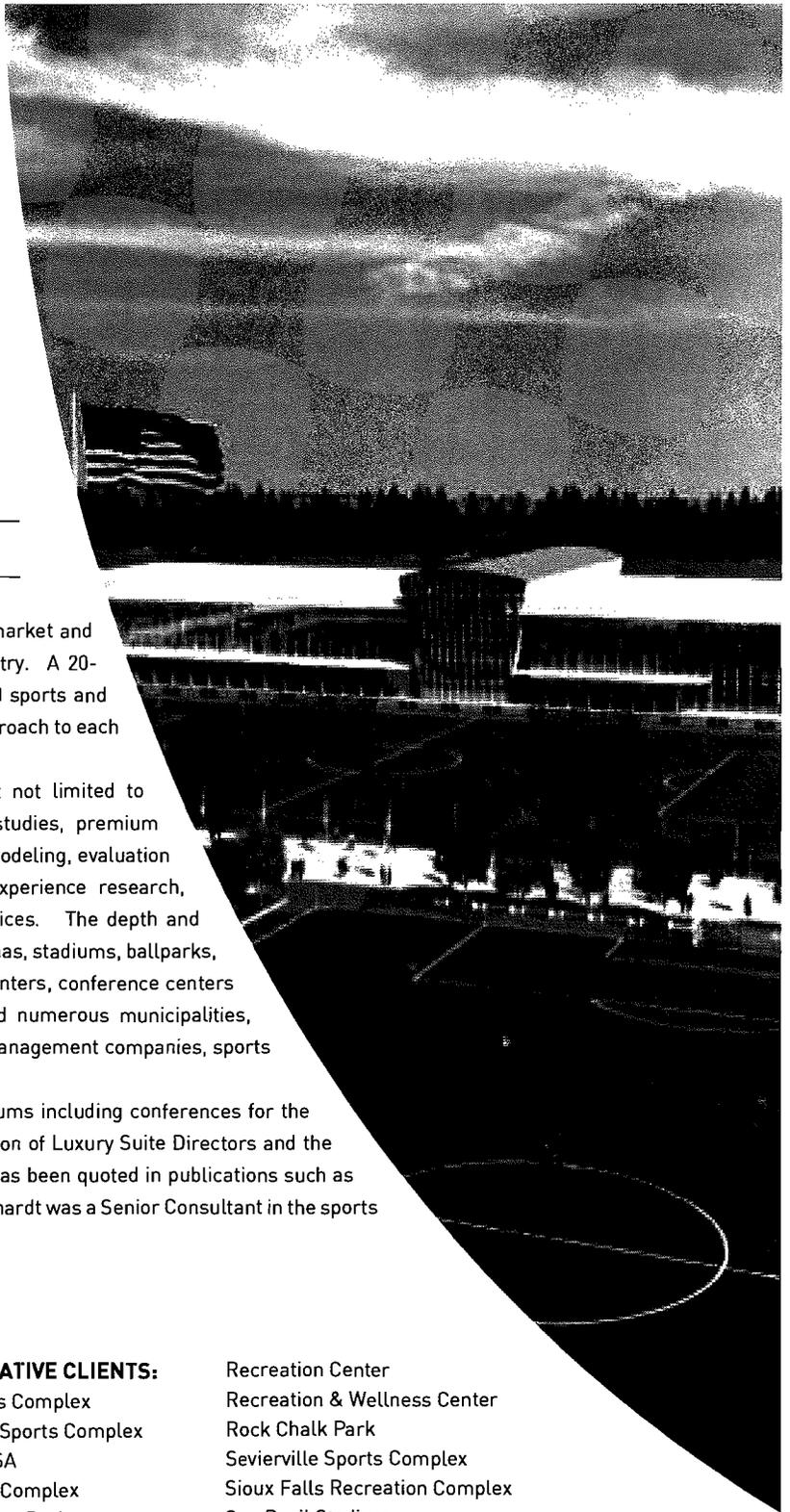


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# 3 Key Personnel

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# Jay LENHARDT

## PRINCIPAL, CSL INTERNATIONAL

Mr. Lenhardt is a Principal with CSL and specializes in providing market and financial advisory services to the sports and entertainment industry. A 20-year industry veteran, Mr. Lenhardt brings experience on over 400 sports and entertainment projects while providing a focused, individualized approach to each client.

Mr. Lenhardt has broad-based industry expertise, including but not limited to providing the following services: marketing studies, feasibility studies, premium seating studies, financial projections, economic and fiscal impact modeling, evaluation of project funding alternatives, operational assessments, fan experience research, customer satisfaction research, valuation analysis and other services. The depth and breadth of Mr. Lenhardt's experience includes facilities such as arenas, stadiums, ballparks, sports complexes, motor speedways, amphitheaters, convention centers, conference centers and other similar facilities. Mr. Lenhardt's clients have included numerous municipalities, universities, professional and minor league sports teams, facility management companies, sports authorities, private investment groups and others.

Mr. Lenhardt has served as a speaker at a number of industry forums including conferences for the National Association of College Directors of Athletics, the Association of Luxury Suite Directors and the Society for College and University Planning. Mr. Lenhardt's work has been quoted in publications such as Forbes Magazine and Stadia Magazine. Prior to joining CSL, Mr. Lenhardt was a Senior Consultant in the sports consulting practice at PricewaterhouseCoopers.

### EDUCATION:

B.A. Finance  
University of North Texas, 1993

### EXPERIENCE:

*20 Years Sports Consulting Experience:*

*2000 – Present:*

Principal – CSL International  
Sports Practice

*1994 – 2000:*

Manager–Coopers & Lybrand LLP (now PwC)  
Sports, Entertainment and Leisure Practice

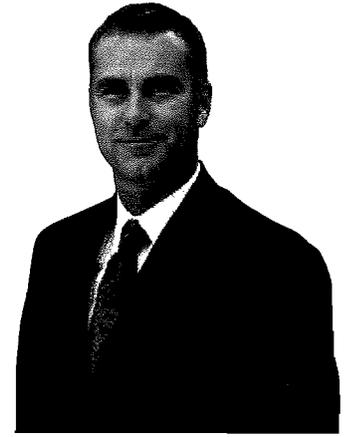
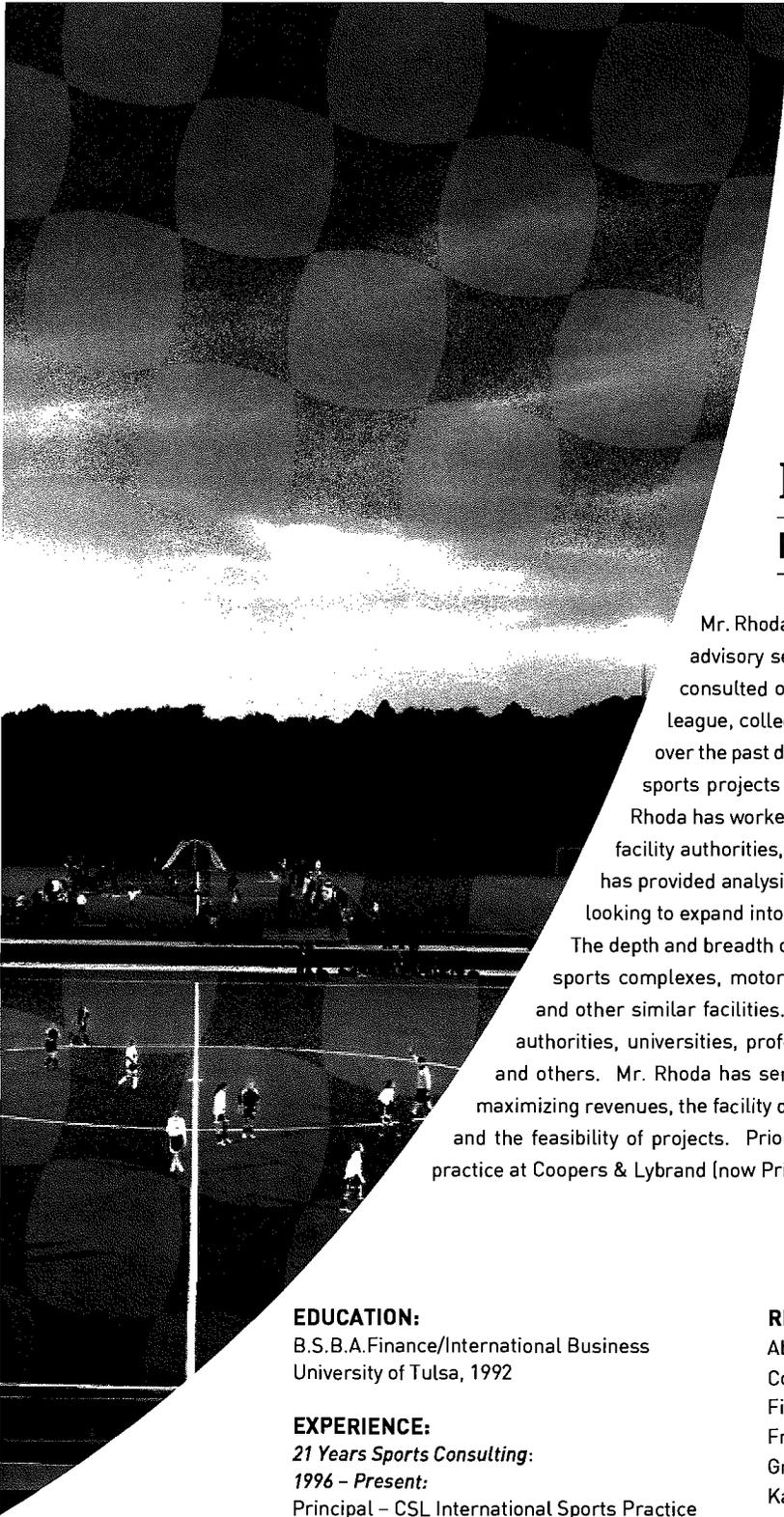
### AFFILIATIONS:

- Association of Luxury Suite Directors
- International Association of Assembly Managers

### REPRESENTATIVE CLIENTS:

Abilene Sports Complex  
 Collin County Sports Complex  
 Fieldhouse USA  
 Frisco Sports Complex  
 Gresham Sports Park  
 Kansas City Sports Complex  
 Keene Fieldhouse  
 KSPN Sports Complex  
 Madison Sports Complex  
 National Sports Center  
 Olathe Soccer Complex  
 Parkville Soccer Complex

Recreation Center  
 Recreation & Wellness Center  
 Rock Chalk Park  
 Sevierville Sports Complex  
 Sioux Falls Recreation Complex  
 Sun Devil Stadium  
 Tangipah Sports Complex  
 Toyota Soccer Complex  
 University of Phoenix Stadium  
 Wakemed Park  
 Wild Horse Pass Baseball Complex



## Bill RHODA

### PRESIDENT, CSL INTERNATIONAL

Mr. Rhoda is a Principal with CSL and specializes in providing market and financial advisory services to the sports industry. Over the past 21 years, Mr. Rhoda has consulted on over 500 sports and entertainment projects for professional, minor league, collegiate, high school and amateur organizations. Mr. Rhoda's experience over the past decade has included a variety of project types ranging from major league sports projects to international projects. As the Director of the Sports Practice, Mr. Rhoda has worked with representatives from government entities, sports commissions, facility authorities, sports teams, development groups and management companies. He has provided analysis for clients ranging from the City of Los Angeles to large equity firms looking to expand into facility development.

The depth and breadth of Mr. Rhoda's experience includes facilities such as arenas, stadiums, sports complexes, motor speedways, amphitheaters, convention centers, conference centers and other similar facilities. Mr. Rhoda's clients have included numerous municipalities, sports authorities, universities, professional and minor league sports teams, private investment groups and others. Mr. Rhoda has served as a speaker at a number of industry forums on topics such as maximizing revenues, the facility development process, impacts associated with franchises and facilities and the feasibility of projects. Prior to joining CSL, Mr. Rhoda was a Manager in the sports consulting practice at Coopers & Lybrand (now PricewaterhouseCoopers).

#### EDUCATION:

B.S.B.A.Finance/International Business  
University of Tulsa, 1992

#### EXPERIENCE:

*21 Years Sports Consulting:*

*1996 - Present:*

Principal - CSL International Sports Practice

*1992 - 1996:*

Manager-Coopers & Lybrand LLP (now PwC)  
Sports, Entertainment and Leisure Practice

#### AFFILIATIONS:

- Association of Luxury Suite Directors
- International Association of Assembly Managers
- 40 Under 40-Sports Business Journal Award

#### REPRESENTATIVE PROJECTS:

Abilene Sports Complex

Collin County Sports Complex

Fieldhouse USA

Frisco Sports Complex

Gresham Sports Park

Kansas City Sports Complex

Keene Fieldhouse

KSPN Sports Complex

Madison Sports Complex

Olathe Soccer Complex

Recreation Center

Recreation & Wellness Center

Sevierville Sports Complex

Sioux Falls Recreation Complex

Sun Devil Stadium

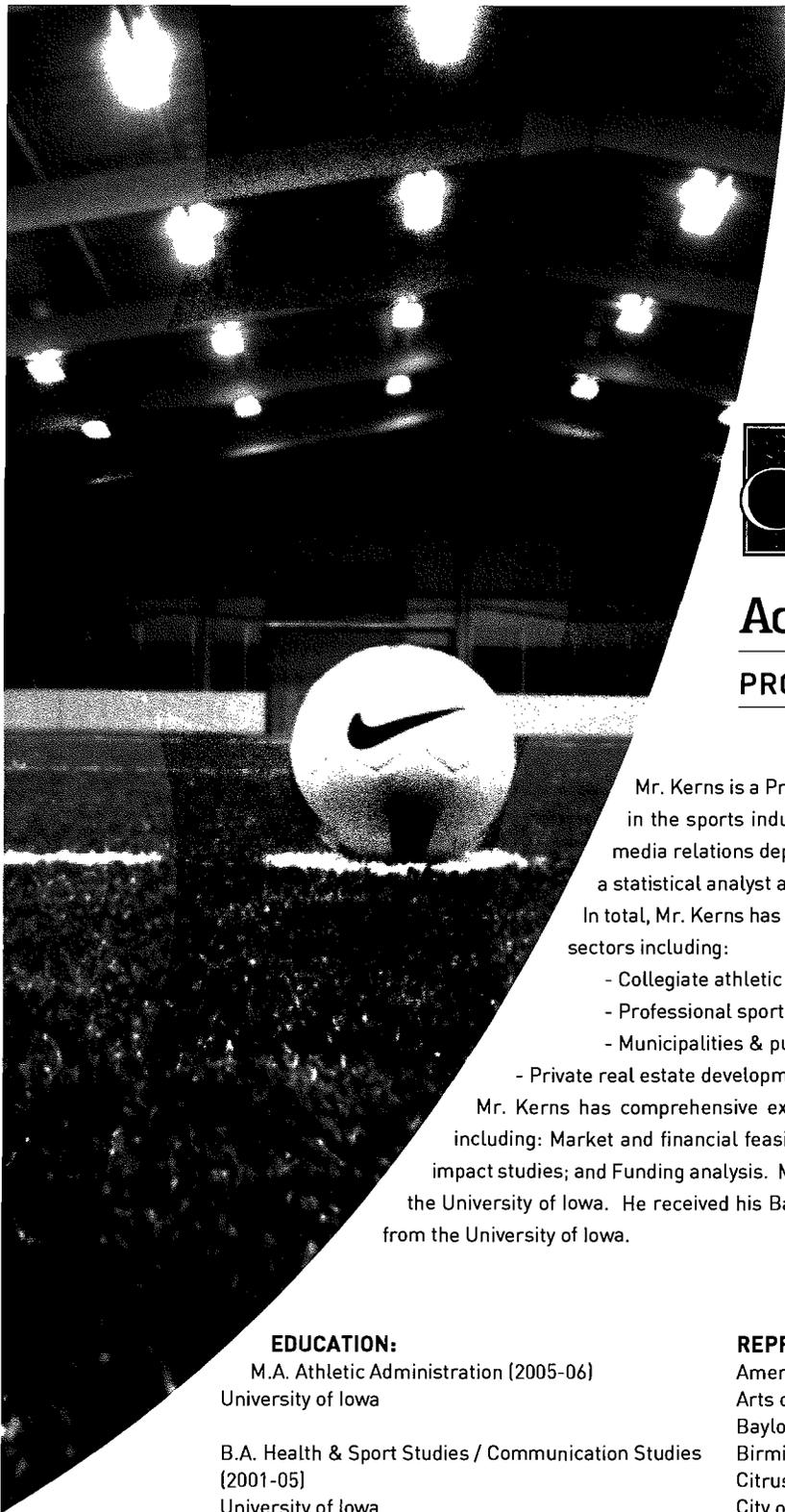
Tangipah Sports Complex

Toyota Soccer Complex

Toyota of Lewisville Park

University of Phoenix Stadium

Wild Horse Pass Baseball Complex



## Adam **KERNS**

### PROJECT MANAGER, CSL INTERNATIONAL

Mr. Kerns is a Project Manager with CSL and brings more than 9 years of experience in the sports industry to our clients. Prior to joining CSL, Mr. Kerns worked in the media relations departments of the Houston Astros and the Texas Rangers, serving as a statistical analyst and a liaison between the organization and the media.

In total, Mr. Kerns has completed over 50 projects for a variety of sports and entertainment sectors including:

- Collegiate athletic departments;
- Professional sports franchises;
- Municipalities & public authorities; and,
- Private real estate development firms.

Mr. Kerns has comprehensive experience providing a variety of research and consulting services including: Market and financial feasibility; Primary market research and analysis; Economic and fiscal impact studies; and Funding analysis. Mr. Kerns received his Master of Arts in Athletic Administration from the University of Iowa. He received his Bachelor of Arts in Health & Sport Studies / Communication Studies from the University of Iowa.

#### **EDUCATION:**

M.A. Athletic Administration (2005-06)  
University of Iowa

B.A. Health & Sport Studies / Communication Studies  
(2001-05)  
University of Iowa

#### **EXPERIENCE:**

*9 Years as a Sports Industry Professional:*

*2008-Present*

Project Manager – CSL International, Sports Practice

*2007-2008*

Media Relations Department – Houston Astros

*2006*

Media Relations Department – Texas Rangers

#### **REPRESENTATIVE CLIENTS:**

American Airlines Center

Arts of Collin County

Baylor University

Birmingham Barons

Citrus Bowl

City of Canadian

City of Cedar Rapids

City of Sugar Land

City of Wilmington

Coventry Development

Downtown Amarillo Inc.

Edmonton Northlands

Event Facilities Ft. Worth

Iowa State University

Kansas State University

Keeneland Race Track

Los Angeles NFL Stadium

Minnesota Vikings

Mississippi State University

Notre Dame University

Oakland Raiders

Ottawa Sports & Entertainment

Group

Parkville Youth Sports Park

Pittsburgh Steelers

Rutgers University

San Francisco 49ers

Saskatchewan Roughriders

Skanska

Southern Methodist University

Texas A&M University

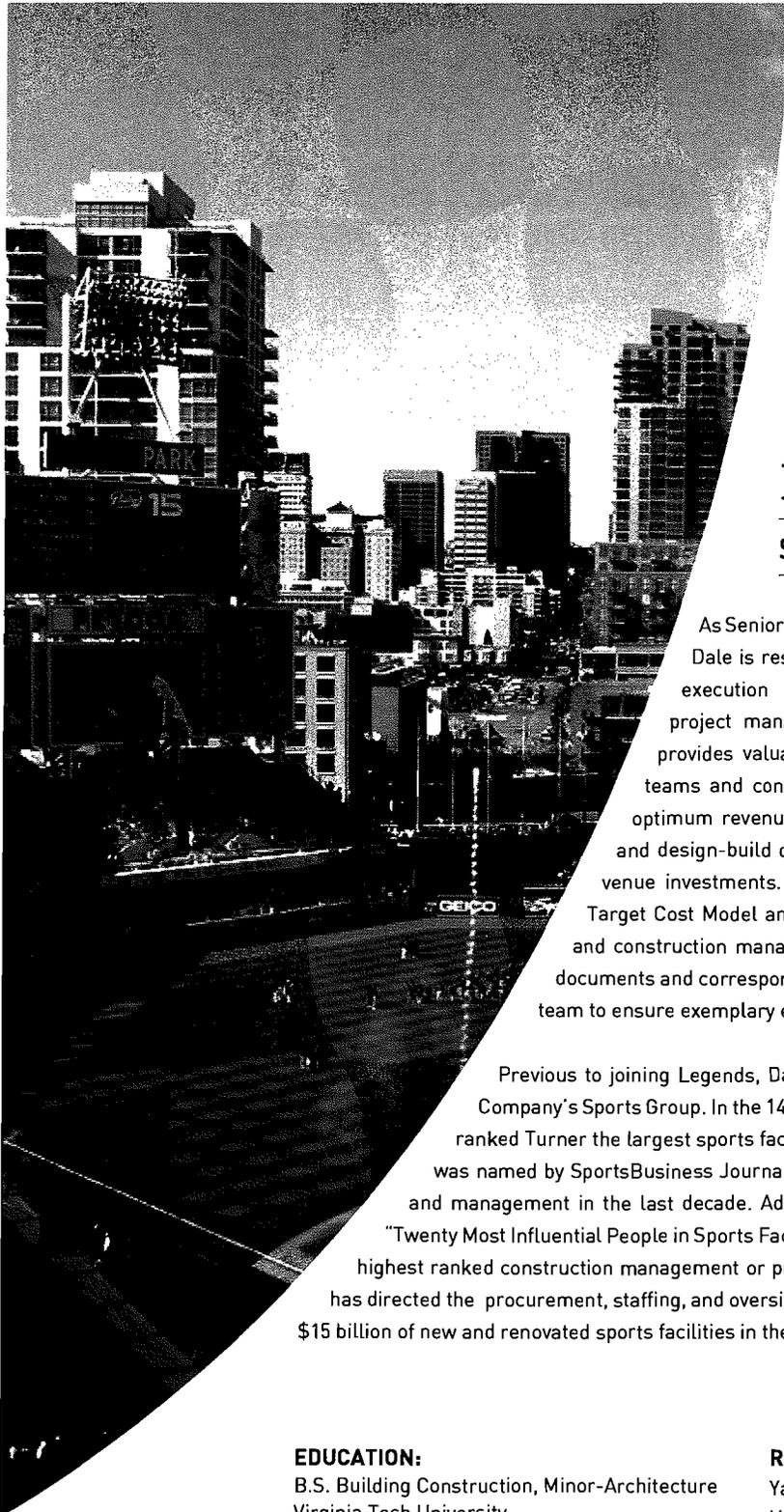
University of Kansas

University of Missouri

Virginia State University

West Virginia University

Wild Horse Pass



## Dale **KOGER**

### SENIOR VICE PRESIDENT, PROJECT DIRECTOR

As Senior Vice President and Managing Director of Legends Project Development, Dale is responsible for business planning, strategic initiatives, division budgets, execution of marketing, business development, contract negotiations, and project management services for Legends major sports facility projects. Dale provides valuable consultation to franchise owners, public municipalities, design teams and construction contractors on critical venue development issues such as optimum revenue generation features, premium seat and club amenities, fast-track and design-build delivery systems, owner risk transfer methods, and optimum ROI for venue investments. Dale will assist in negotiating all project agreements, develop the Target Cost Model and overall Project budget, assist in evaluating and selecting architect and construction manager, lead GMP negotiations, review and comment on critical project documents and correspondence, and advise the Development Manager and the Legends project team to ensure exemplary execution of all project services.

Previous to joining Legends, Dale was Vice President and General Manager of Turner Construction Company's Sports Group. In the 14 years since Dale founded the Sports Group, Engineering News-Record ranked Turner the largest sports facility builder for seven years and the second largest for five years. Dale was named by SportsBusiness Journal as one of the Top 10 "Newsmakers" in sports facilities development and management in the last decade. Additionally, Dale was included in SportsBusiness Journal's list of the "Twenty Most Influential People in Sports Facility Design, Architecture and Development." Ranked 7th, Dale was the highest ranked construction management or project management professional on the list. In the last 18 years, Dale has directed the procurement, staffing, and oversight of design, preconstruction and construction services for more than \$15 billion of new and renovated sports facilities in the U.S., Canada, Europe, Asia and the Caribbean.

**EDUCATION:**

B.S. Building Construction, Minor-Architecture  
Virginia Tech University

**EXPERIENCE:**

*37 Years, 18 Years in professional sports facilities*

**REPRESENTATIVE CLIENTS:**

Yankee Stadium  
U.S. Cellular Field Upgrades  
Petco Park  
Miller Park  
Malden Field of Dream Ballpark  
Erie Insurance Arena Renovations  
Huntington Center  
Citizens Business Bank Arena

Peoria Civic Center Renovations  
Iowa Events Center  
Jacksonville Veterans Memorial  
Arena  
Classic Park  
Fifth Third Field  
KeySpan Park  
Harbor Park



# Bill KRUEGER

## DIRECTOR, CSL INTERNATIONAL

Mr. Krueger, Director of CSL's convention industry services, has experience with nearly 250 studies relating to the convention, conference, exhibition, arena, civic, sport, spectator, cultural and hospitality industries. Areas of project focus have included facility development and expansion feasibility, facility/organization performance evaluation, community economic growth strategy formulation, and facility/CVB organizational structure and policy review.

Clients have included cities, counties, convention and visitors bureaus, chambers of commerce, state organizations and private entities. Mr. Krueger has managed and directed studies in communities of all sizes throughout North America, many of which have involved analysis of opportunities to expand and enhance communities' ability to generate new economic activity and visitation. Mr. Krueger's experience has included providing various types of analyses and advisory services, including:

- Market demand analysis
- Facility sizing and building program analysis
- Financial operating analysis
- Economic and fiscal impact analysis
- Project funding analysis
- Site/location analysis
- Operational and management structure analysis
- Marketing strategy development analysis
- CVB performance audits/benchmarking

### EDUCATION:

B.S.B. Marketing, 1993  
University of Minnesota Carlson School of Management

### EXPERIENCE:

*19 Years of Convention, Trade, Hospitality and Sports Consulting Experience:*

#### 1994 - Present:

Director - CSL International  
Sports Practice

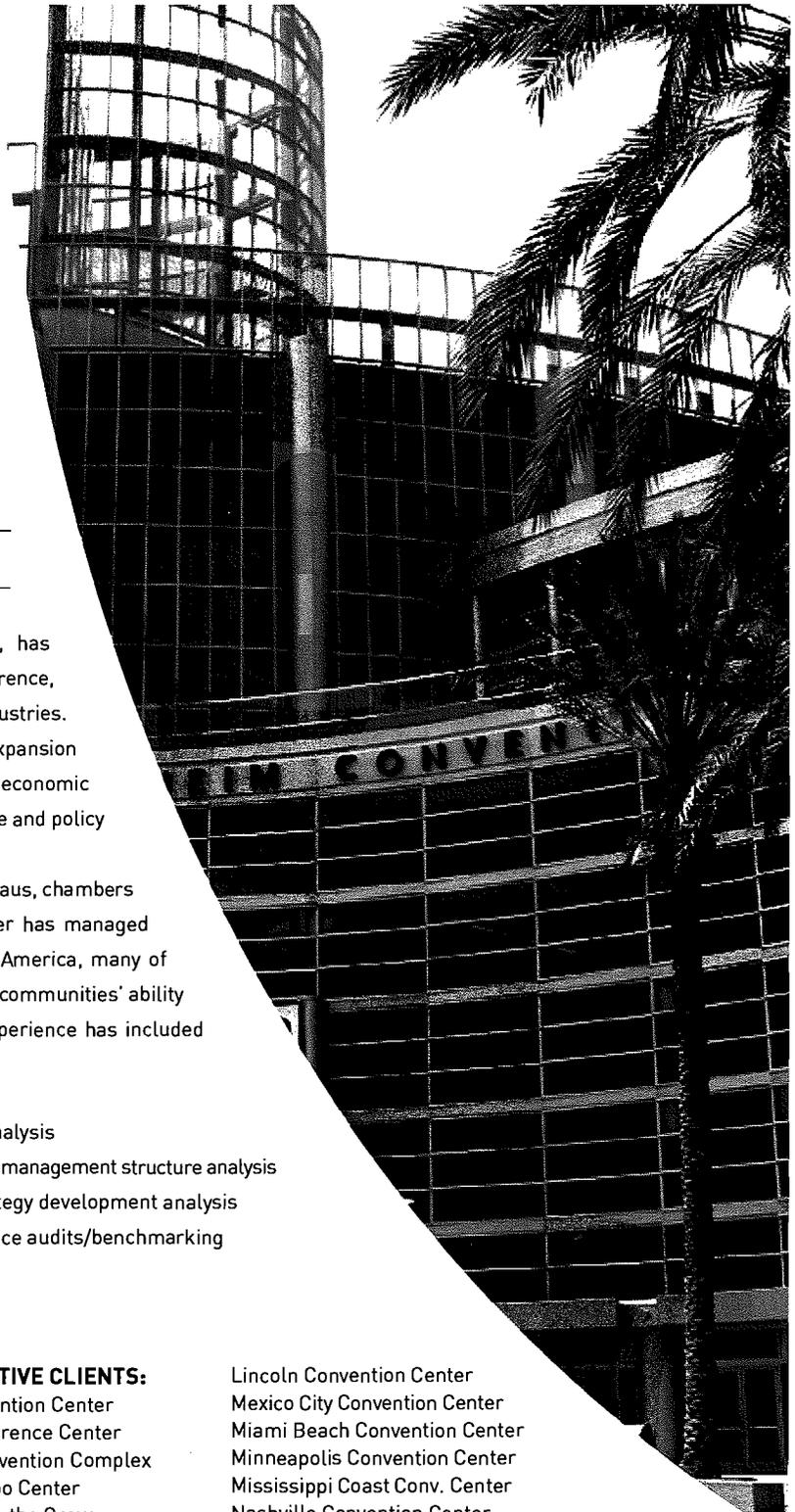
### AFFILIATIONS:

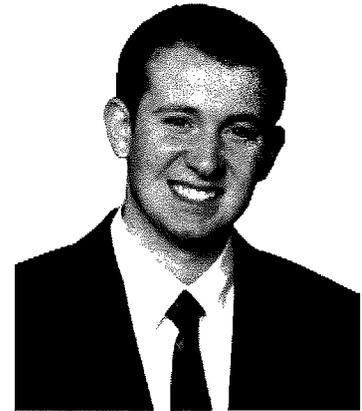
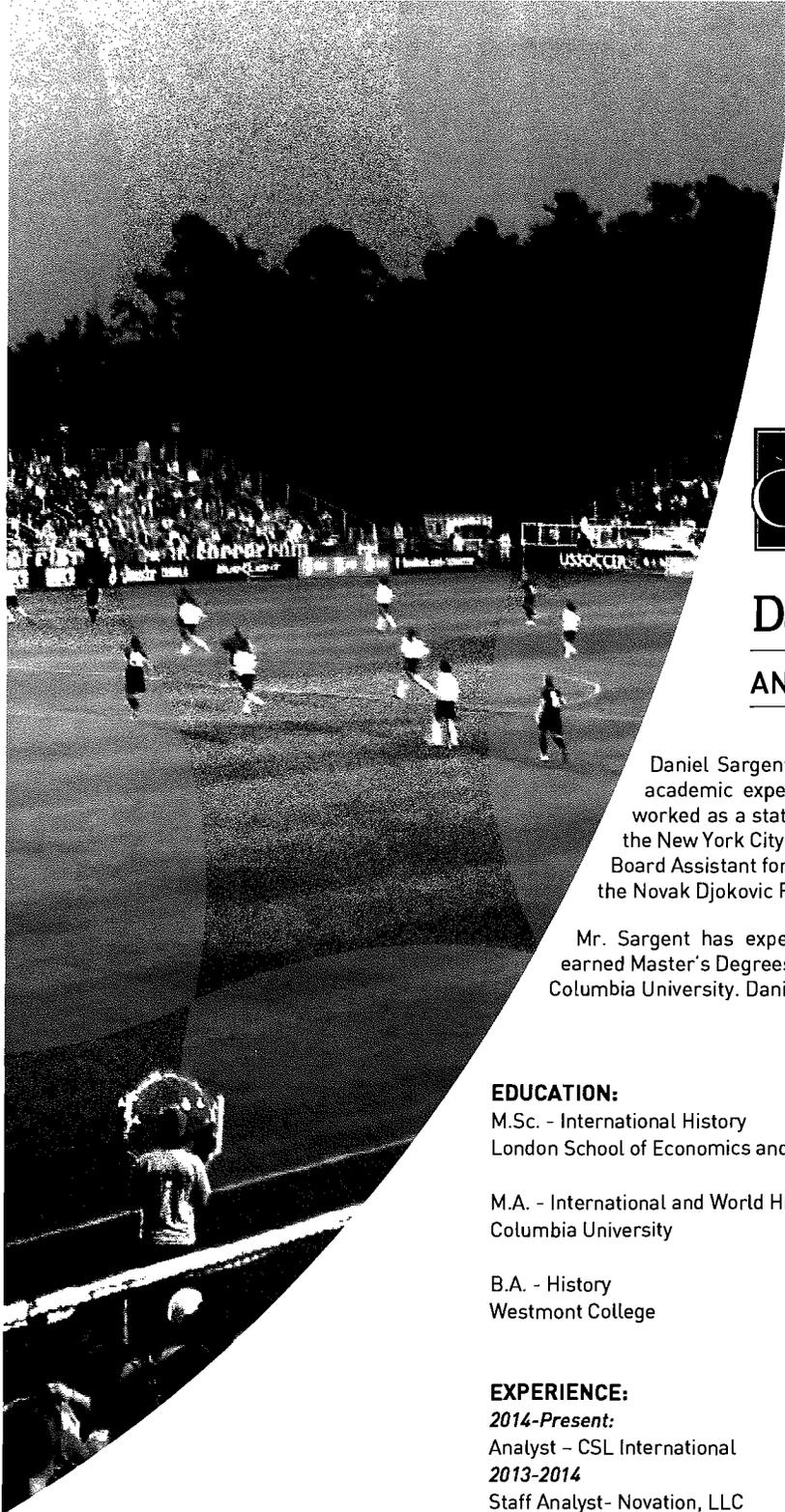
- International Association of Assembly Managers
- Destination Marketing Association, International

### REPRESENTATIVE CLIENTS:

Anaheim Convention Center  
Arlington Conference Center  
Bartle Hall Convention Complex  
Bell County Expo Center  
Boise Centre on the Grove  
Boston Convention Center  
Boulder Conference Center  
Branson Convention Center  
Cincinnati Convention Center  
Cleveland Convention Center  
Colorado Convention Center  
Dodger Stadium  
Ernest N. Morial Convention Center  
Fort Worth Convention Center  
Jacob Javits Convention Center  
Las Vegas Convention Center

Lincoln Convention Center  
Mexico City Convention Center  
Miami Beach Convention Center  
Minneapolis Convention Center  
Mississippi Coast Conv. Center  
Nashville Convention Center  
New Jersey Exhibition Center  
New Orleans Convention Center  
Salt Palace  
San Francisco Conf. Center  
South Lake Tahoe Conv. Ctr.  
St. Paul Civic Center  
Tacoma Dome  
Temple Convention Center  
United Center  
Washington DC Conv. Center  
Washington State Conv. Ctr.





## Daniel **SARGENT**

**ANALYST, CSL INTERNATIONAL**

Daniel Sargent is an analyst with CSL and brings a diverse range of work and academic experience to our clients. Before joining the CSL team, Mr. Sargent worked as a statistician for the 2012 London Olympics and in Diplomatic Affairs at the New York City Commission to the United Nations. He also serves as the Executive Board Assistant for the Dallas Stars Alumni Association and Sports Editorial Fellow at the Novak Djokovic Foundation.

Mr. Sargent has experience in market research, statistics, and media relations. He earned Master's Degrees in International History from the London School of Economics and Columbia University. Daniel completed his B.A. at Westmont College in Santa Barbara, CA.

**EDUCATION:**

M.Sc. - International History  
London School of Economics and Political Science

M.A. - International and World History  
Columbia University

B.A. - History  
Westmont College

**REPRESENTATIVE CLIENTS:**

City of San Jose  
City of Virginia Beach  
D.C. United  
Fulham F.C.  
James Madison University  
Sacramento Kings  
Tottenham Hotspur F.C.

**EXPERIENCE:**

**2014-Present:**

Analyst - CSL International

**2013-2014**

Staff Analyst- Novation, LLC

**2012**

Statistician- NBC Sports Broadcasting- 2012

London Olympics

**2012**

Diplomatic and Consular Affairs- New York City

Commission to the United Nations



# 4 Proposed Scope of Services





We have developed a scope of service that is typical for a feasibility study at this stage of project planning. Our scope of services consists of project study methods divided into three (3) major components:

- A. Market Demand**
- B. Financial Projections**
- C. Economic and Fiscal Impacts**

Our study will stress a market-based approach that combines personal interviews, an in-depth analysis of demographic and socioeconomic data, and an assessment of the operational characteristics of competitive and comparable facilities so that the conclusions are specific to this project.

## **Task A. Market Demand**

The primary purpose of this task is to identify specific markets and demand for the proposed sports complex. In order to evaluate the market demand, we will implement a multi-faceted market analysis that focuses on the specific needs and characteristics of users that would likely utilize the proposed sports complex. The comprehensive analysis has been developed to provide an evaluation of the demand for a facility based on detailed research and analysis of the marketplace, and not based solely on national and industry averages and trends.



participation, participant demographic characteristics, participant socioeconomic characteristics and other such data for a variety of sports and recreational activities including but not limited to soccer, football, baseball, softball, lacrosse, basketball, volleyball and other organized team sports as well as recreational activities such as running, biking, skateboarding, etc.

This analysis will serve to identify and quantify the target market for the proposed sports complex on both a local and regional basis.

#### **4. Analysis of Comparable Facilities**

In this task, we will assess the physical, operational and financial characteristics of comparable sports complexes to provide general informational background and to gain a programmatic perspective from which to assess potential utilization and financial operations of the proposed sports complex.

Interviews will be conducted with managers and other employees of these comparable facilities in order to obtain information in areas such as:

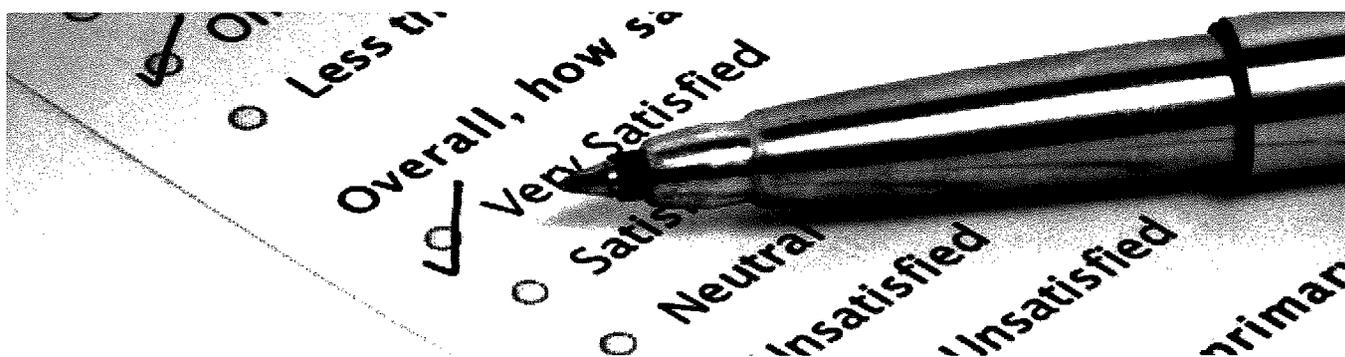
- physical characteristics;
- annual utilization levels;
- annual operating revenues and expenses;
- cost and funding sources;
- market demographics;
- lessons learned; and,
- other such information.

Through this analysis, we will identify which facilities have experienced the greatest success or failures and explore the underlying reasons.

#### **5. Analysis of Competitive Facilities**

The number and types of facilities in the market competing for the supply of events and participants within the marketplace will affect the market potential for the proposed sports complex as well as other existing and potential facilities.

In this task, we will analyze both existing and planned local and regional competitive facilities to assess the relation, interaction and impact they may have on the usage of the proposed sports complex, if any. As part of this analysis, we will analyze the historical utilization of competitive facilities, physical characteristics, transportation access and other important issues that may impact the degree to which the proposed complex will compete with, or complement, existing facilities in regional area. This analysis will also explore reasons for financial success and difficulties at the competitive facilities.



## 6. Potential User Interviews

In performing an analysis of the potential utilization for any project, we rely on industry research data, comparable facility data, and information provided from potential users of the type of facility under consideration. Typically, we employ a survey procedure that focuses on potential facility users in order to quantify the likelihood of particular event segments using a facility, and the specific amenities they may require. We will work closely with project representatives to identify all potential user groups for the proposed sports complex.

Examples of groups that will be contacted could include:

- Amateur Athletic Union of Oklahoma;
- Amateur Softball Association of America;
- Area colleges and universities;
- Central Oklahoma Football League;
- Major League Soccer;
- Oklahoma ASA;
- Oklahoma Secondary Activities Association;
- Oklahoma Soccer Association;
- Pop Warner Football;
- U.S. Soccer;
- U.S. Youth Soccer;
- United States Softball Association;
- Women's Fastpitch Softball Association;
- YMCA;
- Yukon Fast Pitch Softball Club;
- Yukon Little League Baseball;
- Yukon Parks & Recreation Department;
- Yukon Public School District;
- Yukon Soccer Club;
- others.



Data compiled will include the type of event, potential attendance, the number of potential events, rental revenues, attendee spending, and other appropriate factors. This type of analysis provides quantified estimates by market segment of the number of events that could utilize the facility on an annual basis.

## 7. Estimated Demand

In this task, CSL will make recommendations regarding the market potential for the proposed sports complex including the type and number of events that could be hosted and projected participant and spectator attendance.

# Task B. Financial Projections

In this task, CSL will estimate the incremental operating revenues and expenses associated with the proposed sports complex. Based on the results of the preliminary analysis and our knowledge of the local and regional market area and the surrounding regional marketplace, we will prepare detailed estimates of operating revenues and expenditures based on the results of market research.

Revenue estimates will include:

- Registration fees;
- Rental income;
- Camps/Clinics;
- Instructional;
- Concessions;
- Merchandise;
- Advertising/sponsorships;
- Naming rights;
- Other revenues.

	2010	2011	2012	2013	2014
<b>Total Revenue</b>	\$483,712,000	\$4,411,200	\$4,131,200	\$3,509,120,000	\$12,343,120
Baseball/Softball Fields	\$483,000	\$989,000	\$1,094,000	\$1,115,000	\$1,184,000
Soccer/Flag/Football/Lacrosse Fields	1,154,000	1,481,000	1,685,000	1,712,000	1,774,000
Concessions	1,116,000	2,438,000	2,682,000	2,801,000	2,900,000
Pro Shop	1,611,000	1,371,000	1,960,000	2,048,000	2,109,000
Hotel Overrides	1,150,000	1,165,000	1,381,000	1,460,000	1,524,000
Sponsorship	790,000	790,000	790,000	790,000	790,000
Rental	90,000	80,000	329,000	118,000	117,000
<b>Total</b>	\$4,371,000	\$4,411,200	\$4,131,200	\$3,509,120,000	\$12,343,120
<b>Cost of Revenue</b>	\$2,134,000	\$2,779,000	\$4,200,000	\$4,115,000	\$4,441,000
Baseball/Softball Fields	\$483,000	\$779,000	\$970,000	\$970,000	\$970,000
Soccer/Flag/Football/Lacrosse Fields	1,441,000	1,485,000	1,740,000	1,815,000	1,894,000
Concessions	564,000	620,000	687,000	716,000	751,000
Pro Shop	43,000	71,000	79,000	88,000	89,000
Hotel Overrides	31,000	89,000	41,000	45,000	46,000
Sponsorship	52,000	55,000	51,000	64,000	66,000
<b>Total</b>	\$3,134,000	\$3,479,000	\$3,818,000	\$4,099,000	\$4,387,000
<b>Labor</b>	\$44,000	\$48,000	\$33,000	\$38,000	\$38,000
Administrative Staff	225,000	248,000	219,000	284,000	296,000
Management Staff	\$194,000	\$239,000	\$114,000	\$154,000	\$132,000
<b>Total</b>	\$238,000	\$296,000	\$252,000	\$312,000	\$334,000
<b>Overhead</b>	\$179,000	\$186,000	\$213,000	\$218,000	\$230,000
Management Fees	10,000	15,000	41,000	64,000	64,000
Field Repairs	31,000	76,000	91,000	130,000	141,000
Equipment Repair	136,000	122,000	138,000	143,000	144,000
Utilities/Lights	84,000	81,000	88,000	88,000	89,000
Trash Hauling	15,000	16,000	16,000	16,000	16,000
General Supplies	70,000	71,000	85,000	89,000	89,000



Expense estimates will include:

- Salaries and wages;
- League/tournament expenses;
- Utilities;
- Insurance;
- Repairs & maintenance;
- Materials & supplies;
- General & administrative;
- Other expenses.

We will also use our analysis software, which accommodates extensive sensitivity analysis, and our internal computer modeling expertise to develop financial estimates specific to the proposed sports complex that reflect key assumptions used in estimating revenue and expenses. This software allows flexibility in the manipulation of certain key variables and cost-effective analysis of a variety of potential facility operating scenarios and building program characteristics. In addition, this sensitivity analysis allows us to analyze potential annual fluctuations by manipulating various inputs and assumptions.

## Task C. Economic & Fiscal Impacts

The construction and operations of the proposed sports complex can generate measurable economic and fiscal benefits to the community. These benefits are related to the increased levels of visitors coming in from outside the community as a result of the facility development. Each of these visitors spends money in various industries including hotel, entertainment, retail, restaurant and local transportation.

In this phase, we will estimate the direct and indirect economic and fiscal impacts generated by the construction and operation of the proposed sports complex in areas such as direct spending, output, job creation, earnings and tax revenues. In evaluating these impacts, the first important step involves defining and quantifying the existing sources of direct spending. This direct spending is generated as the construction takes place, and annually throughout the operation of the facility.

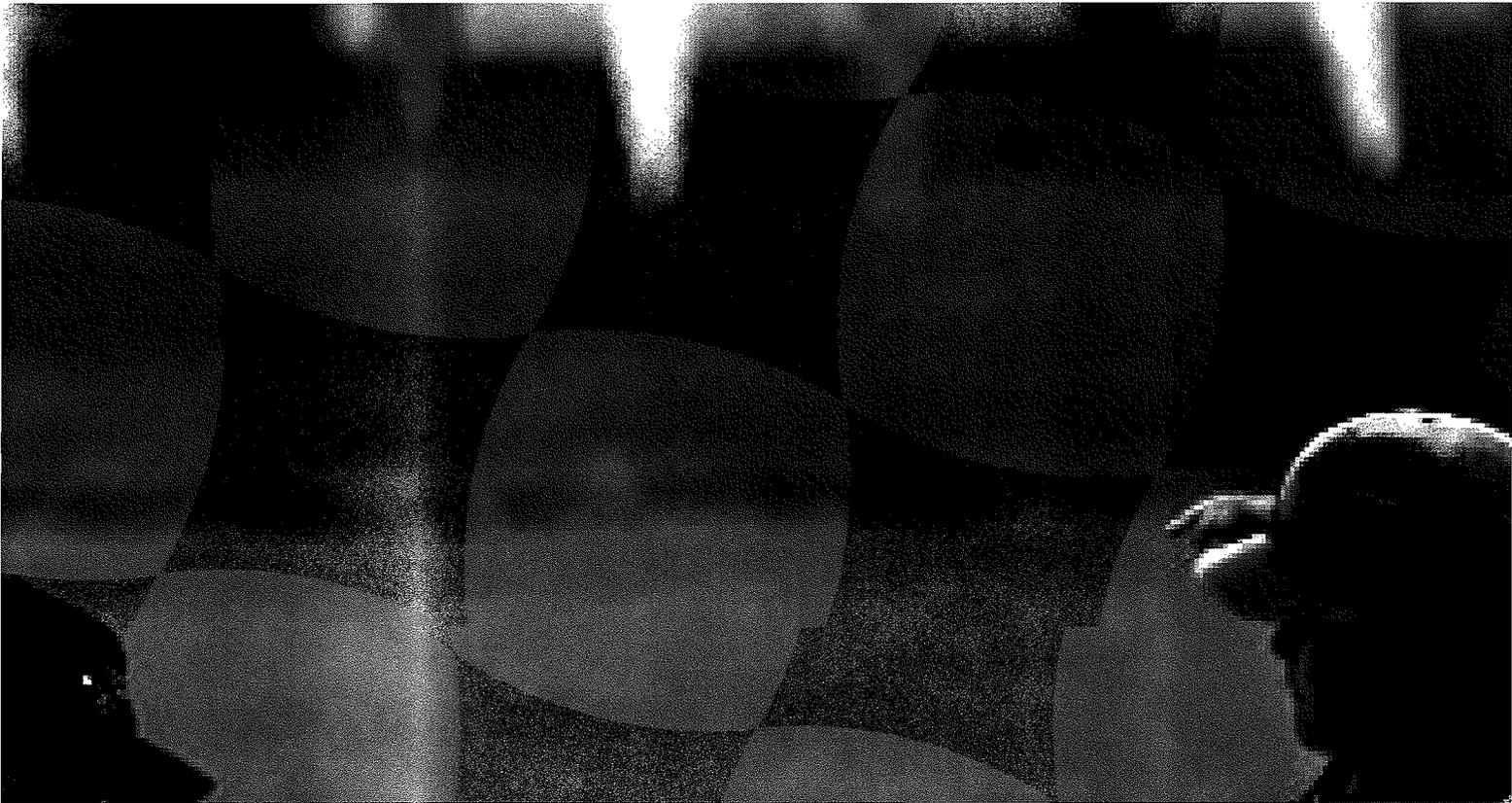
Construction period direct spending takes the form of materials and labor from within the community. The primary sources of spending during operation occur when participants and spectators make purchases or payments in connection activities hosted at the sports complex. When analyzing the direct spending generated by facility operations, two major areas of spending should be measured as described below.

- 
- **IN-FACILITY** - This type of spending takes place within or as part of the facility, and includes purchases made by attendees, including purchases for admission, concessions, novelties and parking, as applicable.
  - **OUT-OF-FACILITY** - This type of spending takes place by event attendees in other local businesses in conjunction with facility activity. This type of spending generally includes transactions at area restaurants, hotels and service businesses.
-

The level of direct spending estimated in this phase will be based on preliminary construction cost estimates, estimates for attendance and spending patterns and estimates of various expenditures based on the results of the market study. To help ensure the appropriateness of direct spending estimates, we will rely on a variety of industry resources, including our in-house data base which tracks facility operations and fan spending from around the country.

To estimate the overall economic impacts, it is necessary to utilize an economic impact model to measure the effects of the direct, indirect and induced expenditures throughout the economy. CSL has extensive experience working with a variety of economic impact models including the IMPLAN system and other models developed by major universities. We will use this experience to accurately apply the direct spending estimates to the selected model, and interpret the economic data generated.

In addition to estimating the economic impact that could be generated by the proposed sports complex, we will develop estimates of the potential fiscal impacts the proposed sports complex could create. As part of this analysis, we will prepare estimates of local and state tax revenues that could be generated. Estimates will be presented on an annual basis as well as a net present value basis over a 30-year period.



# 5 Fees & Timing



Professional fees will be based on the estimated hours required to complete the study and the skill levels of assigned personnel based on the scope of services presented herein. Should the level of service you desire be different from that contained in this proposal, we would be pleased to modify our scope of service and associated professional fees, as necessary, to meet your information needs and/or budget.

The following table summarizes the professional fees that would be associated with each task of our proposed services.

<b>Tasks</b>	<b>Professional Fees</b>
<b>A. Market Demand</b>	<b>\$30,000</b>
<b>B. Financial Projections</b>	<b>\$10,000</b>
<b>C. Economic and Fiscal Impacts</b>	<b>\$10,000</b>
<b>Total</b>	<b>\$50,000</b>

In addition to professional fees, we require reimbursement of out-of-pocket expenses incurred in the performance of these services. Out-of-pocket expenses could include, but are not limited to, transportation, lodging and meals associated with travel related to the project, interview administration, long distance telephone charges, supplies and other costs incurred on behalf of the project. Reimbursable expenses will be billed at the cost incurred. For studies of this nature, reimbursable costs are typically less than \$2,500.

We are prepared to commence the study upon formal notice to proceed. Our project schedule is highly dependent on the availability of key individuals for interviews and discussions, receipt of materials requested, and review time of the report for approval. We have allowed a two-day response time for requests for meetings, documents and for approval of recommendations. Unless unusual circumstances arise, we will complete the analysis within 12 weeks.

36-5101-401	Cap. Improvements-Legislative		
	• Revitalization of Main Street: New street light poles along Main Street, welcome signage at the west and east entrance boundaries; welcome signage; design of streetscapes and installation	250,000	
	• Chairs for council members in the council chambers	7,100	
	• Branding Project - 100 special event banners/hardware for light posts (generic): \$15,000; 50 banners for Freedom Fest, \$3,750; 50 Chisholm Trail & Crawfish Festival, \$3,750; 50 Christmas, \$3,750; 50 Festival of the Child, \$3,750	30,000	
	• Demolition of Snyder's building	67,000	
	• Traffic control devices-Stone Mill	16,000	
	<b>Total Cap. Improvements-Legislative</b>	<b>370,100</b>	
36-5501-402	Capital Improvements-City Clerk		
	<b>Total Cap. Improvements-City Clerk</b>	<b>0</b>	
36-5501-403	Cap. Improvements-Park Maintenance		
	• Magnetic locks for outdoor restrooms (10 restrooms) \$583.00 each.	10,000	
	• Install hand dryers in outdoor restrooms (CTN, Freedom, Kimbell, City Park, Ranchwood) \$3,200.00/site.	16,000	
	• Permanent basketball goal and stripe court area at Bledsoe Park	2,700	
	• Replace swing set at Kimball	2,400	
	• New AC/heater unit for the Park Maintenance building	4,200	
	• New heater for the shop area at Park Maintenance building	2,000	
	• Automatic Sprinkler System at Chisholm Trail Park	25,000	
	• Concrete driveway at the Park Maintenance Building	3,500	
	• Small Landscaping Equipment	6,500	
	• Hydraulic Dump Trailer	7,000	
	• Landscape Trailer (2)	7,200	
	• Christmas Storage System	5,500	
	• Sidewalk replacement & repair	3,800	
	• Curbing, guttering repair	2,800	
	• Recreation structures	7,000	
	<b>Total Cap. Improvements-Park Maintenance</b>	<b>105,600</b>	
36-5501-404	Capital Improvements-Finance Dept		
	<b>Total Cap. Improvements-Finance Dept.</b>	<b>0</b>	
36-5501-405	Cap. Improvements-Fire		
	• Protective clothing/Safety equipment	40,000	
	• Thermal Imaging Camera	14,000	
	• 2 Air Packs	14,000	
	• 1 - Rapid Intervention bag	4,250	
	• Repaint Ladder 1, plus decals & stripes	27,000	
	• Floor scrubber	10,000	
	<b>Total Cap. Improvements-Fire</b>	<b>109,250</b>	
36-5501-406	Cap. Improvements-Municipal Court		
	<b>Total Cap. Improvements-Municipal Court</b>	<b>0</b>	
36-5501-407	Cap. Improvements-Development Services		
	• 2015 Ford F150 Extended Cab Pickup for new employee.	25,000	
	• Renovate 334 Elm (DPS bldg)	50,000	
	<b>Total Cap. Improvements-Development Services</b>	<b>75,000</b>	
36-5501-408	Cap. Improvements-Library		
	• Purchase materials for library collection including, but not limited to books, audio books, eBooks, video materials and databases. While Ladies Library Club has agreed to cover the cost of the Zinio of digital magazine subscription renewal this year, we may need to pay for the renewal next year if they decide not to fund digital magazines again. Last year, began purchasing a CD/digital bundle for audio books which increases our patrons choice of audio books but also the cost of the audio books. Total requested \$40,000.	40,000	
	• Install 3 new heat/air units at a cost of approximately \$18,000 (\$6,000 per unit.) One unit, serving the meeting rooms, has a leak in the heat exchanger and must be replaced, the other two are proactive replacements of old units.	18,000	
	• Purchase new shelving to accomodate a growing large print fiction and non-fiction collection and additional children's materials at a cost of \$8,500.	8,500	
	<b>Total Cap. Improvements-Library</b>	<b>66,500</b>	
36-5501-409	Cap. Improvements-Admin		
	<b>Total Cap. Improvements-Admin</b>	<b>0</b>	
36-5501-410	Cap. Improvements-Park Administration		
	• Sidewalks for Chisholm Trail Park by the Gazebo for accessibility.	3,000	
	• Fencing - Taylor Park - Spirit League, BMX and Soccer	1,500	
	• Branding update for our existing 70 banners that need to be reworked for the new logo.	8,500	
	• 2 Enclosed 12 passenger electric tour carts @ \$17995.00 . Cart converts to an open air ride with roll up sides. 5'	41,390	
	• Various Parks Park Equip - this includes new benches and new trash recepticals.	6,000	
	<b>Total Cap. Improvements-Park Admin.</b>	<b>60,390</b>	